

**Admission Regulations  
for all Degree Programs at  
ISM International School of Management  
(valid from the summer semester 2026)**

from March 1, 2026

including the modification articles as of May 18<sup>th</sup> 2026

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**Please note**

This is a translation of the original German "Zulassungsordnung für alle Studiengänge der ISM International School of Management" vom 01.03.2026 in der Fassung vom 18.05.2026. Should there be any discrepancies between the English translation and the original German version, the original text shall prevail.

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Based on § 2 (4) and § 64 (1) of the Law on Higher Education Institutions in North Rhine-Westphalia (Higher Education Act – HG) in the version of the Law Amending the Higher Education Act of July 12, 2019, ISM International School of Management has issued the following admission regulations.

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## Section 1

### General information

#### § 1 Decision on admission

- (1) The Admission Office or Student Advisory Service shall decide on the formal admission and enrollment requirements in accordance with the provisions of the enrollment and examination regulations and any guidelines.
- (2) The dean or the program director or their local representatives decide on the fulfillment of the special admission requirements in accordance with § 5, § 6, and § 7 on the basis of a recommendation from the Admission Office or the Student Advisory Service.
- (3) <sup>1</sup>The dean or program director or their local representatives shall decide on the admission of applicants who do not fully meet the specific admission requirements set out in §§ 5, 6, and 7 in accordance with the provisions of §§ 5, 6, and 7. <sup>2</sup>The dean or program director or their local representatives shall be responsible for the content of admission tests to determine existing but as yet unproven skills. <sup>3</sup>The Admission Office or Student Advisory Service shall be responsible for the organizational implementation.

#### § 2 Number of admissions and admission date

<sup>1</sup>The ISM Presidential Board determines the number of study places for the individual locations and on-campus programs for the respective semester based on the available resources within the framework of semester planning <sup>2</sup>The number will be announced at the beginning of the application period. <sup>3</sup>Distance learning study programs remain unaffected by the provisions of sentences 1 and 2.

#### § 3 Allocation of study places

- (1) <sup>1</sup>Study places are allocated on a location-specific basis and separately according to the selection procedure. <sup>2</sup>Admission to the program is granted taking into account the available human and material resources in accordance with § 2.
- (2) Applicants who have not been rejected will receive admission to ISM, usually for the semester or the next possible start date for which the respective selection procedure was carried out.
- (3) Applicants who meet the admission requirements but cannot be offered a place due to a lack of resources must be informed of this in advance in an appropriate manner, in particular during a personal interview, and may be referred to alternative study programs.

- (4) <sup>1</sup>Admission to study is valid for ISM and can generally be taken up in the semester following the selection process and the following semester for on-campus programs, or for a period of up to 12 months for distance learning programs. <sup>2</sup>If the applicant intends to start their studies at a later date, they must notify the Admission Office or the Student Advisory Service in a timely manner and in an appropriate form.
- (5) <sup>1</sup>Applicants must confirm their acceptance of the study place by a date set by ISM after receiving their admission to study. <sup>2</sup>If confirmation is not received by the deadline, the right to the study place offered expires.
- (6) <sup>1</sup>If an offer of admission is not accepted, the place that becomes available may be awarded to another suitable applicant as part of the selection process.

## **§ 4 Equal opportunities, hardship cases, and compensation for disadvantages**

- (1) <sup>1</sup>To ensure equal opportunities, five percent of the places on a degree program are reserved in advance for applicants with disabilities within the meaning of § 2 (1) SGB IX. <sup>2</sup>Recognized cases of hardship are given priority. <sup>3</sup>If a case of hardship also concerns a disability within the meaning of § 2 (1) SGB IX, it is counted toward the quota specified in sentence 1. <sup>4</sup>Hardship cases that could not be considered due to an already exhausted hardship quota for a degree program shall also be admitted to the degree program in question, provided that the additional hardship admission does not exceed the total number of hardship places for all degree programs at ISM. <sup>5</sup>Appropriate evidence may be required to verify a disability or hardship case.
- (2) Applicants with disabilities shall be given preferential admission in the ISM selection process if they have the same qualifications.
- (3) <sup>1</sup>If an applicant can credibly demonstrate that they are at a particular disadvantage compared to other applicants due to a disability or chronic illness, ISM will grant appropriate compensation for this disadvantage. <sup>2</sup>If the person is unable to participate in the selection process in the prescribed form, the regulations on disadvantage compensation (in accordance with §1 of the examination regulations) shall apply analogously or other suitable forms shall be chosen. <sup>3</sup>If the qualifications necessary or beneficial for admission cannot be provided in the generally required form, proof of the required qualification in another suitable form shall be permitted.

