

Regulations concerning admission to the
Master in Business Administration Accounting and Taxation
Master in Business Administration Corporate Development
Master in Business Administration Finance
Master in Business Administration Marketing
Master in Business Administration Supply Chain Management
Master in Economics
Master in Political Science
Master in Sociology and Social Research
Master in Information Systems
at the Faculty of Management, Economics and Social Sciences
of the University of Cologne
as of 11.03.2020

On the basis of Section 2(4) sentence 1 of the Act on the Universities of the State of North Rhine-Westphalia (Hochschulgesetz - HG) as amended by the Hochschulzukunftsgesetz (HZG NRW) of 16 September 2014 (GV. NRW. p. 547), last amended by Article 1 of the Act amending the Higher Education Act of 12 July 2019 (GV. NRW. p. 425, ber. S. 593), and of Article 4, paragraph 1 of the Examination Regulations for the Master's Programme in Business Administration Accounting and Taxation, Finance, Corporate Development, Supply Chain Management, Marketing, Media and Technology Management, for the Master's Programme in Economics, for the Master's Programme in Political Science, for the Master's Programme in Sociology and Social Research, for the Master's Programme in Information Systems and for the Master's Programme in Economic Research of the Faculty of Management, Economics and Social Sciences of the University of Cologne of 16 September 2014 (GV. September 2015 (Amtliche Mitteilungen 128/2015), as last amended by order of 3 September 2019 (Amtliche Mitteilungen 86/2019), the Faculty of Economics and Social Sciences of 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 programmes Business Administration Accounting and Taxation (M. Sc.), Business Administration Finance (M. Sc.), Business Administration Corporate Development (M. Sc.), Business Administration Marketing (M. Sc.), Business Administration Supply Chain Management (M. Sc.), Economics (M. Sc.), Political Science (M. A.), Sociology and Social Research (M. Sc.) and Information Systems (M. Sc.) 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) ¹It 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. ²Degrees 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) ¹For admission to the master's programmes Business Administration Accounting and Taxation, Business Administration Finance, Business Administration Corporate Development, Business Administration Marketing and Business Administration Supply Chain Management, a degree shall be deemed successfully completed within the meaning of these regulations has been successfully completed if the overall grade is at least 2.7. ²The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 78 credit points from the field of business administration or economics,
2. of which at least 18 credits are from the field of economics, and
3. of which at least 48 credit points from the field of business administration and
4. at least 15 credit points in the field of statistics and/or mathematics (only modules that provide mathematical and/or statistical methodological competences will be considered; pure (software) application competences will not be (accepted).

³For admission to the master's programme in Economics, a degree shall be deemed successfully completed within the meaning of these regulations has been successfully completed if the overall grade is at least least 2.7. ⁴The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 18 credit points from the field of economics and at least 48 further credit points from a field of economics or social sciences and at least 15 credit points from the field of statistics and/or mathematics (only modules that impart mathematical and/or statistical methodological competencies are considered; pure (software) application competencies are not accepted) or
2. at least 40 credit points in the field of mathematics.

⁵For admission to the master's programme in Political Science, a degree shall be deemed successfully completed within the meaning of these regulations has been successfully completed if the overall grade is at least 2.7. ⁶The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 36 credit points from the field of political science and
2. at least 9 credit points from the methods of social sciences.

⁶For admission to the master's programme in Sociology and Social Research, a degree shall be deemed successfully completed within the meaning of these regulations has been successfully completed if the overall grade is at least 2.7. ⁸The following requirements are additionally imposed on the programme of study cited in (1):

1. a total of at least 18 credits in the field of sociology or social psychology; and
2. a total of at least 12 credits in the field of quantitative methods in the social sciences or applied quantitative empirical social research or statistics.

⁷For admission to the masters programme in Information Systems, the following requirements are additionally imposed on the programme of study cited in (1):

1. at least 20 credit points from the field of Information Systems or Business Informatics as the main focus of the Bachelor's programme and
2. at least 30 credits in the field of economics; and
3. at least 30 credit points in the field of computer science or in the field of mathematics or statistics.

(3) ¹If 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 80 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. ²In 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. ³The more specific access requirements of (2) must have already been met.

(4) Applicants who neither did complete their previous professionally qualifying degree in a German-language degree programme nor their university entrance qualification in German must, for access to the Master's programme Business Administration Accounting and Taxation, the Master's programme Business Administration Supply Chain Management and the Master's programme Information Systems, provide proof of sufficient knowledge of the German language according to the Regulations of the University of Cologne for the German Language Examination for University Admission (DSH) as amended.

(5) Applicants who neither did complete their university entrance qualification nor their previous professionally qualifying degree in English must provide evidence of language skills

at level B2 of the Common European Framework of Reference for Languages of the European Union.

§ 3

Admission requirements

(1) ¹Applicants 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) ¹The number of study places may be limited; if so, this number will be determined each year. ²If 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) ¹If a selection procedure is conducted, the candidates will be ranked. ²The admissions committee shall decide on admission to the master's course on the basis of the criteria set out in §2 and §3.

(2) 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 academic aptitude test shall be taken into consideration in the master's programmes Business Administration Accounting and Taxation, Business Administration Finance, Business Administration Corporate Development, Business Administration Marketing, Business Administration Supply Chain Management and Economics:

1. For the selection procedure in the master's programmes Business Administration Accounting and Taxation, Business Administration Finance, Business Administration Corporate Development, Business Administration Marketing, Business Administration Supply Chain Management:

- a) TM-WISO or
- b) GMAT.

2. For the selection procedure in the master's programme of Economics:

- a) TM-WISO or
- b) GMAT or
- c) GRE.

