



Frequently Asked Questions on the Master of Science in Business Administration at Humboldt-Universität zu Berlin

DISCLAIMER: This list of questions and answers solely serves purposes of information and is not in any way legally binding. The final decision on admission is taken exclusively on the basis of the current Central Statutes Regarding Admission, Study, and Examinations (Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung der HU zu Berlin - ZSP-HU) as well as the Berlin University law.

GENERAL

Why Master of Science in Business Administration at HU? Is this the right programme for me?

The aim of the programme is to endow the students with the necessary scientific managerial competencies to persistently succeed in an international and rapidly changing environment. We are of the firm conviction that the broad, international, quantitative and scientific approach realised in our master's programme is the right concept to attain this goal.

I am interested in how human behaviour, institutional settings and markets influence entrepreneurial conduct and success. I would enjoy investigating these interrelations analytically and empirically. Is the Master of Science in Business Administration at HU the right programme for me?

Yes.

During undergraduate studies, I have always considered courses in Economics and Statistics a waste of time. Is the Master of Science in Business Administration at HU the right programme for me?

No.

I have never liked Mathematics, Physics and other quantitative subjects. Is the Master of Science in Business Administration at HU the right programme for me?

No.

How high are the tuition fees?

There are no tuition fees apart from the approximately €320 per semester that mainly cover the costs of using public transportation in Berlin.

Where can I find more information on the content and structure of the master's programme?

You will find general information on an application for the Master of Science at:

<https://www.wiwi.hu-berlin.de/en/study/sb/bewerbung/masterstudiengange/standardseite-en>

You will find specific information on the contents of the program at:

www.wiwi.hu-berlin.de/studium/sb/studium-en/Master%20BWL.html-en

Where can I find formal regulations on admissions, examinations, etc.?

This website contains all the relevant regulations for all degree programmes at the Humboldt School of Business and Economics:

www.wiwi.hu-berlin.de/studium/pa/ordnungen (in German)

APPLICATION

Where can I find the necessary application forms?

<p>Applicants with german university entrance qualification (HZB) + exclusively german degrees and/or periods of study in Germany</p> <p>as well as</p> <p>Bachelor students at Humboldt-Universität zu Berlin</p>	<p>Applicants with non-german university entrance qualification or non-german degree or exclusively periods of study outside of Germany</p> <p>or german university entrance qualification + non-german degree and/or exclusively periods of study outside of Germany</p> <p>For more information, see the following diagram: https://www.hu-berlin.de/de/studium/bewerbung/flussdiagramm/view</p>
<p>Application directly at HU:</p> <p>see „Bewerbung“ at https://www.hu-berlin.de/de/interessierte</p>	<p>Application via uni-assist (www.uni-assist.de).</p> <p>For additional information, visit the following website: https://www.hu-berlin.de/en/studies/admission/access</p> <p>Initial counselling for international applicants: https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/studium-mit-abschluss</p>

Are there any application fees?

There are no application fees for applicants applying directly at HU.

Applicants applying via uni-assist will have to pay an application fee dependent on their country of origin. Please check www.uni-assist.de/regulation-fees.html for information on your particular fee.

Where can I get further formal information on the application procedure?

If you have formal questions about the application procedure please contact:

Application directly at HU	Applications via uni-assist
<p>https://www.hu-berlin.de/en/studies/compass.-the-central-information-service-en/wie-en</p> <p>Contact via Compass:</p> <p>Tel.: 030 / 2093 – 70333 E-Mail: compass@hu-berlin.de</p>	<p>Initial counselling:</p> <p>https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/studium-mit-abschluss</p> <p>E-Mail: bewerbung-international@hu-berlin.de</p> <p>For phone number and opening hours, please see website. (Calls should be made outside the regular office hours)</p>

When is the application deadline?

The application period for courses starting in the winter term of any year starts on May 1st and ends on May 31st of the same year. Make sure to submit the complete documents in due time.

Application documents and submissions that are received after the deadline are not considered for the admission process!

What are the admission requirements?

Information about the entrance requirements can be found on the following website: www.wiwi.hu-berlin.de/studium/sb/bewerbung/masterstudiengange (in German)

The relevant regulations with legal validity will be published in the "Amtliches Mitteilungsblatt" (Official Journal) that are linked to in the above-mentioned website.

What are the criteria?

There are far more applications than the 50 offered places in the program. All applications that fulfill the entrance requirements take part in the selection process.

