

Applying to the MIPLC LL.M. Program

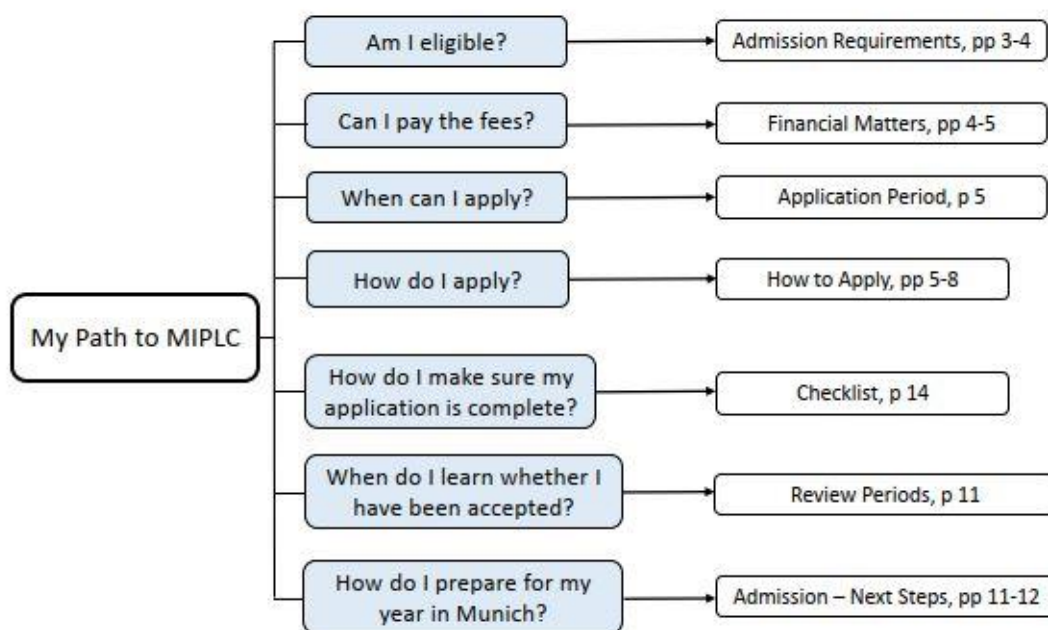
At a Glance	2
1. Admission Requirements	3
1.1. University or College Degree	3
1.2. Professional Experience	3
1.3. English Language Skills	3
2. Financial Matters	4
2.1. Program Costs	4
2.2. Financial Assistance	5
2.2.1. Fee Waiver Scholarship	5
3. Application Periods and Deadlines	5
3.1. Admission	5
3.2. Fee Waiver Scholarship	5
4. How to Apply	5
4.1. Applying for Admission	6
→ Step 1: Complete the Application Form	6
→ Step 2: Sign Your Application Form	6
→ Step 3: Add the Required Documents	6
→ Step 4: Submit Your Application	9
4.2. Applying for a Fee Waiver Scholarship	9
→ Step 1: Complete the Financial Assistance Application Form	9
→ Step 2: Sign the Form	10
→ Step 3: Add Supporting Documentation	10
→ Step 4: Submit Your Application	10
5. Review Periods	11
5.1. Admission	11
5.2. Fee Waiver Scholarship	11
6. Admitted – Next Steps	11
Coming to Munich	12
Annex 1: Grade Conversion Sheet	13
Annex 2: Checklist – Is My Application Complete?	14

At a Glance

Thank you for your interest in applying to the MIPLC LL.M. program Intellectual Property and Competition Law. We look forward to meeting you through your application documents and, hopefully, later on in person.

Given the large numbers of applications we receive, we can only process applications that are both complete and whose documents are properly labelled. Incomplete applications will be disregarded without notification. If you are not able to submit a certain document before the deadline, please add a sheet that explains what is missing, why it is missing and when it will (in your best estimation) be available.

We have prepared this document to guide you through the application and admissions procedure and help you make your application a success. The figure below summarizes “your path to MIPLC”.



1. Admission Requirements

MIPLC students bring to our learning community a high level of excellence expressed in a rich diversity of backgrounds, accomplishments, talents, and interests. Students in past classes have consistently found this special atmosphere to be very conducive to their studies – and great fun, too. To be eligible for admission, applicants need to have at least a prior university or college degree, professional experience, and very good knowledge of the English language.

1.1. University or College Degree

All applicants must hold a Bachelor's degree or higher. While most of our students have a previous degree in law, natural sciences, or engineering, we also welcome students from other disciplines. If the subject of your prior studies seems to lack an obvious relation to IP, we invite you to persuade us in your letter of motivation why you are nevertheless an interesting candidate for our LL.M. program.

