

# Conditional Admission to the Master

## “International Economics and Management”

The Faculty for Business Administration and Economics offers international students opportunities to obtain the missing ECTS-credits required for successful admission into the master program ‘International Economics and Management’. Students who do not meet all of the content requirements and are missing not more than 30 ECTS can obtain the missing ECTS-credits within a conditional admission into the master program.

- The official admission letter lists the requirements yet to be completed. It specifies the number of missing ECTS-credits, as well as the areas into which these ECTS-credits fall.
- This document provides an overview of the actions necessary to complete these requirements.

### Content

Meeting for information and planning of the conditional phase.....	2
General information to the conditional enrollment .....	2
Course program for the conditional phase .....	2
Regular bachelor courses .....	3
Reading courses.....	3
BA thesis in the conditional phase .....	3
Enrollment in master courses during Conditional Master phase.....	4
The Faculty of Business Administration and Economics .....	5

## Meeting for information and planning of the conditional phase

At the beginning of each semester, there is a *Meeting for Information and Planning* for students with a conditional Master admission. Please attend this meeting in order to get the necessary information on the conditional Master procedure. You will be invited via e-mail to this meeting. During this meeting you can also arrange an individual time slot for individual discussion and planning of your conditional period.

## General information to the conditional enrollment

It lies in your own responsibility to complete all the requirements within the conditional Master phase. The missing ECTS-credits must be taken at Bachelor level. You can also take Master modules in parallel during the conditional phase. However, during the conditional phase a maximum of 60 ECTS can be acquired in the Master Program; further ECTS can only be taken after completion of the conditional phase.

Once you are enrolled, additional instruction and information will be made available online at the PANDA site. It is therefore important that you register for the course "*Conditional Master IEM*" in PANDA (<https://panda.uni-paderborn.de>). Log in with your IMT account, search for the course "*Conditional Master IEM*" and sign in into this course.

## Course program for the conditional phase

The process of course selection and completion during the conditional phase is as follows:

1. Join the *Meeting for Information and Planning of the Conditional Master*.
2. Meet Ms. Lisa Krömer ([lisa.kroemer@uni-paderborn.de](mailto:lisa.kroemer@uni-paderborn.de)) in office Q4.334 for an individual discussion if necessary.
3. Individual discussion is offered - during the individual discussion, a course program for the Bachelor level credits will be elaborated. It can contain regular courses, reading courses and/or a bachelor thesis.
4. For the regular courses: register via PAUL, attend the classes and the examination.
5. For the reading courses: register via Ms. Krömer ([msc-iem@campus.uni-paderborn.de](mailto:msc-iem@campus.uni-paderborn.de) or office); after that go to the respective professors in charge of your chosen reading courses as soon as possible (preferably during their office hours) and make a binding appointment for your exam(s).
6. For the thesis: follow the BA thesis procedure to get allocated to a thesis supervisor. Participate in the course to *Academic Writing for International Students*. The thesis must be officially registered and submitted within the allowed processing time.
7. You have successfully completed the exams and passed all missing credits at Bachelor level? Then you automatically change to the unconditional status of the Master and can continue your studies.

Sometimes you have the possibility to choose between alternative regular/reading courses. You may check which courses are offered from the module catalogue and the following list. You can find detailed information to the regular and reading courses offered on the online platform "*PANDA*".

## Regular bachelor courses

The faculty offers a few English taught courses in the fields of Economics and Quantitative Methods on Bachelor level. The course list for the specific semester will be presented in the *Meeting for Information and Planning of the Conditional Master*. If you are not sure, if the chosen regular courses meet the missing requirements, get in contact with Ms. Krömer. Please make sure that you register for the chosen regular courses via PAUL during the registration period!

If the range of regular courses is not sufficient to cover your missing ECTS, the department also offers reading courses. These courses can only be selected, if you cannot make up your missing ECTS with regular courses.

## Reading courses

Since the field of Quantitative Methods is inadequately covered by regular English-taught courses, the Department offers additional Reading Courses in this field. You have to register for these courses also via PAUL. For detailed information on the course content and schedule, please contact the respective course coordinator.

