



HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

**Registration and admission regulations
for bachelor's and master's study programmes**

as amended on 10 September 2012

The registration and admission regulations were announced to the Behörde für Wissenschaft und Forschung der Freien und Hansestadt Hamburg (Hamburg authorities for science and research) on 14 September 2012.

§ 1 Scope

These regulations set out the registration and deregistration procedure for study programmes at HSBA Hamburg School of Business Administration (HSBA) as well as the admission procedure.

§ 2 Registration

- (1) On application, applicants become students of HSBA after registration in accordance with § 3 (1) of the statutes of HSBA. They are registered for a study programme at HSBA. Membership ends upon deregistration.
- (2) Registration takes place at the beginning of the course.
- (3) Students receive a student ID as proof of registration.

§ 3 Registration requirements

- (1) Only those students can be registered who meet the study and acceptance criteria, have successfully completed the selection process for the chosen study programme, have paid the registration fee and have provided proof of health and nursing care insurance.
- (2) People taking part in preparatory courses are registered as students; this does not give rise to any entitlement to acceptance onto a study programme.
- (3) Students on exchange programmes are registered temporarily under agreements between HSBA and partner universities without the need for acceptance onto a study programme at HSBA.

§ 4 Study and acceptance criteria for bachelor's study programmes

- (1) The study and acceptance criteria for dual bachelor's study programmes are
 - a. a school-leaving certificate recognised in Hamburg as defined by Sec. 37 (1) HmbHG ["Hamburgisches Hochschulgesetz": Hamburg's Law governing Third-Level Institutions]
 - b. the conclusion of a study agreement with a partner company
 - c. the signed undertaking by the partner company to carry out the professional part of the study programme in accordance with HSBA requirements
 - d. ability to complete a course of studies in English (minimum level: B2 of the European Framework of Reference), substantiated by an average of 10.0 points in two semesters at advanced grade or in the school-leaving exam or by the corresponding HSBA admission test or a TOEFL (e.g. 90 points internet-based) or similar documentary proof. If a pupil has completed a subject at advanced level or

as a course with increased requirements, a bonus of 1.0 points is awarded on top of the average grade calculated.

- e. a good knowledge of mathematics and German, substantiated by an average of 10.0 points in two semesters at advanced grade or in the school-leaving exam or by the corresponding HSBA admission test or similar documentary proof. If a pupil has completed a subject at advanced level or as a course with increased requirements, a bonus of 1.0 points is awarded on top of the average grade calculated. Substantiation of a good knowledge of German is not necessary for English-language study programmes.
- (2) The study and acceptance criteria for part-time bachelor's study programmes are
- a. a school-leaving certificate recognised in Hamburg as defined by Sec. 37 (1) HmbHG ["Hamburgisches Hochschulgesetz": Hamburg's Law governing Third-Level Institutions]
 - b. ability to complete a course of studies in English (minimum level: B2 of the European Framework of Reference), substantiated by an average of 10.0 points in two semesters at advanced grade or in the school-leaving certificate or by the corresponding HSBA admission test or a TOEFL (e.g. 90 points internet-based) or similar documentary proof. If a pupil has completed a subject at advanced level or as a course with increased requirements, a bonus of 1.0 points is awarded on top of the average grade calculated.
 - c. a good knowledge of mathematics and German, generally substantiated by an average of 10.0 points in two semesters at advanced grade or in the school-leaving exams or by the corresponding HSBA admission test. If a pupil has completed a subject at advanced level or as a course with increased requirements, a bonus of 1.0 points is awarded on top of the average grade calculated.
 - d. a letter of application in which the applicant outlines his/her motivation for choosing the selected study programme
 - e. a CV with a full overview of the applicant's education and professional background to date, including the corresponding references and documentary proof.

§ 5 Study and acceptance criteria for the master's study programme in Global Management and Governance (M.Sc.)

The conditions for acceptance onto the part-time graduate master's degree programme in Global Management and Governance are:

- (1) a completed third-level degree in economics or business completed with the grade "good" and covering 180 ECTS. Applicants with the grade "satisfactory" (3.5) can only be accepted onto the course if they can provide proof of additional relevant professional experience and are successful in the further selection process.
- (2) ability to complete a course of studies in English (minimum level: B2 of the European Framework of Reference), generally substantiated by the HSBA admission test for English or similar
- (3) letter of recommendation from a current or former employer or an academic reference.

**§ 6 Study and acceptance criteria for the
master's study programme in Business Administration and Honourable Leadership
(MBA)**

The conditions for acceptance onto the part-time graduate master's degree programme in Business Administration and Honourable Leadership are:

- (1) a completed third-level degree completed with the grade "good" and covering 210 ECTS credits, of which up to 30 ECTS credits can be substantiated by professional experience or academic training. Applicants with the grade "satisfactory" (3.5) can only be accepted onto the course if they can provide proof of additional relevant professional experience and are successful in the further selection process.
 - a. Academic training refers to further training and continuing education courses at third level (e.g. ECTS credits earned as part of a course of studies or a summer school at state or state-recognised third-level institutions).
 - b. Applicants who have not completed a third-level degree must provide, instead of a) above, proof that they have passed an entrance exam pursuant to the entrance exam regulations.
- (2) two years of professional management experience
- (3) ability to complete a course of studies in English (minimum level: B2 of the European Framework of Reference), generally substantiated by the HSBA admission test for English or similar
- (4) letter of recommendation from a current or former employer or an academic reference.

