



Instructions

Dear Applicant,

With the following four questions, you can find out if these instructions are relevant for you.

- | | |
|---|--|
| [1] Are you an exchange student (double degree) from a partner university? | If yes, please do not read these instructions, but fill in the form for exchange students.

If no, continue with question [2]. |
| [2] Are you German? | If yes, please do not read these instructions, but refer to the instructions for German & EU students.

If no, continue with question [3]. |
| [3] Was your Bachelor degree awarded by a university within the EU? | If yes, please do not read these instructions, but refer to the instructions for German & EU students.

If no, continue with question [4]. |
| [4] You are neither German nor was your Bachelor degree awarded by an EU institution? | Please read these instructions. |



Application instructions MA.IB - NON EU applicants

You need to apply via uni-assist. Before starting the application process, please check the entry requirements at:

<https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/international-business-ma/application/>

How to apply:

- ✓ Please register online first by following the link:
<https://www.uni-assist.de/en/how-to-apply/apply-online/>
- ✓ Then go through the online registration (you find more information about the registration process on: <https://www.uni-assist.de/en/how-to-apply/>)
- ✓ Upload your full application package in the uni-assist portal.
- ✓ Please make sure to attach following documents:
 - a scan of your high school diploma including certified translation into German or English
 - a scan of your Bachelor or Diploma degree certificate, including transcript; both with a certified translation into German or English (Bachelor studies in business, minimum of 3 years fulltime or 180 ECTS, minimum average ECTS grade of "C" or min. German average grade of 2.5)
 - Clear documentation of your study periods (a transcript with exact dates of study periods/end of studies)
 - a copy of your passport
 - your CV
 - a 2-page motivation letter explaining your priority of your choice of partner universities for your semester abroad
 - Filled out form "Choice Partner University" with mark 1, 2 and 3
(1 = partner university of your first choice, 2 = partner university of your second choice, 3 = partner university of your third choice). Accepted students will have the opportunity to reconsider this selection until the beginning of December.
 - **clear proof** of language requirements:
 - excellent English skills (see requirements, add proof),
 - proof of German (at least A2) and
 - a third language (at least B2) (please add clear certifications).
 - Result of the online application
- ✓ The deadline for application (all documents) is **June 15**. All documents (online) must have reached uni assist by then.
- ✓ Applicants can check their application status online via the application system.



Applicants with a Bachelor degree awarded by a university outside the EU

In case of acceptance, applicants are requested to send a paper copy (certified copies) of all application documents to Mainz University of Applied Sciences together with the enrolment papers.

- ✓ This full package should be sent via postal mail to (**only after admission**):

Hochschule Mainz - University of Applied Sciences
Studierendenbüro MA.IB
Lucy-Hillebrand-Str. 2
D - 55128 Mainz
[Germany]

Provisionally, first admission letters will be sent out approx. by the beginning of August only.

The programme officially starts on Thursday 22nd September 2022 with our mandatory orientation program.
Classes will start as of 4th October 2022.