To start your studies at MIPLC, you are required to have attained at least 240 ECTS credits, which are generally equivalent to a four-year Bachelor's degree. At MIPLC, you will earn 60 ECTS credits, amounting to 300 ECTS credits, which is the minimum required for the Master's degree.

If you have fewer than 240 ECTS credits, e.g. because you only have a three-year Bachelor's degree, we can recognize additional credits you have acquired through professional experience. You can earn a maximum of 60 ECTS credits in this manner. However, if you are awarded 60 ECTS credits for prior professional experience, you must have at least two years of professional experience: one year for the extra credits, and another year to satisfy the professional experience requirement (see 1.2).

1.2. Professional Experience

Our LL.M. program is a non-consecutive “program of further study” (in German: “weiterbildender Studiengang”). Under German law, such programs are designed for professionals and are thus open only to applicants with a minimum of **professional experience gained after the completion of the first university or college degree**. All MIPLC applicants are therefore required to have at least one year of full-time professional experience.

“Full-time” means a working time of approx. 35-40 hours per week. Part-time work will be calculated on a pro-rata basis. Apart from employment in a paid position, MIPLC also recognizes the following as professional experience: postgraduate internships, work as a graduate research assistant, and legal traineeships for the bar exam.

1.3. English Language Skills

Since the program is taught entirely in English, all students must have very good knowledge of the English language. One of the admission requirements therefore is a minimum score on one of the following tests taken within the last three years:

- **TOEFL** (Test of English as a Foreign Language <http://www.toefl.org>):
minimum score of **85 (iBT)**.
Please note that MIPLC does not have an institution code; or
- **IELTS** (International English Language Testing System, academic version <http://www.ielts.org>): minimum score of **6.5**; or
- **Cambridge C1** (<https://www.cambridgeenglish.org/exams-and-tests/advanced/>):
minimum score of **185**.

The test requirement is waived for applicants who either are native speakers of English or have received a degree from an institution at which English was the language of instruction. In the latter case, please add a written confirmation from your university if you have studied in a country other than the UK, Ireland, the USA, Canada, Australia, or New Zealand.

Please note that even if you are exempt from the test requirement for your LL.M. application, you may still need to take such a test for your visa application (Indian citizens in particular). To avoid a delay in your visa application, please check with the German Embassy or Consulate in your country at the same time you are applying to MIPLC.

2. Financial Matters

2.1. Program Costs

The total fee for the program is EUR 39,500 and includes the following:

- An unlimited number of credit hours
- Access to the world's largest IP library at the Max Planck Institute for Innovation and Competition
- Access to legal databases, including, but not limited to, LexisNexis and Westlaw
- Co-working space on the premises of the Max Planck Institute in downtown Munich
- Study materials
- Enrollment at the University of Augsburg and the Technical University of Munich.

The fee does not include housing, living, and travel expenses nor refundable cash deposits.

For detailed information please refer to the file "Program and Living Expenses" available on our website at <https://www.miplc.de/llm-ip/admissions/financial-matters/>.

2.2. Financial Assistance

2.2.1. Fee Waiver Scholarship

To students of its LL.M. program, MIPLC provides a small number of partial fee waiver scholarships. Kindly note that there are no full waivers.

We receive a large number of applications for financial assistance every year. Thus, when making decisions on fee waiver scholarships, we strive to identify those candidates who are in most urgent need of financial support and who have a history of outstanding academic and personal achievement.

3. Application Periods and Deadlines

The LL.M. program starts every year in early October.

3.1. Admission

Applications for admission are accepted from November 1 until June 30 for the following academic year.

3.2. Fee Waiver Scholarship

Applications for the fee waiver scholarships are accepted from November 1 until June 30 for the following academic year and must be submitted together with the application for admission.

4. How to Apply

Given the large numbers of applications we receive for each class, **we can only consider applications that are both complete and whose documents are properly labelled**. Following the instructions provided in this chapter will help you to make your application a success.

In case certain circumstances prevent you from gathering all required documents in time to meet the deadline, please submit your application without these documents and attach a sheet that lists the missing documents, the reasons why they are missing and when they will (in your best estimation) be available.

Please note that we **only accept documents in PDF format** (except your photo).

If you are applying for admission, you can limit yourself to section 4.1. If you wish to apply for a fee waiver scholarship as well, both sections 4.1 and 4.2 are relevant.

4.1. Applying for Admission

→ Step 1: Complete the Application Form

To complete the application form, please use our online application system available at <http://www.miplc.de/llm-ip/admissions/apply-now/> during the application period.

