

**Master Programme in Business Administration**  
**Information for applicants**  
**Winter semester 2023/24**  
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## Translation of Foreign Certificates/Transcripts

Non-German documents such as university (entrance) certificates and the Transcript of Records have to be translated into German or English (certified translation). Individual modules completed abroad and not listed in the official transcript in German (or in English) have to be translated.

### Conversion of Notes to the German Grading System

(§ 17 Examination Regulations for the Master's in Business Administration)

If your grades are not expressed in the German grading system, then they must be converted to the German grading system.

German Grading System (§ 17 Examination Regulations for the Master's in Business Administration)		
Grade	Category	Explanation
1.0 to 1.5	Very good	You have successfully completed a major part of your exam, but there are some minor areas you must improve.
1.6 to 2.5	Good	You have shown decent academic performance by correctly completing a considerable proportion of your exam.
2.6 to 3.5	Satisfactory	Your performance was a bit more than sufficient and you need to work in several areas.
3.6 to 4	Sufficient	You have reached the minimum score to pass the exam, but your performance leaves much to desire.
4.1 to 5	Not Sufficient	Your performance lies behind the minimum score.

Please note: In the Transcript of Records, **the grades must be given in numerical form**. The designation "very good" / "good" / etc. without the corresponding grade in numbers is insufficient!

Insufficient Example:

Module	Grade	ECTS
Statistics I	Very good	6

Correct Example:

Module	Grade	ECTS
Statistics I	1.2	6

**To convert your grades please use the Modified Bavarian formula displayed below.** To apply this formula, you require the highest possible grade achievable and the lowest possible grade to pass in the grading system of your home university. Further information on foreign grading systems can be found in the [Anabin database](#).

**The final average grade as well as the grade of each single module have to be converted!**

### Modified Bavarian Formula to Convert Foreign Grades

$N_{max}$  highest possible grade achievable in the foreign grading scheme (see Anabin database)  
 $N_{min}$  lowest possible grade to pass in the foreign grading system (see Anabin database)  
 $N_t$  grade to convert  
 $N_d$  Converted grade (equivalent § 17 Examination Regulations for the Master's in Business Administration)

$$N_d = \frac{N_{max} - N_t}{N_{max} - N_{min}} \times 3 + 1$$

Bitte geben Sie die zur Berechnung notwendigen Noten/Punkte in die blauen Kästchen ein:		
$N_{max}$	$N_{min}$	$N_t$
100	40	90
Ergebnis		1,5000

Das Ergebnis wird auf eine Nachkommastelle angegeben (die weiteren Nachkommastellen werden abgeschnitten, es wird nicht gerundet).

**Note:** To convert your grades, we provide the formula within an excel file on our website. Feel free to use our [conversion table](#) for assistance.

## Conversion of Credit Points into ECTS-Points<sup>1</sup>

**Please check your Transcript of Records:** If the credit points are not expressed in ECTS, then you must convert them to that grading framework.

This is also the case for modules or semesters passed at a university abroad if they are not listed separately in the transcript (e.g. “semester abroad at partner university: 30 ECTS”). The individual performances listed in the foreign transcript have to be converted into ECTS.

### How to convert your credits points to ECTS?

The below mentioned examples serve as a short description and are not to be understood as a final listing. With the help of these examples, applicants should be able to translate their own data from their transcripts/certificates.

#### Sample conversion (Credit Points/hours to ECTS Credit Points)

The German bachelor degree usually contains 180 or 210 ECTS credit points in 6 or 7 semesters – i.e. 1 semester contains 30 ECTS credit points. For the conversion into ECTS, the total workload of your studies must be divided by the standard study duration (in semesters). The result is equated to 30 ECTS. Feel free to use our [conversion table](#) for assistance.

<sup>1</sup> ECTS: European Credit Transfer System. ECTS enables higher education institutions throughout EU countries to easily assess and compare the academic scores of their EU students. Source: ECTS User's Guide 2015. European Commission.

#### Example 1

If a foreign bachelor degree contains 120 Credit Points in 8 semesters, i.e. 1 semester contains 15 Credit Points, the conversion factor from Credit Points to ECTS credit points is  $30/15=2$ , i.e.  $ECTS=2*\text{Credit Points}$ .

#### Example 2

If a foreign bachelor degree contains 8000 hours in 10 semesters, i.e. 1 semester contains 800 hours), the conversion factor from hours to ECTS credit points is  $30/800=0,0375$ , i.e.  $ECTS=0,0375*\text{hours}$ .

#### **Please note:**

Conversions of grades and credits should be carried out in a **separate document**, which does not have to be officially certified or signed. We recommend converting your grades and Credit Points with the help of our [conversion table](#).