Additional Information

1. Accommodation: Please note that it is very difficult to find an accommodation on your own in Mainz. If you need an accommodation, the easiest way is to apply for a place in a student residence. You can directly apply online on the website of Studierendenwerk: <http://www.studierendenwerk-mainz.de/wohnen/?L=3> You are advised to apply well in advance, at the latest before June 15th. If you are selected for the Master program the student services guarantees of a room in a residence, if you have applied on time. In case you are not selected for our MA.IB program there won't be any costs or obligations for you concerning your accommodation application, as long as you haven't signed a rental contract.
2. Scholarships: visit the DAAD homepage <http://www.daad.de/en/>.
3. Visa: Applicants from countries with visa requirements
 - apply for the visa as soon as you have received the admission from HS Mainz (most likely you will get a visa for 90 days/6 months which has to be renewed in Mainz). Please do not hesitate to contact the MA.IB program management to request an additional letter for your visa application.
 - prepare a financial statement for visa application
You have to give proof that you possess a minimum of financial means for your studies in Germany (approx.: EUR 860 per month). The German immigration office may even require that you deposit the total amount on a German bank account with a "blockage" agreement [blocked account].
4. Health Insurance: In order to enroll you as a student, you must hand in proof of health insurance before final enrolment (after acceptance to our program).
 - o Students are entitled to the public health insurance system by buying a German [public] health insurance, Payment: around EUR 90,- per month for full coverage of medical care, medicine, hospital coverage etc. We strongly advise students to take a German public health insurance policy.
 - o Students from outside Germany, might sign a private health care policy in their home country **which is appropriate for studying in Germany**; Note that the insurance policy must cover e.g. an **unlimited coverage** in case of hospital treatment. Students with such a private insurance policy will have to apply for an exemption at a German public health insurance company.
Please provide them with clear documents of your health insurance policy translated into English or German language. A German health insurance company will need to check and confirm your exemption from the public health care system. NOTE: In case of illness, you will need to arrange payments with your own [private] health insurance. Note: a later change to a German public health insurance is NOT possible, only at first enrolment
5. After admission: the staff of Hochschule Mainz will assist you with:
 - Final enrolment at HS Mainz
 - application form admission office "Studierendenbüro",
 - German health insurance or exemption,
 - payment of the compulsory social semester fee of ~EUR 340,-
[transportation in the Frankfurt/Mainz area]
 - with the local authorities [registration office "Einwohnermeldeamt"/ d immigration office - "Ausländerbehörde", visa extension]

University	Language	Tuition fee /number places	Possible „Majors“ – Strength of School	DD possible	Academic Contact in Mainz
Europe, UK and Turkey					
University of Economics, Bratislava (Slovakia)	English	Erasmus	International Finance, Economics	possibly	
ISCTE-Instituto Universitário de Lisboa (Portugal)	English	Erasmus, max. 2 students	Marketing, Human Resource	no	
Karlstad University (Sweden)	English	Erasmus	Service Management, Finance, Accounting, Marketing (transfer marks!), not in summer term	yes	
HAAGA-HELIA University (Finland)	England	Erasmus	Lectures in the evening and on weekends	no	
RISEBA (Latvia)	English	Erasmus	Most subjects of 1 st year, for example: Service Mgmt, Knowledge Creation and Mgmt, Corporate Governance and Social Responsibility Lectures only in the evening and weekend	Possibly	
Vilnius University / Business School (Lithuania)	English	Erasmus	Lectures mainly in the evening and weekend	No	
Wroclaw University of Economics (Poland)	English	Erasmus	Finance, Accounting	No	
Prague University of Economics and Business (VSE) (Czech R.)	English	Erasmus	International Business in CEE context (DD), Finance, Human Resource, others	Yes	
Budapest Business School (Hungary)	English	Erasmus	New partner since 2022 International Business & Management	Possibly	
University of Salford (Manchester, UK)	English	Tuition ~£9.600,-/semester (possibly 10% discount)	International Finance, International Marketing	No	
Robert Gordon University (Aberdeen, UK)	English	Tuition: ~£ 5.000 p. ac. year (MSc degree) EU students; Non-EU students: higher tuition Prices subject to change (Brexit)	MSc in Fashion Management, International Trade, International Marketing Management, Project Management, Purchasing & Supply Chain Management, etc.	MSc degree possible (5 th sem.)	
Dublin Business School (DBS) (Ireland)	English	Tuition: ~EUR 4.000,- p. semester or ~EUR 9.000,- /full programme	Business Analytics, Data Analytics, Digital Marketing, Management Practice, Financial Technology, Computing, International Software Management	No	

