

**Regulations concerning admission to the Master’s programmes in  
Economic Research and International Management  
at the Faculty of Management, Economics and Social Sciences  
of the University of Cologne**

**as of 14.12.2021**

Based on Section 2(4) sentence 1 of the Act on the Universities of the State of North Rhine-Westphalia (Hochschulgesetz - HG) in the version of Hochschulzukunftsgesetz (HZG NRW) of 16 September 2014 (GV. NRW. p. 547), as last amended by Article 1 of the Act Regarding Further Measures to Address the Corona Pandemic in Higher Education of 1 December 2020 (GV. NRW. p. 1110), and of Article 4, paragraph 1 of the Examination Regulations for the Master's Programme in Economic Research and for the Master's Programme in International Management of the Faculty of Economics and Social Sciences at the University of Cologne dated 28 January 2021 (Amtliche Mitteilungen 8/2021), last amended by Regulations dated 09 September 2021 (Amtliche Mitteilungen 86/2021), in the currently valid version, the Faculty of Economics and Social Sciences at the University of Cologne hereby issues the following Regulations:

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## § 1

### Scope of application

These Regulations govern the access and admission to the master's programme in Economic Research and to the master's programme in International Management of the Faculty of Management, Economics and Social Sciences of the University of Cologne (hereinafter referred to as the master's programme).

## § 2

### Access requirements

(1) <sup>1</sup>It is an access requirement for the master's programme, including for applications for admission to a higher semester, to possess a previous professionally qualifying degree [*berufsqualifizierender Abschluss*] in a bachelor's programme with a duration of at least six semesters in which at least 180 credit points were acquired, or to have successfully completed a relevant and equivalent course of study. <sup>2</sup>Degrees acquired abroad shall be graded by the Admissions Committee on the basis of the assessment proposals published by the Central Office for Foreign Education in the Secretariat of the Standing Conference of Ministers of Education and Cultural Affairs of the Länder in the anabin database.

(2) <sup>1</sup>For admission to the master's programme in Economic Research, a degree shall be deemed successfully completed within the meaning of these regulations if the overall grade is at least 2.5. <sup>2</sup>The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 36 credit points from the field of business administration or economics, with at least 18 credit points from the field of economics and
2. at least 15 credits in the field of mathematics / statistics / econometrics (only modules that impart theoretical methodological competencies are considered; pure (software) application competencies are not accepted).

(3) <sup>1</sup>For admission to the master's programme in International Management, a degree shall be deemed successfully completed within the meaning of these regulations if the overall grade is at least 2.5. <sup>2</sup>The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 16 credit points from the field of economics and
2. at least 48 credit points from the field of business administration and
3. at least 10 credits in the field of statistics / mathematics (only modules that impart theoretical methodological competencies are considered; pure (software) application competencies are not accepted).

(4) <sup>1</sup>If the relevant programme of study has not yet been completed at the time of application, application is nonetheless permitted, notwithstanding (1), provided that at least 70 percent of the required credit points or equivalent performance have already been demonstrated and all examinations will have been completed by 30 September of the same

year. <sup>2</sup>In this case, the degree cited in (1) is replaced by a result calculated and certified by the Examinations Office of the bachelor's programme of study based on the examinations completed up to that date. <sup>3</sup>The more specific access requirements of (2) must have already been met.

(5) Applicants who did not complete their previous professionally qualifying degree in English must provide evidence of language skills at level C1 of the Common European Framework of Reference for Languages of the European Union.

### **§ 3**

#### **Admission requirements**

(1) <sup>1</sup>Applicants shall be selected and admitted on the basis of the relevant provisions of the Act on Admission to Universities in North Rhine-Westphalia, the Regulation on the Allocation of Study Places in North Rhine-Westphalia of the Framework Regulation for the Conduct of Selection Procedures in Courses of Limited Admission at the University of Cologne and the provisions of the Regulation on Admission to Studies for Foreign Students at the University of Cologne, as amended.

(2) <sup>1</sup>The number of study places may be limited; if so, this number will be determined each year. <sup>2</sup>If the number of eligible applicants exceeds the number of available study places, the Admissions Committee will conduct a selection procedure in accordance with §4.

(3) Admission to the master's programme shall be refused if

1. the access requirements of §2 are not met; or
2. the applicant has already obtained the degree of Master of Science in Health Economics or an equivalent degree for the same programme at a university within the scope of German Basic Law; or
3. the applicant has definitively failed a mandatory examination specified by the examination regulations in the relevant master's programme at a university within the scope of German Basic Law; this also applies to any programmes with substantial similarities in content.