The grade of your first degree, along with the entrance requirements, plays a decisive role in the admission decision. The grade of your first degree is weighted by 51%. Furthermore, the admission commission takes into consideration your GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) scores or – in case you do not hand in a GRE/GMAT score – their assessment of the amount and quality of your performance in methodical subjects, weighted by 49%. See document "Fachspezifische Zugangs- und Zulassungsregeln MA BWL" (entrance requirements MA BWL) on the website linked above.

Who has to hand in proof of English proficiency?

Every applicant is required to prove English proficiency on the C1-level defined by the Common European Framework of Reference for Languages. Please check our website to find the list of language certificates or other evidences that are accepted: <https://www.wiwi.hu-berlin.de/en/study/sb/bewerbung/masterstudiengange/standardseite-en>.

International students also have to prove German proficiency on the B1-level defined by the Common European Framework of Reference for Languages. If you take the examination abroad, the certificate will have to be from to Goethe-Institut.

Can I have the test scores sent to HU directly by ETS/ GMAC?

Yes.

The institution code of Humboldt University for GRE and TOEFL is 8167.

For your GMAT test score, please use the program code D1Z-41-44 for Business Administration.

Please note that the testing institution must also comply with the application period when sending scores. The proof must have been received by the cut-off date at the latest.

Can I apply even if I will not have my bachelor's degree at the application deadline?

Yes, if there are no more than 30 ECTS/credit points missing at the end of the application deadline.

Instead of the bachelor's degree, you must hand in a certificate from your examination office confirming all the examinations you have taken so far (a minimum of 150 ECTS). This certificate must list the grades you have achieved as well as a predicted final grade. Additionally, you must hand in a document certifying that you are currently studying (including which course and which semester you are in). In the case of a successful application, you will be granted conditional admission.

A certified copy of your bachelor's degree will have to be handed in latest by the end of the application-semester (March 31st). If you do not hand in this copy by the end of the deadline, your admission will be cancelled.

Please note that all other entrance requirements must be proven by the end of the application deadline and will not be accepted after the deadline has passed!

Which materials do I have to hand in as application?

You will find information concerning all documents we require (including whether we need a simple or a certified copy) when filling in the online application form. The exact requirements are tailored to you individually (nationality, country that you graduated from school, country where you received your first degree from etc.). Supporting documents usually have to be handed in German. Students with a non-German degree usually have to hand in supporting material in German or English.

I am already enrolled in a master's programme in Business Administration or Economics and want to transfer to HU Berlin. What do I have to do?

If you are already enrolled in graduate studies in Business Administration or Economics and want to switch to HU Berlin, you must apply for a transfer to HU ("Bewerbung für ein höheres Fachsemester"). You cannot transfer unless you have already taken examinations at the other university. Also, you must fulfil the requirements mentioned above for regular applicants.

You have to apply via online application direct at HU or via uni-assist (see table on page 2) in the application period. Please send the supporting documents that you will be required to hand in to the address given in the online application form.

The examinations office of HU Berlin will decide which semester to enrol you in according to your academic performance so far.

Please note that by assessing you as a higher semester, there is no guarantee that the courses you have taken so far will be accredited to you. This will happen only after admission and enrolment at HU. In that case, please contact the examinations office and hand in your transcript of records. At that point of time, also hand in a course description, if content is not clear from your transcript.

An application **for transfer** is possible in summer and winter term.

The application deadlines are:

01.05. to 31.05. if applying for winter term

01.12. to 15.01. if applying for summer term

Please do not exmatriculate from your old university before receiving admission from HU Berlin. As letters of admission will be sent out fairly late, please stay enrolled at your old university until you hear from us.

You can find more information about applying for a transfer here: <https://www.wiwi.hu-berlin.de/de/studium/pa/bewerbung>

If you have other urgent questions, please consult the contact persons mentioned above or following institutions:

Course advisor Business Administration (Master):

E-Mail: mscbwl@wiwi.hu-berlin.de

Study Office of the School of Business and Economics:

Office: Spandauer Straße 1, D-10099 Berlin, Room 7 (ground floor)

Mrs Jeanette Bönisch

E-Mail: boenisch@wiwi.hu-berlin.de

Student counselling

E-Mail: wiwi-studberatung@wiwi.hu-berlin.de

Tel: +49 30 2093-5608

Office hours:

Monday, Tuesday, Thursday: 9.00-12.00

Tuesday: 13.00-15.00 (only during term time)

Website: www.wiwi.hu-berlin.de/studium-en/sb/standard