²The results of the previously completed professionally qualifying degree or equivalent degree shall be assessed out of 68 points and the results of the subject-specific academic aptitude test shall be assessed out of 32 points; further details are given in the appendix [Appendix on Selection Criteria]. ³The study places awarded in the first semester shall be allocated to the applicants by the rank determined by the number of admission points. ⁴In the event of equal ranking, the order of admission shall be chosen by lot.

(3) ¹For the master's programmes in Political Science, Sociology and Social Research and Information Systems, the selection procedures are based exclusively on 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. ²In the event of equal ranking, the order of admission shall be chosen by lot.

(4) 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.

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

§ 5

Application, application deadline

(1) ¹Admissions for the first semester are always in the winter semester. ²Applications must be submitted by 15 June of the relevant year for the master's programme (cut-off deadline). ³Applications shall only be considered for the allocation of study places for the upcoming semester. ⁴Applications shall be accepted for up to three master's programmes of the Faculty of Management, Economics and Social Sciences within a given application cycle. ⁵If an application for the master's programme in International Management is submitted within the application cycle of a given year, a maximum of two further applications are permitted for master's programmes of the Faculty of Management, Economic and Social Sciences. ⁶If 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. ⁷If 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) and
3. university entrance qualification.

(3) ¹Notwithstanding (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 15 June, stating the average grade, and documentation of the expected date of acceptance of the remaining examinations. ²The diploma of the professionally qualifying degree must be submitted by 31 December. ³If the diploma is not submitted in time, the applicant's enrolment in the master's programme shall expire.

(4) If the application for admission in accordance with paragraph 1 is submitted within the deadline, documents submitted subsequently may be considered until 20 July (cut-off deadline).

(4) If the application for admission under (1) is submitted before the deadline, any subsequently submitted documents may be considered until 20 July (cut-off deadline).

(5) ¹Applications must be submitted via the Campus Management System KLIPS 2.0 of the University of Cologne. ²Notwithstanding sentence 1, applicants who have not obtained their professionally qualifying degree within the scope of German Basic Law must submit their application to the Arbeits- und Servicestelle für internationale Studienbewerbungen (uni-assist) e.V.

§ 6

Letter of admission / refusal

(1) ¹Applicants who are admitted shall receive a letter of admission from the University of Cologne. ²The letter of admission shall state the date by which the applicant must enrol. ³If this deadline is missed, enrolment in the master's programme will be refused.

(2) If not every applicant admitted under (1) enrolls within the specified period, or if enrolment is refused for other reasons, 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.

(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

¹Admission 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. ²If the applicant has already enrolled, he or she will be dematriculated from the master's programme. ³The 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 selection procedure.

(2) ¹The 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) ¹An alternate shall be chosen for each of the members cited in (2)2. to 5. ²The alternate shall act if the relevant member is prevented from participating.

(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) ¹The members and their alternates under (2)2. to (2)5. shall be chosen by the Restricted Faculty [*Engere Fakultät*] separately by group. ²The groups have the right of nomination. ³The members from the group of university teachers, the group of academic staff and the group of technical and administrative staff shall be appointed for two years, the member from the student body shall be appointed for one year. ⁴Repeated terms are permitted. ⁵The term of office of an alternate member shall end with the term of office of the relevant member. ⁶If 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) ¹The Admissions Committee shall have a quorum if the chairperson or deputy chairperson and at least three other members with voting rights are present. ²If 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. ³Decisions of the Admissions Committee shall be made by majority vote. ⁴In the event of a tie, the chairperson's vote shall decide. ⁵The 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. ⁶The 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.

*Admission regulations –
Business Administration, Economics, Political Science, Sociology and Social Research,
Information Systems*

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

(9) ¹The 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. ²The Admissions Committee may delegate the performance of duties to the chairperson for all regular affairs. ³In case of urgency, the chairperson may hold a vote by circular letter. ⁴The 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. ⁵Minutes shall be taken for every meeting of the Admissions Committee.

§ 9

Entry into force, publication

¹These regulations shall enter into force on the day following their publication in the Amtlichen Mitteilungen of the University of Cologne. ²They shall apply for the first time to admission to the winter semester 2020/2021. ³On the same date, the Regulations establishing for the Determination of Special Aptitude for the for the Master's programmes of the Faculty of Management, Economics and Social Sciences of the University of Cologne, dated 20 January 2015 (Amtliche Mitteilungen 09/2015, 10/2015, 11/2015, 12/2015, 13/2015), last amended by the Regulations dated 6 March 2019 (Amtliche Mitteilungen 27/2019, 28/2019, 30/2019, 31/2019, 32/2019), shall expire.

Issued by decision of the Faculty of Economics and Social Sciences on 09.12.2019 and after examination of legality by the Rectorate on 10.03.2020.

Cologne, the 11.03.2020

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

University Professor Dr. Ulrich Thonemann

Appendix on Selection Criteria

For the selection procedure described in §4, the criteria specified in §4(2) shall be converted into a point value according to Points 1 to 3 below. The point values of each criteria shall be added together to obtain an admission points value (maximum 100 points).

1. Results of (bachelor's) studies and average grade

The final grade cited in §2(2) or the average grade cited in §2(3) shall be awarded between 34 and 68 points. The resulting distribution of points is shown in the following table:

Bachelor	Points
1.0	68
Linear interpolation between the boundaries	
2.7	34

2. Results of the subject-specific study ability test

The result of the subject-specific study aptitude test according in §4(2) shall be awarded between 0 and 32 points. The respective percentile ranks shall be compared. The resulting distribution of points is shown in the following table:

Quantitative	Points
100	32
Linear interpolation between the boundaries	
35 and below	0

If the applicant does not submit results for the GRE subject-specific aptitude test in accordance with §5(2)(a), 0 points shall be awarded.