

# ADMISSION REGULATIONS FOR THE TRICONTINENT MASTER OF SCIENCE IN GLOBAL SUPPLY CHAIN MANAGEMENT

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Objective: This regulation governs the admission for the TriContinent Master of Science in Global Logistics and Supply Chain Management at 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: July 13, 2016

Effective: September 1, 2016

### **Preamble**

On July 14, 2016 the academic senate of Kühne Logistics University approved the following version of the admission regulations for the M.Sc. in Global Logistics and Supply Chain Management at the Kühne Logistics University (KLU).

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## § 1

### Scope and general admissions provisions

- (1) These regulations apply to the admission of students to the TriContinent Master of Science in Global Supply Chain Management at Kühne Logistics University - KLU. 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 met the admission requirements for the program will take part in the admission process.
- (3) These regulations apply only to persons applying directly to Kühne Logistics University intending to graduate with a master's degree issued by Kühne Logistics University.

## § 2

### Admission requirements

The admission requirements for the TriContinent Master of Science in Global Supply Chain Management are:

- (1) A qualifying bachelor's degree or a comparable degree in a relevant degree program from a foreign or a German institution of higher education. A degree is considered qualifying if the relevant degree certificate shows a combination of subjects and academic performance indicating that the applicant is likely to successfully complete the program with a master's degree during the standard period of study.
  1. A business or economics specialization in the bachelor's degree is usually required. Other specializations, 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 classes during the undergraduate degree (usually at least 4 classes). The admissions committee may decide on the suitability of classes on a case-by-case basis.
  2. Admission requires the completion of a minimum of 180 ECTS or an equivalent thereof during the course of the first qualifying degree.
  3. Each year, prior to the start of the application process, the executive board of Kühne Logistics University may publish a minimum grade point average for the program (numerus clausus). The first academic degree of suitable candidates must have been completed with a grade point average higher than the stipulated minimum. If no minimum grade point average is published, a minimum grade point average is not used as a selection criterion.
  4. An application to KLU will be subject to the following rules and guidelines: in the case of foreign degrees, applicants must proof that within the relevant

university system their degree ranks in the top third of degrees awarded. 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.

5. If the above criteria are not met, admission may be made subject to the condition that sufficient knowledge in specific subject areas is documented in an appropriate form by the end of the first semester at Kühne Logistics University. This decision is made by the admissions committee. Should students under this provision fail to produce the required documentation, their course of studies will be terminated.
- (2) Applicants must document English skills sufficient to follow the program successfully by providing TOEFL, IELTS or equivalent certificates. Applicants must have a minimum of 550/213/80 TOEFL points; the minimum IELTS band is 6.5. Native speakers are exempt from proof of language skills.
  - (3) Applicants must also submit a valid (taken within the last five years) GMAT or GRE score for consideration. There is no minimum test score. Applicants can request a test waiver based on previous academic coursework and/or relevant work experience. Waiver requests will be evaluated on a case-by-case basis.
  - (4) In addition, applicants must declare that they have neither 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 involved in a pending examination procedure (declaration of eligibility to enrol).

### § 3

#### **Application for admission; deadline and form; supporting documents**

- (1) Acceptance into the degree program may be gained by an application for admission, whose form is decided by the admissions committee of the Kühne Logistics University.
- (2) Admission to the TriContinent Master of Science in Global Supply Chain Management is only possible up to the beginning of each academic year on September 1st.
- (3) Applicants who wish to be awarded a KLU degree must submit their applications along with the required application documents to the admissions office of Kühne Logistics University by the application deadline set by the admissions committee of Kühne Logistics University. This also applies if an applicant has already applied for a place in a previous application process.

- (4) The admissions committee may permit individual documents to be submitted later upon informal request.
- (5) A correct application requires the submission of the following documents:
  1. a fully completed and signed application for admission in accordance with § 3 (1) for the Master of Science in Global Supply Chain Management 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: a copy of the original document and, if the original is not in English, a certified translation into English.
  3. academic transcripts/record of study showing the courses successfully completed for the qualifying academic degree: a copy of the original document and, if the original is not in English or German, a certified translation into English or German.
  4. TOEFL or IELTS score if applicable.
  5. official GMAT or GRE score or request for test waiver with documentation of relevant coursework or work experience as substitute.
  6. a declaration of eligibility to enrol in accordance with § 2 (3) (no particular form required).
  7. two letters of recommendation
  8. a tabulated curriculum vitae in English
- (6) If an applicant is prevented by a documented permanent physical disability to provide some or all of the specified documents in the prescribed form, 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 has been checked, the determining factors for admission to the master of science program in Global Supply Chain Management 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 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:
1. evaluation of previous academic achievements in the relevant subjects, in particular in mathematics, economics and other quantitative subjects
  2. evaluation of internships and other professional experience.
  3. evaluation of extra-curricular activities and social involvement.
  4. 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 six weeks of due receipt of the required application documents.

## § 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) Each institution involved in the program determines the members of the admissions committee according to its own regulations.
- (3) A common understanding about applicants to be admitted shall be reached among the chairpersons of each institution in due time before enrollment.
- (4) The admissions committee is chaired by the president or in his/her absence his/her deputy.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.
- (11) The admissions committee decides on objections to decisions made within the admission process.
- (12) 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 of each institution 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 a date by which the applicant has to accept the offer of admission shall be specified . If an acceptance is not received by this date, the letter of admission becomes invalid.
- (4) Applicants who received a letter of admission by Kühne Logistics University accept the university place by signing a study contract and are enrolled with the beginning of the academic year on September 1 .
- (5) Applicants who are not admitted will receive a notice of rejection.

**§ 7**  
**Entry into effect**

These regulations shall be entered into effect for the admission of applicants to the TriContinent Master of Science in Global Supply Chain Management for the academic year 2017/18.

Hamburg, July 14, 2016



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Professor Thomas Strothotte  
President

KLU Seal