Information about the admission procedure.

International Business & Management
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1 preface.

Dear applicants,

Thank you for your interest in the master program “International Business & Management”

Please be aware of the application deadlines and make sure you have all necessary documents when submitting the application. In case of having more applications uploaded than places available in the study program, the selection process will be based on the following criteria:

(1) Curriculum Vitae (20%): The assessment of your personal, educational and professional background is based on the documents you have submitted with the application.

(2) Written Aptitude Test (30%): The online exam provides you with the opportunity to demonstrate your knowledge in three areas: English, Mathematics/Statistics and Business Studies. This guideline provides some information on how to prepare for the online exam.

(3) Interview (50%): The interview offers you the opportunity to give a personal presentation, expanding on the information you have provided in your application, and to outline your study and career aspirations.

We look forward to receiving your application.

Prof.(FH) Dipl.-Kfm. Bernd Kirschner & Team

Head of Department and Head of Studies International Business & Management
Schedule for the admission procedure.

The study program “International 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 study places 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.

<table>
<thead>
<tr>
<th>WRITTEN ENTRANCE EXAM (ONLINE)</th>
<th>AVAILABLE STUDY PLACES</th>
<th>PERFORMANCE OF THE APPLICANTS ABOVE AVERAGE</th>
<th>AVERAGE / BELOW AVERAGE</th>
</tr>
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<tbody>
<tr>
<td>Date 1 November 17, 2019</td>
<td>Full availability</td>
<td>Early confirmation of study place</td>
<td>Waiting list</td>
</tr>
<tr>
<td>Date 2 February 2, 2020</td>
<td>Availability depends on the previous admission date</td>
<td>Early confirmation of study place</td>
<td>Waiting list</td>
</tr>
<tr>
<td>Date 3 March 29, 2020</td>
<td>Availability depends on the previous admission date</td>
<td>Early confirmation of study place</td>
<td>Waiting list</td>
</tr>
<tr>
<td>Date 4 May 31, 2020</td>
<td>Availability depends on the previous admission date</td>
<td></td>
<td>Waiting list</td>
</tr>
</tbody>
</table>
Application deadline: | Written aptitude test (computer-based): | Personal or Skype interview:
---|---|---
17 November 2019 | 05 December 2019 | 18 & 19 December 2019
02 February 2020 | 27 February 2020 | 11 & 12 March 2020
29 March 2020 | 23 April 2020 | 06 & 07 May 2020
31 May 2020 | 25 June 2020 | 08 & 09 July 2020

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

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3 criteria.

Study places are allocated on the basis of the following criteria:

3.1 CAREER BACKGROUND.

A key element in the admission process is an assessment of the candidate’s career background, which is based on the documents submitted with the application. Educational, personal and professional achievements as well as the outlined study and career aspirations are taken into consideration therefor.

As the courses of the study program “International Business & Management” are taught entirely in English, applicants must have a certain proficiency in this 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 recommend you to add any certificates you may have that prove your proficiency in English to your application.

Please submit your application online: [https://tasks.mci.edu/en?option=com_onlinebewerbung&view=register&lang=en&fromstg=Master-MAIBU](https://tasks.mci.edu/en?option=com_onlinebewerbung&view=register&lang=en&fromstg=Master-MAIBU) 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](https://www.mci.edu/en/study/application-and-admission/international-applicants)
3.2 WRITTEN ENTRANCE EXAM.

The exam consists of three parts (English, Business Studies, and Mathematics/Statistics) and will be taken online. It will be activated on the announced date regarding the respective deadline and available for 24 hours. A few days prior to the examination, applicants will receive a username and a password. After having logged in, applicants will have access to all three parts of the exam. They can choose which exam they want to start with. However, as soon as one part of the exam is opened, they will have exactly 60 minutes to complete it. This applies for each part of the examination.

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 go to a university, library or any other public place where they can take the test without any technical problems or other interruptions.

English

In the English part of the test, applicants will have to prove their competence regarding lexical and collocational knowledge. Furthermore, their ability to understand and express opinions about business related 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 und Martinet: A Practical English Grammar

Mathematics/Statistics

This part 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

Further reading:
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.

Business Studies

The business part will ask for applicants’ knowledge concerning basic economic and business principles.

In order to prepare for the exam, applicants will have to read certain articles provided by the MCI. They will receive a link to these articles, which will be sent together with the access data a few days before the written aptitude test goes online.

Furthermore, 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.

Test examples

Below you will find a list of selected sample questions that will give you an impression of what the online test is going to look like.

**Examination Subject: English**

Time allowed: 60 minutes – number of questions for the entire test varies from 60-75 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
3.3 INTERVIEW.

After the successful completion of the online examination, applicants will be invited to an interview that will take about 20 minutes.

The interview is an opportunity for every 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 his/her study and career aspirations.
There are two ways to do the interview. Applicants coming from Tyrol, Vorarlberg, Salzburg, Southern Germany and South-Tyrol will be invited to a personal interview. All other applicants – who live further away – can choose (personal interview or skype). However, we advise everybody who has the possibility to come to the MCI in person to take that chance.

**Personal interview**

The interview will be held at the MCI and will last approximately 20 minutes.

**Via Skype**

The interview will be held via Skype and last approximately 20 minutes.

Applicants have to make sure that

- the Skype software, available free of charge from the Internet (www.skype.com), has been downloaded and installed properly
- 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 other public place where this condition is given.

### 4 contact information.

International Business & Management – office-wm@mci.edu, +43 512 2070 – 3100