You must complete the application form in one session, as it is not possible to save your data and return later to finish the process. Thus, before starting the application process, please make sure that you have the information you need to complete the application process. You can download a sample application form from our website at <https://www.miplc.de/llm-ip/admissions/how-to-apply>.

Pressing the „Send“ button at the end of the application form will transmit your data to MIPLC and generate a PDF document of your application form that you can download and/or send to your e-mail address.

Please label your downloaded application form **[Your family name] AppForm.pdf**

→ Step 2: Sign Your Application Form

Your application form is your formal request to have your application processed. It is therefore essential to submit a **signed copy** of this document.

→ Step 3: Add the Required Documents

To make sure that nothing is missing, you may wish to use the checklist on page 14. Documents marked with an asterisk (*) must be sent directly to MIPLC by the person or institution issuing them.

We do not require official certifications of your documents or apostilles.

a) Your **signed CV in Europass format**

(<https://europa.eu/europass/eportfolio/screen/profile?lang=en>)

The document must be in English and must include complete information about your education, internships, and apprenticeships, academic and professional (employment) history, academic honors, awards and scholarships won, memberships, extracurricular activities, and responsibilities; please indicate the exact start and end dates of these items (e.g. 01/2012 – 12/2013).

Please label this document **[Your family name]_CV.pdf**

b) A **signed letter of motivation** in English of **no more than 1,000 words**, discussing your background, your reasons for applying to MIPLC, how the LL.M. will advance your professional goals, and why you consider yourself particularly suited for our program.

Please label this document **[Your family name]_LoM.pdf**

c) Two **letters of recommendation** to be **submitted directly** from recognized authorities in their fields who are familiar with you and your work and who are/were your superiors/supervisors or teachers.

Please submit one letter from your academic environment and one letter from your professional environment. The letters must be **of recent date, signed**, written on **university or office stationery**, and bear an **official stamp**. If not in English or German, the letters must be accompanied by a certified English or German translation.

Please have the authors label these documents **[Your family name]_LoR.pdf**

For reasons of data protection, we recommend that the referees submit their letters as described in Step 4 on page 9. With your consent, they may also e-mail them to application2mipcl@ip.mpg.de.

- d) **Degree certificates/diplomas** for **all** academic degrees you have completed (Bachelor's and higher). If not in English or German, the documents must be accompanied by a certified translation into English or German.
Please label these documents **[Your family name]_Diploma_[Name of study].pdf**
- e) **Transcripts** for **all** academic degrees you have completed (Bachelor's and higher). The transcripts should show your grades and any degree received. If not included in the transcripts, please include information about the **grading scale**. If not in English or German, the documents must be accompanied by a certified translation into English or German.
Please label these documents **[Your family name]_Transcripts_[Name of study].pdf**
- f) Information about the **ranking** you achieved in your graduation class(es). In some countries, this information is already included in the transcripts. Otherwise, please add an official statement from the university(ies) from which you graduated. If your university does not provide rankings, please add an official confirmation as well.
Please label these documents **[Your family name]_Ranking_[Name of study].pdf**
- g) **School leaving certificate** (diploma/degree/transcripts, whatever is available, from the high school you completed **before** entering university). If not in English or German, the documents must be accompanied by a certified translation into English or German.
Please label this document **[Your family name]_SLC.pdf**
- h) The completed **Grade Conversion Sheet** (please use the form in Annex 1 or download it from our website at <https://www.miplc.de/ilm-ip/admissions/how-to-apply/>). Please indicate your average final grade for every degree you have obtained, **starting from your secondary education** (school leaving certificate/ high school diploma).
Please label this document **[Your family name]_GCS.pdf**
- i) Applicants from India, Vietnam and the People's Republic of China: **APS Certificate**
Please label this document **[Your family name]_APS.pdf**
- j) **Proof** of your professional or scientific **experience** (e.g. a brief statement from your employer). The document must include the **start and, if applicable, end dates of your employment** and at least the **job title**, ideally a brief description of your duties. The document must **be hand-signed, written on university or office stationery, and bear an official stamp**. If not in English or German, the document must be accompanied by a certified English or German translation.

