

Admission Requirement 36 ECTS in Business Administration

Which Courses Qualify as Business Administration?

To be eligible for consideration in the MMM, MMFACT and MMOSCM selection process, candidates must demonstrate knowledge in Business Administration equivalent to a minimum of 36 ECTS from a bachelor's or master's program. Only credits obtained from accredited higher education institutions, whether in Germany or internationally, will be considered in this evaluation. Additionally, only credits associated with competencies (Learning Outcomes) in *pure Business Administration* are eligible. To provide clarity on which modules have previously qualified as "pure Business Administration," please see the following list of examples.*

- Marketing Management
- Human Resource Management
- Business Management
- Internal and External Accounting
- Production (Manufacturing)
- Logistics
- Principles of Management
- Principles of Marketing
- Operations Management
- Financial Accounting, Financial Management
- Marketing and Human Resource Management
- Market Research and Cost Accounting
- Strategic and International Management
- International Management
- Business Simulation Game
- Introduction to Finance
- Financial Reporting and Analysis
- Capital Markets

Important Information Regarding Course Recognition as "Pure Business Administration"

The list above provides examples of courses that may qualify as "pure Business Administration" but is not exhaustive. A final evaluation of the required 36 ECTS in "pure Business Administration" is conducted individually based on the documents submitted with your application. It is essential that you provide both your Transcript of Records and detailed module descriptions specifying the Learning

Outcomes. This requirement also applies to any coursework completed at a foreign university as part of a study abroad program.

Please note that submitting general study plans or examination regulations without specific Learning Outcomes makes it impossible to assess whether a course qualifies as "pure Business Administration." Even if courses would otherwise meet the "pure Business Administration" criteria, ECTS credits cannot be counted toward the required 36 ECTS without detailed module descriptions. Also, be aware that no additional module descriptions can be accepted once the application deadline has passed.

Important Note: If you rely on courses from study abroad experience to meet the 36 ECTS requirement in "pure Business Administration," you must include the foreign university's Transcript of Records with your application. Additionally, official course descriptions with clearly defined Learning Outcomes must be uploaded to the application portal for review. This applies even if your study abroad credits have already been recognized in your home university's Transcript of Records.

Which courses cannot be recognized as „pure Business Administration“?

Certain courses from related fields within Business Administration cannot be recognized as "pure Business Administration." Credits from the following types of courses are, for example, not eligible:

- Economics, for example Introduction to Economics, Microeconomics, Macroeconomics, Monetary / Game Theory
- Law for Economists
- Mathematics, for example Finance Mathematics, Quantitative Methods, Analysis
- Business Informatics, for example ERP, Data Science
- Statistics
- Financial Economics
- Project or Eventmanagement
- Operations Research
- Intercultural Management (Soft Skills)
- Psychology of Leadership
- Personal and Organizational psychology
- Business English
- Flight Traffic Management, Tourism Management, Sports Management, etc.
- Innovation Management / Communication
- Negotiations Management
- Financial Markets and Institutions
- Operational External Economy
- Analytics
- Manufacturing Processes
- Engineering Economy

- Specializations such as Desk Management, Industrial Engineering and Management
- Seminars
- Bachelor Thesis

Additionally, work experience and online certificates without Credits or grades (e.g. Coursera) cannot be accepted.

How Can I Convert Credits, Units, or Sessions into ECTS?

Universities outside of Europe typically award Credits, Units, Sessions, or similar rather than ECTS Points. To convert these into ECTS, you can determine a conversion factor (multiplier) using the following formula:

$$\frac{60}{\frac{\text{Total number of Credits for your course of study}}{\text{Regular length of your studies in years}}}$$

Example:

If your bachelor's degree requires a total of four years to complete and includes 150 Credits, the multiplier would be 1.6. In this case, a course worth 3 Credits would correspond to 4.8 ECTS Points. When calculating ECTS, the second decimal point is always dropped without rounding.

$$\frac{60}{\frac{150}{4}} \quad \text{multiplier of 1,6}$$

*The application and selection process is assessed by our selection committee. The following information is intended to help you gain a clear understanding of the selection process. Only the content of the selection statutes is legally binding.