Application Guide[*]

for

Master's programs at Hof University Graduate School

(Digitalization and Innovation, General Management, Operational Excellence,

Software Engineering for Industrial Applications)

As of February, 2023

Before applying for one of these Master's programs, please read this Application Guide carefully. It will help you prepare the required documents and speed up your application process.

*Please note that this guide makes no claims to be complete and is subject to modifications and amendments without prior notice.

Application deadlines

- Applications have to be submitted via our Primuss application portal: https://www3.primuss.de/cgi-bin/bew_anmeldung_v2/index.pl?Session=&FH=fhh&Email=&Portal=1&Language=en
- The application period for winter intake is between April 15 and May 31.
- The application period for summer intake is between November 05 and November 30.
- Most admission letters will be issued in June for winter intake and December for summer semester intake.

General application process

The **whole application process is free of costs and there is no age restriction for applicants.** Please check our website for the preconditions of the requested study program:

- Digitalization and Innovation (M.B.A.)
- General Management (M.B.A.)
- Operational Excellence (M.B.A. and Eng.)
- Software Engineering for Industrial Applications (M.Eng.)

We highly recommend **not to apply at the end of the application period**, as this will extend the period of getting feedback regarding your application documents and regarding an admission or rejection. Furthermore, it might delay the process of visa application.

After the submission of your documents, the Examination Board will intensively scrutinize your documents and will decide about admission. Therefore, please **submit the requested documents in time and check Primuss portal regularly**. Please avoid to hand in additional letters, which are not requested (e.g. letters of recommendation!). **If you are asked to upload new documents, please do not forget to re-upload all documents of the respective section.**

Even if the application process is done via the application portal only, please make sure you are available via email. Hof University might try to contact you before the beginning of your studies via your private email address given at the moment of you application. Therefore, it is important that you **personally have access to your email address**.

Hof University grants admission only for the semester, you have applied for. The admission cannot be postponed to another semester. Please apply during the next application period again, choose "yes" at "pre-approved admission" and **upload your former admission letter in the upload area at "admission letter last term". A former admission is no guarantee of getting a seat for a later semester.** This decision is always in the hands of the Examination Board.

If you should have received a **rejection,** you can apply again the next semesters if you now fulfill the requirements.

Please keep in mind that for application at Hof University, **you do not need agencies**. We do not give advantage to applicants using agencies. Quite the contrary, it is better to do the application process on your own, as you won't miss important information given by the admission team. Here is some information reg. misleading agencies: https://www.daad.in/en/study-research-in-germany/studying-in-germany/authentic-information-for-germany-aspirants/

List of documents required for application

During the application process, you will be asked to upload documents in at least **8 different sections** (see below).

Please note that you have to **upload at least one relevant document** in each of the mentioned sections. Otherwise, the Examination Board will not review your documents and your application will be rejected as incomplete.

In particular cases, you might be asked to upload other documents as well. For example, applicants from **India, China, Mongolia or Vietnam** need to present an APS certificate with their application.

All documents have to be submitted **in digital form/as a scanned copy**. The Examination Board only considers documents uploaded in the application portal during the application period. Documents sent via post or email are not accepted. The documents do not have to be certified by your local embassy.

The Examination Board accepts **documents issued in German or English**. In case your original documents were issued in another language, please upload **the original documents together with an officially certified translation** into German or English.

If you are asked to upload new documents, please do not forget to **re-upload all documents of the respective section**.

Upload sections in the application portal
Degree certificate

- Please upload your Bachelor's Degree Certificate
- The Bachelor's degree has to be conferred by an **accredited university** and has to be (at least) **equivalent to a 180 ECTS German Bachelor's degree**.
- You do not have to convert your grades and credit points into the German grade and ECTS system. The examination board will check whether your degree fulfills the 180 ECTS requirement.
- The university where you completed your previous studies **has to be listed as H+ in the Anabin database** set up by the German Ministry of Education: https://anabin.kmk.org/anabin.html. In case your university is not listed there, it is your own responsibility to provide the evidence of accreditation of your university/study program. The Examination Board will review the documentation provided.
- The Bachelor's degree "Bachelor of Commerce" is not sufficient for admission to our master's programs.
- In case you have completed other study programs (Bachelor level or higher) in addition to the mentioned studies, please also upload the respective documents (degree certificate and transcript of records, see below).
- **Provisional degree certificates** can only be accepted in individual cases. They have to confirm clearly that the study program has been completed successfully.

