

## Frequently Asked Questions (Last Update: 2024)

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### A. Program Information

***Q: Is the MBA-IM a full-time program? Is it possible to study part-time?***

A: The MBA-IM is a full-time program for 2 years. It includes extensive hours of lecturing, group-work and presentations. Students with a previous university degree in Business can take the “Fast-Track” of 3 semesters (starts in March).

***Q: Do you offer online courses?***

A: We do not offer online courses, as all lectures are held at Pforzheim University and attendance is mandatory.

***Q: Does Pforzheim University offer other MBA programs?***

A: The MBA International Management program is the only full-time MBA program offered by Pforzheim University. It is conducted entirely in English. There is a part-time MBA in Management that is organized in collaboration between Pforzheim University and the VWA in Stuttgart. The part-time MBA is taught exclusively in German.

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

A: The Summer Semester intake is for students with a business degree. Students with non-business backgrounds (Engineering, Humanities, Law, ...) are required to join the program in the Winter Semester for business foundation courses.

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

A: About 90% of the students in the program are internationals who come from different professional backgrounds. 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 a few universities out of about 200 with business programs are AACSB accredited. 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 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. The format and distribution of the assessment is announced at the beginning of each semester in the syllabus for the respective course.

**Q: Do professors have contact hours for 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, who have no prior work or study experience abroad. Students from other countries also have the option of attending a semester abroad, but most of them prefer to stay in Pforzheim, in order to continue improving their German language skills.

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

A: A full list of our MBA partner universities can be found on our website ([Click here](#) for more information)

***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.

***Q: Is it possible to take some courses conducted in German?***

A: In general it is possible. The cooperation with another study program has to be discussed individually and can only be an addition to the MBA courses.

## **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*:

The online application has to be filled out and be completed with the personal documents. 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 interview will be conveyed within two weeks usually.

***Q: Is the GMAT/GRE mandatory for application?***

A: Yes, the admission is also based upon GMAT/GRE scores. The minimum score expected is +550/ GMAT Focus Edition 515+ (or GRE equivalent) A GMAT waiver is possible for candidates with a very good CGPA from their previous degree.

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

A: The language of instruction for the MBA-IM Program is English. However, German is highly recommended for 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) ([Click here](#) for more information) 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 after the first university degree.

***Q: Is there any study background restrictions?***

A: No, we are interested in all kinds of bachelors, but the university must be accredited and they should provide a certain amount of credits.

***Q: Can internships also be considered as work experience?***

A: Internships will be considered in the application review, though it does not count as full work experience, but still list it in your application documents. 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 management experience.

***Q: Are there any age restrictions?***

A: No.

***Q: How are interviews conducted for applicants outside Germany?***

A: For our overseas applicants an MS Teams interview is possible.

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

A: No. Please use our online application tool. The link can be found on our website.

***Q: How early should I apply?***

A: The application deadline for Non-EU/EAA applicants is June 15 for Winter Semester and December 15 for Summer Semester (business graduates only). EU students and Visa holders may apply until July 31 and January 31. However, we follow a rolling application and admission procedure throughout the year and early applications are encouraged, also with regard to the visa application process (s. **E. Visa Application**).

**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 improvements 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: For the current amount of tuition fees, please check our website. The living expenses average is about € 650 – 750 per month. Details regarding the costs and other conditions can be found on the website for *International Students* ([Click here](#) for more information)

**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/en](http://www.daad.de/en)). German students can also apply to BAföG.

**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. Students below the age of 30 must show proof of health insurance for the enrolment at the university.

**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 (usually up to € 450 per month and 120 days per year).

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

A: For the first semester, you can pay from your home country or once you are here in Pforzheim through bank transfer.

For the following semesters you must pay through the University website upon the registration at the end of the previous semester (January & June).

Payment of the first semester's tuition fees is due before the first day in the MBA program. If you take part in a pre-semester German language class, you need to pay before the language course starts.

Therefore, if you are facing a potential visa delay, we recommend that you make the payment of the tuition fees before your arrival in Pforzheim. It will take up to 7 days before the university receives the money on their account.

The enrolment and re-registration can only be completed after we have received the payment.

Please note that we cannot accept payment by credit card or cash.

## 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. For students who don't speak any German yet, we offer an intensive, pre-semester German class A1 (optional). The students will also be assigned a "buddy" who will assist you with the local formalities. Students are advised to read the *Survival Guide* [on our website](#)

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

A: Pforzheim University does not have any "On-Campus" accommodation. However, the Students' Union has student halls, which students need to apply independently to. Please also visit the website of *Studentenwerk Karlsruhe* [https://www.sw-ka.de/en/wohnen/wohnheime\\_pf/](https://www.sw-ka.de/en/wohnen/wohnheime_pf/)) for more details.

**Q: Where can I ask for my Residence Permit?**

A: You should go to the Ausländerbehörde (foreigner's office) in the city or town in which you will reside. In Pforzheim, it is located in the lower level of the Neues Rathaus (new city hall)

**Q: How long is the process to get the Residence Permit?**

A: The process usually takes up to one month.

**Q: Do I need the Residence Permit to conclude my enrollment?**

A: No, for your first semester's enrolment it is enough to have your student visa

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

A: It is recommended for students to have a /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. ([Click here](#) for more information)

**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 ([Click here](#) for more information)

**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](mailto:mba@hs-pforzheim.de) . We will be glad to assist you with your queries.

## E. Visa Application

**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 and therefore must be checked individually by the student candidate. The MBA team will assist you from university's side where possible (e.g. with additional documents).

**Q: How long does it take to get a visa?**

A: Visa application procedures have different processing times at each visa office and can vary strongly between countries. Usually, between the application appointment and the issuing of the visa it takes 4-12 weeks on average. However, there can be also long wait times for the visa appointment itself. Therefore, it is recommended to check the visa process already when you start your university application.

In some countries, you need to apply for a document verification (APS certificate) first, before you can apply for the actual visa appointment.

**Q: Do I need a blocked bank account?**

A: When applying for a study visa for Germany, you will have to show proof of your financial means to cover the living costs, sometimes also for the tuition fees (s. below).

Most visa offices require a blocked bank account with a fixed sum (check visa authority's website) that shows that you will be able to cover your living costs for one year. You will be able to withdraw a certain amount per month after your arrival in Germany.

**Q: The Embassy requires me to show proof of my financial means for the tuition fees. What can I do?**

A: In some cases, the visa authorities will ask you to provide proof of your financial means for the first semester or the first study year. They will usually offer different options how you can do that.

- If you would like to make the payment to the university early, please reach out to us. We can issue a receipt which you can include in your visa application.
- They might allow proof of an **unblocked** amount for the tuition fees on your blocked bank account. In that case, please keep in mind that you might face a delay in accessing that tuition fee money since it is not a regular bank account. Thus, you cannot directly transfer money to the university. You might have to wait until your arrival in Germany and first opening a current bank account here, which might take extra time.

**Q. Do all international, non-EU students need a study visa for Germany?**

A: Candidates from some countries don't need to apply for a study visa before coming to Germany. Please check the visa navigator here.

They can apply for the student visa/residence permit upon arrival in Germany.

Q: What happens if I don't my visa in time for the program start?

Please keep us posted about any updates in your visa application process. We will try to support you if there is a delay and check whether the application can be expedited. However, in some cases it might be that you cannot start your studies because of a prolonged visa application process. This is why it is important that you apply for the visa as early as possible.