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This document is a guide for anyone who can certify a B2 level in German and is considering enrolling in a full-time bachelor’s study program at the International School of Management (ISM).

The ISM offers eight different full-time bachelor’s programs:
- International Management (German Trail)
- Tourism & Event Management
- Psychology & Management
- Finance & Management
- Marketing & Communications Management
- Global Brand & Fashion Management
- Business Law
- International Sports Management

These programs are mainly taught in German (30-40 % English). International Management English Trail is completely taught in English and demands no German skills.

Below we describe the ISM’s admissions procedure. Then we explain the structure and the different stages of the selection process and provide more detailed information on the format and the contents of the aptitude test.

Admission

The ISM decides early on how many students it wishes to enroll in its study programs. Numbers can vary from one term to the next, and between the different ISM campuses.

Depending on the outcome of the admission process, admission offers are first made to applicants with the highest marks in the aptitude tests. Having received an admission offer, these prospective students must then either firmly accept or reject this offer within a certain time period (usually two weeks). Failure to do so will render the admission offer null and void.

If a prospective student does not take up an admission offer, this offer is then passed on to the next applicant on the waiting list.

Should the selection process bring to light minor deficits in an applicant’s foreign language proficiency or mathematical abilities, that applicant may be admitted to a study program on condition that he or she receives additional tuition to rectify such shortcomings before the study program begins. Appropriate written confirmation of such tuition (stating the name of the institution, student, tuition period, number of teaching units, group size) must be presented no later than the enrollment date. Such applicants can also satisfy these requirements by attending the preparatory courses offered by the ISM in English, French, Spanish or Italian and mathematics before the introductory week.

Admission offers are only valid for the term to which the admission process relates as well as the following term. Compliance with the deadline stated above is mandatory, however.
ISM Admission Process

The ISM’s admission process is designed to identify those applicants whose abilities, personality traits and motivation make them best suited to become students at the ISM.

Prospective students are eligible to take part in the admission process if they meet the following criteria:

· They have already been awarded a school-leaving certificate and potentially other admission criteria qualifying them to study at a university or university of applied sciences in their home country,

or

· they have an equivalent, state-approved qualification and they can provide suitable evidence before the start of study.

· They have applied to take part in the admission process having submitted all the necessary documents.

The ISM’s admission process takes place on one day and is made up of three units:

· Intelligence & Knowledge test (paper-based)

· Proficiency tests in mathematics, English and (assuming previous knowledge) a second foreign language of the applicant’s choice (French or Spanish – with one exception: B.A. Global Brand & Fashion Management students can choose between French and Italian).

· Personal interview

The application procedure costs € 110. Catering will be provided.

Prospective students who are unable to take part in the test and notify the ISM in writing up to five working days before the test date will receive a refund. Applicants who fail the aptitude test will not be eligible for a refund, but they may retake the test once again for the subsequent term.

For registration please visit our website: ism.de/anmeldung-aufnahmetest-bachelor

Aptitude test abroad

Applicants from countries outside of Germany, Belgium, the Netherlands, Luxembourg, Austria and Switzerland have the chance to participate in the aptitude tests in one of the DAAD’s 1,200 offices.

In this case, a personal interview to examine the applicants’ personal skills and motivation is executed via Skype. In this case the Skype interview will hold a few days after the test day.

The whole application procedure in co-operation with the DAAD costs € 150.

For registration please fill in the registration form available on en.ism.de/admission-test-registration-bachelor-international-management and send it to leonie.dorsch@ism.de.
Intelligence & Knowledge tests

These two tests focus on the applicants’ intellectual skills that are necessary for a successful accomplishment of the study of business at ISM. Tools brought by your own such as calculators, dictionaries, etc. are not authorized for the tests.

Specimen test questions:

The following examples give applicants an indication of what tasks they might face in this part of the aptitude test and how these tasks might be formulated.