**§ 7 Study and acceptance criteria for the
master's study programme in Shipping (MBA)**

The conditions for acceptance onto the part-time graduate master's degree programme in Shipping are:

- (1) a completed third-level degree completed with the grade "good" and covering 240 ECTS credits, of which up to 60 ECTS credits can be substantiated by professional experience or academic training. Applicants with the grade "satisfactory" (3.5) can only be accepted onto the course if they can provide proof of additional relevant professional experience and are successful in the further selection process.
 - a. Academic training refers to further training and continuing education courses at third level (e.g. ECTS credits earned as part of a course of studies or a summer school at state or state-recognised third-level institutions).
 - b. Applicants who have not completed a third-level degree must provide, instead of a) above, proof that they have passed an entrance exam pursuant to the entrance exam regulations.
- (2) two years of professional management experience
- (3) ability to complete a course of studies in English (minimum level: B2 of the European Framework of Reference), generally substantiated by the HSBA admission test for English or similar
- (4) letter of recommendation from a current or former employer or an academic reference.

§ 8 Selection process for dual study programmes

- (1) The selection process takes place at the partner companies.
- (2) A study agreement signed by the applicant and the partner company qualifies as proof of the successful completion of the selection process.
- (3) Once the selection process is completed successfully, the company can make an application for admission to HSBA. To do this, the company must submit at least the study agreement as well as a declaration that it will carry out the professional part of the study programme in accordance with HSBA requirements (undertaking).
- (4) The company is informed of the decision on admission. A student can be admitted subject to conditions, in particular if not all study criteria have been substantiated. If all available places on the study programme have already been taken for the beginning of a programme, a study place is offered for the next programme start.
- (5) Admission applications as well as all substantiation required to meet the study and acceptance criteria must be provided to HSBA by 30 September in order to commence studies on 1 October of the same year.

§ 9 Selection process for part-time study programmes

- (1) If all study and acceptance criteria are met, the applicant is admitted to the selection process. The selection panel comprises a lecturer from the study programme and a further representative of the university.
- (2) The selection process comprises an evaluation of the written documents, a discussion with the candidate and attendance of the HSBA selection day, which focuses on the candidate's personal suitability for the study programme. In justified exceptional cases, the exam committee can set out an alternative selection process.
- (3) Study places are awarded chronologically according to the date of a positive unanimous vote by the selection panel. If all available places on the study programme have already been taken for the beginning of a programme, the applicant is offered a study place for the next programme start.
- (4) The primary selection criteria are the candidate's academic suitability, his/her motivation for choosing the study programme, his/her level of identification with HSBA values as well as the ability to combine studying with working, taking special consideration of the support from the employer in terms of time and funding.

§ 10 Registration procedure

- (1) Applications for registration must be made by 30 September in order to start studying on 1 October of the same year. HSBA can also set other dates in justified cases.
- (2) The registration application comprises the completed registration form signed by the applicant as well as substantiation that the registration requirements are met pursuant to § 2 above.

§ 11 Proof of health and nursing care insurance

- (1) Registered students must provide proof of health and nursing care insurance every year. The deadline for providing proof is 1 October of the respective calendar year. If

no proof is provided for reasons for which the student is not responsible, the deadline will be postponed on application, if reasons are provided.

- (2) Students registered on dual study programmes can attach proof to the registration form that they are in employment for which social insurance contributions must be made. § 7 (1) applies after the end of the regular course duration. HSBA must be informed without delay of any changes in the employment relationship.

§ 12 Leave of absence

Leave of absence is possible based on an application if the course is to be interrupted for a short period for an important study-related reason and then continued normally, e.g. for maternity leave, parental leave, illness, study abroad, care of relatives, internships. Students commencing their studies cannot be granted leave of absence.

§ 13 Deregistration

- (1) Students are deregistered once the certificate for the successfully completed final examination has been awarded.
- (2) Students must be deregistered
 - a) on application
 - b) if it emerges during the course that admission to the course was achieved through illegal means
 - c) if they were registered based on illegal admission and admission is revoked
 - d) if the study agreement between the student and HSBA is terminated
 - e) if the bachelor's or master's exam at HSBA has been definitively failed.
- (3) Students can be deregistered if
 - a) the course fees due have not been paid despite two written reminders and the setting of a deadline with notification of the intention to deregister
 - b) they have not provided proof of adequate health insurance by the deadline
 - c) the agreement between the company and the student was prematurely terminated in the course of the dual study programme
 - d) they cause considerable damage to HSBA as a result of negligent conduct.
- (4) Students must be informed of deregistration pursuant to (2) and (3) above in writing without delay and the reasons must be stated.

§ 14 Hardship commission

- (1) The hardship commission has the task of deciding on potential deregistration in cases of undue hardship. Students can refer their case to the hardship commission in cases of potential deregistration pursuant to § 6 (3) of these regulations. A hardship application must be submitted in writing and reasons must be stated.
- (2) HSBA's hardship commission comprises the CEO or a representative appointed by the CEO as well as a lecturer at HSBA. The lecturer is elected by the university council for a period of one year in each case.

- (3) After hearing the student, the commission makes a decision regarding the application. Any decision to uphold the application must be unanimous.

§ 15 Entry into force

These registration and admission regulations enter into force after approval by HSBA's university council on 10 September 2012. They apply for the first time to students commencing their studies in the academic year 2012/2013.

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