

**INFORMATION SHEET FOR THE APPLICATION AND ADMISSION TO THE
MASTER PROGRAM**

“INTERNATIONAL PRODUCT AND SERVICE MANAGEMENT”

at the

University of Applied Sciences Ansbach

1. Admission requirements for the master program

- (1) University degree or equivalent degree in course of studies, which qualifies for a profession

Included are all degrees qualifying for a profession (bachelor degree, German Diploma, master degree), state-certified and clerical exams at universities and technical colleges as well as equivalent degrees from foreign universities.

- (2) Minimum duration of study in study path, qualifying for a profession, needs to be at least six terms of prescribed period of study and additional written Bachelor-Thesis

- (3) The university degree or equivalent degree in course of studies has to be 2.0 or better (good or better) according to German grading

- (4) Furthermore, the examination board can decide to admit those applicants who have an average between 2.1 and 3.0 and whose grade on their Bachelor-Thesis is 2.0 or better.

- (5) Proof of above-average aptitudes and sufficient knowledge of the English language in an interview. Basic German language skills are mandatory in order to adapt to the student life on campus and in the city of Ansbach. The level A1, certified by the Goethe Institut, is a minimum requirement.

In order to assess special eligibility, the applicant has to prove his above-average aptitudes and motivation necessary for the master program in the course of an interview, which will be conducted and evaluated by two professors. As the classes will all be held in English, fluency in this language is required. In addition, applicants have to prove sufficient knowledge in business administration, which is assumed as given by successfully completed bachelor studies like Industrial Engineering, Business Administration and Business Informatics.

Please note: For further information on the requirements see the Study and Examination Regulations (Studien- und Prüfungsordnung) SPO IPM/HSAN-20161.

2. Application process (according to the § 5 SPO IPM/HSAN-20161)

Application and admission is possible for both, winter and summer terms.

Application deadlines:

Summer term	From the 16 th of October until the 16 th of November
Winter term	From the 2 nd of May until the 31 st of May

During this period, the online application portal is open (www.hs-ansbach.de). Your application can only be done in the regular form and within the application period described above.

Procedure:

1. Please click on the button "Online Bewerbung" on www.hs-ansbach.de.
2. Follow the instructions and choose the study program which you want to apply for.
3. Add all the documents to your application requested on the homepage in your on-line account.
4. Submit a preliminary documentation of international accounts of uni-assist e.V. (www.uni-assist.de) in case of a bachelor degree, which was **not acquired in Germany**. For more information see "Information for foreign applicants".
5. Send your motivation letter and the questionnaire (see document attached) to the following email address:
info-ipm@hs-ansbach.de
with a copy to
barbara.hedderich@hs-ansbach.de
anke.knoblauch@hs-ansbach.de
6. Check your mails frequently in case you will be invited to an interview via email.
7. At the request of the university, send the study and examination regulations of the program, in which you have acquired the qualification for the Master Program.

Motivation letter: The letter of motivation is intended to explain the reasons why you have chosen the programme International Product and Service Management and what you hope to gain from it. It should include a short autobiographical statement covering the development of your academic and professional pursuits, your current activities, and the relevance of your academic, professional, and other related experience to your proposed study at University of Applied Sciences Ansbach. A well written letter of motivation will focus on yourself, and describe points that explain, in your own words, why you want to further your studies in your chosen programme, and how your interests and skills will contribute to your success in this programme as well as to your future career. For example, why are you interested in International Product and Service Management? What are your career intentions and why are you interested in pursuing those career choices? What accomplishments in your academic, professional, or other related experience are you most proud of and why? How

would a Master's Degree in your chosen programme help you fulfil your future plans? Your letter of motivation should not exceed 500 words (no more than one page), and must be written in English.

Important notice: All documents/certificates have to be presented in German language (or English language, if the original document was issued in English by the home university). Translations of foreign-language documents have to be legally attested, which is normally the case if the home university issued the certificates in German language. Otherwise the documents have to be translated into German by a certified translator.

