

INFORMATION ABOUT THE APPLICATION PROCEDURE FOR THE MASTER'S PROGRAM IN INFORMATION SYSTEMS MANAGEMENT (WIRTSCHAFTSINFORMATIK)

Dear applicant,

Thank you for your interest in our **master's program in Information Systems Management (Wirtschaftsinformatik)** – hereinafter referred to as ISM. Due to the results of the last application periods in which less than 25% of the applicants fulfilled our entry requirements and could be admitted to the program, we have compiled the information below for you.

Please read this information sheet carefully before submitting your documents and pay special attention to the explanation of the ISM study field at TU Berlin in chapter 2. We are not able to offer pre-checks of application documents at any office at Technische Universität Berlin (TU Berlin) or via email!

1 Content-related entry requirements for the master's program in ISM

The **consecutive master's program** in ISM is based on a full-time **bachelor's program in Wirtschaftsinformatik (engl. Information Systems Management)** – hereinafter referred to as Wirtschaftsinformatik – and the extensive basics¹ taught within. In order to be admitted to the master's program in ISM and as specified in the entry regulations <https://www.tu.berlin/en/go198487/#c1436854>, you are required to provide proof of your English language skills (see 6) and **proof of completed and passed examinations in the following fields** of at least

- **10 CP² in the field of Information Systems Management**
- **10 CP in the field of Economics and Business**
- **20 CP in the field of Computer Science**
- **15 CP in Mathematics**

by the day you submit your application.

The Examination Board converts the credits that you have received at the university at which you obtained your first university degree into ECTS, if needed.

Bachelor students of Wirtschaftsinformatik at TU Berlin have to complete compulsory courses in the four above-mentioned fields of basic studies with almost 120 CP, whereas external applicants to the master's program only have to prove 55 CP in these subject fields. **Thus, we strictly check whether you have**

¹ The **basic contents of the bachelor's program in Wirtschaftsinformatik at TU Berlin** have the following structure:

Field	Topics
Information Systems Management for 24 CP ²	introduction to information systems management, distributed information systems, operations research, business processes
Economics and Business for 30 CP	financial accounting and cost accounting, investment and finance, marketing and supply chain management, organization and innovation management, introduction to business law
Computer Science for 42 CP	theoretical foundations of computer science, fundamentals of computer engineering, software engineering and programming paradigms, introduction to programming with Java, advanced programming with Java, information systems and data analysis, advanced programming lab
Mathematics for 24 CP	analysis, linear algebra, statistics

The basic studies are followed by in-depth studies.

² 1 CP \triangleq 1 Credit Point in the European Credit Transfer and Accumulation System (ECTS) \triangleq 30 working hours. In a regular semester at TU Berlin, courses of 30 CP have to be taken.

fulfilled with your previous studies these entry criteria. Only if these requirements are fulfilled, it will be possible for you to successfully study the master's program at TU Berlin.

All applications will be checked for the contents that were studied in the previous degree program. This also applies to students whose degree program was translated from foreign languages into German "Bachelor Wirtschaftsinformatik" or English "Information Systems Management".

2 Study field Information Systems Management

In the last application periods, it became apparent that many graduates even in Wirtschaftsinformatik / Information Systems Management from other, mostly foreign universities had not taken enough credits in the field of Information Systems Management as it is understood by the TU Berlin. ISM studies the conception, design, application, as well as benefits and challenges of information and communication technology/systems for organizational operations. It focuses on the management of organizational information and business processes with the support of information technology. A major focus lies on the development of solutions for business problems. Therefore, knowledge in the following topics is essential: 1) an understanding of the modeling, implementation, and analysis of business processes and the systems supporting them, 2) basics in operation research, and 3) the design and architecture of distributed information systems. Note that, in contrast to ISM programs at many other universities, ISM at TU Berlin places a strong technical focus, combined with the management and entrepreneurial sides.

Lectures which focuses solely on the following aspects, cannot be considered as ISM courses:

- information technology for business purposes, e.g., online marketing
- business aspects, e.g., digital transformation
- administration aspects, e.g., systems/network management
- systems operations, e.g., IT/network infrastructures
- systems security aspects, e.g., security management
- programming skills, e.g., application development

Knowledge in the field of Information Systems Management is essential to be able to successfully graduate with a master's degree in ISM from TU Berlin. Therefore, please make sure that you have sufficient knowledge in this field, which also needs to be proven by the required number of CP. We expect to see courses on the topics listed in footnote 1 on your transcript. We will not recognize parts of other courses in which you might have coincidentally covered single aspects of ISM.

