



HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

Erasmus Policy Statement

1a)

HSBA Hamburg School of Business Administration is a private university offering four dual undergraduate (B.A.) and two part-time postgraduate (M.A. and MBA) programmes. At our institution students shall not only gain knowledge and skills in their respective fields of study but also competences for working as professionals in international and culturally diverse settings. We believe that studying or working abroad together with students/co-workers from different cultural backgrounds is an essential means to develop ones cultural awareness and open-mindedness and to enhance ones language skills at the same time. International experience serves as a preparation for challenges one faces in internationally operating companies, and thus improves our students' employability and their attractiveness on the job market. With regards to "internationalization at home" we believe that incoming students and staff enrich lectures, tutorials, research and life on campus with their skills, expertise and their perspectives and help to make our campus a diverse and stimulating learning, working and teaching environment. Additionally, we want to give our partner universities' students and staff access to Germany's learning and research activities and thus attract high potentials.

HSBA was awarded the Standard Erasmus University Charter in 2009 and is actively engaged in expanding its bilateral agreements with international universities. We have had incoming as well as outgoing students, and we are aiming to gradually increase these numbers within the next years. Regarding quality assurance and human resource development the exchange of teaching and administrative staff shall be intensified in the future. To meet these objectives additional inter-institutional agreements with European institutions of higher education shall be set up in the future and allow our students and staff to choose from a wide range of partner universities.

Apart from student and staff mobility we are aiming to establish Erasmus intensive programmes in the form of either conferences or a joint research projects with suitable partner universities. HSBA teaching staff shall be informed about this opportunity and encouraged to gather ideas and get in touch with colleagues at (potential) partner universities. Hence, we would like to strengthen ties with our international partners and establish platforms for inter-cultural exchange, networking opportunities and joint research for students and teaching staff.

As practical work experience is an integral part of our dual undergraduate study programmes we are now applying for the Extended Erasmus University Charter. Thus, we are aiming to strengthen our profile as a university with a strong international focus that gives its students numerous opportunities of gaining international experience. Due to HSBA's strong ties with Hamburg Chamber of Commerce and Hamburg's business community we expect to be an interesting partner for international companies.

1b)

Our international officers provide information and support services for students and staff in the form of e.g. regular information sessions and office hours. Outgoing students are regarded as HSBA ambassadors and are encouraged to inform our partner universities' students about HSBA. The EPS and the Erasmus University Charter are published on our website where information about our Erasmus activities can be retrieved. The Erasmus Charter is openly displayed in HSBA's International Office.

1c)

HSBA signed the "Charta der Vielfalt" (Charter of Diversity) and joined the PRME of the UN, and thus commits itself to fairness, and to creating a working and learning environment free of prejudices and discrimination. All classrooms and facilities are easily accessible for physically disabled people. Short decision-making processes enable us to react promptly and provide individual solutions for disabled students/staff once they are required. HSBA's Code of Honour is displayed on our website.

2.

HSBA uses the ECTS and transfers these credit points and other types from its partner universities. To ensure the transfer of these credit points we set up learning agreements with our outgoing students prior to their departure. Transcripts of records in English are issued for outgoing and incoming students. The module Foreign Languages & International Relations prepares our students for culturally sensitive interaction with international interlocutors. Our course offer includes a large amount of English modules and courses in currently five other foreign languages.

The International Office provides information and support services for outgoing and incoming students and members of staff. Our website provides incoming students with up-to-date curriculum information such as module outline forms. Once incoming students are nominated by their home universities we provide them with additional information about our curriculum and our International Student Handbook, which gives them important information and tips for the preparation of their term abroad and their stay at HSBA and in Germany. As HSBA does not own university accommodation we provide incoming students with a list of church and foundation owned student houses and accommodation in the private sector. Prior to the students' arrival we allocate each of them an HSBA tandem partner who provides help and support before and during the term abroad at HSBA. Once in Hamburg, all students receive assistance with administrative paperwork, the registration with the city, opening a bank account etc from their tandem partners and our international officers. Due to its connections with the Hamburg Welcome Center HSBA can count on additional support and services for incoming students and staff. In the future, German language courses on different levels shall be offered in cooperation with other Hamburg based universities.

Outgoing members of staff can apply for additional financial support from the HSBA foundation.

3.

As HSBA offers dual undergraduate programmes, so called "practical periods" of overall 32 weeks per year, in which all students work in one of our currently 170 cooperating companies, are integral parts of these programmes and are thus included in the workload. All work experience (national as well as international) that the students gain during the "practical periods" is recognised by HSBA as part of the modules' workload. To ensure quality during the

practical periods all employers receive information packages including the module outlines in advance.

As not all our cooperating companies have subsidiaries abroad, many students do not have the opportunity to gain international work experience during their dual studies. We would like to close this gap by helping these students to find international work placements and financially supporting them with Erasmus mobility payments.

Due to our strong ties with Hamburg Chamber of Commerce and our cooperating companies we will be able to quickly generate a pool of enterprises offering work placements to HSBA students. Previously we have allocated work placements at cooperating companies for students from partner universities on an individual basis. Another option that will be considered is to join a consortium of other German universities.

To ensure the quality of the work placements tailor-made training agreements will be negotiated and arranged. The learning outcomes will need to be defined by each student's employer to ensure that all necessary skills and competencies can be acquired during the international work placement. The student's employer will also be in charge of monitoring the progress of the placement and inform HSBA's International Office if action is required. The evaluation of the personal and professional development shall also be executed by the student's employer. HSBA's International Office will provide practical support concerning insurances, accommodation etc and collect the students' feedback.