

ADMISSION REGULATIONS FOR THE MASTER OF SCIENCE IN MANAGEMENT PROGRAM

Aim: This regulation rules the admission conditions for the Master of Science in Management Program at the Kühne Logistics University - Wissenschaftliche Hochschule für Logistik und Unternehmensführung. This translation serves information purposes only. While regulations have been translated as accurately as possible, this text is not legally binding according to German law.

Adopted on: April 6, 2016

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Preamble

On April 6, 2016 the Academic Senate of the Kühne Logistics University approved the following version of the admission regulations for the M.Sc. Management at the Kühne Logistics University (KLU).

Contents

§ 1	Scope and general admissions provisions	3
§ 2	Admission requirements	3
§ 3	Application for admission; deadline and form; supporting documents	4
§ 4	Selection process; eligibility criteria	5
§ 5	Admissions Committee; members; procedures	6
§ 6	Admission; rejection; acceptance period; enrolment	7
§ 7	Entry into effect	8

§ 1

Scope and general admissions provisions

- (1) These regulations apply to the admission of students to the master's program in Management. The regulations comprise the admission requirements, the form of admission and supporting documents, the composition of the Admissions Committee as well as the provisions for the admission and selection procedure.
- (2) Only those applicants who applied for admission, submitted the application on time, in the correct form and who met the admission requirements for the program will take part in the admission process.

§ 2

Admission requirements

The admission requirements for the Master of Science in Management are:

- (1) A qualifying bachelor's degree or a comparable degree in a relevant degree program from a foreign or a German university. A degree is considered as qualifying if the relevant degree certificate shows a combination of subjects and academic performance indicating that the applicant is likely to successfully complete a degree of Master of Science in Management during the standard period of study.
 1. A business or economics specialisation in the bachelor's degree is normally required. Other specialisations, for example industrial engineering, information systems or business mathematics and other courses may qualify for admission if there is adequate proof of enrolment in business and/or economics courses (normally at least 4 courses) during the undergraduate degree. Admission to the standard track requires the completion of a minimum of 180 ECTS or an equivalent thereof during the course of the first qualifying university degree. Admission to the fast track requires the completion of a minimum of 210 ECTS or an equivalent thereof during the course of the first qualifying university degree.
 2. Each year, prior to the start of the application process, the Executive Board of the Kühne Logistics University may publish a minimum grade point average for the course (numerus clausus). The first academic degree must have been completed with a grade point average higher than the stipulated minimum. If no minimum grade point average is published, there is no restriction on admission.
 3. In the case of foreign degrees there must be a proof of a degree grade in the top third of degrees awarded within the relevant university system. The recommendations of the Central Department for Foreign Education of the KMK [Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States in the Federal Republic of Germany] and the results of the evaluations by the Kühne Logistics University are generally but not exclusively

taken into account. The Admissions Committee reserves the right to make individual decisions on a case-by-case basis.

4. If the above criteria are not met, admission may be made subject to the condition that sufficient knowledge in specific subject areas is evidenced in an appropriate form by the end of the first semester at the Kühne Logistics University. This decision is made by the Admissions Committee. Should students under this provision fail to produce the required evidence of sufficient knowledge, their course of studies will be terminated.
- (2) Applicants must have a sufficient knowledge of written and spoken English to enable them to follow the teaching program. Applicants must document their English skills by TOEFL, IELTS or equivalent certificates. Applicants must have a minimum of 577/233/90 TOEFL points; the minimum IELTS band is 6.5. A GMAT score of 580 or better may replace a TOEFL.
- (3) In addition, applicants must declare that they have not irrevocably failed an examination leading to the degree of Master of Science or an equivalent examination in the same or a related discipline at a university and nor are they involved in a pending examination procedure.
- (4) Applicants applying for the fast track must also submit proof of at least one academic term spent at a university abroad.

§ 3

Application for admission; deadline and form; supporting documents

- (1) Entry to the study program is by way of application for admission, the form of which is decided by the Admissions Committee of the Kühne Logistics University.
- (2) Admission to the master's program in Management is only possible up to September 1 each year. The academic year begins on September 1 each year.
- (3) Applications for admission must be submitted along with the application documents required in accordance with § 3 (5) to the admissions office of the Kühne Logistics University by the application deadline set by the Admissions Committee of the Kühne Logistics University. This also applies if an applicant has already applied for a place in a previous application process.
- (4) On request (no particular form required) the Admissions Committee may permit individual documents to be submitted later.
- (5) For an application to be submitted correctly the following documents must be included:

1. a fully completed and signed application for admission in accordance with § 3 (1) for the Master of Science in Management Program including a statement of the applicant's reasons for this choice of course, which must be in English (letter of motivation),
 2. a qualifying undergraduate degree in accordance with § 2 (1): copy of the original document and, if the original is not in English or German, a certified translation into English or German.
 3. an academic transcripts/record of study showing the courses successfully completed during the study program: copy of the original document and, if the original is not in English or German, a certified translation into English or German,
 4. the proof of adequate knowledge of English in accordance with § 2 (2),
 5. a declaration in accordance with § 2 (3) (no particular form required),
 6. an informative curriculum vitae in tabular form in English.
 7. For applying to the fast track: the proof of study at a university abroad (at least one academic term).
- (6) If an applicant produces a medical certificate attesting to the fact that he or she is not able to submit some or all of the specified documents in the prescribed form because of a permanent physical disability, the Admissions Committee may permit these documents to be submitted in another form.