- Without any form of proof that your previous degree has been successfully completed, you cannot be admitted to the Graduate School Master's programs.

APS certificate (only for applicants from India, Vietnam, Mongolia and China).
- This is a new requirement for applicants from India since October 1st, 2022.
- Acceptance letters cannot be issued without this document.
- For further information regarding this, please go through the following website: https://aps-india.de/

Transcript of Records

- Please upload an official **marksheet/Transcript of Records/list of modules and grades** for all study programs you completed with a degree certificate (in addition to the degree certificate uploaded in the section above).
- The document has to be issued by your university (or a responsible affiliated college/institution)" and has to contain the **list of all your modules and grades in all semesters/study years**.
- The document will be rejected if pages/semesters are missing.

Certificate of work experience

- Please upload proof of **at least one year of work experience after completion of your Bachelor's degree**.
- If you only have acquired the required minimum of work experience, make sure the documents submitted under "Degree certificate" and "Transcript of Records" contain the exact end date of your studies. This date will be needed to check whether you fulfill the one year requirement.
- Usually, applicants can prove their work experience by submitting one document ("service certificate", "Arbeitszeugnis"). The document has to contain at least the following information: Date of joining, date of leaving (if applicable), date of issue, position in the company, weekly hours/full-time job. If this information is not included in one document, you can upload several documents.
- Your work experience can only be proven through documents confirming that you worked for the company. A work contract or offer letter does not show that you really worked for the company. Therefore, **work contracts and offer letters are not sufficient** as proof of work experience. In individual cases, they can however be uploaded to add information missing in the service certificate (or similar).
- We also accept **payslips**, which includes the period of employment (date of joining/current date). Of course, you can black your earnings.
- **Internships** can be considered in individual cases, but **only in combination with other relevant work experience**.
- **For "Software Engineering for Industrial Applications"** the work experience as **freelancer is not accepted.**

Certificate of English language

- Please upload a proof of your English language proficiency.
- You must prove your English language proficiency by uploading an official test score document. **The minimum scores accepted are 90 (TOEFL iBT) or 6.5 (IELTS academic)**. Please do not submit test score documents with a lower score as they cannot be considered and can even be reason for rejection.
- In individual cases, other English test score documents (minimum level B2) can be accepted. This is decided by the Examination Board after reviewing the entire application.
- Language certificates should not be older than 2 years (dating back from your intended study begin at Hof University, i.e. March 15 or October 1).

Certificate of German language

- For "Operational Excellence", "General Management" and "Digitalization and Innovation" you need to prove **German language skills with a minimum level A1** according to the CEFR (Common European Framework of Reference for Languages) **at the moment of your application**. This requirement cannot be waived.
  - Hof University accepts official test score documents (e.g. **Goethe, telc, ÖSD**).
  - In individual cases, other certificates can be accepted if they contain at least the following information: name and address of issuing institution, responsible persons/teachers, level according to the CEFR, content and grade of the exam. The admission committee will decide if the certificates fulfill the quality standards and criteria for admission.
  - **Attendance certificates are not sufficient** as proof of basic German language skills.
  - Language certificates should not be older than 3 years (dating back from your intended study begin at Hof University, i.e. March 15 or October 1).
  - For language certificates proving a level higher than A1, the same rules apply as for German A1.
- **Only for "Software Engineering for Industrial Applications",** the German language certificate is not mandatory at the moment of the application. Basic German language skills can be acquired during the first academic year at Hof University. However, if you already have German language skills, please upload your certificates in order to be given the right German language level during your studies.
- **Please upload all German test score documents and course attendance certificates you have,** in order to get the right German course during your first semester at Hof University.

