



## HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

As at September 2011,  
subject to change without notice

### **“Scholarship Programme” for HSBA Master Degree Courses**

The HSBA aims to support especially talented applicants who are in need of financial assistance, thus enabling them to study for the stated Master’s degree at the HSBA. It will do so by awarding annual scholarships.

#### **A. Scholarships**

(1) For the Master degree courses “Global Management and Governance“ and “Business Administration and Honourable Leadership“, the HSBA awards in principle a total of up to 48 scholarships at the beginning of the course. In exceptional cases, other scholarship periods may be considered. Such a decision lies with the Awards Committee.

(2) The scholarships consist of 48 Master-Scholarships and 24 Premium-Scholarships. The scholarships should be distributed as equitably as possible over both Master degree courses. Should there not be enough applicants who meet the criteria for the Premium-Scholarships, the financial resources can be used for Master-Scholarships.

(3) The HSBA can award to the named 48 Master scholarships and 24 premium scholarships, additional scholarships under the framework of the loyalty packet for our cooperation companies and partner organisations.

(4) The HSBA reserves the right, in the framework of the entire “Scholarship” budget, to change the distribution to the degree courses and groups if necessary. A change in the distribution shall be decided by the Awarding Committee.

(5) Changes in these guidelines must be approved by the Awarding Committee.

#### **B. Scope of the guidelines**

These guidelines apply to all applicants who apply for a place to study for a Master’s degree at the HSBA and meet the following admission criteria:

- Applicants must have a first university degree with at least the grade “Good”, be able to certify that they can study in English and have a reference recommending them academically or personally for the degree course. In addition, they must successfully undertake and pass a selection process at the HSBA.
- Applicants may not be in receipt of substantial financial assistance through another programme.

- Applicants for the consecutive Master degree course “Global Management and Governance“ must have a primary degree in a related (economics) subject.
- Applicants for the MBA course “Business Administration and Honourable Leadership“ must also have gained 2-3 years’ professional experience subsequent to completion of their primary university degree.

### **C. Master-Scholarships**

(1) With Master-Scholarships, the HSBA waives 25% of the tuition fees which currently amounts to €1,875 per semester.

(2) The Master-Scholarships are awarded to each accepted student who has signed a contract before the 31 May (for commencement of studies on 1 October of the same year) and are awarded automatically on receipt of a written application, before 31 May, to the awarding committee.

### **D. Premium-Scholarships**

(1) The Premium-Scholarships are awarded to applicants who either, particularly, deserve assistance due to their special social situation and/or show that they deserve special assistance.

(2) With Premium-Scholarships, the HSBA waives an additional 25% of the tuition fees which currently amounts to €1,875.

(3) A need, defined in the guidelines, occurs when the applicant has difficulty in financing the tuition fees from his/her own resources because of particular social hardship. This social hardship may arise if the applicant must pay with his/her own money the costs of looking after or educating children or, additionally, the costs of taking care of dependants.

(4) An applicant shall be deemed to have deserved assistance, in particular, when in the light of the applicant’s previous performance an outstanding result in the degree programme could be expected.

### **E. Administration of Scholarships**

(1) The share of the tuition fees for both types of assistance is waived on the condition that the applicant concludes a contract of study with the HSBA. The amounts waived are not paid to the students, but deducted from the tuition fees for the semester. The financial support is terminated when the student leaves the HSBA.

(2) The scholarships terminate when the student leaves the HSBA. The scholarship, also, terminates when assistance under a Premium-Scholarship becomes inapplicable due to a change in the income or expenditure of the student. Moreover, the student must notify the HSBA immediately of any such change. The Awarding Committee will decide in this case, promptly, on the merits of a continuation of a scholarship. In the case of a lapsing of a scholarship in D the student may apply for a Scholarship pursuant to C.

## F. Procedure

(1) Applicants can apply for a Master or Premium-Scholarship at any time. The application can be submitted together with the application for a place at the HSBA or subsequent to acceptance of a place on a Master's programme. Applications are possible **from 1st October** prior to the year of commencement of study. The latest deadline for applications pursuant to C is 31 September for commencement in the same year. Applicants who submit their signed student contract before **31st May** receive, automatically, a Master-Scholarship.

(2) After receipt of a written application candidates are informed in writing, within 14 days, of the decision about the awarding of a "Scholarship".

(3) When a scholarship is applied for, all relevant documents necessary for the admissions process must be submitted, as follows:

- 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 a complete overview of educational and professional experience thus far
- d. Proof of a completed university degree course and the academic degree achieved
- e. Employer references 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. Where applicable: Proof of the applicant's ability to study in English
- h. Where applicable: Graduate Management Admission Test (GMAT) with 530 points (only MBA course of study)
- i. Statement by the applicant as to whether and to what amount he or she receives other financial assistance or whether other financial assistance has been applied for

(4) When a Premium-Scholarship is applied for, the following documents must **also** be submitted so that the **need for financial assistance** can be appraised:

- j. Proof of employment of at least 20 hours per week. In the context of this employment the applicant must normally prove that the payment corresponds to the standard remuneration for that line of business.
- k. Appropriate authentication of income and wealth (e.g. contract of employment, tax assessment notices, statements of account)
- l. Proof of special charges (e.g. proof of parenthood with consequent costs, e.g. costs of care or children's education costs; proof of carer costs for dependants)
- m. Proof of special exceptional costs or charges (e.g. as a result of moving to Hamburg)

## G. Awarding Committee

(1) The scholarships are awarded by an Awarding Committee. The Awarding Committee consists of a representative of the university management, a full-time professor teaching on the Master degree courses at the HSBA (usually the professor in charge of the course) and a representative of the patron of the degree courses, the "Versammlung eines Ehrbaren Kaufmanns zu Hamburg e.V."

(2) The Awarding Committee reaches its decisions on the awarding of the scholarships case by case, based on the impression made by the applicant. The decision of the Awards Committee is final and cannot be contested.

#### **H. Restitutory right**

The HSBA is entitled to claim back any tuition fees not charged because of this programme if it transpires that the applicant gave false information when applying for the “scholarship”.

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The “Scholarships” are awarded on the basis of internal guidelines.