## Section 2

### Basic requirements for admission

#### § 5 Admission requirements for bachelor's degree programs

- (1) The following requirements must be met in order to be admitted to a bachelor's degree program:
1. a general higher education entrance qualification, a subject-specific higher education entrance qualification, a technical college entrance qualification, or a higher education entrance qualification recognized as equivalent by the relevant state authorities, and
  2. for German-language on-campus degree programs, proof of German language proficiency at least at level B2 and proof of English language proficiency at least at level B1 in accordance with § 10,
  3. for German-language distance learning degree programs, proof of German language proficiency at least at level B2 in accordance with § 10,
  4. for English-language degree programs, English language skills at least at level B2 in accordance with § 10, and
  5. successful participation in the selection process in accordance with §§ 11 and 12.
- (2) <sup>1</sup>A prerequisite for admission to and continuation of the dual degree programme is proof of a contractual relationship between the student and a suitable practice partner (employment, training, or internship contract), which ensures the implementation of the practical components of the programme. <sup>2</sup>The practice partner must ensure that the practical components are aligned in content with the study programme, that qualified professional supervision is provided, and that the temporal and organisational integration with the academic studies is guaranteed. <sup>3</sup>Further details are governed by the "Richtlinien zur Gestaltung berufspraktischer Tätigkeiten in den dualen Studiengängen" (translated: Guidelines for the Design of Practical Vocational Activities in Dual Degree Programmes), which are binding for practice partners. <sup>4</sup>The university shall assess the suitability of the practice partner and compliance with the requirements. <sup>5</sup>Proof of a suitable practice partner must be provided prior to the start of each practical phase. <sup>6</sup>If such proof is not provided, a leave of absence shall be granted for a maximum of one semester in accordance with the fee regulations. <sup>7</sup>If no proof is submitted prior to the start of the subsequent practical phase, the study contract shall be terminated. <sup>8</sup>Any academic achievements already completed shall be certified.
- (3) <sup>1</sup>If the original documents providing proof of already fulfilled admission requirements are not yet available at the time of enrolment, provisional admission may be granted. <sup>2</sup>The missing documents must be submitted no later than six months after enrolment and must be provided to ISM no later than ten working days after their issuance. <sup>3</sup>If the required proof is not submitted within the prescribed period, enrolment shall lapse. <sup>4</sup>Examination performances already

completed shall not be certified in this case.

## **§ 6 Access to bachelor's degree programs for professionally qualified applicants**

- (1) Notwithstanding § 5 (1) sentence 1, admission to the bachelor's program may also be granted on the basis of professional qualifications in accordance with § 49 (4) HG NRW.
- (2) Admission is granted to anyone who has completed the following in accordance with the Verordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte (Berufsbildungshochschulzugangsverordnung - BBHZVO) of the State of North Rhine-Westphalia:
  1. advanced professional training or
  2. at least two years of professional training followed by at least three years of professional activity that corresponds to the professional training and the intended course of study in terms of subject matter, or
  3. at least two years of professional training followed by at least three years of work experience in a profession not related to the professional training or intended course of study, as well as an entrance examination.
- (3) <sup>1</sup>The entrance examination serves to determine whether the person has the knowledge and skills required for the course of study. <sup>2</sup>It usually consists of a written and an oral part. <sup>3</sup>The examination can be conducted in person or virtually.
- (4) <sup>1</sup>The entrance examination shall be conducted by at least one person authorized to conduct examinations at ISM or by one person authorized to conduct examinations with the assistance of an associate. <sup>2</sup>The application must be submitted to the Admission Office or the Student Advisory Service.
- (5) <sup>1</sup>The examination results achieved in the entrance examination shall be assessed in accordance with § 10 "Assessment of examination results" of the relevant examination regulations. <sup>2</sup>The average grade shall be calculated to one decimal place.
- (6) <sup>1</sup>A certificate shall be issued for the passed entrance examination, stating the degree program and the average grade. <sup>2</sup>A notification will be issued if the entrance examination is not passed. <sup>3</sup>Failed examination components may be retaken once.
- (7) The detailed regulations for conducting the entrance examination and for the evidence to be submitted are laid down in the currently valid "Richtlinie zum Zugang für beruflich qualifizierte Bewerber\*innen der ISM" issued by ISM.

