

## Application procedure

### MA International Business and Sustainability (MIBAS)

<b>Start of the master's program</b>	each winter semester (October) for full-time and also for part-time students
<b>Number of places available</b>	60 per year
<b>Application Period</b>	15 February - 31 March
<b>Letter of acceptance</b>	May
<b>Commencement of lectures</b>	mid-October. The orientation days start at the beginning of October.
<b>Fee</b>	Semester contribution including a ticket for the public transportation system. Up-to-date information on semester contributions and financing can be found at: <a href="http://www.uni-hamburg.de/en/campuscenter/studienorganisation/studienverlauf/beitraege-gebuehren/semesterbeitrag.html">www.uni-hamburg.de/en/campuscenter/studienorganisation/studienverlauf/beitraege-gebuehren/semesterbeitrag.html</a>

## Admission requirements

### 1. University degree

Proof of a university degree in economics, social sciences, law, socioeconomics or other sciences.

In order to demonstrate sufficient expertise in business administration, applicants who did **not** specialize in this field must be able to provide proof of successfully completed examinations accounting for at least 12 ECTS altogether from at least four of the following areas: business administration at an undergraduate level, accounting, financing, investment, marketing, management, controlling, HR, organization, information systems, production, taxation. You will be asked to indicate the relevant courses during the online application procedure.

#### Is it possible to apply if I haven't received my bachelor's certificate yet?

Students who have not yet received their bachelor's certificate can apply for a master's program at Universität Hamburg. Please hand in a confirmation from the examination board, which states that you are able to finish your studies until the beginning of the Master's Program. However, final formal admission will only be granted, if the certificate is submitted by the end of the first semester (31 March). As long as the certificate remains outstanding, students will only be enrolled provisionally.

### Recognition of foreign educational qualifications

All applicants applying with a degree from outside of Germany, regardless of citizenship, need to have their documents checked in a "preliminary review documentation" procedure by uni-assist e. V. (University Application Service for International Students). You can find information about the procedure by uni-assist on the website [www.uni-hamburg.de/assist](http://www.uni-hamburg.de/assist). It takes at least four to six weeks to process your documents. Please plan accordingly to have your transcripts reviewed by uni-assist. We recommend sending the documents to uni-assist at latest by 15 February.

The processing fee is EUR 75. Uni-assist will only review the documents once they received the processing fee.

Language certificates and motivation letters are not needed by uni-assist. You do not have to upload or send these documents to uni-assist!

Please bear in mind that uni-assist accepts only certified copies!

## 2. Language skills

When enrolling at our University, all prospective students must submit proof of adequate English proficiency. The following tests are accepted as proof of your English language skills:

- a Bachelor degree (or equivalent) in a college or university program taught in English
- TOEFL paper and pencil test: 580 points with a score of 45 in the essay (TWE score)
- TOEFL internet-based test: 92 points with at least 22 points per skill (listening, writing, speaking, reading)
- Cambridge Certificate of Advanced English (CAE): Results A, B, C
- proof of at least five subsequent years of English lessons at a German school,
- International English Language Testing System (IELTS) – Academics: Band 6,5, Good Competent User, with at least 6,0 per skill,
- proof of English proficiency with the Level B2 (Common European Framework of Reference for Languages) from a recognized institution
- TOEIC is not accepted

Acceptance of other than the above-mentioned language certificates remains subject to approval by the admissions board.

Applicants, who haven't received their test results yet when applying can hand in one of the accepted English language certificates later upon matriculation at Universität Hamburg. **Please plan and prepare for your English examinations well before you apply!**

**You do not need a German language certificate**, as the Master's Program is taught in English language!

## Instead of a motivation letter: some questions

Please hand in a written justification of your choice of degree. We expect you to justify your choice of program on the basis of the points listed:

- a) What is your personal motivation for applying for the „Master of International Business and Sustainability (MIBAS) at Universität Hamburg?
- b) Which experiences – as part of your first degree and your job experience – contribute to your qualifications for the MIBAS program?
- c) Which program components have triggered your specific interest in MIBAS, which aspects of the program are most appealing to you?
- d) Reflecting on the MIBAS program, to what extent and why do you think that firms have a responsibility to the society and not to their shareholders only? Which aspects are of particular relevance and why?