**Not providing a conversion will lead to the rejection of your application.**

## Checklist Application Documents

- Transcript of Records (Please note especially here the information from page 2)\*
- Curriculum Vitae\*
- University Entrance Certificate/A-levels or international equivalent\*
- Bachelor's degree/undergraduate diploma
- German Language Certificate\*
- English Language Certificate
- Transcript of Records (semester abroad)
- Other Qualifications
- Proof of work experience/Proof of internships
- In case you do not fulfill the admission requirements for the Master's programme:*  
Proof of affiliation to the best of that final year of the programme

\* Marked documents are mandatory uploads.

**Please submit your application online.**

For further information about the above-mentioned application documents, please check the following pages.

## Transcript of Records

Please upload a scan of the original document (in German or English or upload additionally a certified translation). Only transcripts that are provided with a **validity notice**, such as a stamp/signature, an online verification link, or the notice "This document was created by machine and is valid without a signature" will be considered. If your grades are not expressed in the German grading system, then they must be **converted** to the German grading system (we recommend using our [conversion table](#) for this).

Your Transcript of Records must include the following information:

- Name of each course
- Grades obtained for each course (if applicable, please convert the notes to the German Grading System)
- Credit points obtained for each course (if applicable, please convert the credit points to ECTS)
- Overall grade (if applicable, please convert the overall grade to the German Grading System)
- Total credit points obtained (if applicable, please convert the credit points to ECTS)

Applicants who have not yet completed their studies at the time of application can apply preliminary. For that purpose, you have to provide a preliminary average grade and the current amount of credits earned (at the time of application) as a replacement for your university certificate and final grade.

**Important:** Self-made transcripts from the internet without online verification or seal of the Student Admissions Office will not be accepted.

## Curriculum Vitae

The CV should contain statements about further relevant qualifications with which a fit for the desired course of studies is shown (e.g. semester abroad, relevant work experience, awards received during your studies, as well as further relevant skills, language skills). Please check for completeness. Statements about further qualifications in your CV have to be proven by appropriate documents and will otherwise not be considered for your application.

## University Entrance Certificate/A-levels or international equivalent

The final grade as well as other performances or achievements from schooldays, will not be considered for the admission process.

Applicants from abroad have to upload their certificate of university entrance qualification, which is equivalent to the Certificate of a German Higher Education Entrance Qualification. This document serves as proof for the Student Admissions Office to verify if you are eligible for an admission to the University of Münster.

## Bachelor's degree/undergraduate diploma

Proof of your undergraduate degree has to be uploaded in the form of a scan of the original document. Applicants with foreign certificates must also submit a certified translation - if the certificates were not issued in German or English. Should you not be able to provide a final certificate at the time of your application, you have to upload a preliminary certificate in which the grades of at least 140 credit points respectively are included.

## German Language Certificate

Applicants who finished school in Germany or in a German school abroad provide as proof of sufficient skills in German the High School Diploma (*Abiturzeugnis*).

Applicants who finished school abroad must provide an official language certificate. See [here](#) for more information about language certificates.

## English Language Certificate

Proof of sufficient skills in English is not necessary but can be provided as further qualification. There are reasonable grounds for believing that applicants have a good grasp of English if they have studied at a university, spent a semester or served an internship in an English-speaking country. The same is true for persons who have successfully completed a BA course in which lectures, seminars and tutorials were held in English. Furthermore, one of the following official Language certificates are accepted: TOEFL, TOEIC, IELTS, Cambridge (minimum level B2). Applicants are required to hand in documents in order to substantiate their claims relating to their linguistic competence. English learnt at school or English course at the university are not taken into consideration.

## Transcript of Records (semester abroad)

If you studied a semester abroad, the Transcript of Records from the university abroad should be uploaded here.

## Other Qualifications

Additional documents in which suitability for the desired course of studies is demonstrated could be e.g. proof of semesters spent abroad, proof of social or university commitments, awards or further language certificates. Further qualifications given in your application can only be considered if sufficient proving documents are provided. Please upload these documents combined into one single pdf-file.

## Proof of work experience/Proof of internships

Please upload one single PDF file containing all certificates proving work experience or internships.

## Proof of affiliation to the best of that final year of the programme

This document is only relevant if you do not meet the admission requirements for the Master of Business Administration with your studies.

Examples for the proof of belonging to the best 10% are:

- Indication of the ECTS final grade in the transcript (e.g. ECTS A = 10%).
- A certificate from the Examinations Office confirming a ranking among the top 10%.
- A table from the examination office showing that the student belongs to the top 10%.