## **§ 7 Access to bachelor's degree programs for applicants who obtained their qualifications abroad**

- (1) People who do not meet the admission requirements set out in §§ 5 and 6 but who are eligible to study at an educational institution abroad after successfully attending such an institution and who have also successfully passed the ISM entrance examination are also eligible for admission to the bachelor's program.
- (2) <sup>1</sup>The entrance examination serves to determine whether the person has the subject-specific aptitude and methodological skills required to study a degree program. <sup>2</sup>It consists of a written examination. <sup>3</sup> The examination can be conducted in person or virtually.
- (3) <sup>1</sup>The examination performance in the entrance examination shall be assessed in accordance with § 10 "Assessment of examination performance" of the relevant examination regulations. <sup>2</sup> The entrance examination may be repeated once.
- (4) In addition, the general admission and enrollment requirements pursuant to § 5 (1) nos. 2 to 4 must be met.
- (5) The detailed regulations for conducting the admission assessment are set out in the currently valid "Richtlinie zum Zugang für im Ausland qualifizierte Bewerber\*innen" (translated: Guidelines on Admission for Applicants Qualified Abroad) issued by ISM.

## **§ 8 Admission requirements for master's programs**

- (1) Admission to a master's degree program comprising 120 ECTS credits may be granted to applicants who can provide evidence of a first professionally qualifying university degree comprising 180 ECTS credits.
- (2) Admission to a master's degree program comprising 90 ECTS credits may be granted to applicants who can provide evidence of a first professionally qualifying university degree comprising 210 ECTS credits.
- (3) Admission to a master's degree program comprising 60 ECTS credits may be granted to applicants who can provide evidence of a first professionally qualifying higher education degree comprising 240 ECTS credits.
- (4) <sup>1</sup>In exceptional cases, applicants who have earned fewer than the required 210 or 240 ECTS credits with their first professional academic degree may also be admitted. <sup>2</sup>In these exceptional cases, the following evidence must be provided in addition to the evidence specified in § 8. <sup>3</sup>In the cases mentioned, a maximum of 60 ECTS credits can be earned through:
  1. Successful completion of a preparatory semester at ISM worth 30 ECTS credits.

2. <sup>1</sup>Successful completion of online courses from ISM's bachelor's distance learning study programs; these must generally be proven by the end of the first semester, and provisional admission (conditional admission) to the program will be granted. <sup>2</sup>If the student fails, they cannot continue their studies and any exams already taken will not be certified.
3. Proof of additional university credits worth a maximum of 60 ECTS credits (e.g., modules, certificate and/or continuing education courses).
4. The recognition of qualifications and skills acquired outside of university (e.g., relevant professional experience, continuing education, and/or special volunteer work).
- (5) To study in a German-language master's program, German language skills must be demonstrated at least at level B2 in accordance with § 10.
- (6) In all master's programs — with the exception of the master's program in Taxation LL.M. – English language skills must be demonstrated at least at level B2 in accordance with § 10.
- (7) Successful participation in the selection process in accordance with §§ 11 and 12.
- (8) <sup>1</sup>For admission to master's degree programs in economics or related subjects, knowledge equivalent to at least 30 ECTS credits in the field of economics must be demonstrated. <sup>2</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience<sup>1</sup> or corresponding internships. <sup>3</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>4</sup>Additional costs may be incurred for this.
- (9) Notwithstanding paragraph 8, no prior knowledge of economics is required for admission to the Master's program in International Business (M.Sc.).
- (10) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Business Intelligence & Data Science (M.Sc.), applicants must demonstrate knowledge equivalent to at least 15 ECTS credits in the field of economics, in particular in business administration, economics, business informatics, or related disciplines. <sup>2</sup>Of these, or in addition thereto, knowledge equivalent to at least 10 ECTS credits must have been acquired in quantitative subjects, in particular in mathematics, statistics, computer science, market research, econometrics, or related disciplines. <sup>3</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience or corresponding internships. <sup>4</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>5</sup>Additional costs may be incurred for this.
- (11) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Luxury, Fashion & Sales Management (M.A.), applicants must demonstrate knowledge equivalent to at least 30 ECTS credits in the fields of economics, business psychology, and/or media and communication studies. <sup>2</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified

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<sup>1</sup>Qualified professional experience includes activities performed, for example, in a managerial or staff position, in a project team or in an international context, as well as cross-industry experience.

professional experience. <sup>3</sup>Subject-specific activities include, in particular, work in the fields of marketing, sales, trade, purchasing, or logistics. <sup>4</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>5</sup>Additional costs may be incurred for this.

