

## **Information on the qualifying examination**

### **Program of studies: International Business Management**

- MBA program International Business Management
- certificate course: registration for single modules that can be recognised in case of a possible registration for the MBA program later on

For applicants who can only be admitted to the program if they have participated in a qualifying examination, a standardized examination has been developed, which, according to §2 (4) of the examination regulations of the course of studies, consists of a **qualification test** and a **motivational interview** on the basis of a letter of motivation.

#### **1. Qualification test**

You will receive a script of recommendations via e-mail beforehand, which will help you prepare for the written exam. In the one-hour exam you will have to answer 10 out of 12 questions, which will be equally weighed. In order to pass the written exam a minimum of 50 % of the maximum possible score must be achieved. The date will be set in agreement with the applicant.

#### **2. Motivational interview**

The motivational interview takes place immediately after the written exam and takes about 20-30 minutes. Contents are the presentation of the applicant and his or her motivation to do the program International Business Management, the qualification of the applicant, the career prospects and the discussion of possible questions.

In the letter of motivation the applicant should briefly describe himself/ herself and his/ her motivation to do the program International Business Management. One page in the format DIN A4 is sufficient!

**The qualifying examinations for applicants, who are in possession of a first university degree with a grade lower than 2.5 (according to the German grading system), consists only of the motivational interview!**

The result of the qualifying examination will be recorded and will be communicated to the applicant via e-mail one week after the examination at the latest. Admission criteria and deadlines for the application are accessible on the Homepage of the Zentrum für Fernstudien im Hochschulverbund (zfh).

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