



HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

University of Applied Sciences

Matriculation regulations for the Master degree courses at the Hamburg School of Business Administration

§ 1 Matriculation

- A. Applicants become through matriculation members of the HSBA Hamburg School of Business Administration according to § 3 (1) of the statute of the HSBA. They are matriculated for a course of study at the HSBA. Their membership ends on ex-matriculation.
- B. The course of study begins at the start of the academic year at the HSBA, which is 1st October of each year.
- C. As proof of their matriculation, students receive a student ID at the beginning of the course of study.

§ 2 Entitlement to study

- A. Consecutive Master degree courses
Only those applicants are matriculated who
 - a) can prove that they have completed a first, economics-related university degree with at least the grade "Good".
 - b) have proved their ability to study in English.
 - c) have concluded a study contract with the HSBA and have paid the registration fee.
 - d) have passed the selection procedure at the HSBA.
- B. MBA degree courses
Only those applicants are matriculated who
 - a) can prove that they have completed a first university degree with at least the grade "Good".
 - b) have proved their ability to study in English.
 - c) have concluded a study contract with the HSBA and have paid the registration fee.
 - d) have passed the selection procedure at the HSBA.
 - e) can prove that they have at least 4 years' professional experience after their first university degree.

§ 3 Application for admission

1. Applications for admission to the degree courses are made by the applicants. The application must be submitted by 31st May for a course beginning on 1st October in the same year.
2. The following documents must be submitted with the application:
 - a. Letter of application in which the applicant explains why he or she wishes to pursue the chosen course of study
 - b. Proof of eligibility to study at university
 - c. Tabular CV with complete overview of educational and professional experience so far
 - d. Proof of a completed university course of study with academic degree achieved
 - e. Testimonials since the completion of the first professionally relevant university degree
 - f. Reference from a suitable person or institution on the applicant's personal or academic aptitude
 - g. Proof of the applicant's ability to study in English, usually by means of a Test of English as a Foreign Language (TOEFL) with 90 points (internet-based)
 - h. Graduate Management Admission Test (GMAT) with 530 points (only MBA course of study)
3. After the applicant's fulfilment of the formal admission requirements has been checked, he or she is invited to an interview, in which especially his or her aptitude for the degree course is ascertained.

§ 4 Decision on admission

1. When all admission requirements have been met, the applicant is offered a study contract.
2. Places are awarded chronologically after all documents required for admission have been submitted. Should there be no more places available for a course of study, the applicant is offered a place for the next course of study.

§ 5 Ex-matriculation

1. The student is ex-matriculated on receipt of the certificate testifying to his or her passing of the final examination.
2. Students are ex-matriculated if
 - a) the study contract between the student and the HSBA is cancelled,
 - b) outstanding tuition fees are not paid, even after a reminder,
 - c) according to the examination regulations for the course all possibilities for resitting the examination have been exhausted and the student has not passed this part of the examination,
 - d) it transpires during the course of study that admission to the course was gained by illegal means.

3. Students can be ex-matriculated if they cause substantial harm to the HSBA through culpable misbehaviour.

§ 6 Exchange students

Exchange students matriculated at a partner university of the HSBA can be admitted to study phases or individual modules in consultation with the partner universities.

§ 7 Validity

These matriculation regulations took effect on 6th November 2008 after approval by the university council of the HSBA.