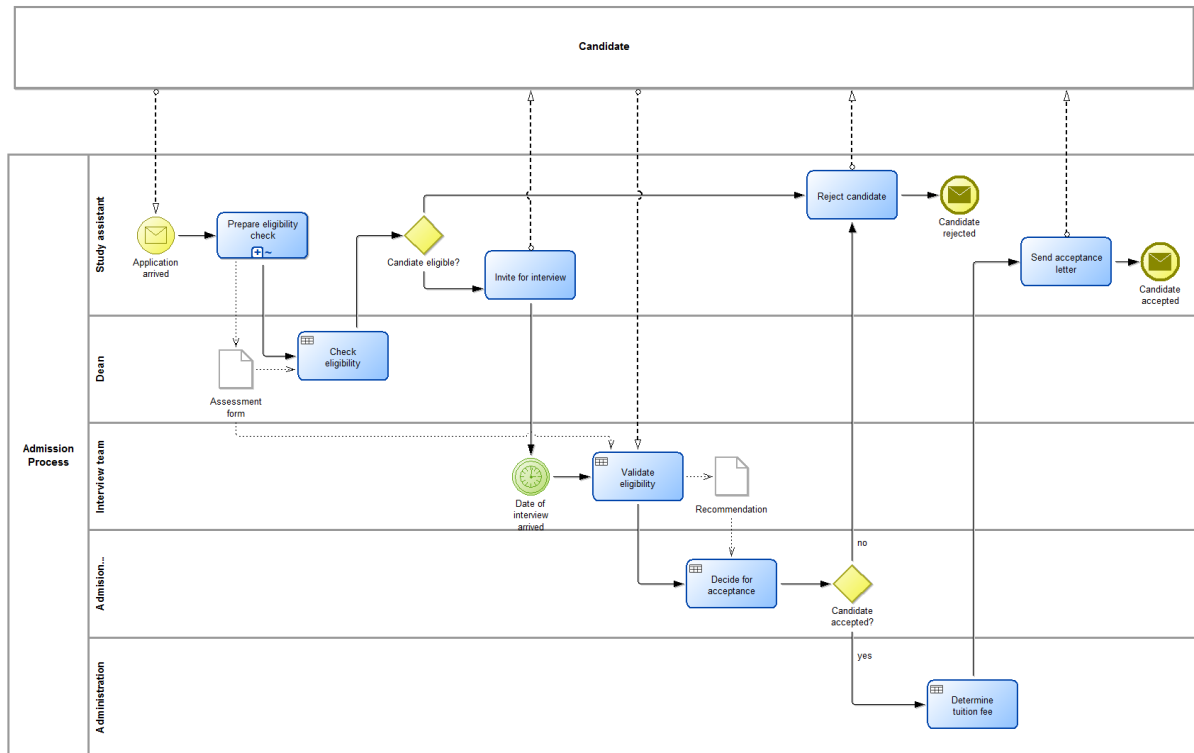


# The Admission Process

For the rest of the module we use the admission process to the MSc programmes as an example to learn about business processes and knowledge.



The following is a general description of the process (more details will follow later):

The process starts when we receive the application from a candidate.

First the study assistant prepares the eligibility check of the candidate. The study assistant makes sure that all information is available to assess eligibility, in particular information about the university, the grading system and the profession. If required information is missing, the study assistant has to obtain it.

The dean checks the eligibility. The candidate is eligible, if he/she has a suitable bachelor degree (as defined in the study regulation) with at least good grade from an accredited university. Furthermore the candidate has to have sufficient professional experience. The study assistant makes sure that all information is available to assess eligibility, in particular information about the university, the grading system and the profession.

Candidates who obviously are not eligible are rejected. The other candidates are invited for an interview, which is made by the interview team. The output of the interview is a recommendation which is then input for the admission committee.

Then the admission committee decides whether the candidate is accepted. The candidate is accepted, if he/she has a suitable bachelor degree (as defined in the study regulation) with at least good grade from an accredited university. Furthermore the candidate has to have sufficient professional experience.



For accepted candidates the administration determines the tuition fee. The tuition fee is CHF 700 for Swiss and European citizens as well as Non-European students who are residents of Switzerland. Non-European students pay CHF 7500.

The study assistant informs the candidate about acceptance and tuition fee.

### **Task:**

1. Which of the activities in the process are knowledge intensive? Try to classify the type of knowledge work.
2. What information and knowledge is needed in the tasks?
3. What is the input and output of the tasks?

