

Unofficial reading version

Statutes of the Faculty of Business of the West Coast University of Applied Sciences on aptitude tests for internationally oriented Master's degree programmes (EigIntMa) from 2 April 2024

Based on Sections 52 (1) and 49 (5) of the Schleswig-Holstein Higher Education Act (Hochschulgesetz - HSG) in the version dated 5 February 2016 (GVOBl. Schl.-H. p. 39), last amended by Article 1 of the Act dated 3 February 2022 (GVOBl. Schl.-H. p. 102), the following statutes are issued following a resolution passed by the Convention of the Faculty of Business on 13 March 2024 and with the approval of the Presidential Board of the West Coast University of Applied Sciences on 2 April 2024.

§ 1 Scope of application, purpose of the assessment

(1) In international degree programmes, in particular in English-language Master's degree programmes that are particularly geared towards foreign students, the universities may carry out a special aptitude test by statute in accordance with Section 49 (5) HSG. In the Faculty of Business, this special aptitude test must be taken before admission to the Master's degree programme in International Tourism Management.

(2) The purpose of the special aptitude test is to determine whether, in addition to the qualifications demonstrated by the Bachelor's degree, the student is suitable for the special qualitative requirements of the Master's degree programme.

§ 2 Procedure

(1) The aptitude test is carried out once a year, after the end of the application period for the winter semester.

(2) All applicants who fulfil the formal criteria for admission to the Master's degree programme set out in Section 3 (1) to (4) must be invited to a special aptitude test in accordance with Section 49 (5) HSG.

§ 3 Admission to the aptitude test

(1) Applicants have to be invited to the special aptitude test if they have successfully completed a relevant Bachelor's degree programme or an equivalent degree at a domestic or foreign university with at least 180 ECTS credits and a final grade of 2.5 or better in the field of tourism or related subjects (e.g. Economics, Geography or Cultural Studies) at a University of Applied Sciences, university or equivalent higher education institution test. with

a. at least 10 ECTS or a corresponding proportion of semester hours per week in Economics courses and

b. at least 10 ECTS or a corresponding proportion of semester hours per week in tourism-related courses or

c. at least 10 ECTS credits or a corresponding proportion of semester hours per week in Economics courses and

d. evidence of at least 1.5 years of professional experience in tourism in the form of qualified work references.

(2) Furthermore, applicants have to be invited to the special aptitude test if they have successfully completed a relevant Bachelor's degree programme in a non-subject area or an equivalent degree at a domestic or foreign university with at least 180 ECTS and a final grade of 2.5 or better at a University of Applied Sciences, university or equivalent institution of higher education and

- a. have at least 3 years of full-time professional experience with a tourism service provider or a tourism institution in a responsible position with, for example, budget or management responsibility and if they can provide evidence of this via qualified employment references or
- b. have a combination of vocational training in the tourism sector (e.g. hotel or tourism management assistant) and a Bachelor's degree in business administration.

(3) The degree programme is taught in English, which is why applicants must have sufficient knowledge of the English language. Applicants whose native language is not English or whose first degree was not completed entirely in English must provide evidence of sufficient English language skills by means of minimum performance in an internationally recognised test at least at level B2 of the Common European Framework of References for Languages (CEFR). Only the following language certificates with the following score will be accepted as evidence:

- a. Paper Based Test of English as a Foreign Language (TOEFL PBT) with at least 567 points
- b. Internet Based Test of English as a Foreign Language (TOEFL iBT) with at least 87 points
- c. International English Language Testing System (IELTS) at least at level Band 6
- d. Cambridge Certificate in Advanced English (CAE) with at least 173 points
- e. Cambridge First English Certificate (FCE) with at least Grade B
- f. Test of English for International Communication (TOEIC) with at least 785 points
- g. University Certificate (UNICert) at least at level II
- h. Business Language Testing Service (BULATS) with at least 68 points

(4) In exceptional cases, the university may organise a B2 language test in the form of an oral examination. For this an application giving reasons must be submitted in text form to the Dean's Office.

§ 4 Commission

The aptitude test is conducted by a committee consisting of at least two persons appointed by the Dean's Office. It should consist of the head of degree programme and the degree programme coordinator. If necessary, the Dean's Office may also select other members of staff who fulfil the requirements of Section 51 (3) HSG. The committee is chaired by the head of the degree programme or a person appointed by the Dean's Office who is qualified to teach on the Master's degree programme.

§ 5 Conducting the aptitude test

- (1) The aptitude test may take the form of an oral examination or a written examination via a learning management system used at the university.
- (2) After receipt and examination of the respective application, a date for the aptitude test will be set and announced to the applicant. The duration of the aptitude test should not exceed 30 minutes.
- (3) If the aptitude test is conducted as an oral examination, it may be conducted using a video conferencing system. The provisions of Section 13 of the Examination Procedure Regulations ("Digital Examinations") apply accordingly.

(4) In the aptitude test, the applicant is questioned in particular about the following aspects, which are assessed by the committee on a scale of 1.0 (best value) to 5.0 (worst value) in whole numbers:

- a. Professional background and knowledge;
- b. Linguistic fluency;
- c. Interest in research;
- d. Professional and personal goals (motivation).

An overall average grade is calculated from the individual partial grades.

§ 6 Minutes

Minutes must be kept of the course of the examination and signed by the members of the committee. The minutes must include the time of the examination, the names of the committee members, the name of the applicant and the assessment.

§ 7 Admission to the Master's degree programme

Anyone who successfully completes the aptitude test may be admitted to the Master's degree programme. For this, the following criteria apply:

- a. None of the aspects listed in Section 5 (4) may be assessed by the committee with a grade of 5.0.
- b. If the average grade is 2.50 or worse, the applicant must take part in a preparatory course and successfully complete it in order to be admitted.
- c. Admission may be granted if the average grade achieved is 2.49 or better.

§ 8 Retake

Applicants who have not passed the aptitude test may not take the test again and will be excluded from the Master's degree programme.

§ 9 Effectiveness of statute

(1) These regulations become effective on the day following their publication.

(2) They shall apply for the first time to students commencing their studies in the winter semester 2024/25.

Heide, 2 April 2024

Prof Dr Hanno Drews

Dean of the Faculty of Business and Economics