**It is important that this certificate should be issued by an Examinations Office or signed by the Dean of the Faculty.** Letters of recommendation are not accepted as proof.

## Application deadline

**There are two application deadlines for the Master of Business Administration at the University of Münster.**

If you apply with your complete application documents by **June 06, 2022**, you will participate in the first application phase. Then you have the chance to receive an admission notice by the end of June 2022.

You did not receive an admission by the end of June? Your application will then be reviewed in the second round. The second and final application deadline is **July 15, 2022**. If you apply for the Master of Business Administration by this deadline, you can expect to hear back in early August.

### You have not completed your studies yet?

You can apply with your **preliminary certificate or Transcript of Records**, on the condition that all outstanding examination results are completed by September 30, 2022. The application is then considered provisional. The Transcript of Records must show at least 140 ECTS credit points and an average grade of at least 2.9.

The outstanding achievements of the current semester will be taken into account in the application. You can indicate the outstanding achievements in the online application tool (module title incl. ECTS credit points).

**Please note:** The Transcript of Records must be issued by an official body. Machine-generated or self-generated (from the examination system) Transcripts of Records without a stamp/signature from the examination office/deanery, online verification link or other validity notice will not be considered.

## Tips to fill in the Online Application Form

Here you will find general information about the online application portal. If you would like to exchange documents or change information in your application, please contact the [Student Admissions Office](#).

Should you notice important mistakes after submitting your application, please send an email to the following email address: [masterbuero@uni-muenster.de](mailto:masterbuero@uni-muenster.de). Examples for important mistakes are: wrong Major selected, wrong final grade. Please refrain from reporting minor mistakes, which have no impact on the assessment of your application (e.g. wrong date of birth).

**Please note:** Information on experience abroad, language skills, work experience, internships, etc. will only be taken into account based on your CV and the enclosed supporting documents when evaluating your application. In contrast, the corresponding information you provide in the online application form will not be considered. Therefore, please make sure that your resume and your documents are complete.

### Business Studies - Major/ Minor

All combination options can be found on our [website](#) under "Programme Structure".



**Please note:** You can only apply for one Major! In case of a successful application you will be accepted for the Major you applied for. You cannot change your Major once you have been accepted. Yet the choice of a Minor is non-binding at the time of application. You have the possibility to change the minor once you start your studies.

### Do you belong to the best 10% of your graduation year?

Submitting proof of affiliation to the best 10% of your graduation year is only necessary if you do not meet the admission requirements for the Master of Business Administration with your studies.

Examples for the proof of belonging to the best 10% are:

- Indication of the ECTS final grade in the transcript (e.g. ECTS A = 10%).
- A certificate from the Examinations Office confirming a ranking among the top 10%.
- A table from the examination office showing that the student belongs to the top 10%.

**It is important that this certificate should be issued by an Examinations Office or signed by the Dean of the Faculty.** Letters of recommendation are not accepted as proof.

### Please state the achieved credit points at the end of your studies

Here, you assign the ECTS to the respective areas to the best of your knowledge. For orientation, you will find an [exemplary assignment of the modules](#) on our website

Please include the credits earned for your Bachelor Thesis in the respective area (e.g. your Major) in your statement of credits earned.

First, you have to enter all credits earned during your Bachelor degree, which can be assigned to your Major. In the following, you have to enter the number of credits earned in the areas of business economics (including the credits assigned to your Major), economics, mathematics and statistics.

Courses, which cannot be assigned to these areas, are not relevant for your application and are therefore not to be included (e.g. business law, business informatics, soft skills/key qualifications, languages).

Courses that are to be completed in the current semester must be entered in the respective text-field - including ECTS points. Example 1: „Marketing II (6 ECTS)“ / Example 2: „Finance Seminar (12 ECTS)“).

**Important:** Please enter the **ECTS-Credit Points** you obtained for each subject, so that the course can be counted. The information you provide on courses and credit points is useful by determining if you fulfil the subject-specific requirements for the master's programme in Business Administration:

Major → at least 12 ECTS;

Business economics → at least 40 ECTS;

Economics, mathematics and statistics → all together at least 30 ECTS

Check [here](#) for more information about our admission requirements.

### Final grade

Here, you have to enter your final grade or preliminary average grade. The grade has to be officially certified. In accordance with the admission requirements, a **minimum GPA/final grade of 2.9** (German grading system) is mandatory. Your application can only be considered if you fulfill this requirement.

## Business Studies - Thesis

If you don't know the title of your thesis yet, please enter „still to be determined“ in the text field “Title”.

## Upload-Area

When uploading, please adhere to the maximum file-size allowed!