

| <b>Programme information</b>  |
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| <p>What is the programme workload?</p> <p><i>75 ECTS credits</i></p>  |
| <p>What are the provisions for achieving 300 ECTS credits upon graduation?</p> <p><i>The ECTS credits earned after graduation are calculated from the sum of the ECTS credits earned in your undergraduate degree programme and those earned in the MBA programme. It could be the case that fewer than 300 ECTS points are earned. The acquisition of additional ECTS credits is possible in principle and follows the provisions of the 'General Examination Regulations for the Bachelor's and Master's degree programmes at Reutlingen University'.</i></p> |
| <p>Can I be exempted from courses that have the same content as courses completed in my bachelor's programme?</p> <p><i>No, students must complete all courses.</i></p>   |
| <p>What types of different assessment formats are there in the MBA courses?</p> <p><i>Continuous assessment, term papers, project work, written exams</i></p>   |
| <p>Is it possible to retake exams that I have failed?</p> <p><i>Failed module examinations can be repeated once. Students may repeat a maximum of two exams for which the repeat exam (2nd attempt) resulted in a grade of 'insufficient' or 'failed'. An exam which does not result in a pass at the second repeat (third attempt) counts as a fail with no further option to repeat. § 14.</i></p>  |
| <p>Is it possible to sit out one or more semesters? If so, how many semesters?</p> <p><i>Please see link below for current information:<br/> <a href="https://www.reutlingen-university.de/en/while-studying/organising-your-studies/reregistration-leave-of-absence/">https://www.reutlingen-university.de/en/while-studying/organising-your-studies/reregistration-leave-of-absence/</a></i></p>  |
| <p>Is it possible to complete parts of the programme abroad?</p> <p><i>Within the second part of the MBA course, students can take the electives A - C at a foreign university. For this purpose, an application must be submitted to the examinations board in the first semester. The modules to be completed abroad are specified in a learning agreement and their recognition as part of the Reutlingen University MBA programme then approved.</i></p>  |
| <p>Is it possible to take other courses offered by Reutlingen University and can the credits be transferred to the MBA programme?</p>   |

*In principle, university-wide courses can be taken in addition to MBA courses. However, the workload in the MBA Full-Time is very high, as this is an intensive degree programme. Taking additional courses is often not possible for reasons of time or workload and unfortunately, the credits for such courses cannot be transferred to the MBA Full-Time programme.*

What kind of support is available when looking for an internship?

*ESB offers a database of companies where students have completed their internship in previous semesters.*

*The ESB Career Center organises 2 career fairs per semester and offers various advisory and contact events.*

<https://www.esb-business-school.de/en/school/institutions-bodies/career-center/>

Does the programme offer German courses for MBA Full-Time students?

*German courses are offered especially for MBA Full-Time students in parallel to their studies.*

Are German language skills a prerequisite for undertaking an internship in Germany?

*German language skills are not a prerequisite for undertaking an internship but certainly provide a great advantage.*

How international is the student cohort on average?

*90-95% of the students come from abroad; on average, 10 - 14 nationalities are represented in a semester.*

What is the difference between MBA Full-Time and the executive MBA programmes?

*The MBA Full-Time requires at least 2 years professional experience. The target group of the ESB executive MBA programmes are usually applicants who have at least 5 years of professional experience and are currently in employment.*

## **Application**

Are references (letters of recommendation) beneficial for my application?

*Yes, relevant references improve the chances of proving your motivation and suitability for the course.*

Which English certificates/ credentials are recognised for admission to the MBA Full-Time programme?

- *IELTS: minimum band 7.0*
- *TOEFL iBT: a minimum of 95 points*
- *TOEIC: Listening: a minimum of 490, reading: a minimum of 455, speaking 180, writing 180 points*
- *Pearson Test of English (Academic) (PTEA): minimum 65 points*
- *Cambridge Certificate of Advanced English (CAE) or Cambridge Certificate of Proficiency in English (CPE)*
- *Unicert III*

Please see:

[https://www.esb-business-school.de/fileadmin/user\\_upload/Fakultaet\\_ESB/Studienangebot/MBA/MBA International Management Full-Time/Downloads/Links/Infomaterial/Regulations\\_English\\_Proficiency\\_2019.pdf](https://www.esb-business-school.de/fileadmin/user_upload/Fakultaet_ESB/Studienangebot/MBA/MBA_International_Management_Full-Time/Downloads/Links/Infomaterial/Regulations_English_Proficiency_2019.pdf)

*The level is also deemed to have been reached with the completion of a higher education degree of at least 3 years' duration, with which English-language study achievements and examinations amounting to at least 180 ECTS credits have been acquired.*

Is a GMAT/GRE score mandatory for the admission process?

