

## **Information on the Application Process for the MA in International Management and Intercultural Communication (GlobalMBA)**

**Please note: Polish or North- and South-American citizens** are requested not to submit their application to the THK, but to apply directly to our respective partner universities in Warsaw (Polish citizens) and Jacksonville (North and South American citizens).

### **Application requirements at TH Köln:**

Graduates with a Bachelor's degree, Master's degree or a German university diploma can apply for the program. They have to provide evidence of the following:

- 1) An Average grade of at least 2,5 (= good) and 210 ECTS in your first Bachelor's degree program.  
Applicants with a Bachelor's degree requirement with less than 210 ECTS, must submit proof (original or certified copy) that they have completed the difference between the ECTS of their Bachelor's degree and 210 ECTS. The difference can be compensated or proven by:
  - a. At least six calendar months of relevant work experience/internships after the BA/BSc degree, which will be recognized with 30 ECTS,
  - b. Relevant academic achievements amounting to 30 ECTS, which were completed in addition to the Bachelor's degree, or
  - c. A combination of a and b, whereby each month of professional experience/internship is credited with 5 ECTS.Applicants who have not yet achieved 210 ECTS at the time of application (May 15/June 1) can be admitted to the application procedure with a written declaration stating how they will achieve the missing ECTS before the start of the program i.e. by September 15. Please use the template in the TH Köln application portal for this purpose.  
It is possible to compensate for a difference of up to 5 ECTS by taking an individual propaedeutic examination, which shall be scheduled before the start of studies. In this case, the successful completion of this examination is an additional admission requirement.
- 2) Sound knowledge of basic economics and business administration. For more information see "Prerequisites Economics/Accounting" on:  
<http://www.th-koeln.de/globalmba/program>  
or UNF's web page (see "Special Notes about the Program"):  
<https://www.unf.edu/graduateschool/academics/programs/GlobalMBA.aspx>
- 3) Excellent command of English (equivalent to level B2 according to the "Common European Framework of Reference for Languages" (CEFR)) proven by an internationally recognized English language qualification (for example TOEFL, IELTS). The test result must not be older than two years.  
This proof may be waived if:
  - a. you are a native speaker of English
  - b. the language of your previous program was English
  - c. you have gained work/study experiences in an English-speaking countryb. and c. must not date back more than two years.
- 4) The successful completion of an American test for admission to postgraduate studies, i.e. either
  - a. GMAT (American Graduate Management Admission Test) with a min. score of 500  
or
  - b. GRE (Graduate Record Examinations test) with a minimum score of 150 verbal and 150 quantitative.

Please do select the University of North Florida to send your official score report. TH Köln's GMAT account code for the GlobalMBA is 3KV-F2-31 (THK has no GRE account).

Only scores up to five years old will be accepted. The result of one of these tests should be submitted with the application.

For applicants who cannot submit the test score with the application, the final deadline for late submissions is June 20. In this case, you have to submit your full application documents by May 15/June 1 together with a confirmation from the test center that you have registered for the test. Then email a scan of the test result (final or preliminary) by June 20.

Please note that an interview invitation can only be expressed if we have received the respective result.

- 5) Furthermore, applicants have to successfully pass the course-related aptitude test (see page 3).

### **Application procedure at TH Köln:**

Details on the application process at TH Köln can be found on the following website:

[www.th-koeln.de/globalmba/application](http://www.th-koeln.de/globalmba/application) and in our "Study Guide GlobalMBA":  
[https://ilu.th-koeln.de/goto.php?target=file\\_127648\\_download&client\\_id=thkilu](https://ilu.th-koeln.de/goto.php?target=file_127648_download&client_id=thkilu)

There are two application procedures:

1. **German Applicants and foreign applicants with a German university degree:** Please apply online directly with TH Köln. You can find the link to TH Köln's online application platform (from early May on) here: <https://thk.hispro.de>. The submission deadline is June 1<sup>st</sup> (all application documents have to be uploaded by 24:00 h).
2. **Non-German applicants with a university degree from a non-German university:** You will be required to submit your application online via *uni-assist (Arbeits- und Servicestelle für internationale Studienbewerbungen e.V)* first. The submission deadline is Mai 15 every year.  
 Please find further details about the application procedure via *uni-assist* here:  
[https://www.th-koeln.de/en/academics/uni-assist-document-review\\_8553.php](https://www.th-koeln.de/en/academics/uni-assist-document-review_8553.php)  
<https://www.uni-assist.de/en/>

### **Application documents:**

The following documents have to be submitted on either online portal:

- 1) **Application cover letter** (available on the online application portal after successful registration)
- 2) **Application Form** (Application form for the study program, available on the online application portal)
- 3) **Curriculum vitae** in English
- 4) **Motivation Letter** in English (Briefly state your reasons/motivation to apply for this Master's program and your professional goals. Information that does not appear in the "Application Form" may be listed here as well.)
- 5) **Proof of your English language skills** (minimum level B2 of the Common European Framework of References for Languages (CEFR)). This proof can be waived if your mother tongue is English, the language of instruction of your first study program was English or you have gained study/work experience in English-speaking countries. However, the evidence must not be older than two years.
- 6) Copy of your **GMAT** (min. 500) or **GRE** (min. 150 verbal and min.150 quantitative) test score. The result must not be more than five years old.  
 Alternatively: A confirmation from the test center that you have registered for the test. The preliminary result must then be submitted by **June 20 at the latest** by e-mail.

- 7) **Certificates** of all previous university degrees with diploma (originals)  
Alternatively, if you have not yet graduated:
  - **Grade sheet** with a current average grade in the stamped and signed original (no machine-generated)
  - **Certificate** for submission when applying for a Master's program (see online application portal)Additionally for a **BA degree with less than 210 ECTS**: form "**Recognition of achievements for admission**".
- 8) **Evidence of other qualifications** (e.g. education, further training, certificates of employment)
- 9) **Copy of your identity card or passport** (the front side with personal data and nationality)

**Course-related aptitude test:**

Due to the fact that the TH Köln can only grant a university place in this program to ten applicants, an aptitude test is held for all applicants in the form of a selection interview. A selection commission will determine the applicant's particular aptitude for the program on the basis of:

- 1) in-depth knowledge in the fields of business administration and economics  
(You have to be familiar with the key topics in this literature:  
[https://ilu.th-koeln.de/goto.php?target=file\\_132330\\_download&client\\_id=thkilu](https://ilu.th-koeln.de/goto.php?target=file_132330_download&client_id=thkilu))
- 2) intercultural competence and awareness
- 3) excellent English language proficiency.

After the application deadline, all application documents are reviewed by a selection committee. The selection interviews then are usually scheduled for July. The prerequisite for participation in the selection interviews is that all admission requirements are met. The selected applicants will receive an invitation by e-mail in good time.