

English translations of the *Zulassungs- und Prüfungsordnung für die EXTERNEN-PRÜFUNG der Hochschule Furtwangen (HFU) vom 25.02.2012* is intended solely as a convenience to non-German-reading students. Only the German text published is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevail.

**Admission and examinations regulations for Furtwangen  
University (HFU)'s *EXTERNEN-PRÜFUNG*  
(exam in accordance with section 33 of the  
*Landeshochschulgesetz* (act on the higher education institutions  
in the *Land* of Baden-Württemberg))  
  
(*Externenprüfungs* regulations - HFU)**

**Specific part of the admissions requirements for:**

**M.A. International Relations and Cultural Diplomacy, 3 Semester (IRCD-1)**

**M.A. International Relations and Cultural Diplomacy, 4 Semester (IRCD-2)**

**M.A. International Economics, Business and Cultural Diplomacy, 3 Semester (EBCD-1)**

**M.A. International Economics, Business and Cultural Diplomacy, 4 Semester (EBCD-2)**

**Preamble**

The Furtwangen University's (HFU) admissions and exam regulations for the *EXTERNEN-PRÜFUNG* (exam in accordance with section 33 of the *Landeshochschulgesetz* (act on the higher education institutions in the *Land* of Baden-Württemberg)) in the version as currently valid shall apply. With regard to the admissions requirements for the aforementioned study programmes, IRCD-1, IRCD-2, EBCD-1 and EBCD-2, the following specific requirements (specific part) as per *Externenprüfungs*-regulations (HFU) section 3, no. 5 apply.

## Section 1 requirements first degree

- (1) For admission to the study programmes IRCD-2 and EBCD-2, the following are required: a first degree (bachelor, master, *Magister*, *Diplom*, etc) with a minimum volume of 180 ECTS awarded by a university which is listed on the *Anabin-Datenbank der Kultusministerkonferenz* (conference of ministers for culture's *Anabin*-database) or a study programme recognised by this database or an equivalent qualification.
- (2) For admission to the study programmes IRCD-1 and EBCD-1, the following are required: a first degree (bachelor, master, *Magister*, *Diplom*, etc) awarded by a university which is listed on the *Anabin-Datenbank der Kultusministerkonferenz* (conference of ministers for culture's *Anabin*-database) or a study programme recognised by this database or an equivalent qualification. which either consist of:
  - 180 ECTS or a three-year study programme (normative time-to-degree) and at least one year of professional experience in a relevant area after graduation
  - or: a minimum of 210 ECTS or a four-year study programme (normative time-to-degree).

## Section 2 requirements English language skills

For admission to the programmes, applicants have to show English skills equivalent to CEFR level B2. Applicants may also provide an independent result of an English test like, for example, TOEFL, TOEIC and IELTS, or a Cambridge English Certificate, as proof of their English language skills. Other test results of language certificates will only be considered after consultation with the admissions commission. Normally, test results should not be more than two years old.

In particular, the following evidence will be considered:

- TOEFL: minimum 72 (iBT)
- TOEIC: minimum 785
- IELTS: minimum 6,0
- Cambridge English Certificate: B2 First (FCE)
- a university degree obtained at a university in an English-speaking country.
- an academic certificate from an English-language school. You will have to have completed a minimum of three (B1) / four (B2) academic years at a school the main language instruction of which was English.

## Section 3 application documents

Applications for the programmes mentioned above have to include:

- (1) a letter of motivation in English (one and no more than two sides of DIN A4);

- (2) a recent photograph;
- (3) a CV (without any gaps) in English or German;
- (4) the original or a certified copy of the graduation certificate (cf. Section 1). Where the original document is in a language other than English or German, a certified translation into English or German;
- (5) where applicable (applications for IRCD-1/ EBCD-1) a photocopy of a letter of reference from an employer;
- (6) proof of English language skills (cf. Section 2) allowing the applicant to study in English.

Where there sufficient clarity with regards to motivation and suitability is missing, an additional interview may be required.

#### **Section 4 application deadlines**

For a winter semester start, the application deadline is 15 July and for a summer semester start, it is 15 January. In as far as study places remain available applications may be considered until two weeks prior to the start of the semester.

#### **Section 5 coming-into-force**

These regulations will apply for the admissions process for the winter semester 2025/26 onwards. They will come into force on the day after publication.