§ 4

Selection process; eligibility criteria

- (1) Once an applicant's formal eligibility in accordance with § 2 has been checked, the determining factors for admission to the Master of Science in Management Program are the applicant's degree of suitability and motivation for taking up the course and the applicant's career development objective.
- (2) The degree of suitability and motivation in accordance with § 4 (1) is determined on the basis of the following criteria:
 1. courses comprising the university degree in accordance with § 2 (1) No.1,
 2. grade point average of the university degree in accordance with § 2 (1) No. 2,
 3. written statement of reasons for the choice of study in accordance with § 3 (5) No. 1,

4. command of the English language in accordance with § 2 (2).
- (3) These and the following additional subject related criteria will be evaluated:
 - evaluation of previous academic achievements in the relevant subjects, in particular in economics and quantitative mathematics courses,
 - evaluation of internships and other professional experience,
 - evaluation of extra-curricular activities and social involvement,
 - evaluation of essays on the applicant's professional development, motivation and curriculum vitae.
- (4) The admissions office checks each incoming application to determine whether the admission requirements are met. The admissions office conducts this process in accordance with § 4.
- (5) The Admissions Committee decides on the admission of an applicant within 6 weeks of due receipt of the application documents required in accordance with § 3 (5).

§ 5

Admissions Committee; members; procedures

- (1) The Admissions Committee confirms the selection of applicants and ensures that the admission regulations are observed. It decides in cases of doubt and hardship.
- (2) The admissions committee is chaired by the president or in his/her absence his/her deputy.
- (3) The members of the Admissions Committee are:
 1. the President of the university,
 2. three professors of the Kühne Logistics University, or persons who are full-time members of a university teaching staff; whereby one representative has to be a full-time member of the KLU teaching staff,
 3. a student of the Kühne Logistics University.
- (4) The members of the Admissions Committee according to §5 (3) No. 2 are appointed by the Academic Senate of the Kühne Logistics University. The student member according to §5 (3) No. 3 is appointed upon the recommendation of the student body.
- (5) The Equality and Diversity Officer has the right to attend meetings of the admissions committee (without a voting right) and in the event of discrimination against candidates due to their gender or nationality or other non-merit-related factors, lodge an objection

justified in writing. The Executive Board must be informed of this. After that the Executive Board has been informed of the objection, the admissions committee votes again. No objection can be lodged against the second decision.

- (6) The meetings of the Admissions Committee are not open to the public. The members of the Admissions Committee are obliged to keep all actions and deliberations connected with the selection process and individual applicants confidential.
- (7) The Admissions Committee is quorate when at least three members, including the chairperson or her/his deputy, are present and the meeting has been duly convened. The Admissions Committee reaches its decisions by a majority of the votes cast. If the vote is tied, the chairperson, or in her/his absence her/his deputy, casts the decisive vote.
- (8) At the request of individual members the Admissions Committee may also vote in writing or electronically. The vote is valid when all members of the committee have submitted their written or electronic votes to the chairperson or her/his deputy within a deadline of one week.
- (9) The Admissions Committee decides on objections to decisions made within the admission process.
- (10) The Admissions Committee may determine that the chairperson may decide on urgent matters.

§ 6

Admission; rejection, acceptance period; enrolment

- (1) The letters of admission are issued by the admissions office in writing or electronically. These letters will be produced in English.
- (2) Admission may be conditional and/or subject to requirements.
- (3) In the letter of admission the admissions office of the Kühne Logistics University shall specify a date by which the applicant has to accept the offer of admission to the Master of Science in Management Program. If the admissions office of the Kühne Logistics University has not received an acceptance by this date, the letter of admission becomes invalid.
- (4) Applicants who have received a letter of admission accept the university place by signing a study contract and are enrolled by the admissions office as of September 1, at the beginning of the academic year.
- (5) Applicants who are not admitted will receive a notice of rejection.

§ 7
Entry into effect

These regulations shall initially be entered into effect for the admission of applicants to the master's program in Management for the academic year 2016/2017.

Hamburg, April 7, 2016



Prof. Dr. Thomas Strothotte
President

