

Erasmus Policy Statement

(as included in HSBA Hamburg School of Business Administration's Erasmus University Charter application – October 2008)

Section 1a

The HSBA Hamburg School of Business Administration is a private university offering four dual B.A. programmes. Practical phases in the students' training companies are an integral part of these programmes. As of 2009 the HSBA is offering an M.A. and an MBA programme. At our university students shall not only gain knowledge and skills in their respective fields of study but also gain competences for working as professionals in international and culturally diverse settings. Studying abroad together with students from different cultural backgrounds is an essential means to develop the students' cultural awareness and their open-mindedness and to enhance their language skills at the same time. This will prepare them for challenges they will face as managers in internationally operating companies. Incoming students and staff shall enrich lectures, tutorials, research and life on campus with their skills, expertise and their perspectives.

Regarding quality assurance and human resource development HSBA staff shall have the opportunity to apply and deepen their expertise abroad, and to expand their networks by working on e.g. international research projects together with colleagues from all over the world.

With the introduction of our new study plans we are aiming to increase the number of incoming and outgoing students and members of staff. In order to meet these objectives it is of vital importance to set up inter-institutional agreements with European institutions of higher education, which ensure students' and staffs' mobility.

Section 1b

Our two 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 ambassadors of the HSBA and are encouraged to hold information sessions at the respective partner universities and invite international students to the HSBA. Such activities shall be intensified in the future when more inter-institutional agreements have been set up. Posters and flyers from partner universities as well as announcements of information sessions are displayed on notice boards in the library, the students' lounge etc. The HSBA website shall contain an international domain providing recent information on new programmes, projects, funding opportunities, deadlines etc. The EPS and the Erasmus University Charter shall be published in this international section, and they shall be openly displayed in the International Office. International activities of particular importance will appear in the HSBA newsletter. The International Week, which takes place once a year, is another means to give visibility to our Erasmus activities.

The HSBA signed the "Charta der Vielfalt" (Charter of Diversity, www-charta-der-vielfalt.de), and thus commits itself to fairness, and to creating a working and learning environment free of prejudices and discrimination.

52% of our current students are female, 48% are male. In order to attract international students for our undergraduate and postgraduate degrees the HSBA is currently intensifying its international marketing activities by e.g. participating in higher education fairs abroad.

The HSBA welcomes students and members of staff with disabilities. All classrooms and facilities are easily accessible for physically disabled students and staff as the HSBA is equipped with two lifts and wide corridors. As the HSBA has not had any students or members of staff with visual and/or hearing disabilities yet special arrangements have not been required. As we are a small university with short decision making processes we are able to react promptly and provide individual solutions once they are required.

Our students have created a code of honour, in which they commit themselves to tolerance and open-mindedness. It can be found on our website (www.hsba.de/de/hsba/code_of_honour/index.php). The HSBA encourages and supports its students' engagement in social projects.

Section 2

The HSBA uses ECTS credits and recognises ECTS and other types of credit points from its partner universities. To ensure that the credit points gained at partner universities can be recognised for the students' modules of choice, the International Office sets up learning agreements in collaboration with outgoing students and the respective partner university. Transcripts of records in English are issued for outgoing and incoming students.

The International Office provides information and support services for outgoing and incoming students and members of staff. We have integrated the module Foreign Languages & International Relations in our new study plans to prepare our students for culturally sensitive interaction with international students and staff. The international domain of the HSBA website will provide incoming students with up-to-date curriculum information such as module outline forms.

An Introduction Week is currently being organised. In this week incoming students will receive assistance with administrative paperwork, the registration with the city, opening a bank account etc. Due to its connections with the Hamburg Welcome Center the HSBA can count on additional support and services for incoming students and staff. Another part of this introductory phase will be social and cultural activities and a Tandem Programme aiming to integrate incoming students. German language courses on different levels shall be offered too. To guarantee optimal support one of our international officers is participating in a DAAD conference on tutoring and integrating incoming students and staff in December 2008. As the HSBA does not own university accommodation we have contacted churches and foundations, which run university accommodation in Hamburg to reserve rooms for future incoming students. Our students will also be asked to sublet their flats or rooms to incoming students. Outgoing members of staff can apply for additional financial support from the HSBA foundation.