



**information about the admission  
procedure.**

for the Master program:

Corporate Governance & Finance *Online*

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## **1 schedule for the admission procedure.**

The study program "Corporate Governance & Finance *Online*" offers admission processes for various dates. Participation at an earlier admission date offers the benefit of an early assurance for a study placement if your results are above average. We also recommend applicants from non-EU countries to apply early (Date 1).

<b>APPLICATION DEADLINE</b>	<b>WRITTEN ENTRANCE EXAM (ONLINE)</b>	<b>INTERVIEW</b>
<b>Date 1</b> <b>November 19, 2018</b>	December 6, 2018	December 18, 2018
<b>Date 2</b> <b>February 2, 2019</b>	February 28, 2019	March 12, 2019
<b>Date 3</b> <b>April 1, 2019</b>	April 25, 2019	May 7, 2019
<b>Date 4</b> <b>June 3, 2019</b>	June 27, 2019	July 9, 2019

## **2 online application**

Please submit your application online:

[https://tasks.mci.edu/index.php?option=com\\_onlinebewerbung&view=register&lang=en](https://tasks.mci.edu/index.php?option=com_onlinebewerbung&view=register&lang=en) and make sure to include all relevant documents listed on the guideline for applications: [https://tasks.mci.edu/components/com\\_onlinebewerbung/assets/leitfadenen-gb.pdf](https://tasks.mci.edu/components/com_onlinebewerbung/assets/leitfadenen-gb.pdf)

For further information concerning the legalization of the documents please visit the MCI website:

<https://www.mci.edu/en/study/application-and-admission/international-applicants>

### 3 criteria.

Places are allocated on the basis of the following criteria:

- 1. Career background 20%:** Particular attention is paid to previous education and certificates obtained, general professional development, and applicants' academic and professional goals.
- 2. Written entrance exam 30%:** The written entrance exam (English, Mathematics/Statistics, Fundamentals of Business Administration) is designed to test applicants' aptitude for the program.
- 3. Interview 50%:** The interview gives applicants the opportunity to present themselves personally, to expand on the information provided in the application and to explain their academic and professional goals. A Skype-based interview is also possible.

### 4 career background.

A key element in the admission process is an assessment of candidates' career backgrounds based on the submitted application. A focus is set on the educational, personal and professional achievements as well as on the outlined study and career aspirations. Please add any certificates to prove your career background.

As the courses of the study program "Corporate Governance & Finance" are taught entirely in English, the applicants must have a certain proficiency in the language in order to follow the lectures. Furthermore, a certain level of English needs to be established in order to ensure the high quality of the courses. Thus, we would recommend you to add any certificates you may have that prove your proficiency in English to your application.

### 5 written entrance exam.

The examination consists of three parts (English, Business Studies, and Mathematics/Statistics). The exams are taken online and start on/will be available until a given date and time. Applicants will receive an access code a few days prior to the examination. This access code enables them to open the exam website and participate in the examination. Once the applicants are logged in, they have access to all three exams. Applicants can choose with which exam they want to start, however, as soon as one exam is opened they have **exactly 60 minutes to complete** it. Please note that the time cannot be stopped. This is true for each part of the examination.

You can find a video tutorial for the exam software here:  
<https://www.youtube.com/watch?v=INlBx5a3lls>

The following standard installations are required on the computer in order to access the examination paper:

- Browser: Firefox 1.5 or higher
- PDF: Acrobat Reader 5.0 or higher
- Office: Word 7.0 (Office 95) or higher

A stable internet connection is crucial in order to complete the examination properly. If that cannot be ensured at home, applicants are advised to go to a university, library or another public place where the condition is given.

Please note: The online examination has to be completed individually. Taking the exam in groups or letting another person take the exam for you is regarded as cheating and may result in being excluded from the admission procedure.

### **English**

The English part of the written exam will take 60 min. The exam consists of a part where applicants will have to prove their competence regarding lexical and collocational knowledge. Furthermore, their ability to understand and express opinions about business specific articles will be tested.

Here are some hints on how to prepare for the exam:

Read quality newspapers (e.g., the Herald Tribune, Financial Times, Economist, Newsweek)

Grammar: Thomson and Martinet: A Practical English Grammar

### **Mathematics/Statistics**

The Mathematics/Statistics part of the exam will take 60 min. The exam covers questions regarding arithmetic, algebra, geometry and word problems concerning:

Fractions; linear, square and exponential functions; calculations including powers; differential and integral calculus; logarithms; exercises with extreme values; roots; descriptive statistics; algebraic transformations; probability calculation; equations and inequations; binomial and normal distribution

Here are some hints on how to prepare for the exam:

Graduate Management Admission Council (2009). GMAT review: The official guide for GMAT review; the only study guide with more than 800 past GMAT questions and their answers by the creators of the test (12. ed.). Chichester, West Sussex: Wiley.

## Fundamentals of Business Administration

The Business Studies part will take 60 min. The exam will ask for applicant's knowledge concerning basic economic and business principles.

Here are some hints on how to prepare for the exam:

In order to prepare for the exam applicants are advised to keep themselves informed about recent economic issues (e.g., Economist, Herald Tribune, Financial Times, Newsweek etc.) and to make sure they understand basic economic relations and business situations. For preparation purposes, applicants will receive articles approximately one week before the written aptitude test takes place.

## 6 test examples.

Here are some examples of how questions for the online test can look like.

### Examination Subject: English

Time allowed: 60 minutes – the number of questions for the entire test varies from 30-60 questions, depending on the difficulty.

*Example:*

Complete the following sentence with the correct option:

We'll have to be very careful how we \_\_\_\_\_ such a small budget.

- A.) supervise
- B.) allocate
- C.) finance

### Examination Subject: Mathematics/Statistics

Time allowed: 60 minutes – the number of questions for the entire test varies from 30-60 questions, depending on the difficulty.

*Example:*

Which of the following CANNOT be the greatest common divisor of two positive integers  $x$  and  $y$ ?

- A.) 1
- B.)  $X$
- C.)  $Y$
- D.)  $x-y$
- E.)  $x+y$

### Examination Subject: Business Studies

Time allowed: 60 minutes – the number of questions for the entire test varies from 30-60 questions, depending on the difficulty. 3-8 papers will be sent approximately 10 days before the written entrance test to the applicants.

*Example:*

The authors assume similar loyalty intentions for potential customers.

- A.) True
- B.) False

## 7 interview.

After the successful completion of the online examination, applicants will be invited to an interview of about 20 minutes. The interview is an opportunity for the applicant to give a personal presentation in front of a panel and outline certain aspects of the application documents in more detail as well as explain the study and career aspirations.

There are two ways to take the interview:

- **via personal interview:** The interview will be held at the MCI with a length of about 20 minutes.
- **via Skype:** The interview will be held via Skype with a length of about 20 minutes. Applicants have to make sure that
  - the Skype software, available free of charge from the Internet ([www.skype.com](http://www.skype.com)), has been downloaded.
  - she/he has a unique profile on Skype that can be easily identified with the username/email address.
  - she/he has got a properly functioning webcam.
  - she/he has a stable internet connection; if that cannot be ensured at home, applicants are advised to go to a university, library or another public place where this condition is given.

However, we advise everybody who can come to the MCI to take the chance of a personal interview.

## 8 contact information.

Corporate Governance & Finance *Online* – [office-bwlo@mci.edu](mailto:office-bwlo@mci.edu), +43 512 2070 – 4200