

Special conditions for admission (BBZM) to the Master's degree program in Business Administration (MBA)

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Dated 27.06.2017

Last amended on 12.07.2019

Changes valid from 01.12.2019

§ 1 Area of application

These special conditions for admission (BBZM) govern the admission process for the Master's degree program in Business Administration (MBA) based on the general provisions for admission to Master's degree programs at Darmstadt University of Applied Sciences (ABZM), as amended, as well as the special conditions for examinations rules (BBPO).

§ 2 Admissions committee

Upon the admission to the degree program, the Faculty Council transfers the associated tasks of the admissions committee to the faculty's examination committee.

§ 3 Application

- (1) According to Section 3, paragraph 1, ABZM, the application must be received, together with the required documentation for the admission to the winter semester, by 30th September (the period of limitation), by the Darmstadt University of Applied Sciences (Department of Further Education and Dual Studies Centre).
- (2) The following documentation is to be submitted with the application:
 1. The diploma for the preliminary studies as per Section 2 and Section 3, paragraph 3 ABZM and additionally for diplomas which were not obtained from the Darmstadt University of Applied Studies, the diploma supplement or similar evidence of the content of the degree program
 2. An extensive CV in tabular form
 3. Evidence of at least three years of work experience, corresponding to the requirements of the Professional Experience Module of the degree program in Business Administration for at least one year. Suitable evidence is:
 - Qualified employer`s references or comparable certificates which show the type of activities assumed, in particular management tasks and/or
 - Acknowledgements by the employer about the duration of the employment and the role taken by the application, together with full job descriptions, in particular with regards to the type of tasks assumed as well as the management responsibilities
 4. If an application for compensation pursuant to Section 4, paragraph 3 is to be made, the following additional evidence must be submitted in consultation with the Examination Committee:
 - Competences related to business administration (job references, letters of recommendation, awards and prizes)
 - Voluntary activities (e.g. committee work, association work etc.)
 - Experience abroad (e.g. semester abroad, internship abroad for several months)
- (3) Evidence as per paragraph 2 is to be submitted as a certified copy, if the evidence was not issued by the Darmstadt University of Applied Sciences. For evidence as per paragraph 2, which is compiled in a language other than German or English, a sworn translation into German/English is also to be submitted. The costs are to be borne by the applicant.

§ 4 Aptitude assessment

- (1) The following criteria are applied for the aptitude assessment, which are graded with "fulfilled" or "not fulfilled".
 1. At least one year`s management experience in a line position
 2. At least one year`s experience in project or partial project management, or a comparable management function (such as audit management)

3. Budget responsibility
 4. Reporting obligations at divisional, Board of Directors` or company management level
 5. Responsibilities in advisory and steering committees of the company (e.g. strategy commissions, requirements management meetings, governance committees, steering committee)
 6. Exercising official representational duties, powers of negotiation and powers of attorney
 7. Experience with auditing tasks.
- (2) If the applicant fulfils at least four criteria in the aptitude assessment, he/she is deemed to be suitable for the Master`s degree program.
 - (3) Applicants who do not fully meet the criteria of the aptitude assessment pursuant to paragraph 2 may apply for compensation for the Professional Experience module. In this case, the evidence pursuant to Section 3, paragraph 2, no. 4 shall be additionally included in the assessment.
 - (4) Applicants who have not provided evidence of their aptitude for the Master`s degree program, can apply once more for the aptitude assessment process.
 - (5) The degree program must be started within one year of passing the aptitude assessment.

§ 5 Commencement

These provisions for the admission to Master`s degree programs come into effect on 27.06.2017.