



LEAFLET FOR INTERNATIONAL STUDENTS

IB – International Baccalaureate

Cornelia Dienlin, Admissions Manager
EBS Business School
Rheingastr. 1
65375 Oestrich-Winkel
Telefon: +49 611 7102 1566
Cornelia.dienlin@ebs.edu

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EBS  Business School

If you want to apply to a German institution of higher education (**no matter if to a public or private university**) as a first-year student, a higher education entrance qualification will be required. **This means that before being admitted to take a course of academic studies in your chosen discipline, you must prove that your school leaving certificate or secondary education qualification is equivalent to the German “Abitur”.**

Do you have an adequate qualification?

Your qualification is evaluated according to the standards of the Ministry of Education and Cultural Affairs in the respective German federal state. Following the evaluation, your qualification may be considered equivalent or only conditionally comparable. You can check whether your qualification is equivalent or only comparable with the help of the tools provided at <http://anabin.kmk.org>. The information here is binding.

Government offices:

- **For applicants with German citizenship who are resident abroad**
Zeugnisankennungsstelle bei der Bezirksregierung Düsseldorf, Postfach 30 08 65, 40408 Düsseldorf (Phone +49 211 75 0)
- **For applicants with German citizenship who are resident in the Federal States (Bundesländer) of Germany other than Hessen**
Kultusministerium (Ministry of Education and Cultural Affairs) and its authorized federal body in the Federal State in which the certificate holder is resident
- **For applicants who have a foreign citizenship or live abroad**
In order to verify whether the educational credentials will be accepted, the following records have to be sent **on paper by post** to EBS Business School, Admissions Bachelor, Rheingaustraße 1, 65375 Oestrich-Winkel, Germany:
 - Notarized copies of the educational credentials¹
 - Last German/foreign school report before entering the IB course
 - Notarized copy of identity card or passport
 - Curriculum vitae in table form (containing details about your previous education)
 - All reports (Transcripts of Records) detailing the IB course (list of the attended subjects and grades including the levels for each term from the start)
 - Power of attorney if you are a minor or if your parents apply on your behalf
 - Accompanying letter that you are interested in studying at the EBS Business School

In all cases it is up to the Ministry to decide if you fulfil the requirements!

¹ Official certifications must always contain an original official stamp and an original signature of the issuing authority. A copy or scan of your officially certified documentation will not be sufficient. **Outside Germany**, the following institutions may certify copies of your documents: a) German embassies and b) The authorities and notaries authorised to perform official certifications in your home country. **In Germany**, every public department bearing an official stamp, is authorised to issue official certifications: municipal departments, rectories, districts and administrative authorities – such as local mayoral offices and local representatives, city administrations, public offices, town halls and district administrations as well as courts and notaries.

Additional information: Translators may not certify any documents in the original language – rather only the translations they have personally produced. Public departments in Germany are permitted to certify foreign language documents, but they are *not obliged to*. If you are unable to find a public department in Germany to certify your documents, you should contact the embassy of your country of origin. **Exception: IB diploma and original documents in English do not need to be translated.**

Please note that the admissions team from EBS will only check the documents for completeness which will then be forwarded to the “Hessisches Kultusministerium” in order to receive final approval.

If your qualification is not approved, the recognition could be achieved by:

- **Taking the assessment test (“Feststellungsprüfung” (FSP))** at the Studienkolleg at a German university. This assessment test is usually taken after 2 semesters (one year). You will also be required to take a language proficiency test. The “Feststellungsprüfung” certificate entitles you to study the subjects that correspond to the core subject area you attended anywhere in Germany. If you already have an adequate knowledge of German (level B1), you can take the FSP at Internationales Studienzentrum/Studienkolleg Frankfurt, <http://www.uni-frankfurt.de/38294330/FSP>. At the Cologne Business School the courses and exams are held in English, German is no prerequisite. You can inform yourself at <https://cbs.de/en/internationality/international-students/prep4university/>
- Recognition as a subject-specific qualification for entry to higher education is also possible in the form of a successfully completed one-year higher education course in a country whose school leaving certificates give access to higher education in Germany either directly or after a successfully completed one-year course of study. This is to be decided by the German ministries.
- **Proof of a successful finished study program** under §54, Abs. 3 Satz 1 Hessisches Hochschulgesetz).

