

Admission regulations for the master's programme “Business Development” at the University of Münster

of 28 March 2023

This is a translation of the original German text and is intended for your information only. Under German law, only the official German version of the “Zugangs- und Zulassungsordnung für den Masterstudiengang Business Development an der Westfälischen Wilhelms-Universität Münster vom 28. März 2023” is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 13 April 2023.

In accordance with § 2 (4) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia (HG NRW) in the version of the Act on the Future of Higher Education (*Hochschulzukunftsgesetz*) of 16 September 2014 (GV. NRW 2014, p. 547), most recently amended by Article 1 of GV NRW of 30 June 2022 (GV NRW p. 780b), the University of Münster (WWU) has issued the following regulations:

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§ 1

Scope

The following regulations define the admissions procedure for the master's programme "Business Development" at the University of Münster.

§ 2

Admission Requirements

- (1) Apart from the general enrolment requirements, the central requirement for admission to the master's programme "Business Development" is the successful completion of an undergraduate programme in a subject-relevant field of study with a minimum standard duration of six semesters. The programme must have concluded with the conferral of a bachelor's degree or another (equivalent) degree of professional qualification (*Diplom, Staatsexamen* etc.) with a grade of at least 2.9. A "subject-relevant field of study", as indicated in sentence 1, refers to a higher education course of study at a German or foreign university which meets the following criteria:
- (a) at least 40 credits from the field of business administration
 - (b) at least 30 credits from the fields of economics, mathematics and/or statistics.

From the total general credits awarded in the field of business administration as provided in (a), a maximum of 16 credits can be substituted by additional requirements which exceed the credit requirements in the fields of mathematics or statistics as provided in (b).

In the case of § 3 (1) no. 1, sentence 2, the minimum grade requirement indicated in sentence 1 is also fulfilled if the student achieved at least an average grade of a 2.9 in their preliminary certificate.

Students who successfully completed a course of study in economics which does not meet the requirements put forth in sentence 2 are permitted to participate in the selection procedure if they can prove that they are among the top 10 % of the graduating class in their corresponding degree programme. Confirmation to this effect must be issued and signed by an office or official representative from the student's university (e.g. examinations office/dean).

- (2) To gain admission to the master's programme "Business Development", the student must provide confirmation of good to excellent English-language competence. English-language competence is considered sufficient if the applicant has attained C1-level proficiency as defined by the Common European Framework of Reference for Languages (CEFR). A certificate is not required if the candidate's native language is English. Sufficient language competence can be confirmed by providing a relevant English language certificate. The term "relevant", as used in sentence 4, refers to certificates issued upon successfully passing the TOEFL, IELTS, CAE or other comparable language test. Certificates are only recognised if they were issued in connection to a test taken no longer than two years prior to the application deadline.
- (3) To gain admission to the master's programme "Business Development", students must provide the test results of a "Graduate Management Admission Test" (GMAT) with a score of at least 600 points, or a "Graduate Record Examination" (GRE) with a score of at least 155 points in quantitative reasoning and 145 points in verbal reasoning. Should the candidate submit test results for both tests, only the better test will be considered during the entire admissions procedure. The "better test", as referred to in sentence 2,

is defined as the one which enables the candidate to achieve the better result, i.e. gain admission.

- (4) The selection procedure is conducted when the number of applicants who meet the requirements for admission to the master's programme "Business Development" exceeds the number of available study places in the degree programme.

§ 3

Dates, Deadlines and Documents

- (1) The admissions and selection procedures are conducted prior to the beginning of the winter semester. Applications for admission must be submitted to the Student Admissions Office of the University of Münster. The deadline for handing in the application is specified in the Regulations for the Allocation of Study Places in North Rhine-Westphalia (VergabeVO NRW). Applicants are required to submit the following documents with their application:
1. proof of completion of an undergraduate degree of professional qualification in accordance with § 2 (1). If the applicant has not received their undergraduate degree certificate as stipulated in § 2 (1) by the application deadline, the candidate may submit a preliminary certificate, confirming that the student will have earned at least 140 credits upon completion of the undergraduate course of study. The candidate must provide confirmation of their grade point average at the time of application. A statement substantiating that the content-based requirements have been fulfilled in accordance with sentences 2 and 3, and which is signed by the responsible dean or an authorised representative on their behalf, can also be recognised as a preliminary certificate in the sense of no. 2. The undergraduate degree certificate as described in § 2 (1) must be presented at enrolment in the master's programme. Applicants who did not earn their undergraduate degree of professional qualification at a German- or English-language higher education institution must submit a German or English translation of the documents/certificates indicated above. If the candidate's undergraduate degree certificate is based on a grading scheme which does not correspond to the grading scheme provided in § 17 of the examination regulations for the master's programme "Business Development", the candidate must explain how the grades and final grades of the individual degree-relevant examinations listed on the degree certificate correspond to those provided in § 17 of the Examination Regulations. If the candidate's undergraduate degree certificate uses a credit point system which does not correspond to the European Credit Transfer and Accumulation System (ECTS), the candidate must specify how the point values of the listed required coursework and degree-relevant examinations correspond to the ECTS points.
 2. confirmation of all required coursework and degree-relevant examinations (e.g. transcript of records) completed in connection to the candidate's undergraduate programme in the sense of § 2 (1) no. 1 (including coursework completed in the orientation phases and comparable study phases, irrespective of whether the resulting grades were used in calculating the bachelor's grade), listing the respective credits awarded and the average grade at the time of application
 3. proof of sufficient language competence as put forth in § 2 (2).
 4. proof of sufficient GMAT or GRE test scores as put forth in § 2 (3).
 5. if applicable, proof that the applicant is among the top 10 % of the graduating class of their respective degree programme.
 6. CV

The application and accompanying documents are to be uploaded via the application portal. The original certificates should be scanned and attached to the application. In deviation of this provision, applicants who are not German or recognised as equivalent to German applicants (in accordance with § 2 VergabeVO NRW) are required to also submit the application and accompanying documents and certificates by post; photocopies of the originals as required in sentence 1 and 2 must be authenticated.