List of reading courses available for conditional Master students:

Modulnumber	Modulname	ECTS	Field	Modulkoordinator
M.184.2454	Mathematics for Economists	5 ECTS	Mathematics	Claus-Jochen Haake
M.184.2457	Methods of Microeconomics	5 ECTS	Mathematics	Burkhard Hehenkamp
M.184.2455	Introduction to Econometrics	5 ECTS	Statistics	Yuanhua Feng
M.184.2456	Introduction to Probability and Mathematical Statistics I	5 ECTS	Statistics	Hendrik Schmitz
M.184.2458	Introduction to Probability and Mathematical Statistics II	5 ECTS	Statistics	Hendrik Schmitz

Please note that you can only select “Methods of Microeconomics” only in combination with “Mathematics for Economists” in the field of Mathematics. Thus, you can select it only when you need to make up more than 5 ECTS in this field. Otherwise, you have to select “Mathematics for Economists”.

Further you can only select “Introduction to Probability and Mathematical Statistics II” only when you need to make up more than 20 ECTS in the field of Quantitative Methods and have selected already all other four Reading Courses.

## BA thesis in the conditional phase

For students who need to write a BA thesis the procedure is as follows:

If you are required to complete a BA thesis, you must apply for a supervisor through the [central thesis allocation procedure](#).

1. In order to participate in the central allocation process, you are required to fill out the form within the predefined appropriate system within the application phase.

The online application phase for the summer semester is in January/February and the application phase for the winter semester is July/August. Therefore, you can start your Bachelor thesis in your 2<sup>nd</sup> semester at the earliest.

2. Once you have been notified about the allocated supervisor, please get in touch with him/her as soon as possible to fix your topic.
3. Each semester the faculty organizes an online course on Academic Writing for International Students. Participate in this course to get a deeper understanding of scientific writing techniques. Register in PANDA (<https://panda.uni-paderborn.de>) and enroll in the course "Z.EXT.00093 Academic Writing for International Students" ([Kurs: Z.EXT.00093 Academic Writing for International Students \(uni-paderborn.de\)](#)).
4. Officially register for the thesis:
  - a. Request the respective form via PAUL (study > exam information > applications).
  - b. Once the request has been processed and the document has been created in PAUL (study > exam information > applications > documents) you can print out the form.
  - c. Sign the form and request signature from the supervisor.
  - d. Submit the form to the "Prüfungssekretariat" (C2.213).
5. Write the thesis.
6. Submit the thesis to the "Prüfungssekretariat" (C2.213) or the Service Center (B0.140). Take care of deadlines. Make sure to submit the thesis within the current semester.

## Enrollment in master courses during Conditional Master phase

During your conditional Master phase, you can take up to 60 ECTS in the Master. These ECTS are already completely credited to your Master's program. Further ECTS at Master level can only be taken when all Bachelor level credits have been completed and you thus change from the conditional to the unconditional Master.

The module registration period at the Faculty of Business Administration and Economics is divided into two phases. The first registration phase, which occurs before the semester officially starts, provides a basis for your module selection. Students can then adjust their module selection, if necessary, during the second registration phase, which takes place once the semester has officially began.

The exact dates of the registration phases are available online (<http://www.uni-paderborn.de/en/studium/paul-info/fristen-und-termine/>).

Select and apply for master modules as follows:

1. Select master courses from the module catalogue ([Fakultät für Wirtschaftswissenschaften - The module catalogue \(Universität Paderborn\) \(uni-paderborn.de\)](#)). If you are looking for courses in English, choose from "Courses in English available for exchange students". Master courses start with „M.184.4...“.
2. Register your modules in PAUL (<https://paul.uni-paderborn.de/>). You can register in summary a maximum of 45 ECTS-credits. If you register for more than 45 ECTS-credits the last course registered for will be automatically cancelled.  
*Important:* Early registration is recommended, i.e. during the first registration phase! A revision of your module selection is possible during the second registration phase. However, it is important to note that registration for modules, in which spots are limited, such as seminars, will be difficult at this point.  
(If you register for a restricted module you can check the admission on the website of the faculty (<http://wiwi.uni-paderborn.de/studium/>)).
3. Detailed information to the registration procedure is available [here](#).

De-registration from an exam is always possible during the registration and revision phase. After the revision phase de-registration is only possible up to one week before the first examination (*Study > Exam Information > My exams*).

The [module catalogue](#) provides an overview of all courses offered in English, as well as German for the respective semester. Please choose the category 'Master of Science International Economics and Management'.

## The Faculty of Business Administration and Economics

The Faculty of Business Administration and Economics comprises of six departments which encompass several chairs. An overview of departments and chairs as well as further information is provided on the faculty website <https://wiwi.uni-paderborn.de/en/departments/>.

