

Frequently Asked Questions

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A. Program Information

Q: Is the MBA-IM a fulltime program? Is part-time study possible?

A: The MBA-IM is a fulltime program for 2 years. It includes extensive hours of lecturing, group-work and presentations.

Q: Does Pforzheim University offer other MBA programs?

A: There are various Master Programs conducted by Pforzheim University, however MBAIM is the only program conducted fully in English.

Q: How do the Winter Semester and Summer Semester intakes differ?

A: The Summer Semester intakes are for students with a business degree. Students with non-business degrees are required to join the program in the Winter Semester for foundation courses.

Q: How diverse is the MBA Program at Pforzheim University?

A: About 80% of the students in the program are internationals. The diverse learning environment creates a cultural awareness among students.

Q: How is the program accredited and ranked?

A: The International MBA Program at Pforzheim University is accredited by AACSB International since 2011. In Germany only seven universities out of about 200 with business programs are AACSB accredited. Moreover, it is ranked among the TOP 10 International Master Programs, Made in Germany by DAAD. Our program is also accredited by the Ministry of Science, Research and Arts of the State of Baden-Wuerttemberg, Germany and by AQAS, Bonn ("Agentur für Qualitätssicherung durch Akkreditierung von Studiengängen" – an Agency for Quality Assurance).

Q: What is the workload in the full-time MBA program?

A: 120 ECTS credits for the 4 semester-program, 90 ECTS credits for the 3 semester program.

Q: What is the normal assessment format of the courses?

A: The assessment format is decided by the professor for the subject. The semester workload is adequately distributed between written exams, oral exams, term papers and presentations.

Q: Do professors have contact hours for dealing with student enquiries?

A: Yes, all professors have consulting hours where they are open to student enquiries. As practice each professor communicates his/her contact hours in the first lecture.

Q: Do I have to attend a semester abroad?

A: An exchange semester in one of our partner universities in the 3rd semester is mandatory only for German students. Students from other countries also have the option of attending a semester abroad, but most of them stay in Pforzheim.

Q: What are the partner universities of the MBA program?

A: A full list of our partner universities can be found on our website.

(see http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/International_Management/Seiten/Inhaltseite.aspx)

Q: Can I ask for exemption from courses in the MBA Program which I have studied in my earlier degree program?

A: No, students are obliged to attend all courses that are offered from the MBA Program. Students who already hold a degree in business or economics can waive the first semester completely.

B. Applications:

Q: What is the procedure to apply to the MBA-IM Program at Pforzheim University?

A: Applicants for the MBA-IM Program are expected to fulfill certain basic criteria (see <http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/Admissions/Seiten/Inhaltseite.aspx>). The application documents should be sent to the college by post. On successful evaluation of the application, candidates will be interviewed by the admissions panel. Usually, the time span between receipt of application and the interview is 2-4 weeks, but in some cases it can be done within a few days if needed. The decisions after the interviewed will be conveyed within one week usually.

Q: Is the GMAT/GRE mandatory for application?

A: The admission is also based upon GMAT/GRE scores. No exceptions can be made.

Q: Is TOEFL/IELTS mandatory for application?

A: TOEFL/IELTS is not mandatory for applicants having graduated from a degree program taught entirely in English. However, for a study abroad semester, many of our Partner Universities require TOEFL or IELTS.

Q: In my country we have a different grading system. Should I convert my grades into the German system?

A: It is not necessary to convert your grades, however all transcripts and certificates should be in English or duly translated by authorized personnel.

Q. Is there a particular format for Recommendation Forms?

A: Please check our webpage for the formats for application. You can download it there. (<http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/Downloads/Seiten/Inhaltseite.aspx>)

Q: Are German language skills required in the MBA program?

A: The medium of instruction for the MBA-IM Program is English, however, German is highly recommended for the daily life and also for obtaining internships and jobs in Germany. The German language courses in Pforzheim University are conducted by the *Institute of Foreign Languages (IFS)* (see <http://www.hs-pforzheim.de/De-de/Hochschule/Einrichtungen/Fremdspracheninstitut/incoming/Seiten/Inhaltseite.aspx>) and are also offered to students from the MBA program. They are free of charge.

Q: What is the minimum work experience I need?

A: Our minimum requirement is 2 years.

Q: Can internships also be considered as work experience?

A: The applicants must have had at least one full-time employment after the first university degree.

Q: Is management experience necessary?

A: No, we do not require applicants to have a management experience.

