

Application Form

MBA Public Affairs & Leadership



Please send your application to the following address:

Quadriga University of Applied Science Berlin
The President
Prof. Peter Voß
Werderscher Markt 13
10117 Berlin
Germany

Dear Professor Voß,
hereby, I would like to apply for a place at the course MBA Public Affairs & Leadership at Quadriga University of Applied Science Berlin.
With this letter I initially apply to be invited to the assessment day– please find enclosed the required documents.

For your information:

Quadriga University of Applied Science Berlin has a two-stage application procedure.

1. In the first stage, the applicants hand in the required documents which are subsequently evaluated by Quadriga University.
2. In the second stage, suitable candidates will be invited to a personal assessment.

1. Personal Information

Last Name, Given Name

Sex (f/m)

Date of birth

Place of birth

Nationality

Current company

2. Contact Information

Street address

Postal Code/ City

Country

Phone Number home

Phone Number
office

Mobile Phone Number

E-Mail Address

3. University Entrance Qualification

Secondary School /City

Final grade average
(overall)

Year graduated



4. Academic Background

Please fill in all academic degrees you have earned so far.

Institution	Course / Subject Areas	Degree Earned
Name of University	Title/Subjects	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Magister <input type="checkbox"/> Diplom <input type="checkbox"/> State Exam <input type="checkbox"/> Other, that is:
	Standard period of study	
Address	Date of completion (Date of final degree certificate)	Final Grade
	Please select: <input type="checkbox"/> Full-time course <input type="checkbox"/> Part-time course	Credit points ¹

Institution	Course / Subject Areas	Degree obtained
Name of University	Title/Subjects	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Magister <input type="checkbox"/> Diplom <input type="checkbox"/> State Exam <input type="checkbox"/> Other, that is:
	Standard period of study	
Address	Date of completion (Date of final degree certificate)	Final Grade
	Please select: <input type="checkbox"/> Full-time course <input type="checkbox"/> Part-time course	Credit points ¹

Feel free to use an additional piece of paper or make a copy of the present page if you have more than two academic degrees. Degrees obtained abroad must be accompanied by a certificate of equivalence, indicating the credit points obtained (ECTS) – unless they are Bachelor or Master degrees, in which case indicate on the final degree certificate the points obtained.

¹ Please find more detailed information on credit points on the following page



What are credit points?

The European Credit Transfer and Accumulation System (ECTS) aims at creating a solid platform for comparing students' performance across Europe, using the workload as a benchmark. The evaluation of the workload includes not only lectures, seminars and workshops, i.e. face-to-face-teaching, but also exams, set coursework, preparation and in-depth study. The workload is calculated using so-called credit points. An ECTS credit point is worth 30 hours of study-related work.

Therefore, credit points refer to the amount of work spent on average on the degree course, irrespective of the grades obtained. The amount of credit points allocated to a degree course is stipulated in the examination regulations. The successful completion

of the degree reflects the workload involved.

A typical Bachelor degree involves 180 credit points – the workload therefore amounts to 5,400 hours. There are several universities where bachelor courses require the acquisition of 240 credit points. A Magister (pre-Bologna German Master degrees) or Diplom degree equals 240 credit points. Successful completion of a Master degree amounts to 300 credit points (Bachelor and Master degree together).

If you are uncertain whether your previous academic achievements will be recognized, please contact the institution where you studied. The academic advisors at Quadriga University of Applied Science will be happy to assist you with any questions you may have.

In order to study at Quadriga University of Applied Science you must have acquired a minimum of 240 credit points in your previous degree courses. If you are unable to provide the required credit points, relevant professional experience can serve as a substitute for part of the required academic credits.

Please select what is relevant for you:

- I have successfully completed a Magister, Diplom or Master Degree (or a comparable university degree), thereby acquiring overall a minimum of 240 credit points (ECTS/credits).
- I have successfully completed a Bachelor Degree and acquired 240 credit points (ECTS/credits).
- I have successfully completed a university degree (e.g., Bachelor), acquiring less than 240 credit points (ECTS/credits) in the process (a Bachelor degree usually equals 180 credit points).

In this case your relevant professional experience may – upon request - be awarded up to 60 extra credit points. In this case please fill out the "application for accreditation of professional experience" and enclose it with your application dossier.



5. Professional Experience

You require at least three years of relevant professional experience to be able to apply for a program of study at Quadriga University of Applied Science. A minimum of two years must have been completed after your first academic degree. These three years must be completed at the latest by the application deadline for the program. Do not forget to enclose professional references to demonstrate the required professional experience.

It does not matter whether you maintained the same job for the whole of three years or whether you changed your job.

What does “relevant” mean?

The demonstrated professional experience must be relevant. That means you must have worked for at least three years in communications or journalism, particularly in corporate communications or with relevant service providers (e.g. PR agencies). Examples include work in public relations/press and media relations, internal communication, public affairs and so forth. You dealt professionally with information and communication.

Professional activities that do not comply with this criterion and are therefore not relevant cannot be credited and do not have to be included here. Internships do not count and do not have to be indicated.

Please fill in all relevant positions you have held so far or which you will have held by the start of the course.

Company (Name / Address)	Title of position held	Position held Start and End Date	Duration in months ²

Overall relevant professional experience

Should you need more space to list your professional experience, please use an additional piece of paper.

² Please indicate the duration of your respective position in full-time months. Please convert part-time jobs into full-time months. For example: you have worked for six months in a part-time position, converted into full-time months (40h/week) these 6 months equal 3 months.



By signing the form, I declare that all personal statements provided in this application are true. I am fully aware of the fact that any false statement may result in being excluded from the application process or in being immediately expelled.

I consent (until further notice) to Quadriga University of Applied Science Berlin contacting me via mail, telephone or e-mail and sending me information and brochures.

The applications will be stored for the whole duration of the application process and, if successful, for the duration of your studies at Quadriga University of Applied Science Berlin.

Place, Date

Signature

Application deadline

Closing date for the application for a Master degree (academic year 2018) is April 30, 2018 (date as per postmark). Applications handed in at a later stage will not be considered.

Quadriga University of Applied Sciences Berlin's examination board will decide on the basis of your application dossier whether you are suited for a degree course at our University. In case of a rejection you will receive a corresponding letter.

The study program begins June 2018.