Information for foreign applicants: If you have acquired your university entrance qualifications (certificates, diplomas etc.) outside of the Federal Republic of Germany, you are obliged to submit your education certificates earned abroad to uni-assist e.V. for review in addition to submitting your application to the university. Furthermore you have to complete the application for the review of your certificates (leading to the preliminary documentation VPD) online and send it to uni-assist e.V. You can download the application for the preliminary documentation (VPD) here: <http://www.uni-assist.de/>. Please be aware that uni-assist usually takes about 4 to 6 weeks to process your documents. Please make sure to apply for your preliminary review documentation (VPD) in time. An application at uni-assist can be carried out all over the year. Uni-assist charges a fee for the review of your documents which you have to pay directly to uni-assist by bank transfer. You are obliged to present the original notification for your preliminary review documentation (VPD) by 01 August in addition to your application for the winter semester and by 15 January in addition to your application for the summer semester to the University of Applied Sciences Ansbach. Please note the different application deadlines indicated on the information sheets for Master's degree programs and for degree programs for active professionals.

3. Matriculation and Tuition

Students for the master program will be matriculated at the Hochschule Ansbach, which means that they become members of the University of Applied Sciences Ansbach with all rights and duties resulting thereof. In particular, the service for students, trainees and examination of the Hochschule Ansbach are in charge of the students.

The tuition fee is currently set at 42 euros, which has to be transferred before the semester starts. Further information and the exact date of the bank transfer to be carried out can be taken from the Letter of Admission.

4. Information on compulsory health insurance

Foreign applicants are advised to effect travel insurance at an insurance agency of their home country for travelling to Germany and spending their first days at the Hochschule Ansbach (for max. 6 weeks). In order to cover the entire scope of insurance, they have to insure themselves at a German insurance agency for compulsory insurance during the enrollment at Hochschule Ansbach. Please note that some foreign insurance do not cover all the services required by German insurance agencies!

5. Contacts

In case you have any further questions regarding the study program or the application, please use our information email contact info-ipm@hs-ansbach.de.

Additional contacts:

Study-related questions

Prof. Dr. Barbara Hedderich
Tel. +49 (0) 981 48 77-215
Email: barbara.hedderich@hs-ansbach.de

Prof. Dr.-Ing. Anke Knoblauch
Tel. +49 (0) 981 48 77-298
Email: anke.knoblauch@hs-ansbach.de

Admission and enrollment

Mr. Ralph-Peter Kappestein
Tel. +49 (0) 981 48 77-143
Email: ralph-peter.kappestein@hs-ansbach.de

Master International Product and Service Management / University of Applied Sciences Ansbach

Please fill out completely, convert, **together with your motivation letter**, into PDF (no word files please) and send it attached to an email to:

Info-ipm@hs-ansbach.de

with a copy to:

barbara.hedderich@hs-ansbach.de

&

anke.knoblach@hs-ansbach.de

Name	
First Name(s)	
Date of Birth	
Country	
Email-address	

Visited colleges / universities

Name of school	City and Country	From (year, month) until (year, month)	How many years?

Bachelor / diploma in which field ?	
Final marks or average grade <i>given according to the German grading system</i>	

How would you assess your German speaking skills? (please encircle)	native	excellent	good	poor	none

Are you interested in spending the winter term in Valencia (service focus)?
some classes in Spanish

Yes

No

Are you interested in spending the summer term in Valencia (technical focus)? *all classes in English*

Yes

No

Are you interested in spending the winter term in Queensland, Australia (chargeable)?

Yes

No

Are you interested in spending the winter term in Sydney, Australia (chargeable)?

Yes

No

Please note:

- This sheet forms part of the regular application documents. It is also necessary for the scheduling of the telephone or personal interview. Interviews will take place before and shortly after the end of the application period and are necessary part of the application process.
- No information sheet = incomplete application = no interview appointment
- In your own best interest, send back the information sheet **as soon as possible!**
- Writing a **motivation letter is essential** for a successful application!
- Applicants interested in taking their first semester in **Valencia** have to meet **significantly earlier deadlines** than the ones set for Ansbach!
- Effect travel insurance at your home country and **insure yourself at a German insurance agency** when coming to Ansbach!