We strongly recommend you to get in touch with the corresponding authority in Germany as soon as possible in order to make sure that your school leaving certificate will be recognized.

Normally, all applicants from abroad are required to prove their German language skills if they want to study in Germany. As all of our lectures at the Business School are held in English, you do not need this proof. Nevertheless, for the daily life it is important to know some German. Therefore, all our international students have the possibility to attend German classes at the beginning of their study at EBS. To register you for the appropriate German course at EBS, it is very helpful if you could present one of the standardized official German language tests.

Please note:

The above information as well as the corresponding requirements for the respective school leaving qualification (IB Diploma, A-Levels, High School Diploma etc.) do not pertain to the specific requirements set by private universities such as EBS.

You can be accepted at EBS as well as sign the contract while saving yourself a place at EBS. However it is your responsibility to ensure that you are eligible to study in Germany. A passed entrance examination at EBS does not replace the University Entrance Qualification!

You can always apply to EBS no matter if you have already finished school or if you are going to finish your secondary school education in the next time.

International Baccalaureate Diploma (IB)/ Diplome du Baccalauréat International IB Diploma (IB)

Extract from “Beschluss der Kultusministerkonferenz vom 10.03.1986 i.d.F. vom 08.06.2018“.

If an IB, awarded in accordance with the regulations of the International Baccalaureate Organisation/Office, is to be accepted as higher education entrance qualification for a German university, the following requirements have to be fulfilled:

- The attendance of at least **12 years of full-time schooling in ascending order** has to be documented.
- Amongst the **six examination subjects of the IB**, there have to be the following subjects (named in accordance with the IB terminology):
 - two languages at level A or B (at least one of them a continuous foreign language as ‘Language A’² or ‘Language B HL’³)
 - a science subject (Biology, Chemistry, Physics)
 - mathematics (Mathematical Methods⁴ or Mathematics HL or Further Mathematics in combination with Mathematics HL)
 - a humanities subject (History, Geography, Economics, Psychology, Philosophy, Social Anthropology, Business and Management, Global Politics)
 - the sixth subject could be – besides the above mentioned – Art/Design⁵, Music, Theatre Arts⁶, Film, Literature and Performance, a further foreign modern language, Latin, Classical Greek, General Chemistry, Applied Chemistry, Environmental Systems⁷, Computer Science, Design Technology, World Religions, Sports Exercise and Health Science
- Out of the six examination subjects, three have to be completed on the higher level. Amongst these have to be **mathematics or a science subject**.
- All subjects must have been taken continuously until the end of the educational module.
- The required six examination subjects must be awarded at least the IB-Grade 4 (satisfactory). If the grade IB 3 is received in only one subject, it can be compensated for by achieving a grade of at least IB 5 and a total of at least 24 points in another subject of equal or greater difficulty.
- German certificate holders who have chosen German (i.e. their native language) as one of the required languages should have taken it also as language A. In any case, German certificate holders must provide proof in a second foreign language in addition to the required continuous foreign language as “Language A” (A1 or A2).

You will find the complete requirements in English on the website of the IB organization <https://ibo.org/en/university-admission/recognition-of-the-ib-diploma-by-countries-and-universities/country-recognition-statements>

² Since exam 2013 Language A: Language and Literature or Language A: Literature
For pupils who are unable to attend classes in their mother tongue, a corresponding school supported self-taught course can be recognized as Language A: Literature SL

³ Effective from exam 2013

⁴ Since exam 2006 called Mathematics SL

⁵ Since May 2000 called Visual Arts

⁶ Since exam 2009 called Theatre

⁷ Since exam 2010 called Environmental Systems and Societies



**KULTUSMINISTER
KONFERENZ**

**Vereinbarung über die Anerkennung des
„International Baccalaureate Diploma/
Diplôme du Baccalauréat International“**

(Beschluss der Kultusministerkonferenz vom 10.03.1986 i.d.F. vom 08.06.2018)