Please label these documents **[Your family name]_PoE_[Name of employer].pdf**

- k) An official score report of an **English language test** (TOEFL, IELTS, or CPE), that you took in the past three years unless you are exempt from this requirement (cf. section 1.3).
Please label this document **[Your family name]_[Name of test].pdf**
- l) If applicable, a printed and signed statement providing details concerning any disciplinary action to which you have been subject in the past (cf. question 8 of the Application Form).
Please label this document **[Your family name]_DiscplAction.pdf**
- m) A **portrait photograph**, as used for passports.
Please label this document **[Your family name]_Photo.[file format, e.g. jpeg, png]**
- n) **Application fee:** MIPLC charges a non-refundable application fee of EUR 50. Payment of this fee is required for all applications, including applications for financial assistance. Please pay this fee by wire transfer, as we are unfortunately not in a position to accept payments by credit cards, PayPal, or similar services.
Please add proof of payment to your application, as it may take some time for your payment to be credited to the MPI's account. You must cover all fees applied by the sending and receiving banks. Please make sure that your name appears in the reference, especially if a third party pays the fee on your behalf.
Please label this document **[Your family name]_AppFee.pdf**

For your transfer, please use the following information:

Account holder	Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V.
Account holder address	Hofgartenstraße 8, 80539 München, Germany
Bank name	Deutsche Bank AG
Bank address	Promenadeplatz 15, 80333 München, Germany
SWIFT Code / BIC	DEUTDEMM
IBAN	DE33700700100195130044
Account number	195130044
Bank code	70070010
Reference	MIPLC App Fee [your name]

→ Step 4: Submit Your Application

Before submitting your application, **please make sure your application is complete** by using the checklist on page 14.

To submit your application, please upload all documents to our file-sharing platform Cryptshare:

- Follow the link: <https://cryptshare.mpg.de/Start?4>
- To switch the language, click on the little globe in the upper left corner.
- Click on 'Provide'.
- Enter **your** contact details (name and e-mail address)
- You will receive an e-mail with a verification code. Enter the code in the corresponding field on the Cryptshare page.
- Use this e-mail address **as the recipient**: application2miplc@ip.mpg.de
- Upload your documents.
- Generate a new password and copy this password.
- If you want to send us a message, enter your text in the field "Recipient Notification".
- Start the transfer.
- Please send the password via e-mail to application2miplc@ip.mpg.de
- The system will send you two confirmations: one for the successful transfer and another one after we have downloaded your documents.

4.2. Applying for a Fee Waiver Scholarship

MIPLC receives a large number of applications for financial assistance every year, which means that competition is fierce. It is therefore in your own interest to provide comprehensive information. As with applications for admissions, we only consider complete applications.

→ Step 1: Complete the Financial Assistance Application Form

The form is accessible via our online application system. At the end of the application form for admission, you will be prompted to indicate whether you have sufficient funding for your studies. If you check "I would like to apply for a tuition and participation fee waiver", you will be forwarded to our Financial Assistance Application Form.

You must complete the form in the same session as your application for admission as it is not possible to save your data and return later to complete the form. Thus, before starting the application process, please make sure that you have the information you need to complete the application process. You can download a sample application from our website at <https://www.miplc.de/llm-ip/admissions/how-to-apply>. Please label this document [Your family name]_FinApp.pdf

→ Step 2: Sign the Form

Your application form is your formal request for financial assistance. It is therefore essential to submit a **signed copy** of this document. If you are married or living in a common-law partnership, your spouse/partner should also sign.

→ Step 3: Add Supporting Documentation

Your application can only be processed if you furnish supporting documentation concerning your and your family's economic situation. Please add the following documents:

- a) A **hand-signed statement** explaining your, your parents' and, if applicable, your spouse's economic situation and why you are not in a position to participate in the LL.M. program as a self-funded student. Please limit yourself to the financial aspects and do not elaborate on your qualification and motivation for applying to the program as such (the place for this is your letter of motivation).
Please label this document **[Your family name]_FinAppStatement.pdf**
- b) An official statement from the local or national tax authorities stating taxable income for the past year for you, your parents, and, if applicable, your spouse;
- c) An official pay slip stating salary or pension;
- d) A copy of current work contract(s) indicating remuneration;
- e) Any other document suitable to confirm the figures you have indicated.

Please label the documents under b) to e) with proper names according to the scheme.

For any document that is not issued in English or German, a certified translation into English or German is required.

→ Step 4: Submit Your Application

Please make sure your application is complete by using the checklist on page 14.

Please upload your signed Financial Assistance Application Form and all supporting documents together with your application for admission as explained on page 9, step 4.

5. Review Periods

5.1. Admission

Once we have downloaded your application from Cryptshare, the system will notify you accordingly. We will then review your application in detail and inform you whether it is complete. Depending on the point in time your application arrives, this may take from a few days to several weeks.

If your application is complete, it will be forwarded to the Admissions Committee for evaluation. Qualified applicants are admitted on a rolling basis and decisions are usually taken within two to three weeks. If your application is almost complete and the deadline has not yet passed, you may submit the missing items. If your application is highly incomplete, it will not be considered.

