



HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

Funding-specific provisions for the study programme
Corporate Management (MBA)

HSBA funding programme

dated 8 April 2014, last amended on 6 February 2017

The HSBA funding programme was set up on the basis of the *Guidelines for funding programmes at HSBA*, which set out the basic rules for all funding programmes at HSBA. These *Funding-specific provisions for the study programme Corporate Management (MBA)* regulate the selection process and award procedure in particular.

1 Scope of application, purpose and maximum amount of funding

In 2014, HSBA set up the master's degree programme MBA Corporate Management. The HSBA funding programme aims to enable particularly gifted applicants and students and/or applicants and students who require financial assistance to attend this study programme.

Under the HSBA funding programme, the maximum funding available is for 50% of the course fees. This does not affect other funding programmes and scholarships.

2 Funding options

2.1 Early bird funding and Loyalty packages

As part of early bird funding, HSBA will grant a rebate of 10% on the course fees for all applicants who have submitted their complete applications to HSBA by 31 May of an academic year.

There are two different loyalty discounts:

- Students on the MBA Corporate Management study programme who are employed at a member firm of Hamburg Chamber of Commerce or a partner company of HSBA for the duration of their studies at HSBA as well as JOB&MASTER students automatically receive a discount of 10% on their course fees.
- Graduates of a HSBA bachelor's degree also automatically receive a discount of 10% on the course fees.

2.2 Master's funding

Furthermore, there is an option to apply in writing for master's funding.



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- (A) Master's funding is granted on application from applicants or students accepted onto the study programme with a valid study agreement who require financial assistance and/or qualify for funding based on their social and/or financial situation.
- (B) In the case of master's funding, HSBA will grant a rebate of 25% on the course fees.
- (C) A need for financial assistance exists if payment of the course fees out of the applicant's own funds is difficult due to particular social hardship or a low income. Such social hardship can exist in particular if the applicant has to pay the cost of childcare or children's education or the cost of nursing or care for relatives out of his/her own income.
- (D) An applicant can qualify for funding either by providing evidence of grades obtained to date or by involvement in social, community or university affairs.
- (E) Applications for master's funding can be made by applicants or students with a valid study agreement at any time during the year. However, it is not possible to grant funding retroactively.

2.3 Premium funding

In addition to the master's funding, there is an option to make a written application for premium funding.

- (A) Premium funding is granted on application from applicants or students accepted onto the study programme with a valid study agreement who particularly require financial assistance and/or particularly qualify for funding based on their special social and/or financial situation.
- (B) In the case of premium funding, HSBA will grant a total rebate of 50% on the course fees.
- (C) A need for financial assistance exists if payment of the course fees out of the applicant's own funds is particularly difficult due to particular social hardship or an especially low income. Such social hardship can exist in particular if the applicant has to pay the cost of childcare or children's education or the cost of nursing or care for relatives out of his/her own income.
- (D) An applicant can qualify in particular for funding either by providing evidence of excellent grades obtained to date or by outstanding involvement in social, community or university affairs.
- (E) Applications for premium funding can be made by applicants or students with a valid study agreement at any time during the year. However, it is not possible to grant funding retroactively.

3 Principle of exclusion

The resulting funding options are 10%, 25% or 50%. Various funding options from the HSBA funding programme cannot be combined.



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4 Award committee

The award committee comprises one member of university management as the chairperson, and one full-time professor at HSBA who is involved in the master's degree programme.

5 Application procedure for master's and premium funding

- (A) The application must be submitted to HSBA. It can already be made when applying for a study place.
- (B) All documents needed to process the application must be submitted together with the application for funding. If the application for funding is made before acceptance onto the study programme, all documents that are relevant for the decision on admission to the study programme must also be submitted:
 - a. Application for funding in which the applicant provides reasons why she/he requires financial assistance and/or qualifies for financial assistance
 - b. Declaration by the applicant regarding whether he/she receives other funding (student grant etc.), how much other funding he/she receives and whether he/she has applied for other funding
 - c. If necessary, documents that are relevant for acceptance onto the study programme (see registration regulations).
- (C) When applying for funding, the following further documentation has to be submitted to examine the need for financial assistance:
 - d. Substantiation of income and assets in an appropriate form (e.g. employment agreement, tax assessment notices, account statements)
 - e. Proof of special burdens (e.g. proof of parental status with costs based thereon, e.g. childcare costs, children's education; proof of the cost of nursing and care for relatives)
 - f. Proof of special extraordinary costs or burdens (e.g. by moving residence to Hamburg).
- (D) When applying for funding on grounds of eligibility for funding, a written application must be submitted that describes in detail and provides reasons why the applicant qualifies for funding.
- (E) The award committee should inform the applicant in writing of its decision regarding the award of funding within 14 days of submitting the written application on which a decision can be based. This period begins no sooner than on the date of final acceptance onto the study programme.

6 Notification duty in the event of changes and premature termination of funding

The student must provide immediate notification of changes in relation to his/her need for financial assistance, in particular changes in terms of his/her income or expenses.



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The award committee will make a timely decision on whether to continue the funding in such cases. If premium funding will no longer apply, the student is free to apply for master's funding. If the student would have been entitled to early bird funding, he/she will automatically receive such funding subsequently.

7 Effectiveness of the funding

- (A) The course fees are waived under the condition that the applicant enters into a study agreement with HSBA. The funding amounts will not be paid out to the students, but instead deducted from the course fees charged.
- (B) The funding ends when the student leaves HSBA.

8 Entry into force

This guideline enters into force once approved by university management.