- Special regulation for application for winter semester 2023 (only "Digitalization and Innovation", "General Management" & "Operational Excellence")
  If you are not able to prove your German language skills (minimum level A1) by an official certificate, please upload whichever documents you have in hand that can prove your German language skills, together with a short explanation of your current problems. The examination board will then review your application. If you do not upload any document in the "German language" section in the upload area until the end of the application period, your application will be rejected.

In individual cases, if the submitted German language documents do not fulfill the requirements, the examination board can decide to offer a German language aptitude test to evaluate your current German language skills.

If this applies to you, you will be contacted by email with further information. This German language aptitude test would then replace the requested proof of German language skills. Please note, the decision about offering a German language aptitude test is made by the examination board only in individual cases and only if all other requirements are fulfilled. There is no guarantee for this offer.

Motivation letter

Please upload a **personal motivation letter (1-2 pages) for the specific Master's program you are applying for**. The document has to contain at least the following information:

- Why are you interested in this specific Master's program at Hof University Graduate School?
- Which aspects of the Master's program are particularly interesting for you?
- What is your educational/professional background? Why are you especially qualified for the program?
- Why studying in Germany? Your background regarding Germany/German language?

If you apply for several programs, please also submit different motivation letters. If you upload a motivation letter directed to another study program/university, this can be a reason for rejection.

Curriculum Vitae/Resume

Please upload your curriculum vitae (1-3 pages). The document has to contain at least the following information:

- Your **personal data**: last name, first name, address, birth date.
- Your **previous studies**: exact dates (month/year), name of the institution (college and university, if applicable), city/country, name of the study program(s). Please also mention studies you did not yet finish.
- Your **work experience**: exact dates, name of the company/employer, position, city/country
- Your **language skills**: especially your German and English language level should be clearly indicated.

Please respect a chronological order and **make sure that the uploaded documents and the CV correspond with each other**. An incomplete or inconsistent CV can be a reason for rejection of your admission.

Passport/ID-card

- During the application process, you also have to upload a copy of your passport/ID-card.
- In case of a name change: if your name on the documents does not correspond to the name in the passport/identity document, you have to submit an official document confirming the name change (e.g. marriage certificate).
- Please make sure that in your application, you indicate your name (family name and given name) as mentioned in your passport/ID-card.

Reasons for the rejection of documents

If your documents were rejected in the application portal, please read the information on required documents carefully. You can also find an explication in the application portal.

Frequent reasons for the rejection of documents are:

- The document uploaded does not contain all required information. You should then upload a new document containing the missing information. Please do not forget to re-upload the first document together with the new one.
- You only uploaded the (certified) translation and not the original document. Please note that you need to upload both the original documents and their translation in German or English. The translation alone is not sufficient.
- Your document was not signed (correctly). A signature/name/stamp is missing.
- The issuing date of the document is missing.
- Your document has been modified. For example, if someone changed the dates manually in a computer written document, the document might not be accepted.
- Poor quality of the scanned copy. Please make sure to upload all documents in a high quality.
- The uploaded documents were issued for a different person.
- A document was uploaded in the wrong section.
- If you are asked to upload new documents, please do not forget to re-upload all documents of the respective section.

Please do NOT upload this kind of documents:

- If you should already have language skills in other languages than English or German, it is enough to mention it in your CV. Primuss application portal does not have an additional section to upload these certificates and these skills are not considered for the decision on admission.
- Documents confirming your participation in sports events, competitions, workshops etc. will not be considered for admission purposes.
- Recommendation letters from teaching staff. You need to prove the completion of your Bachelor's program with the degree certificate and the mark sheets. There is no need for personal recommendations. This kind of documents will not be considered.

Procedure after submission of application

After the submission of your application, the examination board will check your documents. Please have a look on the online application portal regularly in order to avoid delays regarding admission. For example, you could be asked to upload an alternative document (see above).

If you have any questions concerning the application process (including technical problems in Primuss portal), please contact admission@hof-university.de.

After your admission please check our website regularly in order to receive the latest news: https://www.hof-university.com/graduate-school/faq.html!

We hope that you found this information useful for your application at Hof University Graduate School. Should this guide not have answered all your questions, please feel free to contact us on graduate.school@hof-university.de

Looking forward to meeting you in Hof soon!