

Official notice: 04/2024

This is a courtesy translation for your convenience only. The sole legally binding document is the original German 'Satzung für den Zugang zu dem MBA-Studiengang International Management (Full-Time) vom 24.01.2024' version 04/2024.

Admission and Selection Procedure Regulations for the MBA International Management Degree Programme (Full-Time)

Dated: 24 January 2024

In accordance with section 19(1) sentence 2 no. 10 in conjunction with section 59(1) and (2) and section 63(2) of the State Law on Higher Education in Baden-Württemberg (Landeshochschulgesetz – LHG) in the new version of 1 April 2014 (GBl. (Law Gazette) p. 99), article 8 of the law of 7 February 2023 (GBl. pp. 26, 43) and the Regulations on Registration, Re-registration, Leave of Absence and De-registration of Reutlingen University of 1 April 2015, the Reutlingen University Senate passed the regulations below on 15.12.2023.

Section 1: Scope/ registration procedure

- (1) The regulations govern admission to the master's degree programme in International Management (Full-Time) leading to the degree of Master of Business Administration (MBA).
- (2) Unless specified in more detail in these regulations, the provisions concerning registration in the current version of the Regulations on Registration, Re-registration, Leave of Absence and De-registration of Reutlingen University apply.

Section 2: Deadlines and form of application/ enrolment

The application to enrol for the degree programme, including the necessary proof of compliance with the admission requirements, must be submitted to the Admissions/ Registration Office of Reutlingen University in the required form and within the required period in accordance with the current version of the Regulations on Registration, Re-registration, Leave of Absence and De-registration of Reutlingen University by 15 August for the winter semester start (cut-off date).

Section 3: Admission requirements

- (1) The admission requirements for the MBA International Management degree programme (Full-Time) are as follows:
 - An undergraduate university degree or equivalent degree recognised by the competent certificate recognition body



- Proof of at least two years of qualified professional experience after graduation and before the start of lectures
- Very good knowledge of English (level C1 in accordance with the Common European Framework of Reference for Languages), proof to be provided in the form of the documents listed in the Regulations on Language Proficiency for Study at Reutlingen University
- A graduate management admissions test with a score above the 35th percentile and a test date not older than five years. This requirement is met either by a GMAT Focus test with a result of at least 515 points or by equivalent admission test scores with a result corresponding to a GMAT Focus result of 515 points or more. The equivalent graduate admission tests include:
 - GMAT (Graduate Management Admission Test) held by the GMAC (Graduate Management Admission Council) with a total score of at least 550 points
 - GMAT EA (Graduate Management Admission Test Executive Assessment) held by the GMAC (Graduate Management Admission Council) with a total score of at least 147 points
 - GRE (Graduate Record Examination) held by the ETS (Educational Testing Service) with a result corresponding to at least the 35th percentile in each section
 - CAT (Common Admission Test) held by the IIM (Indian Institutes of Management) with a total score of at least 31 points
 - BAT (Business Admissions Test) held by BTM (Business Test Methods) with a total score of at least 9.33 points
- Passing the selection interview in accordance with section 5 and appendix 1

The above-mentioned admission requirements must be met with the corresponding documents or evidenced in the application for enrolment.

- (2) Applicants who meet the admission requirements in section 1 but have acquired fewer than 210 ECTS credits at the time of applying must demonstrate their aptitude for the degree programme in the selection interview as described in section 5. In these cases, the student will acquire fewer than 300 ECTS credits, including the credits from their undergraduate degree, after completing the MBA degree programme.

Section 4: Committee responsible for the selection interview

- (1) The committee of the MBA International Management (Full-Time) degree programme is responsible for all the tasks relating to the selection interview. The committee consists of two full-time professors from the ESB Business School who teach on the MBA International Management (Full-Time) degree programme.
- (2) The members of the committee and its chair are appointed by the School Council. The chair of the committee coordinates the tasks to be carried out.

- (3) The term of office of the members corresponds to the term of office of the dean of the school. Members can be reappointed.
- (4) The decision on successful enrolment is made by the Admissions Office of Reutlingen University.

Section 5: Holding the selection interview

- (1) Applicants must provide the following documentation in order to take part in the selection interview:
 - A fully completed online questionnaire (application form)
 - A CV in tabular format/ overview of the applicant's academic and professional career
 - A copy of their undergraduate degree certificate
 - Proof of completing the GMAT Focus or equivalent in accordance with section 3(1)
- (2) If all the requirements in paragraph 1 have been met, the degree programme applicant will be invited via email to take part in the selection interview. The date will be specified by the chair of the Committee for Implementing the Selection Interview.
- (3) The aptitude of the applicants for the degree programme is evaluated on the basis of a list of criteria as specified in annex 1.

The selection interview is a structured video-based oral exam which lasts for around 30 minutes and is held in English. The test generally takes place via Teams or Zoom.

Applicants who cannot take part in the selection interview using this method because of a specific impairment must submit to the chair of the selection interview committee an application for an alternative form of test with a doctor's note at least three days before the test.

- (4) The selection interview is held by two people. One is a professor who teaches on the MBA degree programme and the other must have a qualification at least equivalent to a master's degree. The examiners can require the applicant to substantiate facts which are relevant to the test by providing proof of such. Minutes are taken to record the events and the results of the selection interview.
- (5) The selection interview can only be taken once during the respective admission and enrolment procedure/ period. The selection interview must also be taken again if the candidate wishes to re-apply or postpone their enrolment to a subsequent year.

Section 6: Breach of regulations, cheating

If an applicant has influenced the results of the admission procedure by cheating and if this is not discovered until after the applicant has been admitted to the degree programme, the university can correct the results of the selection interview retrospectively. In the event of cheating or threats or bribery, the enrolment process will be cancelled.

Section 7: Effective date

The Admission and Selection Procedure Regulations come into effect on the day after the publication of the official notice. They will apply to the enrolment procedure from winter semester intake 2024/2025 onwards. At this point, the University Regulations for Admission to the MBA International Management Degree Programme (Full-Time) of 18 February 2021 will no longer apply.

Reutlingen, 24 January 2024

Professor Hendrik Brumme
President



List of criteria for the selection interview

	Maximum number of points
A. Academic and professional career and competencies	5
Consistency of the stages and in the planning of their career with regard to international management positions, achievements in their previous degree, additional qualifications	
B. International experience and competencies	5
Professional experience with international partners/ clients or semester/ job abroad, intercultural sensitivity	
C. Motivation and management competencies	5
Management experience or potential, interest in international business relationships, resilience, team, interpersonal and social skills	
D. Special abilities and commitment	5
Social commitment, volunteering, independent initiative or leading of projects	
Maximum possible number of points:	20

Applicants will pass the selection interview if they achieve at least 10 out of 20 sum points.