- (12) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Strategic Marketing Management (M.A.), applicants must demonstrate knowledge equivalent to at least 30 ECTS credits in the fields of economics or in economics-related topics in communication or media studies, social sciences, or psychology. <sup>2</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience or corresponding internships. <sup>3</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>4</sup>Additional costs may be incurred for this.
- (13) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in International Logistics & Supply Chain Management (M.Sc.), applicants must demonstrate knowledge equivalent to at least 30 ECTS credits in the fields of economics, logistics/transportation, (business) information technology, and/or (industrial) engineering. <sup>2</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience or corresponding internships. <sup>3</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>4</sup>Additional costs may be incurred for this.
- (14) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Arbeits- und Organisationspsychologie (M.Sc.) a proof of successful completion of a first degree in a (business) psychology program is required. <sup>2</sup>This must include at least 45 ECTS credits in psychological subjects, including the basic subjects of general psychology, social psychology, and personality psychology, and at least 5 ECTS credits in industrial and organizational psychology. <sup>3</sup>In addition, knowledge equivalent to at least 10 ECTS credits in quantitative methodological subjects (e.g., empirical social research, statistics) must be demonstrated. <sup>4</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>5</sup>Additional costs may be incurred for this.
- (15) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Psychology & Management (M.Sc.), applicants must demonstrate knowledge equivalent to at least 30 ECTS credits in the fields of economics, psychology, or psychology-related subjects (e.g., business psychology, communication sciences). <sup>2</sup>Of these, at least 10 ECTS credits must have been earned in quantitative or quantitative-methodological subjects (e.g., empirical social or market research, statistics, business mathematics, decision calculus, scientific methods, or econometrics). <sup>3</sup>Missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience or corresponding internships. <sup>4</sup>Subject-specific activities include, in particular, work in the fields of marketing, market research, human resources, consulting, or coaching. <sup>5</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online

courses from ISM's bachelor's distance learning programs. <sup>6</sup>Additional costs may be incurred for this.

- (16) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in Taxation (LL.M.) in cooperation with IFU-Akademie GmbH, applicants must demonstrate knowledge equivalent to at least 50 ECTS credits in the field of economics or law. <sup>2</sup>Any missing subject-specific ECTS credits can be replaced by proof of relevant qualified professional experience or corresponding internships. <sup>3</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>4</sup>Additional costs may be incurred for this.
- (17) <sup>1</sup>Notwithstanding paragraph 8, for admission to the Master's program in General Management (MBA) comprising 60 ECTS credits, proof of a successfully completed Bachelor's degree comprising 240 ECTS credits must be provided. <sup>2</sup>For admission to the Master's program in General Management (MBA) comprising 90 ECTS credits, proof of a successfully completed Bachelor's degree comprising 210 ECTS credits must be provided. <sup>3</sup>In addition, proof of at least two years of qualified professional experience after completion of the first university degree must be provided. <sup>4</sup>In accordance with § 7 (4), applicants whose bachelor's degree program comprises fewer than 240 or 210 ECTS credits may also be admitted. <sup>5</sup>Missing ECTS credits can be replaced by proof of relevant qualified professional experience. <sup>6</sup>Alternatively, missing subject-specific ECTS credits can be obtained by participating in online courses from ISM's bachelor's distance learning programs. <sup>7</sup>Additional costs may be incurred for this.
- (18) <sup>1</sup>The proven working hours are used as a basis for crediting missing subject-specific ECTS credits through relevant qualified professional experience. <sup>2</sup>A working week of no more than 40 working hours and a working year of no more than 45 working weeks are to be assumed. <sup>3</sup>The creditable working hours are weighted by a factor of 0.5 and converted into ECTS credits, with one ECTS credit corresponding to 30 working hours. <sup>4</sup>In order to credit prior knowledge to the extent of, for example, 30 ECTS credits, proof of one year of qualified full-time professional experience in a subject- or profession-specific field of activity is generally required. <sup>5</sup>If the professional activity was carried out on a part-time basis, the amount of time to be proven increases accordingly. <sup>6</sup>ISM decides on the crediting of professional experience after reviewing the submitted evidence. <sup>7</sup>The decision is communicated to the applicant; in the event of non-crediting, this must be justified in an appropriate form.
- (19) <sup>1</sup>If the first professionally qualifying university degree has not yet been obtained at the time of enrolment, provisional admission may be granted in accordance with § 49 (6) of the Higher Education Act of North Rhine-Westphalia (HG NRW), provided that suitability has been established, in particular on the basis of the previous examination performances, and that the remaining admission requirements have been fulfilled. <sup>2</sup>Proof of the first professionally qualifying university degree must be provided no later than six months after enrolment and must be submitted to ISM no later than ten working days after issuance of the degree certificate. <sup>3</sup>For participation in double-degree programs, the proof must be submitted no later than three