Please use the designated form from our website for your answers. Your answers (in English language) should not exceed three pages. Please comment on all mentioned points to allow us to form a detailed impression of you.

## Application Documents

To apply for the program, please follow the instructions in the **StiNE online application form** provided by the admissions office of Universität Hamburg: [www.stine.uni-hamburg.de](http://www.stine.uni-hamburg.de).

You have to **fill in the online application form**, **upload all required application documents** (see below) in the last section of the form, and **submit your application** electronically by March 31. Any information or documents submitted after the due date cannot be considered!

Please note the following **recommendations** for the document upload. This helps us processing your application.

- Please merge documents with several pages (e.g. your degree certificates) to one file.
- Documents have to be submitted in German or English. Please submit certified translations if original documents are not issued in German or English.
- Please upload preferably PDF documents. Thus, it is ensured that your documents can be opened and displayed correctly.
- Only one file can be uploaded per upload category.
- In case of technical problems regarding the documents, please contact: [mibas-application.wiso@uni-hamburg.de](mailto:mibas-application.wiso@uni-hamburg.de)

## Documents checklist

- ☐ Tabular CV (in English)
- ☐ Scan of the first degree certificate (if unavailable, a transcript of records / official overview of grades including grade point average)
- ☐ In case of foreign education qualification: preliminary documentation form from uni-assist
- ☐ Written justification of your choice of degree (please use the form on the website)
- ☐ Proof of English language skills

Please note: Missing documents and those not complying with the regulations shall not be taken into account in the admission procedure.

## Selection process and letters of acceptance or rejection

For the purpose of the selection process, applicants are divided into two groups: applicants holding a German degree and applicants holding a degree from outside of Germany. Each group is allocated 50% of the available places.

Applicants are ranked within their group according to the following criteria:

- grade achieved in first degree (weighted with 60%)
- written justification for chosen program (weighted with 40%)

The overall grade results from evaluation of both criteria. Places on the program are awarded according to the number of available places within each of these groups. Places not awarded within one group will be allocated to applicants from the other group.

On the dates listed in the online application procedure, you will

find a letter stating results in your STiNE account under "*Dokumente*". Letters of acceptance and rejection will also be published via your STiNE account at the same time as the main procedure is announced. In case you have been admitted, you will need to enroll until the mentioned deadline. If you miss the deadline, you will lose the place in our Master's Program.

### Definition

As a rule applicants will be deemed to have a German education under the following conditions:

- who have obtained a German 'Abitur' (or Swiss or Austrian equivalent) in the German speaking part of Europe or
- who have gained a degree from a university in the German speaking part of Europe in a course in which German is used as the medium of instruction or
- applicants whose mother tongue is German and who have grown up most of the time within the German speaking part of Europe.

**All others applicants are deemed to have a foreign education.** In cases of doubt the Exam Board reserves the right to decide on a case by case basis.

## Contact

For queries regarding **questions** in the online application form: [www.uni-hamburg.de/zulassungsfragen](http://www.uni-hamburg.de/zulassungsfragen).

If you have **technical problems** with the online application form: [support.rrz.uni-hamburg.de/bewerbung](mailto:support.rrz.uni-hamburg.de/bewerbung).

For any other queries regarding your **application**, the **application documents**, the selection procedure, and the **course** of study which are not answered in this document or on the website (also check the FAQ section), please contact [mibas-application.wiso@uni-hamburg.de](mailto:mibas-application.wiso@uni-hamburg.de).

### Contact address:

Universität Hamburg  
Fakultät für Wirtschafts- und Sozialwissenschaften  
Studienbüro Sozialökonomie  
M. A. International Business and Sustainability (MIBAS)  
Von-Melle-Park 9  
20146 Hamburg  
Germany