### **§ 4**

#### **Selection procedure**

(1) <sup>1</sup>As part of a selection procedure to be conducted, the candidates will be ranked. <sup>2</sup>The Admission Committee decides on the admission to the Master's degree programs based on the criteria specified in §2 and §3.

(2) <sup>1</sup>In addition to the overall grade of the previously completed professionally qualifying degree or, for applications under §2(3), the average grade achieved at the time of application, the results of the subject-specific aptitude tests and the result of an selection interview shall be taken into consideration in the Master's programs. <sup>2</sup>The following serve as subject-specific aptitude tests:

1. For the selection process in the Master's program Economic Research: GRE
2. For the selection process in the Maser's program International Management:
  - a) English TM WISO or
  - b) GMAT

<sup>3</sup>The points for the result of the first completed professionally qualifying degree or equivalent degree, for the result of the subject-specific aptitude test and for the result of the selection interview are included in the assessment; further details are given in the appendix [Appendix Selection Criteria]. <sup>4</sup>The study places awarded in the first semester shall be allocated to the applicants by the rank determined by the number of admission points. <sup>5</sup>In the event of equal ranking, the order of admission shall be chosen by lot.

(3) At the conclusion of the selection procedure, if an applicant is eligible for admission in several of their stated preferences, admission shall be granted to the master's course with the highest preference.

(4) Available study places for higher semesters shall be allocated exclusively by level of qualification.

## **§ 5**

### **Application, application deadline**

(1) <sup>1</sup>Admissions for the first semester are always in the winter semester. <sup>2</sup>The application for admission must be submitted by 31 March of each year for the Master's programme (cut-off deadline). <sup>3</sup>Applications shall only be considered for the allocation of study places for the upcoming semester. <sup>4</sup>Applications shall be accepted for up to three master's programmes of the Faculty of Management, Economics and Social Sciences within a given application cycle. <sup>5</sup>If an applicant applies for more than one master's programme, he or she must specify an order of preference in writing by the application deadline. <sup>6</sup>If the applicant fails to do this, the order of preference shall be decided by lot.

(2) The application must be accompanied by the following documents in German or English or a certified translation of these documents:

1. documentation of the access requirements of § 2,
2. record of (previous) studies (Transcript of Records).

(3) <sup>1</sup>Notwithstanding (2)1. and §2(1), for applicants who will acquire their professionally qualifying degree in the current summer semester, it is sufficient to submit documentation of their performance up to 31 March, stating the average grade, and documentation of the expected date of acceptance of the remaining examinations. <sup>2</sup>The diploma of the professionally qualifying degree must be submitted by 31 December. <sup>3</sup>If the diploma is not submitted in time, the applicant's enrolment in the master's programme shall expire.

(4) <sup>1</sup>Applications must be submitted via the Campus Management System KLIPS 2.0 of the University of Cologne. <sup>2</sup>Applicants who have not obtained their first professionally qualifying degree within the scope of the German Basic Law must apply to the Arbeits- und Servicestelle

für internationale Studienbewerbungen (uni-assist) e.V. for a preliminary review documentation (VPD) of the application documents and submit this VPD when applying via the campus management system KLIPS 2.0.

## **§ 6**

### **Letter of admission / refusal**

(1) <sup>1</sup>Applicants will be informed about an existing offer of admission via the e-mail address they provided in the application and via the application portal of the University of Cologne. <sup>2</sup>The applicant is granted a period of seven days in which to submit a declaration of acceptance of the admission offer. <sup>3</sup>The period begins when the admission offer is announced. <sup>4</sup>If the declaration of acceptance of the admission offer is not made or not made on time, the university places that have become free will be reallocated. <sup>5</sup>Applicants are excluded from further proceedings.

(2) If not every applicant admitted under (1) submits the declaration of acceptance or enrolls within the specified period, a corresponding number of applicants who did not initially receive a letter of admission shall be admitted in the order of their ranking under §3(2) and §4 (succession procedure) to fill any remaining free places available in accordance with the number of admissions determined for the master's programme by the Ministry of Culture and Science of North Rhine-Westphalia. <sup>2</sup>Applicants will be informed about an existing offer in the succession procedure via the e-mail address they provided in the application and via the application portal of the University of Cologne. <sup>3</sup>The applicant is granted a period of four days in which to submit a declaration of acceptance of the admission offer. <sup>4</sup>The period begins when the admission offer is announced. <sup>5</sup>If the declaration of acceptance of the admission offer is not made or not made on time, the university places that have become free will be reallocated in accordance with sentence 1. <sup>6</sup>Applicants are excluded from further proceedings.

(3) Candidates who could not be admitted after the conclusion of the selection procedure shall receive a letter of refusal with instructions on how to appeal.