Part 1: Intelligence test

Insert mathematical symbols between the numbers on the left of the equation in order to arrive at the answer that is given on the right.

\[ 7 \bigcirc 2 \bigcirc 4 = 10 \]

Which cube can be folded from this template?

Part 2: Knowledge test

How many hydrogen atoms are contained in alcohol (ethanol)?

- a) 0
- b) 4
- c) 6
- d) 1
- e) 3
The share prices of how many companies are listed on the main FTSE index in London?

- a) 10
- b) 30
- c) 100
- d) 500
- e) 1,000

**Proficiency Tests**

This unit is composed of tests in mathematics, English and the applicants' second foreign language (French or Spanish (exception: Global Brand & Fashion Management French or Italian)), assuming that applicants have some previous knowledge of a second foreign language. The main purpose of proficiency tests is to gauge the applicant's current level of knowledge and ascertain whether any preparatory courses may be needed.

**Mathematics Test**

The mathematics test assesses applicants' knowledge of topics dealt with in junior high school and senior high school. It covers basic methods and concepts which are key to developing an advanced understanding of economics and mathematics, and includes practical exercises which explore applicants' logical and analytical reasoning and their problem-solving capabilities.

The test is made up of two parts.

**Part 1**

Part 1 deals with simplifying expressions, solving equations and deriving functions. Applicants will need to demonstrate an understanding of concepts such as fractional arithmetic, powers and roots, the laws of mathematics such as the binomial theorem, as well as methods for solving equations and systems of equations.

**Part 2**

Part 2 focuses on practical exercises from the world of quantitative problem-solving and on simple functional relationships. This part explores applicants' competence in applying the rule of three, calculating percentages and interest as well as elementary probabilities. Generally speaking, applicants will need to extract information from a given situation and express it mathematically. In the functional question, applicants are presented with a situation which they must solve using functions. This examines applicants' ability to define extreme values, calculate null points and create functional equations, for example. Prospective students are each provided with a non-programmable calculator.

**Specimen test questions:**

The following examples give applicants an indication of what tasks they might face in this part of the aptitude test and how these tasks might be formulated.
Part 1: Simplifications/equations/differential calculus:

Simplify this expression and take the root, if possible:

\[ \left( 4 \cdot \sqrt{6} + \sqrt{2} \right)^2 \]

Write the following expression without the fraction bar and simplify it as far as possible:

\[ \frac{x^{3n+1} \cdot y^{3n} \cdot z^n}{x^n \cdot y^{n+1} \cdot z^n} \]

Simplify the following as far as possible using the laws of logarithms:

\[ \log(100)^x \]

Solve the following for the unknown \( x \):

\[ \frac{x}{5} + 2x = \frac{6}{5}x + 10 \]

Solve the following for the unknown \( x \):

\[ 8^{x+9} = 2^{3x+6} \]

Compute the first derivative \( f'(x) \):

\[ f(x) = \left( \sqrt{x + 2} \right) \cdot x \]

Part 2: Quantitative problem-solving/functional relationships:

• An industrial enterprise switches its administrative organization to a document management system. Six employees had to work 3 hours a day for 10 days in order to scan all 5,400 documents. To scan a further 9,000 documents, ten employees can work 3 hours a day but their output is 20% lower than that of the first group. How many days would the second group have to work?

• A manufacturer of electrical appliances sells 90 vacuum cleaners out of a special lot of 600 units. Since business is slow, the manufacturer decides to cut the price by 10%, whereupon a further 330 vacuum cleaners are sold. The rest are sold at a further discount of 7.5%, that is, for a selling price of €169 each. What was the manufacturer’s original price per vacuum cleaner? Calculate the total revenues from this special lot.

• A small business offers two products in its "spreads" range: hazel and peanut. The costs for producing these goods can be broken down into fixed costs, which are not dependent on the quantity of units produced, and variable costs, which are volume-related and paid per unit produced (e.g. raw materials). The cost structure of the products in question is as follows:

  Hazel = fixed costs of €500.00, variable costs of €1.80 per unit;
  Peanut = fixed costs of €750.00, variable costs of €2.00 per unit.