5.2. Fee Waiver Scholarship

Applications for the fee waiver scholarship will be evaluated for admission as described in 5.1. From the list of admitted applicants, we will put together a shortlist of candidates, who will be invited for a video conference interview. Based on these interviews, the Admissions Committee will select the scholars and selected scholars will be duly informed.

However, please note that partial MIPLC fee waivers are very limited and admitted candidates should reckon with the likelihood of self-financing their participation.

6. Admitted – Next Steps

Admitted applicants will receive a letter of admission by e-mail and, upon request, by post. Any admission is only valid for the academic year for which the application was made.

As a certain number of admitted applicants will decide not to study at MIPLC for various reasons, we will admit more applicants than we can accommodate. This means that admission does not yet guarantee participation. To secure a spot in our program, admitted applicants must complete, sign, and return an Agreement with the Max Planck Institute for Innovation and Competition and transfer a non-refundable guarantee payment of EUR 3,000 (three-thousand) to the MPI's bank account as per the deadline communicated. This payment will be applied against the first installment of the participation fee.

We understand that some of our applicants require financial assistance before they can commit to attending the program and are unable to make the guarantee payment within the specified period. Such applicants may defer accepting admission until the fee waiver scholarships have been allocated (cf. section 5.2). They will keep their admission but will be moved to "participation pending" status, which means that, after the deadline for the guarantee payment has passed, their spot might be given to another student.

Waiver applicants who decide to make the guarantee payment to secure their spot in the next intake are welcome to do so. They are, however, reminded that this payment is non-refundable. Making the guarantee payment neither increases nor decreases the chances of receiving a

scholarship. Dropping out of the program at a later point, e.g. for lack of funding, will thus result in forfeiture of the guarantee payment.

Coming to Munich

Essential information about visa application, health insurance, and housing matters is available on our website at <https://www.miplc.de/llm-ip/admissions/admitted/>.

For our confirmed students, we provide a dedicated “Incoming Students Intranet” with many documents and detailed information about how to best prepare for your move and your studies at the MIPLC.

Any Questions?

If you have questions regarding the application and admissions process, please feel free to contact us at info@miplc.de.



Annex 1: Grade Conversion Sheet

Please complete this sheet and add it to your application file.

For every degree you have obtained, starting from your secondary education (school leaving certificate/ high school diploma), please indicate your average final grade. If you have studied outside of Germany, please use the “Bavarian Formula” to convert your average grade to its German equivalent:

$$X = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

- X = converted grade
- N_{max} = best achievable grade in the system in which you completed your degree
- N_{min} = lowest passing grade in the system in which you completed your degree
- N_d = the final overall grade you achieved in the system in which you completed your degree

If your final overall grade is not explicitly indicated on your transcript, please calculate it yourself and provide information on a separate sheet on how you did it, i.e., which grades you used for the calculation and whether you calculated a simple or an average weighted according to the credit points earned for the particular exam.

Your Name:

Country	School or University	Degree	Nmin	Nmax	Nd	X

Annex 2: Checklist – Is My Application Complete?

NB: You only have to submit the documents listed in the column that applies to you.

#	✓	Self-funded Applicants	✓	Fee Waiver Applicants
1		Hand-signed MIPLC application form for admission with date		Hand-signed MIPLC application form for admission with date
2		Hand-signed CV, Europass format with date		Hand-signed CV, Europass format with date
3		Hand-signed letter of motivation with date		Hand-signed letter of motivation with date
4		Letter of recommendation 1 (academic)*		Letter of recommendation 1 (academic)*
5		Letter of recommendation 2 (professional)*		Letter of recommendation 2 (professional)*
6		Diploma(s)/ degree certificate(s) (Original and if required, translation)		Diploma(s)/ degree certificate(s) (Original and if required, translation)
7		Transcripts (Original and if required, translation)		Transcripts (Original and if required, translation)
8		Grading scale(s) for each degree		Grading scale(s) for each degree
9		Ranking information		Ranking information
10		School Leaving Certificate		School Leaving Certificate
11		Grade Conversion Sheet, starting with secondary education		Grade Conversion Sheet, starting with secondary education
12		Proof of professional experience (min. 1 year)		Proof of professional experience (min. 1 year)
13		English test or confirmation from university (if required)		English test or confirmation from university (if required)
14		Portrait Photo		Portrait Photo
15		Application fee/ proof of payment		Application fee/ proof of payment
16				Hand-signed MIPLC financial assistance application form with date
17				Hand-signed statement on economic situation with date
18				Supporting documentation for application for financial assistance

* to be submitted directly by referee