1. Ein nach den Bestimmungen der/des "International Baccalaureate Organisation/Office du Baccalauréat International" erworbenes "International Baccalaureate Diploma/Diplôme du Baccalauréat International" wird als Hochschulzugangsbefähigung anerkannt, wenn es nach einem Besuch von mindestens zwölf aufsteigenden Jahrgangsstufen an Schulen mit Vollzeitunterricht erworben worden ist und die nachstehenden Bedingungen erfüllt sind:
 - a) Unter den sechs Prüfungsfächern des "International Baccalaureate Diploma/Diplôme du Baccalauréat International" (IB) müssen folgende nach der Terminologie des IB bezeichnete Fächer sein:
 - zwei Sprachen auf dem Niveau A oder B (davon mindestens eine fortgesetzte Fremdsprache als "Language A"¹ oder „Language B HL“²),
 - ein naturwissenschaftliches Fach (Biology, Chemistry, Physics),
 - Mathematik (Mathematical Methods³ oder Mathematics HL oder Further Mathematics in Verbindung mit Mathematics HL),
 - ein gesellschaftswissenschaftliches Fach (History, Geography, Economics, Psychology, Philosophy, Social Anthropology, Business and Management, Global Politics).

Das sechste verbindliche Fach kann außer den genannten Fächern eines der nachfolgenden nach der Terminologie des IB bezeichneten Fächer sein:

- Art/Design⁴, Music, Theatre Arts⁵; Film, Literature and Performance, eine weitere moderne Fremdsprache, Latin, Classical Greek, Gen-

¹ Ab Prüfung 2013 Language A: Language and Literature oder Language A: Literature.

Für Schülerinnen und Schüler, die an ihrer Schule keinen Unterricht in ihrer Muttersprache erhalten können, kann ein entsprechender School supported self-taught-Kurs als Language A: Literature SL anerkannt werden.

² Gilt ab Prüfung 2013.

³ Heißt ab Prüfung 2006 Mathematics SL.

⁴ Heißt seit Mai 2000 Visual Arts.

⁵ Heißt ab Prüfung 2009 Theatre.

eral Chemistry, Applied Chemistry, Environmental Systems⁶, Computer Science, Design Technology, World Religions, Sports exercise and health science.

- b) Unter den drei im Rahmen des "International Baccalaureate Diploma/Diplôme du Baccalauréat International" auf dem „Higher Level“ nachzuweisenden Fächern muss entweder Mathematik oder ein naturwissenschaftliches Fach, d. h. Biology, Chemistry oder Physics, sein.
- c) Alle Fächer müssen im „IB-Diploma Programme“ durchgängig, d. h. zweijährig aufsteigend, belegt worden sein.
- d) Die geforderten sechs Fächer müssen mindestens mit der IB-Note 4 benotet sein⁷.
Sofern in nur einem Fach die IB-Note 3 vorliegt, kann diese ausgeglichen werden, wenn in einem weiteren Fach auf mindestens demselben Anspruchsniveau mindestens die IB-Note 5 und insgesamt mindestens 24 Punkte erzielt worden sind.
- e) Deutsche Zeugnisinhaber, die an einer Schule im Ausland mit IB-Programm Deutsch nicht betreiben, müssen vor Aufnahme eines Studiums in Deutschland hinreichende Deutschkenntnisse nachweisen; das Nähere wird durch landesrechtliche Bestimmungen geregelt.
2. Sofern die Bedingungen gemäß Ziffer 1 nicht erfüllt sind, ist zur Anerkennung als Hochschulzugangsqualifikation das erfolgreiche Ablegen einer zusätzlichen Prüfung gemäß der "Rahmenordnung für den Hochschulzugang mit ausländischen Bildungsnachweisen, für die Ausbildung an den Studienkollegs und für die Feststellungsprüfung" (Beschluss der Kultusministerkonferenz vom 15.04.1994 in der jeweils geltenden Fassung) erforderlich. Die Anerkennung als fachgebundene Hochschulzugangsqualifikation wird auch möglich durch ein er-

⁶ Heißt ab Prüfung 2010 Environmental Systems and Societies.