- (2) Admission can be denied if the application is incomplete (i.e. if documents provided under (1) nos. 1- 5 are missing), or is submitted after the given deadline. Incomplete or late applications and their accompanying documents as listed under § 3 (1) nos. 1 - 5 cannot be considered in the selection process and are returned at the applicant's expense.

§ 4

Selection Committee

- (1) A selection committee is established to coordinate the selection process for the master's programme "Business Development". The members of the selection committee and their respective deputies are elected by the faculty board. The term of office for the elected members is one year. Re-appointment is possible.
- (2) The selection committee is comprised of one chairperson and their deputy, both of whom must belong to the group of university professors, two representatives from the group of university professors and a representative from the group of academic staff. A deputy is appointed for all members of the selection committee. The term of office for all members is one year. Re-appointment is possible.
- (3) The selection committee has a quorum when at least three members, including the chair or their deputy, are present. In the event of a tie, the vote of the chair or, if they are unable to attend, of the deputy decides.
- (4) Meetings of the selection committee are not open to the public. The members of the selection committee are obliged to maintain confidentiality.

§ 5

Selection Criteria

As part of the selection procedure, the following criteria are considered and weighted on a point-based scale (max. 100 points, see Attachment 1):

1. Final grade of the bachelor's programme or undergraduate degree of professional qualification as put forth in § 3 (1) no. 1 (max. 51 out of 100 pts.)
2. The total score of the GMAT or GRE test (max. 19 out of 100 pts.)
3. The quantitative score of the GMAT or GRE test (max. 30 out of 100 pts.).

§ 6

Ranking List

The points awarded for the individual criteria listed in § 5 are added together. A ranking list is then created on the basis of the calculated values. The available study places are awarded to the candidates starting with the highest score. In the case of a tie, the ranking order is decided by the drawing of lots.

§ 7

Conclusion of the Admissions Procedure

- (1) If the applicant is awarded a study place based on their position on the ranking list, they are promptly issued written notification of admission upon conclusion of the selection process, stating that they have been granted a study place in the master's programme "Business Development" at the University of Münster. The letter of admission is issued by the Rector. If the applicant holds a preliminary certificate as described in § 3 (1) no. 1, sentence 2, they are granted admission on the condition that the undergraduate degree certificate is submitted at the time of enrolment in accordance with § 2 (1).
- (2) In the letter of admission mentioned in § 7 (1) sentence 1, the Rector sets a deadline by which the applicant must notify the University of their intention to accept the place offered. If the applicant declines the place, it is offered to the next candidate on the ranking list. If a candidate fails to notify the University of their intention by the given deadline indicated in sentence 1, the study place is considered declined.
- (3) If the applicant is denied admission to the programme, the Rector informs the candidate of the decision in writing. The notification must contain the reasons for rejection as well as information on their options of legal recourse.
- (4) Enrolment at the University of Münster is only possible if the notification of admission indicated in § 7 (1) is presented to the Student Admissions Office together with the enrolment application form (*Antrag auf Einschreibung*) within the designated time limit. The current version of the Enrolment Regulations (*Einschreibeordnung*) of the University of Münster applies.

§ 8

Deception and Violation of Regulations

- (1) If an applicant acted dishonestly or submitted false or forged documents (as provided in § 2 and § 3) and if this is only discovered after the applicant has gained admission in accordance with § 7, then admission to the master's programme is to be revoked. Revocation is only possible within two years after notification of admission was issued.
- (2) Decisions which adversely impact the applicant are to be promptly communicated to the candidate in writing along with justification of the same. Before a final decision is made, the applicant must be given the opportunity to be heard.

§ 9

Coming into Force, Publication

These regulations (in their original German version) come into force on the day following their publication in the Official Announcements (Amtliche Bekanntmachungen) of the University of Münster. These regulations take effect for the first time for admission to the winter semester 2023/24.

Attachment 1 of the admission regulations for the master's programme "Business Development" at the University of Münster

Criterion					Points (max.)
Bachelor's grade (§ 5 no. 1)					51
Bachelor's grade		1.0	51 pts.	gradual linear interpolation between grades	
		2.9	0 pts.		
GMAT or GRE test score: If scores for both tests are submitted, only the better test will be considered throughout the admissions procedure (see § 2 (3)).					49
	GMAT	GRE			
Total score	600 pts.	155 pts. quantitative + 145 pts. verbal	0 pts.	linear interpolation between test scores	
	800 pts.	170 pts each (quantitative + verbal)	19 pts.		
Quantitative score	41 pts.	155 pts.	0 pts.	linear interpolation between test scores	
	51 pts.	170 pts.	30 pts.		

Issued (in the original German version) upon resolution by the faculty board of the School of Business and Economics of the University of Münster on 15 February 2023. These regulations (in the original German version) are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the State of North Rhine-Westphalia (HG NRW) violations of procedural or formal regulation as put forth by regulatory laws or other legal provisions pertaining to university autonomy may no longer be claimed after one year following this announcement, unless

1. the regulations were not properly announced,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University received a previous reprimand for the formal or procedural defect, and was informed of the violated legal provision and the fact that resulted in the defect,
4. the legal consequence of exclusion resulting from such reprimand was not included in the public announcement of the regulations.

Münster, 28 March 2023

The Rector

Prof Dr Johannes Wessels

Dept. 1.1 requests the publication of the above in the AB Uni.

Published in AB Uni _____ on _____ .

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