Q: Are there any age restrictions?

A: No.

Q: How are interviews conducted for applicants outside Germany?

A: For our overseas applicants a telephone interview is possible.

Q: Can I send all my application documents per Email to you?

A: No. Please send us all your formal documents per post. However, you are free to send any extra supportive documents by Email.

Q: Where do I send my application to?

A: Please send your application documents to:
Hochschule Pforzheim / Pforzheim University
MBA International Management
Tiefenbronner Str. 65
D-75175 Pforzheim
Germany

Q: How early should I apply?

A: The application deadline is June 15 for Winter Semester and December 15 for Summer Semester (business graduates only). However, we follow a rolling application and admission procedure throughout the year and early applications are encouraged.

Q: I submitted my application before the deadline but have not yet had a confirmation. Does this mean you have not received it?

A: We receive most of the applications for each stage on or just before the deadline and due to the volume of applications it may take a few days for us to notify you that we have received your application or to inform you that it is complete.

Q: What are the application fees?

A: Pforzheim University does not charge fees to process applications.

Q: If my application is rejected by the program once, can I apply again?

A: Yes, re-application is possible. However, you should check your last application and make significant changes before submitting a new application (such as gaining more work experience, or improving GMAT score).

C. Tuition Fees & Living Costs:

Q: What is the tuition fee and cost of living for pursuing the MBA-IM Program at Pforzheim University?

A: The tuition fees are € 1600 plus € 121 registration fees per semester and the living expenses average to about € 600 – 700 per month. Details regarding the costs and other conditions can be found on the website for *International Students* (see <http://www.hs-pforzheim.de/en-US/International/in/info/costs/Seiten/Inhaltseite.aspx>)

Q: Is there any scholarship offered? If so, how can I apply for the scholarship?

A: The student is expected to finance his/her studies and living expenses during the tenure of the course. Information about scholarships can be obtained from DAAD (www.daad.de). German students can also apply to BAföG. Details of Financial Support can be obtained from our webpage.

(see <http://www.hs-pforzheim.de/en-US/International/in/info/support/Seiten/Inhaltseite.aspx>)

Q: Is it mandatory to obtain a health insurance for students?

A: *Health insurance* is mandatory and can be obtained from Germany or from your home country. Insurance obtained outside Germany should be verified for validity in Germany.

(see <http://www.hs-pforzheim.de/en-US/International/in/info/insurance/Seiten/Inhaltseite.aspx>)

Q: Is it possible to work part-time during the course of the program?

A: Part-time working is permitted, but it has to be in accordance with your visa regulations.

Q: How and when can I pay the tuition fee?

A: Once you are here in Pforzheim

D. Living in Pforzheim:

Q: Does the University offer any orientation/ "on-boarding" program for new students?

A: At the beginning of each semester a welcome and orientation session is conducted for our new students. The students will also be assigned a "buddy" who will assist you with the local formalities. Students are advised to read the *Survival Guide* (see http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/Downloads/Seiten/downloads_current_students.aspx) for further details.

Q: Does the University have an "On-Campus" accommodation?

A: Pforzheim University does not have any "On-Campus" accommodation. Students need to apply independently to the hostels mentioned in our webpage (see <http://www.hs-pforzheim.de/en-US/International/in/info/housing/Seiten/Inhaltseite.aspx>). Please also visit the website of *Studentenwerk Karlsruhe* (<http://www.studentenwerk-karlsruhe.de/en>) for more details.

Q: Does the University assist to obtain a visa?

A: Visa regulations are independent of Universities in Germany. The requirements for visa approval and the time taken will depend on the German embassy in your country.

Q: Is it necessary for students to have a computer for studying?

A: It is recommended for students to have a personal computer/laptop, however common PC Pools are also available at the University.

Q: Can I contact your current students/ alumni directly?

A: Yes. You can contact our students that you can find on our webpage in the "Ask a student" section. (see http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/Our_students/Seiten/AskaStudent!.aspx)

Q: Where can I get information about Pforzheim?

A: You can find a brief introduction to the city of Pforzheim on our webpage. Here you will also find the various facilities offered at the University and the list of student organizations at Pforzheim University. (see <http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Master/mba-im/University%20and%20Surrounding/Surrounding/Seiten/Inhaltseite.aspx>)

Q: How can I contact you if I have more queries?

A: In case of queries feel free to contact us mba@hs-pforzheim.de . We will be glad to assist you with your queries.