

**Regulations on Enrolment
in the MBA programme International Management (Full-Time)
18.02.2021**

In accordance with § 19 paragraph 3 sentence 2 no. 1 in connection with § 59 paragraphs 1 and 2 and § 63 paragraph 2 of the law governing institutions of higher education in the state of Baden-Württemberg (Landeshochschulgesetz - LHG) of 01.04.2014 (GBl. p. 99), most recently amended by article 1 of the 4th law regulating changes to higher education provisions, dated 17.12.2020 (GBl. p. 1204), and the Regulations on Enrolment, Re-registration, Leave of absence and De-registration at Reutlingen University of 01.04.2015, the Reutlingen University Senate passed the following regulations on 29.01.2021.

§1 Applicability / Enrolment Procedure

- (1) This document regulates enrolment in the MBA degree programme International Management (Full-Time) leading to a Master of Business Administration (MBA) degree.
- (2) Unless specified in more detail in these regulations, the enrolment provisions set out in the 'Regulations on Enrolment, Re-registration, Leave of absence and De-registration at Reutlingen University' apply, as amended.

§2 Deadlines and Form of Application

The enrolment application, along with all required documents, must have been received by Reutlingen University on time and in due form according to the current version of the 'Regulations on Enrolment, Re-registration, Leave of absence and De-registration at Reutlingen University' by 15 August for the following winter semester (cut-off date).

§3 Prerequisites for Enrolment

- (1) Prerequisites for enrolment in the MBA International Management (Full-Time) programme are:
 - a first higher education degree or equivalent degree recognized by the responsible office,
 - at least two years of professional experience - which must be documented - following the first degree and prior to the start of lectures in the MBA programme,
 - very good English proficiency (level C1 of the Common European Framework of Reference for Languages), proven by the documentation set out in the 'Regulations on Language Proficiency for Study at Reutlingen University',
 - a GMAT test with a result of 550 points or better (score 550+ or equivalent GRE score of 309), issued not more than 5 years previously
 - a pass in the aptitude test in accordance with § 5 and appendix 1.

The enrolment application must include proof, in the form of appropriate documentation, that the prerequisites have been met.

- (2) Applicants who meet the enrolment prerequisites set out in paragraph 1 but who have acquired fewer than 225 ECTS credit points at the time of their application, shall prove their suitability for the degree programme via the aptitude test under § 5. In these cases, the MBA programme is completed, with inclusion of the first degree, with fewer than 300 ECTS credit points.

§4 Aptitude Testing Commission

- (1) The MBA degree programme International Management (Full-Time)'s commission is responsible for all tasks relating to the aptitude test. The commission is comprised of two full-time professors at the ESB Business School who teach the MBA programme International Management (Full-Time).
- (2) The members and the head of the commission are appointed by the School Council. The head of the commission coordinates the required tasks.
- (3) The members' term of office corresponds to that of the School's Dean of Studies. They may be reappointed.
- (4) The decision on enrolment in the degree programme is made by the Reutlingen University Admissions Office.

§5 Aptitude Testing Procedure

- (1) For participation in the aptitude test, the following documentation is required:
 - the fully-completed registration form for the aptitude test,
 - a curriculum vitae in tabular form/ overview of academic and professional career,
 - a copy of prior higher education degree (or degrees),
 - GMAT or GRE certificate.

Applicants should register for the aptitude test by 30th June at the latest.

- (2) If all prerequisites under paragraph 1 have been met, the applicant will be invited to the aptitude test via electronic communication. The date and time will be determined by the head of the aptitude testing commission.
- (3) The suitability of applicants for the programme is evaluated on the basis of a list of criteria set out in appendix 1.

The aptitude test consists of an approximately 20-minute structured interview conducted in English. The aptitude test is usually conducted online via video conferencing.

Applicants who, due to a particular impairment, are unable to take the aptitude test in the form provided for, must submit an application for an alternative test to the head of the aptitude testing commission three days at the latest before the scheduled date of the aptitude test; this application must include a medical certificate.

- (4) The aptitude test is conducted by two persons. One person is a professor teaching in the MBA programme and the second person must have at least a master's degree or equivalent qualification. Applicants may be required to give credible evidence to support information relevant to the test. Minutes are taken of the proceedings and the result of the aptitude test.
- (5) The aptitude test may be taken once only per enrolment period. A passed aptitude test may be submitted as an admission requirement in the subsequent enrolment period. In subsequent enrolment periods, the aptitude test must be taken again.

§6 Breach of Regulations, Cheating

If an applicant has influenced the result of the enrolment procedure by cheating and if this only becomes known after enrolment in the programme, the university may subsequently correct the result of the aptitude test. In case of deception, threat or bribery, enrolment will be cancelled.

§7 Effective Date

These regulations come into effect on the day following their official publication. Their first semester of validity is the winter semester 2021/22. The university's Regulations on Enrolment in the MBA programme International Management (Full-Time) of 05.02.2019 become invalid simultaneously.

Reutlingen, 18.02.2021

Professor Dr. Hendrik Brumme
President

List of criteria for the aptitude test

	Maximum points
A. Academic & professional career and skills	15
Consistency of career phases and considerations, special achievements in prior studies, existing master's degree or doctorate.	
B. International experience & skills	15
Study/professional activity outside Germany, international knowledge, intercultural competence, other languages besides native language & English	
C. Motivation and management skills	15
Management potential, ability to deal with conflict, resilience, ability to work in a team, ability to persuade, social competence	
D. Special abilities and special involvement	5
Outstanding commitment to social projects, voluntary work, personal initiative (e.g., start-up business)	
Maximum possible number of points in total:	50

*The aptitude test is considered a pass if 25 points or more are attained.