*Erasmus: tuition free study place + monthly fee, if available

University	Language	Tuition	Possible „Majors“ – Strength of School	DD possible	Academic Contact in Mainz
Europe, UK and Turkey					
ESCE Paris	French English	Erasmus	Finance, investment and banking; Marketing international & digital: Communication, luxe et produits de prestige; Marketing international & digital: Product Mgmt; International People Management; Supply Chain Management; Export Management; Well-being at Work and HR Management	Yes	
Université Nice Sophia Antipolis	English French	Erasmus		Possibly	
IDRAC, Lyon or Bordeaux	French English	Erasmus	Lyon: exchange only (English); Bordeaux: MBA in Strategy & business innovation (major in major in International Business Development or Wine Business Management) DD possibility	Possibly	
Università degli Studi Brescia (Italy)	Italian English	Erasmus	Finance, Marketing, Logistics, Green Economy and Sustainability	Yes	
University of Economics, Trento (Italy)	English Italian	Erasmus	Economics, International Business, Digitalisation	No	
University of Cagliari, Sardinia	Italian English	Erasmus: max. 2 students		No	
University of Valencia (Spain)	Spanish	As Free mover only (~ €1200 - €2000 /semester)	Many different Master programmes, e.g. Marketing & Market Research,	Possibly	
Epoka University (Albania)	English	Possibly Erasmus KA 107 tuition free	Banking and Finance, Economics	No	
Izmir Economic University, Turkey	English	Erasmus	MBA Programme	No	
Uludag University (Bursa, Turkey)	English, Turkish	Erasmus: max 2 students Fluency in Turkish mandatory!	Econometrics, Public Administration	No	
Marmara University Istanbul (Turkey)	English Turkish	Erasmus: max. 1 student		No	

*Erasmus: tuition free study place + monthly fee, if available

University	Language	Tuition	Possible „Majors“ – Strength of School	DD possible	Academic Contact in Mainz
Asia/Australia/Russia					
Assumption University Bangkok (Thailand)	English	Tuition free: max. 4 students (+ ca. EUR 550,- for 5 th course for each MA.IB student)		No	
Sunkyungkwan University, Seoul (South Korea)	English	Tuition free: max. 2 students		No	
Osaka Gakuin University (Japan)	English, Japanese	Tuition free: max. 1 student, with intermediate language skills in Japanese	Japanese Language and culture plus 2 business units in English	No	
Swinburne University of Technology (SUT) Melbourne (Australia)	English	Tuition: ~ EUR 9.000 per sem.	Broad variety, Focus on 1) Finance or on 2) Management/Marketing	Possibly, (full payment ~ AUS-\$ 23.000)	
Uniten, Kuala Lumpur (Malaysia)	English	Tuition free: max 2 students	Limited selection: Marketing Mgmt, Operation Mgmt, Knowledge Mgmt, IT Governance [four units plus essay]	No	
Bejing Foreign Studies University (China)	English	Tuition ~ EUR 2500/sem. + ~ EUR 150,- application fees 1-2 students max.	Tbd <i>Students must have knowledge in Chinese language prior to their stay</i>	No	
Symbiosis University (Pune, India)	English	Administration fee INR 25.000	Marketing, Finance, Supply Chain, Human Resource, Data Science, Business Information Systems	No	
Christ University (Bengaluru, India)	English		Finance, Human Resource, Lean operations & Systems, Marketing	No	
<i>Plekhanov University of Economics, Moscow (Russia)</i>	<i>English</i>	<i>new partner university since 2021 March 2022: currently no exchange possible</i>	<i>Faculty of Finance</i>	<i>Not yet</i>	

