

Fact sheet concerning the admission of foreign applicants to the Master's Level

The regulations concerning the admission of applicants and the implementation provisions govern the admission of and the admission procedure for foreign applicants to degree courses. This fact sheet provides further information about the selection process of foreign applicants to studies at the Master's Level.

1. Selection process

Foreign applicants for degree courses are admitted *sur dossier*. This means that the documents they submit are assessed in accordance with the defined admission criteria. The applications that are submitted are assessed by the Admission Committee. The best applicants will be granted the places available to foreign applicants.

2. Admission criteria

The application dossiers are assessed according to the following criteria (in total 100 points):

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|---|----------------|
| – Grade average | 25 points max. |
| – International study qualification test (optional) | 25 points max. |
| – University / Curriculum | 10 points max. |
| – CV evaluation
(internships, exceptional achievements, exchange semesters, additional qualifications) | 30 points max. |
| – Letter of motivation | 10 points max. |

3. Assessment of criteria

3.1 Grade average

The grade average is calculated on the basis of the documents submitted at the time of the application. Applicants who do not hold a Bachelor's degree at the time of the application have to submit the current grade transcripts. At the time of the application, no more than 60 ECTS credits of the total number of credits required for the first degree may be outstanding. At least 120 ECTS credits must be available for the calculation of the grade average.

The final grade resp. the grade average of foreign degree courses is converted into the Swiss grading system (1-6; 6 = max./4 = pass).

3.2 Internationally recognised study qualification test

The submission of the test report of an international study qualification test (GMAT [Total score], GRE [Quantitative Reasoning] or LSAT) is optional. If a test report of an internationally recognised study qualification test is submitted, it will be assessed and then compared with the score of the “Grade average” criterion:

- If the assessment of the study qualification test is better than the assessment of the grade average, → both criteria assessments will be considered in the overall assessment.
- If the assessment of the study qualification test is less good than the assessment of the grade average, → the grade average is weighted double. The study qualification test is not considered in this case.

If no GMAT, GRE or LSAT result is submitted, the assessment of the grade average is also weighted double.

3.3 University and curriculum

A maximum of 10 points can be awarded depending on your home university (i.e. CEMS, partner university, ...) and the curriculum of your study programme (university: max. 5pts; curriculum: max. 5pts).

3.4 CV evaluation

The criterion of “CV evaluation” serves to assess internships, exceptional achievements, exchange semesters and additional qualifications during the degree course. The proof of these have to be submitted.

3.5 Letter of motivation

Contents, language and structure will be assessed. Please use our template.