months after the beginning of the semester. <sup>4</sup>If the required proof is not submitted within the prescribed period, enrolment shall lapse. <sup>5</sup>Examination performances already completed shall not be certified in this case.

## § 9 Application documents to be submitted

### (1) Bachelor's degree programs

The following documents must be submitted when applying for a bachelor's degree program:

1. The completed online application form,
2. A certified copy of the general higher education entrance qualification certificate or the subject-specific higher education entrance qualification certificate or the technical college entrance qualification certificate or an admission qualification recognized as equivalent by the competent state authorities<sup>2</sup>; if the certificate is not yet available, a copy of the last interim certificate may be submitted provisionally,
3. If applicable, evidence in accordance with § 6 for professionally qualified applicants,
4. If applicable, evidence of university and non-university knowledge already acquired,
5. If applicable, evidence of the required professional experience/training,
6. For German-language on-campus degree programs, evidence of German language skills at least at level B2 and English language skills at least at level B1 in accordance with § 10,
7. For German-language distance learning degree programs, proof of German language proficiency at least at level B2 in accordance with § 10.
8. For English-language degree programs, evidence of English language skills at least at level B2 in accordance with § 10,
9. If applicable, evidence of disabilities and hardship cases in accordance with § 4.

### (2) Master's degree programs

The following documents must be submitted when applying for a master's degree program:

1. the completed online application form,
2. a certified copy of the general higher education entrance qualification certificate or the subject-specific higher education entrance qualification certificate or the technical college

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<sup>2</sup> If a translation of the certificates in German or English is required, the translator must certify that the translation is based on the original document.

entrance qualification certificate or an admission qualification recognized as equivalent by the competent state authorities<sup>3</sup>,

3. a certified copy of the first university degree certificate<sup>4</sup> in accordance with § 7; if the certificate is not yet available, a copy of the current transcript of records may be submitted provisionally,
  4. If applicable, further evidence of university and non-university knowledge already acquired,
  5. If applicable, evidence of the required professional experience, if this is required in accordance with § 7,
  6. For German-language degree programs, evidence of German language skills at least at level B2 in accordance with § 10,
  7. For all degree programs — with the exception of the master's program in Taxation LL.M. —, evidence of English language skills at least at level B2 in accordance with § 10,
  8. If applicable, proof of disabilities and hardship cases in accordance with § 4.
- (3) <sup>1</sup>Applicants from other universities or equivalent institutions who wish to continue their studies at ISM may have their academic and examination achievements recognized. <sup>2</sup>The necessary evidence must be submitted with the application documents. <sup>3</sup>The examination board shall decide on the recognition of achievements in accordance with § 8 of the relevant examination regulations.

## § 10 Language skills and their verification

- (1) Language proficiency is classified according to the Common European Framework of Reference for Languages (CEFR).
- (2) Proof of German language proficiency at least at level B2 (CEFR) can be provided in particular by:
  1. a German-language university entrance qualification obtained in a country or region where German is the official language and where German was the language of instruction,
  2. a German-language university degree obtained in a country or region where German is the official language and/or where German was the language of instruction,

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<sup>3</sup> If a translation of the certificates in German or English is required, the translator must certify that the translation is based on the original document.

<sup>4</sup> If a translation of the certificates in German or English is required, the translator must provide a certification statement confirming that the translation is based on the original document.