University	Language	Tuition	Possible „Majors“ – Strength of School	DD possible	Academic Contact in Mainz
North America					
Coastal Carolina University (SC USA)	English	Tuition: ~ EUR 10.000 per year	Management, Accounting	Yes (MBA)	
Pfeiffer University (NC USA)	English	Tuition: ~ EUR 11.000 per year	Management, HRM, Organizational Development	Yes (MBA)	
Southern Illinois University Edwardsville (USA)	English	~ USD 1600,- student fee/ semester + ~ USD 5000,- housing & insurance fees	MBA – Project management	No	
South America					
Universidad del Rosario, Bogotá, Colombia	Spanish	Tuition free: max. 2 students	Finance, Marketing, HRM, Latin American culture	Yes, but in this case no specialisation possible	
Instituto Tecnológico de Monterrey Campus México Ciudad	Spanish	Tuition free: max. 1 student	Management, Finance	no	
Africa (only for students with experience in Africa/ pioneers)					
Addis Ababa University (Ethiopia)	English	Tuition free: max. 1 student	tbd	Possibly	
Arba Minch University (Ethiopia)	English	Tuition free: max 1 student	tbd	no	
Mbarara University, Mbarara (Uganda)	English	Tuition free: max. 1 student		no	
Kyambogo University, Kampala (Uganda)	English	Tuition free: max. 1 student		no	
INES, Ruhengeri, (Ruanda)	English	Tuition free: max. 1 student		no	

FORM CHOICE PARTNER UNIVERSITY

Choice Partner University	Priority 1, 2 or 3 Please select 3 universities Priority 1 = most favourite; 2 = second favourite, 3 = 3 rd favoured university
University of Economics, Bratislava (Slovakia)	
ISCTE-Instituto Universitário de Lisboa (Portugal)	
Karlstad University (Sweden)	
HAAGA-HELIA University (Finland)	
RISEBA (Latvia)	
Vilnius University / Business School (Lithuania)	
Wroclaw University of Economics (Poland)	
Prague University of Economics (VSE) (Czech R.)	
Budapest Business School (Hungary)	
University of Salford (Manchester, UK)	
Robert Gordon University (Aberdeen, UK)	
Dublin Business School (DBS) (Ireland)	
ESCE Paris (France)	
Université Nice Sophia Antipolis (France)	
IDRAC, Lyon or Bordeaux (France)	
Università degli Studi Brescia (Italy)	
University of Economics, Trento (Italy)	
University of Cagliari, Sardinia (Italy)	
University of Valencia (Spain)	
Epoka University (Albania)	
Izmir Economic University, Turkey	
Uludag University (Bursa, Turkey)	
Marmara University Istanbul (Turkey)	
Assumption University Bangkok (Thailand)	
Sunkyungwan University, Seoul (South Korea)	
Osaka Gakuin University (Japan)	
Swinburne University of Technology (SUT) Melbourne (Australia)	
Uniten, Kuala Lumpur (Malaysia)	
Bejing Foreign Studies University (China)	
Symbiosis University (India)	
Christ University (India)	
<i>Plekhanov University (Moscow, Russia)</i>	
Coastal Carolina University (SC USA)	
Pfeiffer University (NC USA)	
Southern Illinois University Edwardsville (USA)	
Universidad del Rosario, Bogotá (Colombia)	
Instituto Tecnológico de Monterrey, Mexico-City (Mexico)	
Addis Ababa University (Ethiopia)	
Arba Minch University (Ethiopia)	
Mbarara University, Mbarara (Uganda)	
Kyambogo University, Kampala (Uganda)	
INES, Ruhengeri, (Ruanda)	



Applicants with a Bachelor degree awarded by a university outside the EU

Certificate for language skills on B2 level

We certify that:

Mr./Mrs./Ms. _____

has an overall level of B2 according to the CEFR (Common European Framework of Reference for languages) in the following language:

Name of language: _____

(other than English)

Name of institution: _____

Full address: _____

Name: _____

Position: _____

Place, date: _____

Signature and stamp of institution



Certificate for German language skills on A2 level

Certification for:

Mr./Mrs./Ms. _____

For **GERMAN** Language:

We certify that the above-mentioned person has:

- an overall level of A2
 - level German A2.1
 - level German A2.2

according to the CEFR (Common European Framework of Reference for languages)

Name of institution: _____

Full address: _____

Name: _____

Position: _____

Place, date: _____

Signature and stamp of institution



Appendix

Table: *Common Reference Levels: global scale*

C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and Independent disadvantages of various options.
B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

Source: Council of Europe: http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf