



✉ HWR Berlin – MA CEEBS Study Office - Ms Dorothee Braß • Badensche Str. 50-51 • 10825 Berlin - Germany
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Fax: +49 (0)30 / 857 89 – 259

Application form

Master's Course Chinese-European Economics and Business Studies (MA CEEBS)

Winter Term 2 0 _____

1. Personal Details

Surname/Family name

Any previous family name

First/Given name(s)

Title Gender Male Female
Mr / Mrs / Miss / Ms / other (please specify)

Date of birth (D M Y) . . 1 9 Place of birth

Nationality

✉ Address for correspondence

Name of street and no.

Addition (if necessary)
(e.g. c/o D. Smith, App.-No. 0815)

City

State and postcode

Country

☎ Telephone number E-mail

Fax number

2. High School / Secondary School Education

Type of qualification (please tick the applicable box and specify) German qualification _____
 Non-German qualification _____

Date of issue (day month year)



4. Professional or other Experience with Chinese-European related activities (e.g. study terms or internships abroad). Please state kind and duration of your experience

Documentary evidence (e.g. references) must be provided for each period of activity mentioned in the application.

1. Job title/Activity	_____
Principle responsibilities	_____
Name and location of employer/institution	_____
Dates of employment/activity (month / year)	from <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>
2. Job title/Activity	_____
Principle responsibilities	_____
Name and location of employer/institution	_____
Dates of employment/activity (month / year)	from <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>
3. Job title/Activity	_____
Principle responsibilities	_____
Name and location of employer/institution	_____
Dates of employment/activity (month / year)	from <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>

5. Language Proficiencies

Mother tongue/first language	
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4. ENGLISH LANGUAGE SKILLS

If English is not your first language, please tell us about any English language qualifications you hold and enclose a copy of your result slip with your application.

The level of English proficiency should correspond to a TOEFL certificate with a minimum score of 190 points (computer-based) or 68 points (internet-based), IELTS overall band score 6.0 or other equivalent certificates.

	Score	Date obtained
IELTS	Score	
TOEFL	Score	
Any other English language qualification, <i>please indicate</i>	Score	

5. CHINESE AND/OR GERMAN LANGUAGE SKILLS

Please state the level and duration of Chinese and/or German language learning

Institution	Chinese	Duration (hours)	Date obtained	Specifications (HSK level, scores, grades) -							
				Listening		Grammar		Reading		Writing	
					HSK Level		HSK Level		HSK Level		HSK Level
					Score		Score		Score		Score
					Grades		Grades		Grades		Grades
Institution	German	Duration (hours)	Date obtained	Specifications (level, scores, grades) -							
				Listening		Grammar		Reading		Writing	
					Level		Level		Level		Level
					Score		Score		Score		Score
					Grades		Grades		Grades		Grades

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Application deadline

EU Applicants: July 31 of each year	Applications can be submitted from now on until the deadlines [Please, reserve time for VISA application after admission!]
Non-EU Applicants: April 30 of each year	

Please send the application package

(certified photocopies of all official transcripts; copy of your English language proficiency – see list below) to the following addresses:

Please do not send any original documents!

Chinese Students from the People's Republic of China and applicants from Hong Kong, Taiwan and Macau will send applications to both:	All other Students will apply <u>only</u> at:
<p>Southwestern University of Finance and Economics Chengdu, Sichuan (SWUFE)</p> <p>Prof. Dr. Xie Tao – Dean International Education School Chengdu City, Sichuan Province, 55 Guanghua Cun Str. People's Republic of China, 610074</p> <p>and</p> <p>HWR Berlin – Berlin School of Economics and Law MA CEEBS Study Office Ms. Dorothee Braß Badensche Str. 50-51, D-10825 Berlin Germany</p>	<p>HWR Berlin – Berlin School of Economics and Law MA CEEBS Study Office</p> <p>Ms. Dorothee Braß Badensche Str. 50-51, D-10825 Berlin Germany</p>

- **Translation of documents**
Certificates not printed in English must be translated into English. Translations must be officially certified and submitted in the original.
- **Address**
The home address you have provided us with is the address we use in order to contact you. Please make sure you notify us of a change of address as soon as possible. A missed deadline that might emanate from a failure to do so is your responsibility.

NECESSARY DOCUMENTATION

Please make sure your application contains **certified copies** of the following certificates and documents:

1. A recognised international undergraduate degree (Bachelor, Diploma) in Business or Economics. Applicants with a Bachelor in Social Sciences may be admitted if they can demonstrate a solid academic basis in Economics and Business
 2. A degree marked 2.5 or better
 3. Bachelor of 4 years duration (full-time) China or a minimum of 180 ECTS credit points in Europe. Applicants from other countries have to meet the criteria from ANABIN.
 4. TOEFL certificate with a minimum score of 190 points (computer-based) or 68 points (internet-based), or IELTS overall band score 6.0 or other equivalent certificates.
 5. Letter of Motivation with CV:
Please state kind and duration of your Chinese-European related activities (e.g. study terms or internships abroad)
- **Programme Costs**
 - Programme costs are 9,800.00 EUR.
 - 3,200.00 EUR are payable for the 1st term, 3,500.00 EUR for the 2nd term and 1,500.00 EUR for the 3rd term. For the 4th term 1,600.00 EUR are payable: this fee for the last study term includes both the supervision and assessment for the Masters Thesis as well as the successive oral examinations. Expenses for accommodation and subsistence are not included.
 - Students will have to pay the first instalment of 3,200.00 EUR three weeks after admission. The second instalment of 3,500.00 EUR is due with the beginning of term 2, the third instalment of 1,500.00 EUR has to be paid at the end of the 2nd term and the last instalment of 1,600.00 EUR has to be paid at the beginning of the 4th term.
 - Collection and administration of tuition is done by the HWR Berlin. The details for the mode of payment are included in the tuition regulation for the CEEBS Masters Programme. **Bank details will be sent with the admission letter and are part of the training agreement.**
 - **Processing of applications**
 - The HWR Berlin – in close coordination with the SWUFE Chengdu – only processes applications that have been completed accurately and signed. All questions must be answered. The application can only be considered if it is sent in before the closing date and certified copies of all those certificates that are required are attached. The Academic Board will jointly select a list of the prospect students. The decision upon admission will be jointly made by the Academic Board of the Study Programme M.A. Chinese-European Economics and Business Studies (M.A. CEEBS). When a decision is made, the HWR Berlin will write to let you know in due time.
 - Applications that are sent by e-mail or fax will **not** be processed.

No offer: If the decision is not to make an offer, this will be the end of the process. We will inform you about the decision by **e-mail**. Unfortunately, we are not able to keep applications.

Offer: If you receive an offer, details on payment and other regulations will be included in the training agreement. We ask you to **confirm** the admission at short notice and **pay the first instalment of 3,000.00 EUR** to the bank account of the HWR Berlin. Please make sure that the notification of admission can be delivered to the **address** you entered on [page 1](#) of this form. And please make sure that your **e-mail** account is valid during the application process for contacting you in case of further clarification and provision of proofs

DECLARATION – please sign the declaration

- I confirm that the information given on this form is true, complete and accurate.
- If the HWR Berlin has reason to believe that I or any other person have given false information or have omitted any information requested in the instruction or application form or made any misrepresentation, the HWR Berlin will take whatever steps considered necessary to establish the authenticity of my application. I accept that if I do not fully comply with these requirements, the HWR Berlin reserve the right to cancel my application and I shall have no claim against the HWR Berlin.
- I will confirm acceptance of the place on the MA CEEBS at the HWR Berlin in a timely manner and pay first tuition instalment immediately.
- I will notify the admissions office of the MA CEEBS at the HWR Berlin in a due time on any relevant changes.
- Admittance to the programme can in no way be considered a guarantee for obtaining the Master's Degree.
- I understand that the MA CEEBS is composed of participants from many different countries, and many cultural backgrounds. I agree to co-operate with all participants with generosity and tolerance.
- I also understand that acceptance into the MA CEEBS does not obligate the HWR Berlin to provide me with any form of financial support.
- I agree that this application and the accompanying supporting documents will remain with the HWR Berlin, even if I am not accepted into the MA CEEBS. The information I provided above will be stored in electronic form for the sole purpose of the application and admissions procedure at the HWR Berlin.

Signature: _____

Name of applicant: _____

Date and place: _____

CHECK LIST FOR APPLICANTS

Please submit along with your application form:

- Curriculum Vitae
- Motivation letter (please include professional goals and plans specific on Chinese-European aspects)
- University degree
- Transcript / Academic Record of Bachelor curriculum
- Certificate / letter stating your overall average grade if not included in your graduation certificate
- Proof of English proficiency (TOEFL, IELTS or equivalent)
- References from your employer(s) or other institutions (if mentioned in no. 4 of this form)
- Copy of Passport
- Certificate of change of name or marriage certificate (if applicable)
- Residence permit is to be submitted at enrolment (if applicable)