3. a language certificate from a certified provider at least at level B2 (CEFR), provided that the certificate is not more than two years old.
- (3) Proof of German language proficiency at least at level B1 (CEFR) can be provided in particular by:
1. <sup>1</sup>German school reports (secondary school leaving certificate) proving that the foreign language has been studied for at least 4 years. <sup>2</sup>Proof of 3 years is sufficient if the foreign language was studied until graduation, which entitles the student to enter university. <sup>3</sup>In both cases, the final grade or, if applicable, the average grade for the last two years of language instruction must be at least a German grade of 4 (sufficient) or 5 points,
  2. a language certificate from a certified provider at least at level B1 (CEFR), provided that the certificate is not older than two years.
- (4) Proof English language proficiency at least at level B2 (CEFR) can be provided in particular by:
1. <sup>1</sup>German school reports demonstrating proficiency in the foreign language for at least 5 years up to the qualification entitling the holder to enter higher education. <sup>2</sup>The final grade, or the average grade for the last two years, must be at least a German grade of 4 (sufficient) or 5 points. a school leaving certificate from an English-language school system,
  2. a secondary school leaving qualification obtained in an English-language school system,
  3. a university degree in English studies,
  4. an English-language university degree obtained in a country or region where English is the official language and/or where English was the language of instruction,
  5. the acquisition of at least 30 ECTS credits (modules taught in English at B2 level) in a university degree program,
  6. a language certificate from a certified provider at least at level B2 (CEFR), provided that the certificate is not older than two years

## Section 3

### Selection Process

The selection process is part of the admission procedure for studying at ISM. Successful participation in the selection process is a prerequisite for admission to the program.

The aim of the selection process is to select those applicants who, based on their personal skills, motivation, suitability, and academic qualifications, can be expected to successfully complete their studies at ISM.

The selection process is conducted according to uniform, transparent, and non-discriminatory criteria.

The selection process consists of a mandatory individual interview in accordance with § 11 and, if required for the respective degree program or study model, subject- and degree program-specific assessments in accordance with § 12.

#### § 11 Individual interview

- (1) <sup>1</sup>The purpose of the individual interview is to assess the applicants' motivation to study and their social and communication skills for the desired degree program. <sup>2</sup>The aim is to determine whether the applicants are able to meet the requirements of studying at ISM and whether the chosen degree program and the respective degree program model correspond to their academic, personal, and professional requirements and goals.
- (2) <sup>1</sup>The individual interview is conducted in the form of a structured job interview. <sup>2</sup>It is based on a standardized, structured questionnaire and evaluation form with defined evaluation criteria.
- (3) The main content of the individual interview includes, in particular, the applicant's personal and academic background to date, their professional and personal goals, an assessment of their motivation to perform and learn, and their social and communication skills.
- (4) <sup>1</sup>The individual interview is a mandatory part of the selection process. <sup>2</sup>If no subject- or program-specific assessments are carried out in accordance with § 12, the selection decision shall be made solely on the basis of the results of the individual interview. <sup>3</sup>The individual interview shall be graded as "pass" or "fail." <sup>4</sup>Passing the individual interview is a prerequisite for admission to the program.
- (5) The results of the individual interview, together with the results of any subject- and program-specific assessments, form the basis for the admission decision in accordance with § 1.
- (6) <sup>1</sup>The individual interviews are conducted by qualified ISM staff, usually from the Student Advisory Service. <sup>2</sup>The people entrusted with conducting the interviews are trained for this task.

- (7) <sup>1</sup>In the Master's program in Taxation (LL.M.), the individual interview shall be conducted by qualified employees of the cooperation partner IFU – Institute for Corporate Management, notwithstanding paragraph 6. <sup>2</sup>The people entrusted with conducting the interviews are trained for this task.
- (8) <sup>1</sup>The individual interview cannot be repeated within the same selection process. <sup>2</sup>Failure to pass the individual interview excludes further participation in the selection process for the respective degree program and study model. <sup>3</sup>The possibility of reapplying in a later admission procedure remains unaffected by this.

