

Date received	Admission open

Application for the Master's programme Master of Science in Business Administration – Major in Tourism

Closing date 15 May 2010

Please note that your application can be processed only if the form has been completed truthfully and in full. All information asked for in items 4 to 7 must be documented with references, certificates and confirmation letters (enclose copies, not original documents). Please number your enclosures and enter the number in the last column of items 4 to 7.

1. Data protection provisions

Lucerne University of Applied Sciences and Arts processes student data as required for its administrative work and to ensure smooth management of its programmes. This makes it necessary to pass on data the Lucerne Central and University Library requires for setting up a user account, which students can use to borrow materials from all major university libraries in Switzerland.

2. General information

Year in which you wish to enrol: Autumn of

3. Admission requirements

Master of Science in Business Administration – Major in Tourism:

- A 3-years Bachelor's degree involving 180 ECTS credits of coursework, or an equivalent university degree.
- *Students are expected to have a basic understanding of business and economics.*
Graduates with a Bachelor's degree or a degree from a university of applied sciences who do not have a background in business or economics must show proof of the following before being admitted:
 - 6 credits from the Business Administration or Service Management module.
 - 6 credits from the Economics or Economic Geography module.
- *Students are expected to have a basic understanding of the tourism industry.*
Graduates with a Bachelor's degree or a degree from a university of applied sciences with no background in tourism must show proof of the following before being admitted:
 - 6 credits from a course in tourism basics (with a business or economic focus).

Candidates who have not completed their Bachelor's studies at the time of the application can submit missing documents up to the start of the programme, whereby their **application will be given a provisional status.**

4. Personal details

..... Surname(s)	 First name(s)	
..... Street no. Post code / place of residence Canton; country other than Switzerland	
..... Home phone Mobile phone E-mail address	
..... Date of birth (day/month/year) Marital status Mother tongue(s)	
..... Town of origin Nationality AHV-Nummer (Swiss applicants only)	

.....
Passport Number

Non-Swiss applicants: Please enclose a copy of your passport.

Please enclose a separate sheet (A4, typed) describing your

- personal characteristics, preferences, strengths and weaknesses
- reasons for applying to the Master's programme
- expectations on the programme
- professional goals.

5. Education and professional background

Training	School / town	Period from - to	Title of diploma or degree	Final grade	Enclosure no.
Commercial (high) school					
Trade school					
Business school					
Other form of professional development					
Commercial Matura*/ High school					
while in training					
while working					
full-time					
Other form of commercial Matura*					
while in training					
while working					
full-time					
Academic Matura*					
Teacher training programme (university)					
Vocational school					
University degree (Bachelor's level)					
while working					
full-time					
Other form of vocational training					

* Matura = school leaving examination

9. Administrative items

Previous enrolment at a university of applied sciences / university

Name and place:

Please enter your matriculation no _____ / enclose proof that you are no longer enrolled.

Have you applied to another university of applied sciences / university?

Yes which:

No

How did you hear about the Lucerne School of Business?

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Training institute | <input type="checkbox"/> Newspaper/advertisement | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Website | <input type="checkbox"/> Career counselling | |
| <input type="checkbox"/> Information event | <input type="checkbox"/> Acquaintances | |

10. Enclosures

- Copies of all qualifications mentioned (item 4).
- Copies of work references on all activities mentioned (item 5).
- Copies of documents that serve as proof for waiving the language requirement (item 6).
- Copies of all language certificates (item 7).
- Your reasons for applying.
- Copy of Bachelor's thesis or another academic paper you have written.
- Confirmation that you are no longer enrolled at another university (item 8).
- Passport copy

The undersigned hereby confirms that this application has been completed truthfully and in full.

.....
Place/date

.....
Signature

Please submit the completed application (including enclosures) to the following address by 15 May 2010:
Lucerne School of Business, Master's Secretariat, Zentralstrasse 9, P.O. Box 3140, CH-6002 Lucerne, Switzerland