



**information about the admission
procedure.**

Business & Management

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1 schedule for the admission procedure.

The bachelor program “Business & Management” offers more than one chance – thus more than one deadline – to take part in the admission process. Since it cannot be predicted, how many applicants will actually take the examination in the end and how many placements will be allocated, it is advisable to apply early. Applying before the first or second deadline entails the advantage of an early assurance for a study place if your results are above average.

ADMISSION DEADLINE	AVAILABLE STUDY PLACES	PERFORMANCE OF THE APPLICANTS	
		ABOVE AVERAGE	AVERAGE / BELOW AVERAGE
Date 1 November 17, 2019	Full availability	Early confirmation of study place	Waiting list
Date 2 February 2, 2020	Availability depends on the previous admission date	Early confirmation of study place	Waiting list
Date 3 March 29, 2020	Availability depends on the previous admission date	Early confirmation of study place	Waiting list
Date 4 May 31, 2020	Availability depends on the previous admission date		Waiting list

Admission deadline	Written aptitude test (computer-based)	Interview	Additional entrance exam
November 17, 2019	December 09, 2019	December 09-10, 2019	December 10, 2019
February 02, 2020	February 24-26, 2020	February 24-26, 2020	February 25, 2020
March 29, 2020	April 20-22, 2020	April 20-22, 2020	April 21, 2020
May 31, 2020	June 22-24, 2020	June 22-24, 2020	June 23, 2020

You are welcome to contact us if you have any questions.

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2 the program accepts.

1. Applicants with a university entrance qualification (e.g. school-leaving exam, appropriate university entrance equivalency exam, vocational certificate etc.)
2. Applicants without a university entrance qualification but with relevant professional qualification provided one of the following prerequisites is met:
 - Successful completion of a vocational secondary school
 - Successful completion of a dual education program in a relevant profession

Persons without a university entrance qualification but with relevant vocational qualifications must sit entrance exams in German (!), English, and Mathematics in addition. The level of the exams equals university entrance qualification exams in social and economic study programs. These exams will be written on MCI campus.

3 criteria.

Places are allocated on the basis of the following criteria:

- 1. Career background 20%:** Particular attention is paid to the applicants' previous education, certificates they submitted, their general professional development as well as academic and professional goals.

2. Written entrance exam 30%: The exam takes approximately 2 hours. It is designed to assess the candidate's logical reasoning, numerical skills, language skills, long-term memory and English skills as well as relevant personality traits.

3. Interview 50%: The interview offers applicants the opportunity to give a personal presentation, to expand on the information provided in the application and to explain their academic and professional goals.

4 career background.

Your career background will be analyzed based on the documents you have uploaded. Our attention will be particularly focused on your previous education, the certificates you have submitted, your general professional development as well as your academic and professional goals. Please do not forget to add your letter of motivation including your academic and professional goals.

5 written entrance exam.

The exam takes approximately 2 hours. It is designed to assess the candidate's logical reasoning, numerical skills, language skills, long-term memory and English skills as well as relevant personality traits.

LOGICAL REASONING

This section shall test your ability to recognize the general rules on which individual questions are founded. This ability helps you acquire new competencies and recognize interconnections between different disciplines. You will have to solve two types of questions:

(1) Figure series

This set of questions is about being able to identify rules. You will be presented with a table of three rows and three columns containing altogether eight figures. These are arranged according to different rules. Your task will be to identify these rules and determine the ninth figure in each question.

Example:

Please identify the missing figure.

○	◐	∪
◐	∪	○
∪	○	?

○	◐	∪	◇	◓	◑	—	□
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) Number series

This set of questions involves several series of numbers arranged according to specific rules. You will be asked to identify the underlying rules as well as the missing numbers.

Example:

1 2 3 4 5 6 ?

NUMERICAL SKILLS

Your numerical skills will be assessed on the basis of two sets of problems:

(1) Mathematical problem solving

Questions in this category will require you to determine the arithmetic operation (addition, subtraction, multiplication, or division) to be applied to obtain a correct result. You will have to consider the order of operations, i.e. multiplication and division first, and then addition and subtraction, in order to be able to replace the question marks with the correct operation.

Example:

$2 ? 1 ? 2 = 5$

(2) Feel for numbers

This set of problems is to test your ability to estimate the results of arithmetic calculations. This ability may be helpful in assessing whether or not calculations are at all plausible.

Example:

$20 \times 40 =$

- 610
- 810
- 1010

LANGUAGE SKILLS

These skills are tested through two exercises.

(1) Verbal fluidity

In this, an unordered series of letters is to be transformed in such a way it becomes a meaningful noun.

(2) Word meaning

In this exercise, terms are provided from which one term is to be selected from four possible answers, which has the closest meaning possible to the initial term provided.

LONG-TERM MEMORY

This subtest will require you to memorize the personal information such as name, date of birth, marital status, or occupation of different individuals. Later you will have to match the information provided to the individual persons.

Name: Mr. Botzi
Date of birth: January 31st

Occupation: Photographer
Marital Status
(Non-) Smoker
Phone
Hobbies

KNOWLEDGE OF ENGLISH

(1) Grammar

This section will present you with several incomplete sentences that have to be completed in a grammatically correct fashion. You will be asked to choose the most appropriate word or phrase from multiple options.

Example:

According to the law, an employee's salary on a monthly basis.

- is paid
- is being paid
- is payed
- is being payed

(2) Vocabulary

This part of the exam will confront you with a series of sentences in each of which one word is underlined. You will then be asked either to find a word with a similar meaning or to pick the respective antonym from a list of options.

Example:

Find a word with a similar meaning:

East of the Rocky Mountains, the annual rainfall decreases substantially from the west of the Rocky Mountains.

- fundamentally
- slightly
- completely
- apparently

RELEVANT PERSONALITY TRAITS

This test will require you to rate, on a four-point scale, how far a word or phrase is characteristic of you as a person. "Not Typical" means that the respective statement does not apply to you at all, or only to a limited extent, whereas "Typical" is to show that the statement applies to you at least in most situations.

There is no right or wrong answer. The personality test is merely about getting to know you and your potential.

6 interview.

After the successful completion of the online examination, applicants will be invited to an interview. 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.

7 contact information.

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