### Department 1 - Management

Prof. Dr. Böhm	Business Administration, esp. Marketing
Prof. Dr. Fahr	Corporate Governance
Prof. Dr. Frick	Organizations-, Media- and Sport Economics
Prof. Dr. Kabst	International Business
Jun.-Prof. Hubner-Benz	International Management
Prof. Dr. Schnedler	Managerial Economics
Prof. Dr. Schneider	Human Resource Management
Prof. Dr. Steinhoff	Business Administration, esp. Marketing
Prof. Dr. Thommes	Organizational Behavior

### Department 2 – Taxation, Accounting and Finance

Prof. Dr. Betz	Production Management & Controlling
Prof. Dr. Ebert	External Accountancy
Prof. Dr. Kosi	Financial Accounting and Auditing
Prof. Dr. J. Müller	Company Taxation and Tax Teachings
Jun.-Prof. Ortmann, Ph.D.	International Business Taxation
Prof. Dr. Reimsbach	Reporting, Governance and Sustainability
Prof. Dr. Sievers	International Accounting
Prof. Dr. Dr. h.c. Sureth-Sloane	Tax Management
Prof. Dr. Uhde	Financing & Investment

### Department 3 – Business Information Systems

Prof. Dr. Beverungen	Operational Information Systems
Jun.-Prof. Dr. Mirbabaie	Information Systems and Digital Society
Prof. Dr. Kundisch	Digital Marketing
Prof. Dr. O. Müller	Data Analytics
Prof. Dr. Schryen	Operations Research
Prof. Dr. Trang	Information Systems, esp. Sustainability
Prof. Dr. Trier	Social Computing

### Department 4 – Economics

Prof. Dr. Feng	Econometrics & Quantitative Methods
Prof. Dr. Gries	Macro-Theory & International Growth and Business Cycle Theory
Prof. Dr. Haake	Economics, particularly Microeconomics
Prof. Dr. Hehenkamp	Institutional Economics and Economic Policy
Prof. Dr. Jungblut	Economics
Prof. Dr. Kesternich	Economics, esp. Sustainability

Prof. Dr. Schmitz

Statistics und Quantitative Methods of  
Empirical Economic Research

**Department 5 – Business Education**

Prof. Dr. Beutner  
Prof. Dr. Ertl  
Prof. Dr. Jenert  
Prof. Dr. Kremer  
Prof. Dr. Sloane

Business Education and Evaluation Research  
Berufsbildungsforschung  
Hochschuldidaktik und -entwicklung  
Business- and Vocational Education  
Business- and Social Education

**Department 6 – Commercial Law**

Prof. Dr. Krimphove  
  
Prof. Dr. Müller

Commercial Law & European Commercial Law,  
Jean Monnet Chair  
Commercial Law

Contact and Responsibilities

*Course selection &  
Planning of the conditional phase*

**Ms. Lisa Krömer**  
Room: Q4.334  
E-Mail: [lisa.kroemer@upb.de](mailto:lisa.kroemer@upb.de)  
Tel.: +49(0)5251 60-4507  
Office Hour: Thursday, 13:00-15:00h  
(Please make an appointment via email)

*Questions regarding the content of  
regular courses*

**Module Coordinator/ Assistant**  
see Module Catalogue, “information”



**Modulhandbuch (Module manual)**

**M.184.2414 Economics of European Integration**

*(Economics of European Integration)*

Koordinator <i>(coordinator)</i> :	Prof. Dr. Stefan Jungblut
Ansprechpartner <i>(contact)</i> :	Prof. Dr. Stefan Jungblut ( <a href="mailto:stefan.jungblut[at]upb.de">stefan.jungblut[at]</a> )
Credits:	5 ECTS
Workload:	150 Std. (h)
Semesterturnus <i>(semester cycle)</i> :	WS
Studiensemester <i>(study semester)</i> :	3-6
Dauer in Semestern <i>(duration in semesters)</i> :	1

*Issues concerning course  
(de)registration*

**Studienbüro**  
Room: Q0.216  
E-Mail: [studium@wiwi.upb.de](mailto:studium@wiwi.upb.de)  
Tel.: +49(0)5251 60-4284 / +49(0)5251  
60-5356  
Office Hours: ([see website](#))

*Registration of BA theses &  
deregistration of exams*

**Prüfungssekretariat**  
Wirtschaftswissenschaften Bachelor  
Juri Andreas  
Room: C2.213  
Tel.: +49(0)5251 60-3694  
(Office Hours: Tuesday-Thursday, 9:30-11:30h)