⁷ (IB-Nichtbestehensnoten: 1 = very poor/très faible
2 = poor/faible
3 = mediocre/médiocre
IB-Bestehensnoten: 4 = satisfactory/satisfaisant
5 = good/bon
6 = very good/très bon
7 = excellent/excellent)

folgreiches Hochschulstudium von einem Jahr in einem Land, dessen Reifezeugnisse in Deutschland den Hochschulzugang direkt oder nach einem einjährigen erfolgreichen Studium eröffnen.

3. Die Durchschnittsnote für ein "International Baccalaureate Diploma/Diplome du Baccalauréat International" wird in dem Land berechnet, in dem das Zeugnis bewertet wird. Dabei wird das Verfahren gemäß der "Vereinbarung über die Festsetzung der Gesamtnote bei ausländischen Hochschulzugangsberechtigungen" (Beschluss der Kultusministerkonferenz vom 15.03.1991 in der jeweils geltenden Fassung) mit der nachstehenden, auf das IB bezogenen spezifischen Regelung zugrundegelegt.

Bei der Berechnung der Durchschnittsnote (N) wird von der im "International Baccalaureate Diploma/Diplome du Baccalauréat International" ausgewiesenen Gesamtpunktzahl (P) sowie von 42 Punkten als maximaler Punktzahl (Pmax) und von 24 Punkten als minimaler Punktzahl (Pmin) ausgegangen; dabei werden die ggf. erreichten Zusatzpunkte mitberücksichtigt, Gesamtpunktzahlen zwischen 42 (Pmax) und 45 Punkten (höchstmögliche Punktzahl des IB zuzüglich der maximal erreichbaren 3 Zusatzpunkte) werden der deutschen Durchschnittsnote 1,0 gleichgesetzt.

Die Umrechnung erfolgt nach folgender Formel:

N	=	$1 + 3 \frac{P_{\max} - P}{P_{\max} - P_{\min}}$
mit		
N	=	gesuchte Note (Durchschnittsnote)
P	=	im Zeugnis ausgewiesene Gesamtpunktzahl
Pmax	=	42 Punkte (IB-Gesamtpunktzahl ohne Zusatzpunkte)
Pmin	=	24 Punkte (unterer Eckwert)
N	=	1,0 (für $42 \leq P \leq 45$)

4. Die IBO unterrichtet die Kultusministerkonferenz kontinuierlich über eventuelle Änderungen der Abschlussprüfung (Anforderungen, Inhalte, Organisation) und gibt der deutschen Schulaufsicht Gelegenheit, Einblick in die Arbeit der Schulen zu nehmen. Bei Beratungsbedarf oder auf Wunsch eines Landes prüft der Beirat für die Zentralstelle für ausländisches Bildungswesen (ZAB), ob die Voraussetzungen für die Anerkennung des IB noch gegeben sind.
5. Dieser Beschluss tritt am Tage der Verabschiedung durch die Kultusministerkonferenz in Kraft.



Hessisches Kultusministerium
Ministry of educational and cultural affairs

The following documents must be attached to your application for the recognition of the equivalence of your Internationalen Baccalaureat (IB) as university entrance qualification in Germany:

- Registration card of your residence of where you are living in the federal state of Hesse
- The last German/foreign* school report before entering the IB course
- CV, containing details about your previous education
- IB Diploma (or provisional IBO certificate - transcript - about the expected degree)
- All reports (Transcript of records) about the IB courses (list of the attended subjects and grades including the levels for each term since the beginning of your IB courses.)
- Power of attorney if your a minor or if your parents apply in your behalf

Important: The documents remain within the governmental records, therefore, please, do not send originals of the documents, instead submit certified copies.

*** Foreign certificates must include a translation from an officially sworn translator registered in Germany (excepted from this is the IB Diploma or school reports / degree certificates issued in English)**

Please note that a fee is charged (separate notification). Currently, the fee is 70€.