(4) The admission of cross-registered students is governed by the enrolment regulations of the University of Cologne, as amended.

## **§ 7**

### **Withdrawal, revocation**

<sup>1</sup>Admission may be withdrawn or revoked if it subsequently becomes apparent that the applicant was wrongly admitted to the course of study, in particular on the basis of false statements during the application procedure. <sup>2</sup>If the applicant has already enrolled, he or she will be dematriculated from the master's programme. <sup>3</sup>The applicant must be given the opportunity to make a statement before the Admissions Committee reaches a decision.

## **§ 8**

### **Admissions Committee**

(1) A Joint Admissions Committee (hereinafter the Admissions Committee) shall be elected at the Faculty of Management, Economics and Social Sciences to implement the admission procedure.

(2) <sup>1</sup>The admissions committee shall be composed of the following members with voting rights:

1. a chairman from the group of university teachers,
2. two further members from the group of university teachers,
3. one member from the group of academic staff,
4. one member from the group of technical and administrative staff
5. one member from the student body.

(3) The Admissions Committee shall elect a deputy chairperson from among the members cited in (2)2.

(4) <sup>1</sup>An alternate shall be chosen for each of the members cited in (2)2. to 5. <sup>2</sup>The alternate shall act if the relevant member is prevented from attending.

(5) The chairperson may invite other persons, including alternate members, to attend the meetings of the Admissions Committee, provided that this is deemed appropriate and is not opposed by a majority of the voting members present.

(6) <sup>1</sup>The members and their alternates under (2)2. to (2)5. shall be chosen by the Restricted Faculty [*Engere Fakultät*] separately by group. <sup>2</sup>The groups have the right of nomination. <sup>3</sup>The members from the group of university teachers, the group of academic staff and the group of technical and administrative staff shall be appointed for three years, the member from the student body shall be appointed for one year. <sup>4</sup>Repeated terms are permitted. <sup>5</sup>The term of office of an alternate member shall end with the term of office of the relevant member. <sup>6</sup>If a member or an alternate cited in (2)2. to (2)5. ends their term early, a successor shall be elected for the remaining term of office.

(7) <sup>1</sup>The Admissions Committee shall have a quorum if the chairperson or deputy chairperson and at least three other members with voting rights are present. <sup>2</sup>If the deputy chairperson chairs a meeting because the chairperson is prevented from attending, the deputy's alternate under (4) shall attend the meeting as a voting member. <sup>3</sup>Decisions of the Admissions Committee shall be made by majority vote. <sup>4</sup>In the event of a tie, the chairperson's vote shall decide. <sup>5</sup>The members of the Admissions Committee from the group of technical and administrative staff shall have the right to vote if they perform a relevant function at the university and have special experience in the respective area. <sup>6</sup>The chairperson shall decide whether these requirements are met at the beginning of each member's term of office; in the event of doubt, the rectorate shall decide.

(8) <sup>1</sup>The meetings of the Admissions Committee are not public. <sup>2</sup>The members and their alternates must preserve official secrecy. <sup>3</sup>If they are not in public service, they shall be sworn to secrecy by the chairperson.

(9) <sup>1</sup>The chairperson of the Admissions Committee, or the deputy chairperson if the chairperson is prevented from acting, shall convene and chair the meetings of the Admissions Committee and implement the decisions of the committee. <sup>2</sup>The Admissions Committee may delegate the performance of duties to the chairperson for all regular affairs. <sup>3</sup>In case of urgency,

the chairperson may hold a vote by circular letter. <sup>4</sup>The chairperson may take decisions that cannot be postponed on behalf of the Admissions Committee; the Admissions Committee must be informed immediately; the Admissions Committee may revoke the decision; any such revocation is without prejudice to the rights of third parties. <sup>5</sup>Minutes shall be taken for every meeting of the Admissions Committee.

## **§ 9**

### **Entry into force, publication**

<sup>1</sup>These regulations shall enter into force on the day following their publication in the Amtlichen Mitteilungen of the University of Cologne. <sup>2</sup> They shall apply for the first time to admission to the winter semester 2022/2023. <sup>3</sup>On the same date, the Regulation on Admission for the Master's Programme in Economic Research and International Management of the Faculty of Management, Economics and Social Sciences of the University of Cologne, dated 25 January 2021 (Amtliche Mitteilungen 12/2021) shall expire.

Issued by decision of the Faculty of Economics and Social Sciences on 08.11.2021 and after examination of legality by the Rectorate on 07.12.2021.