*Yes, a GMAT/GRE score of at least 550+ or the GRE equivalent is required for participation in the aptitude test and the consequent enrolment process.*

*Please make sure that ESB Business School of Reutlingen University is selected as a school to which your scores are sent.*

Do I need formal recognition for a foreign university degree certificate?

*Yes, if you have a foreign university degree certificate, you must also apply for certificate recognition at the Studienkolleg Konstanz. You will then find out whether your first degree entitles you to study for a master's or MBA degree at a university in Baden-Württemberg.*

[\(https://www.htwg-konstanz.de/en/academics/studienkolleg/start-page/\)](https://www.htwg-konstanz.de/en/academics/studienkolleg/start-page/)

Can I only apply for recognition of my degree at the Studienkolleg Konstanz once I have already submitted my application to Reutlingen University?

*No, we strongly recommend that you apply for recognition of your degree at the Studienkolleg Konstanz as soon as possible, as the processing time is 4-6 weeks.*

How long does the aptitude test take and what does it involve?

*The aptitude test consists of a structured interview of approx. 20 to 30 minutes, which is conducted in English; among other things, the aptitude and motivation of the applicant for the degree programme are tested.*

Can a failed aptitude test be repeated?

*No, unfortunately this is not possible for the year in question. However, it is up to you as to whether you apply again in the following year.*

How is the aptitude test conducted with applicants who are abroad?

*As a rule, the aptitude test takes place online via a predefined link (MS Teams or Zoom).*

Can the application documents be sent via e-mail?

*No, please use the online application tool to upload all your documents:  
(<https://hisinone.reutlingen-university.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>)*

Can I postpone an enrolment offer until the following year?

*No, an enrolment offer is only valid for the semester for which you have applied.*

Can I apply if my completed undergraduate degree is in business studies/administration?

*Yes. Generally our MBA is focused on non-business graduates but in the past we found that business graduates can also benefit from the programme as well, especially graduates from abroad who want to deepen their understanding of the international business world.*

If an application is rejected by the programme once, can I reapply for the next intake?

*Yes, reapplication is possible. However, please ensure that you have significantly improved in terms of meeting the requirements for the programme.*

Does Reutlingen University support foreign applicants in applying for a visa?

*No, visa regulations are independent of German universities. The German embassies in the respective countries are responsible in this case.*

## **Career**

Is it possible to get in touch with alumni or current MBA Full-Time students?

*We can arrange contacts to alumni on request. However, for data protection reasons, it is unfortunately not possible to pass on contact details directly.*

Is a higher salary generally to be expected after completing an MBA programme?

*Our experience shows that the MBA programme at ESB Business School is associated with a significant career leap for most of our graduates.*

In which business sectors and industries are previous MBA Full-Time graduates currently employed?

*Because we offer a general management MBA, you can use the knowledge you gain in all business sectors and other industries.*

Typical business sectors in which our MBA graduates work are:

- *Marketing*
- *Market research*
- *Consulting*

- *Product management*
- *Key account management*
- *International sales*
- *International trade*
- *International project management*
- *International procurement*

*The positions are usually: junior managers, sales managers, consultants or product managers.*

Is there any support in finding a job upon completion of the MBA programme?

Yes, the ESB Career Center supports students and graduates in this regard with a wide range of offers:

<https://www.esb-business-school.de/en/school/institutions-bodies/career-center/>

After completing their studies, how long may a foreign student remain in Germany, for example to look for a suitable job?

*After graduation they can apply for a residence permit of 18 months in order to search for an adequate position in Germany. During this period a work permit is included.*

## **Finances**

How much are the study fees?

€ 10.400,-

*(payable in two instalments, 1<sup>st</sup> instalment with enrolment, 2<sup>nd</sup> instalment after completion of the 1<sup>st</sup> semester)*

*Plus semester contribution (<https://www.reutlingen-university.de/en/while-studying/financing-your-studies/how-much-does-it-all-cost/>)*

Are scholarships or any other form of financial support available?

*Reutlingen University does not offer scholarships or financial support for the MBA programme. However, applicants are free to apply for governmental or non-governmental financial support.*

Is it possible to work while studying? If so, how many hours?

*International students are allowed to work 120 full-time (100 %) days or 240 part-time (50 %) days per year during their studies.*

What are the living expenses for students in Reutlingen?

*The total monthly expenses for an international student at Reutlingen University are circa € 870 (euros). A single room in the halls of residence costs approximately € 300-400 per month plus a deposit of € 600. Please refer to the following Reutlingen*

University website: <https://www.reutlingen-university.de/en/before-studying/your-accommodation.html> for further details.