  The hazel product is sold at a price of €2.50 per unit while the peanut product is priced at €3.00 per unit (revenues).
a) Show the functions of the costs and revenues for hazel and peanut.

b) Calculate the quantity of units at which it is more profitable for the business to produce peanut spread than hazel spread?

(Clue: Profit is equal to the difference between revenues and the corresponding costs.)

Proficiency tests in English and a second foreign language

Foreign language proficiency tests each last 60 minutes and cover grammar as well as reading, vocabulary and text comprehension.

Applicants' proficiency in English is expected to be at a level normally associated with at least six years of school language teaching. French language skills should be equivalent to at least two or three years of tuition; in Spanish or Italian, no language skills are required.

Applicants with no background knowledge of any of the second foreign languages mentioned above will not need to take that part of the written aptitude test. Candidates who do have any separate and recent certificates of achievement confirming their foreign language proficiency in English (e.g. TOEFL test) do not have to take part in the English test as well. Candidates who pass all the other parts of the aptitude test might still be admitted to the ISM subject to completion of 110 teaching units (1 teaching unit = 45 minutes) before starting the study program. Such candidates can either attend preparatory courses offered by the ISM or visit a language school if they have chosen Spanish or Italian. ISM also offers courses with less teaching units for applicants who have already basic knowledge. If applicants want to start with French from the beginning, there are special conditions. Applicants should contact the ISM to ascertain whether they satisfy the necessary conditions.

Specimen test questions (grammar):

**Englisch**

I wrote to the company ........ them for a catalogue.
A) demanding B) asking C) enquiring D) applying

...... Patrick, he can’t possibly go alone – he’s far too young.
A) As for B) As if C) As D) As far as

Why did you stay at a hotel when you went to New York? You ...........with Barbara.
A) can stay B) could stay C) could have stayed

I decided to stay at home last night. I would have gone out if I ........ so tired.
A) wasn’t B) weren’t C) wouldn’t have been D) hadn’t been

Complete this sentence with a phrasal verb that includes the word “up”.
He ............ up tennis in order to get fit.

**French**
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Conjuguez à la 2ème personne du pluriel au passé composé:
Tu lis ce livre.
Vous .........................

Répondez aux questions avec des pronoms personnels:
Exemple: As-tu envoyé le courrier?/ Oui, je l’ai envoyé.
As-tu besoin de ta voiture cet après-midi?

Mettez au discours indirect:
Exemple: Je lui demande: “Comment Christian est-il venu?”
Je lui demande comment Christian est venu.
Elle m’a dit: "Asseyez-vous!"

Mettez au temps convenable:
Je (aller) ...................... au cinéma avec toi le week-end prochain, après que nous
(finir) ....................... de ranger tous ces livres.

Spanish
Escriba en los tiempos indicados las personas para los siguientes verbos:
vivir (nosotros, gerundio) ......................

Complete las frases siguientes:
Tienes que escribir una carta .................. tu padre.

Complete con los verbos “ser”, “estar” o “haber”:
En este café ....................... mucha gente.

Haga las preguntas correspondientes:
El coche de Luisa es blanco. ..................

Contestar las preguntas siguientes empleando dos pronombres:
¿Ya nos ha traído Ud. las maletas?

Italian
1. Inserite le preposizioni giuste!
2. Inserite l’articolo giusto!
3. Trasformate le seguenti frasi dal singolare al plurale e vi

Personal interview

The personal interview looks to identify an applicant’s fundamental personality traits. It takes the form of a traditional job interview and focuses, among other things, on the applicant’s background and development, professional and personal objectives and his or her reasons for choosing a particular study program at the ISM.

For applicants from countries outside of Germany, Belgium, the Netherlands, Luxembourg, Austria and Switzerland who do the test at one of the DAAD’s offices the personal interview takes place via Skype.