Cologne, the 14.12.2021  
Dean  
of the Faculty of Economics and Social Sciences  
the University of Cologne

University Professor Dr. Ulrich Thonemann

## Appendix on Selection Criteria

### 1. Economic Research

For the selection procedure described in §4, the criteria specified in §4(2) shall be converted into a point value according to letters a) to c) below. The point values of each criteria shall be added together to obtain an admission points value (maximum 100 points).

#### a) Results of (bachelor's) studies and average grade

The final grade cited in §2(1) or the average grade cited in §2(4) shall be awarded between 21 and 50 points. The resulting distribution of points is shown in the following table:

<b>Bachelor</b>	<b>Points</b>
<b>1.0</b>	<b>50</b>
Linear interpolation between the boundaries.	
<b>2.5</b>	<b>21</b>

#### b) Result of the subject-specific study ability test

The result of the subject-specific study aptitude test GRE according to §4(1) shall be awarded between 10 and 25 points. The resulting distribution of points is shown in the following table:

<b>Quantitative Reasoning</b>	<b>Points</b>
<b>170</b>	<b>25</b>
Linear interpolation between the boundaries.	
<b>130</b>	<b>10</b>

If the applicant does not submit results for the GRE subject-specific aptitude test in accordance with §4(2) sentence 1 number 2 or achieved less than 130 points, 0 points shall be awarded.

#### c) Selection interview

The result of the selection interview shall be awarded between 5 and 25 points. During the selection interview, points are awarded in each of the following categories:

- Criterion 1 (up to 4 points): Independence and the ability to solve problems
- Criterion 2 (up to 8 points): Commitment and motivation
- Criterion 3 (up to 8 points): Analytical and communication skills

The precondition for awarding at least 5 points is that at least one point is achieved for criterion 1 and at least two points for criterion 2 and 3 each. Otherwise 0 points will be awarded.

The selection interview can consist of one or more of the following tasks:

- Individual selection interview
- Group discussion
- Presentation of solutions and results for a practical issue



The type and structure of the tasks will be announced as part of the invitation to the selection interview.

In order to conduct and evaluate the selection interviews, the admissions committee appoints an evaluation group of suitable subject representatives, typically consisting of four members. One member is appointed from each of the following groups:

- Group of university teachers,
- Group of academic staff or group of technical and administrative staff,
- Group of faculty students
- Group of representative from practice and companies as well as alumni

The point value of the selection interview shall be calculated as the average of the point values determined by each member of the evaluation group. These members shall document the results of the selection interview in writing.

## 2. International Management

For the selection procedure described in §4, the criteria specified in §4(2) shall be converted into a point value according to letters a) to c) below. The point values of each criteria shall be added together to obtain an admission points value (maximum 100 points).

### a) Results of (bachelor's) studies and average grade

The final grade cited in §2(2) sentence 1 or the average grade cited in §2(4) shall be awarded between 21 and 50 points. The resulting distribution of points is shown in the following table:

<b>Bachelor</b>	<b>Points</b>
<b>1.0</b>	<b>50</b>
Linear interpolation between the boundaries.	
<b>2.5</b>	<b>21</b>

### b) Result of the subject-specific study ability test

The result of the subject-specific study aptitude test according to §4(2) sentence 1 number 2 shall be awarded between 10 and 25 points. The resulting distribution of points is shown in the following table:

<b>Quantitative Reasoning</b>	<b>Points</b>
<b>100</b>	<b>25</b>
Linear interpolation between the boundaries.	
<b>60</b>	<b>10</b>

If the applicant does not submit results for the subject-specific aptitude test in accordance with §4(2) sentence 1 number 2 or achieved a quantitative reasoning below 60, 0 points shall be awarded.

**c) Selection interview**

The result of the selection interview shall be awarded between 5 and 25 points. During the selection interview, up to 4 points are awarded in each of the following categories:

- Criterion 1: Education
- Criterion 2: Commitment
- Criterion 3: Analytical and communication skills
- Criterion 4: Personal appearance/integrity
- Criterion 5: International orientation

The precondition for awarding at least 5 points is that at least one point is achieved for each criterion. Otherwise 0 points will be awarded.

The selection interview can consist of one or more of the following tasks:

- Individual selection interview
- Group discussion
- Presentation of solutions and results for a practical issue

The type and structure of the tasks will be announced as part of the invitation to the selection interview.

In order to conduct and evaluate the selection interviews, the admissions committee appoints an evaluation group of suitable subject representatives, typically consisting of four members. One member is appointed from each of the following groups:

- Group of university teachers,
- Group of academic staff or group of technical and administrative staff,
- Group of faculty students
- Group of representative from practice and companies as well as alumni

The point value of the selection interview shall be calculated as the average of the point values determined by each member of the evaluation group. These members shall document the results of the selection interview in writing.