## **§ 12 Subject-specific and program-specific assessments**

- (1) <sup>1</sup>Subject-specific and degree program-specific assessments may be carried out as part of the selection process in order to determine subject-specific aptitude and suitability for study. <sup>2</sup>If subject-specific and degree program-specific assessments are planned, this shall be indicated in the admission and enrollment requirements for the respective degree program in accordance with §§ 5 and 7.
- (2) <sup>1</sup>The content of subject- and degree program-specific assessments shall be determined on a degree program-specific basis. <sup>2</sup>In particular, it may include written, oral, or digital examination formats, structured selection interviews, aptitude or knowledge tests, work samples, or comparable procedures. <sup>3</sup>The specific characteristics of the respective degree programs and study models shall be taken into account.
- (3) <sup>1</sup>If subject- and program-specific assessments are a mandatory part of the selection process, they will be graded as “pass” or “fail”. <sup>2</sup>Admission to the program is contingent upon passing the respective subject- or program-specific assessments.
- (4) <sup>1</sup>Subject- and program-specific assessments are conducted and evaluated by academically qualified ISM staff or persons commissioned by ISM. <sup>2</sup>The results are documented and, together with the individual interview pursuant to § 10, form the basis for the admission decision pursuant to § 1.
- (5) <sup>1</sup>Subject-specific and program-specific assessments may be repeated once if they are a mandatory part of the selection process and the applicant has failed. <sup>2</sup>The repeat assessment must be carried out within the current selection process. <sup>3</sup>There is no entitlement to a further repeat assessment <sup>4</sup>This does not affect the possibility of reapplying in a later admission process.

## § 13 Recommendations to support academic success

- (1) In connection with the admission procedure, applicants may be given recommendations that are attached to their admission to study.
- (2) The recommendations serve to support successful study progress and may include, in particular, advice on refreshing or deepening subject knowledge and on participating in information, counseling, or support services offered by ISM or external providers.
- (3) Recommendations do not constitute admission requirements, are not binding, and have no influence on the decision regarding admission to the program or the validity of an admission decision that has already been made.
- (4) Recommendations are made on the basis of the documents submitted in the admission procedure and the results of the selection procedure, consisting of the individual interviews in accordance with § 10 and, if applicable, the subject- and program-specific assessments in accordance with § 11.

## § 14 Rejection of applicants and repetition of the selection process

- (1) <sup>1</sup>Applicants shall be evaluated on the basis of the results of the selection procedure in accordance with §§ 10 and 11. <sup>2</sup>Rejection shall be pronounced in particular if
  1. the individual interview in accordance with § 10 has not been passed,
  2. a mandatory subject- or course-specific assessment in accordance with § 11 has not been passed,
  3. the Admission Office determines during the review that formal, legal, or university admission requirements have not been met, or
  4. based on the overall results of the selection process, it is expected that the person will not be able to meet the academic, personal, or organizational requirements of the desired degree program.
- (2) <sup>1</sup>The ISM Presidential Board shall decide on the final rejection of an application on the basis of the documented results and evaluations of the selection process in accordance with §§ 10 and 11 and the available documents. <sup>2</sup>There shall be no independent re-evaluation of the performance achieved in the selection process.
- (3) <sup>1</sup>Rejected applicants shall generally be informed of the rejection decision in an appropriate form within two weeks of the conclusion of the selection process. <sup>2</sup>The Presidential Board may commission appropriate bodies, in particular the Admission Office or the Student Advisory Service, to communicate the decision.

- (4) <sup>1</sup>Rejections must be justified in a comprehensible manner. <sup>2</sup>It must be explained that the applicants did not meet the necessary requirements in terms of motivation to study, academic ability, subject suitability, or overall impression during the selection process and that successful completion of the degree program cannot therefore be reasonably expected.
- (5) <sup>1</sup>Reapplication in a later admission procedure is permitted. <sup>2</sup>The regulations on the non-repeatability of individual components of the selection procedure within the same procedure pursuant to §§ 10 and 11 remain unaffected.

## Section 4

### Final provisions

#### § 15 Costs

- (1) ISM may charge a fee for conducting the admission procedure.
- (2) The amount of the fee and the payment terms must be communicated to applicants in an appropriate manner before the start of the admission procedure.

#### § 16 Documentation and data protection

- (1) The selection process and the relevant results must be documented in an appropriate form.
- (2) The personal data collected as part of the admission procedure shall be processed exclusively for the purpose of conducting the selection and admission procedure and shall be stored and retained in accordance with the applicable data protection regulations, in particular the General Data Protection Regulation (GDPR) and the relevant state regulations.
- (3) The use of the data collected for internal university purposes, in particular for statistical or scientific research purposes, is only permitted in anonymized or pseudonymized form.

#### § 17 Entry into force

- (1) These admission regulations shall come into force on March 1, 2026.
- (2) They shall apply for the first time to students who are starting their studies on or after April 1, 2026.
- (3) Issued on the basis of the Senate resolution of May 18, 2026.

Dortmund, May 18, 2026

Prof. Dr. Gerrit Lietz

Vice President Academic Affairs