3 Admission rate of the applicants

In the last admission periods, less than 35% of the applications were able to prove more than one course or more than 5 CP in the study field Information Systems Management, and in total, less than 25% of the applicants were admitted after their applications had been checked for the contents studied during the bachelor's program. Therefore, we would like to ask you to apply only **if you meet all of our subject-specific entry requirements. Please check whether you have taken the required 10 CP in the field Information Systems Management as described above and if you have the documents to prove this. We are not able to offer pre-checks of application documents at any office at TU Berlin or via email!**

4 No conditional admission, no preparatory courses

It is not possible to be conditionally admitted to any master's programs at TU Berlin.³ This means that only those who have a first university degree qualifying for a professional career (e.g. Bachelor) and who also fulfill the requirements laid down in the entry regulations for the master's program in ISM are

³ § 10 Abs. 5 Satz 2 Berliner Hochschulgesetz (BerlHG) i.V.m. § 23 Absatz 3 Nummer 1 Buchstabe a BerlHG.

formally entitled to start a master's program at a university in Berlin. **You need to fulfill all requirements at the time of your application.**

TU Berlin does not offer preparatory courses which the applicant could take to make up for missing qualifications.

5 Options for improving your chances to meet the entry requirements

If you currently do not meet the entry requirements and you are applying from abroad without having any knowledge of German, then check whether you are able to attend further classes and also pass the relevant exams at your former university in order to meet TU Berlin's entry requirements, especially in the field of Information Systems Management. Prospective students with sufficient knowledge of German for admission to regular German-language bachelor programs within Germany are able to apply to a bachelor's program at TU Berlin or another university in Germany. They can try to take missing classes as a bachelor student. Credit points need to be certified by the time you apply. Please contact the admission office of the university, in which you might be interested to inquire about entry requirements. TU Berlin authorities will not support you in finding a university which fills the gap of required courses.

6 Proof of English as an additional entry requirement

In addition to knowledge of the technical side of the program, applicants also have to provide proof of their knowledge of the English language at an intermediate level (at least B2 according to the Common European Framework of Reference for Languages (CEFR)). You can find the list of tests and test scores that we accept here: <https://www.tu.berlin/en/go32396/#c1408825>

7 Policy on international agents

TU Berlin does not have any formal or informal arrangements with any agents or counsellors anywhere in the world for admission to its degree seeking programs.

TU Berlin will not pay anyone commission for sending us a student, nor would we want anyone to charge a student for processing an application to TU Berlin on their behalf. We unequivocally disapprove of (and reserve the right to take legal action against) agents who claim to be operating on our behalf, or to have a 'special relationship' with us, and charge students for an application on the grounds that the student will have a better chance of getting into TU Berlin through them than if the students had applied directly themselves.

There are government-funded organizations which act as impartial providers of free information about education in Germany and may help students with the application process in general terms, for example DAAD – Deutscher Akademischer Austauschdienst (German Academic Exchange Service).

So, do not pay for any agents or agencies. Follow the instructions given from TU Berlin's Office of Student Affairs <https://www.tu.berlin/en/go1622/> and access free information at <https://www.daad.de/en/>.

8 Further notes

Please do not submit or upload these information pages with your application.

If you attach module descriptions from your module manuals with the Suitability Assessment Form, please include only the relevant pages describing the learning outcome and content of the lectures you attended and passed, in the order in which the modules are listed in the form. Do not upload complete handbooks or examination regulations!

HINWEISE ZU DEN ZUGANGSVORAUSSETZUNGEN FÜR DEN MASTERSTUDIENGANG INFORMATION SYSTEMS MANAGEMENT (WIRTSCHAFTSINFORMATIK)

Um eine Zulassung zum Masterstudiengang Information Systems Management (Wirtschaftsinformatik) zu erhalten, müssen zum Zeitpunkt der Bewerbung folgende Zugangsvoraussetzungen erfüllt werden:

- **ein erster berufsqualifizierender Hochschulabschluss in der Fachrichtung Wirtschaftsinformatik oder einem fachlich nahestehenden Studiengang.**
Ein fachlich nahestehender Studiengang ist in der Regel dann gegeben, wenn das vorherige Studium folgende Anteile enthält:
 - min. 15 LP mathematische Grundlagen,
 - min. 20 LP aus dem Bereich der Informatik,
 - min. 10 LP aus dem Bereich der Wirtschaftsinformatik sowie
 - min. 10 LP aus dem Bereich der Wirtschaft.
- **ein Nachweis über Englischkenntnisse auf dem Niveau B2 nach dem Gemeinsamen Europäischen Referenzrahmen für Sprachen (GER),** siehe <https://www.tu.berlin/go32396/#c1408825>.

Über die Gleichwertigkeit und die fachlich-inhaltliche Qualifikation sowie die Anerkennung der nachweisbar erworbenen Englischkenntnisse entscheidet der zuständige Prüfungsausschuss. Füllen Sie hierfür das **Formular zur Feststellung der fachlichen Eignung für den Masterstudiengang Information Systems Management (Wirtschaftsinformatik)** auf den folgenden Seiten aus. Sollten Punkte nicht auf Sie zutreffen, kann das entsprechende Feld frei bleiben. Bitte laden Sie das ausgefüllte Formular zusammen mit den anderen vorzulegenden Unterlagen der Bewerbung hoch. Es erfolgt keine Vorprüfung der Unterlagen!

Weitere Informationen finden Sie auf der Webseite des Masterstudiengangs Information Systems Management (Wirtschaftsinformatik) unter <https://www.tu.berlin/go198487/>.

HINTS TO THE ADMISSION REQUIREMENTS FOR THE MASTER'S DEGREE PROGRAM INFORMATION SYSTEMS MANAGEMENT (WIRTSCHAFTSINFORMATIK)

Applicants for the master's degree program are required to provide proof of the following:

- **A first university degree that qualifies for a profession in the field of Information Systems Management or a similar, related course of study.** A similar or related course of study must include:
 - at least 15 CP in the field of Mathematics,
 - at least 20 CP in the field of Computer Science,
 - at least 10 CP in the field of Information Systems Management as well as
 - at least 10 CP in the field of Economics and Business.
- **English language proficiency corresponding to level B2 according to the Common European Framework of Reference for Languages (CEFR),** see <https://www.tu.berlin/en/go32396/#c1408825>.

The examination board decides on the equivalence and the subject-specific qualifications as well as the approval of acquired language skills. Please complete the **suitability assessment form for entering the Master's degree program Information Systems Management (Wirtschaftsinformatik)** on the following pages. If questions do not apply to you, please do not fill in the corresponding field. Please upload the completed form with all other required documents of the application. There is no preliminary checking procedure! Further information can be found on the website of the Master's program Information Systems Management (Wirtschaftsinformatik) <https://www.tu.berlin/en/go198487/>.

Suitability assessment for entering the master's degree program Information Systems Management (Wirtschaftsinformatik)

If you have not completed your Bachelor degree in Information Systems Management at TU Berlin, please complete this evaluation form with regard to the study fields laid out in § 3 of the current and valid version of the Entry Regulations for master's degree program **Information Systems Management (Wirtschaftsinformatik)** at Faculty IV Electrical Engineering and Computer Science of Technische Universität Berlin.

🚀 *Official version of the Entry Regulations, published in TU-AMBl. No. 22, August 11, 2017 (German)*

To be completed by the applicant

Last name:

First name:

Application number:

Date of birth:

E-Mail:

Proposed start date at TU Berlin:

Country and university where the Bachelor's degree was awarded, e.g. Austria – University of Technology Vienna

Degree and name of the previous bachelor's program, e.g. B.Sc Business Informatics

Stipulated number of credit points (CP) per semester in a fulltime study program at the university attended, e.g. 20 CP

Total number of credit points (CP) in the bachelor's degree program, e.g. 160 CP

Standard period of study of the previous bachelor's degree program (in semesters), e.g. 8 semesters

Type of **proof of language** proficiency and result, e.g. TOEFL iBT 97*

* If no proof of language proficiency is provided by a test such as TOEFL or IELTS, please copy the page on which the language qualification is certified, mark or highlight the information and entitle the sheet with „Instead of a language test certificate“.

Further information can be found on the website of the international Master's program **Information Systems management (Wirtschaftsinformatik)**: 🚀 <https://www.tu.berlin/en/go198487/>

Please print the form virtually (i.e. *Print to PDF*), check the readability of the information and then upload the virtually printed version.

By submitting this form, I confirm that all information provided is true and correct.

Application number:

Please allocate each of your courses to just one study field and choose the one that fits best. The Chair of Examinations will check if your listed courses might also fit into one of the other fields of study.

Please list in this form 5–10 topics for each course and do not refer to attached module manuals. If you attach module descriptions from your module manuals, please only include the relevant pages in the order in which the modules are listed in this form.

Appropriate evidence to the information provided must be attached.

I have successfully attended the following basic courses/modules with non-identical content in the field of **Computer Science**:

To be completed by the applicant			To be completed by the assessment committee	
Title of the course/module and brief description of the content, 5–10 keywords, separated by a semicolon	Received credit points (CP) at the university attended	Course ID number on the transcript	Credit points equivalent at TU Berlin	accepted

Application number:

I have successfully attended the following courses/modules
with non-identical content in the field of **Mathematics**:

To be completed by the applicant		
Title of the course/module and brief description of the content, 5–10 keywords, separated by a semicolon	Received credit points (CP) at the university attended	Course ID number on the transcript

To be completed by the assessment committee	
Credit points equivalent at TU Berlin	accepted

Application number:

I have successfully attended the following courses/modules
with non-identical content in the field of **Information Systems Management:**

To be completed by the applicant		
Title of the course/module and brief description of the content, 5–10 keywords, separated by a semicolon	Received credit points (CP) at the university attended	Course ID number on the transcript

To be completed by the assessment committee	
Credit points equivalent at TU Berlin	accepted

Application number:

I have successfully attended the following courses/modules
with non-identical content in the field of **Economics and Business**:

To be completed by the applicant		
Title of the course/module and brief description of the content, 5–10 keywords, separated by a semicolon	Received credit points (CP) at the university attended	Course ID number on the transcript

To be completed by the assessment committee	
Credit points equivalent at TU Berlin	accepted