

## **Bylaws Regarding the Selection Procedure and Selection Criteria for Degree Programs in the Faculty of Business Administration (Hamburg Business School)**

**12 February 2014**

On 10 May 2014, in accordance with Section 10 subsection 1 of the Hamburg higher education admissions act (Gesetz über die Zulassung zum Hochschulstudium in Hamburg, HZG) dated 28 December 2004 (HmbGVBl. p. 515) last amended on 17 September 2013 (HmbGVBl. pp. 389, 398), the University's Executive University Board ratified the Bylaws Regarding the Selection Procedure and Selection Criteria for Degree Programs in the Faculty of Business Administration (Hamburg Business School) and the Appendix to same as adopted by the Faculty of Business' faculty council on 12 February 2014.

### **Section 1**

#### **Scope**

(1) In accordance with HZG, these bylaws govern the selection of applicants applying for first-year student placement in the faculty's restricted-admission degree programs or degree components not included in the university place allocation procedure of the Stiftung für Hochschulzulassung (Foundation for Higher Education Admissions).

These bylaws also apply to the selection of international applicants for degree programs that are included in the university place allocation procedure of the foundation.

(2) Furthermore, these bylaws also apply to the selection of applicants for a higher subject semester in restricted-admission degree programs or degree components as well as restricted-admission consecutive master's programs of the faculty.

(3) Supplementary rules for the selection procedure and selection criteria for individual degree programs are set forth in the Appendix. The degree programs are numbered consecutively.

### **Section 2**

#### **Selection of applicants**

(1) The places available for first-year students pursuant to the regulations regarding admission restrictions and admission numbers that are to be awarded in accordance with the outcome of the selection procedure pursuant to Section 5 HZG are awarded

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in accordance with the grade point average from the higher education entrance eligibility, unless otherwise provided for in the Appendix.

### **Section 3**

#### **Selection of international applicants**

International applicants are selected in accordance with the provisions of the University admission bylaws (UniZS), as amended.

### **Section 4**

#### **Selection of applicants for a higher subject semester**

(1) Unless otherwise provided for in the Appendix, available places for a higher subject semester are awarded as follows:

1. Fifty percent in accordance with performance rendered during the previous degree program—in the event of equivalent performance then in accordance with the grade point average of the higher education entrance eligibility
2. Fifty percent in accordance with the grade point average of the higher education entrance eligibility—in the event of the same grade point average then in accordance with performance rendered during the previous degree program

(2) The ratio set forth in subsection 1 no. 1 takes precedence over the ratio set forth in subsection 1 no. 2.

### **Section 5**

#### **Selection of applicants for a consecutive master's program**

Applicants for a consecutive master's program are selected based on the result from the first higher education degree and where performance is equivalent based on the grade point average of the higher education entrance eligibility, unless otherwise provided for in the Appendix.

### **Section 6**

#### **Selection committee**

The dean appoints a selection committee for special selection procedures. A selection committee must be comprised of at least one member, and for each member of the committee a substitute must be appointed. All members of the selection committee entitled to vote must possess the examiner qualification for examinations in the respective degree program.

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#### **Section 7**

##### **Compensation for disadvantages**

On submission of an application, appropriate compensation for disadvantages will be granted where the applicant can credibly demonstrate they have been placed at a disadvantage compared to other applicants due to an inability to substantiate special conditions of admission in the prescribed manner or within the designated period of time on account of a disability. The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG.

#### **Section 8**

##### **Effective date**

The bylaws become effective on the day after their ratification. They first apply to students commencing their studies in Winter Semester 2014/15.

Hamburg, 10 March 2014

**Universität Hamburg**

## Appendix to the Faculty of Business Administration Selection Procedure and Selection Criteria

### 1. Master of Science (MSc) in Business Administration

If the number of applicants meeting the special conditions of admission exceeds the number of places available, students will be selected in accordance with selection criteria that takes into account the final grade from the bachelor's degree and the applicants' results from the cognitive performance test TM-WISO (test for the master's degree programs in business, economics, and social sciences).

TM-WISO test results may not be more than three years old at the time the application is submitted. Where applicants have taken part in the TM-WISO multiple times, the most recent test result will be considered for the selection procedure, unless the applicant submits a previous test result for consideration.

The rank of an applicant in the selection process is determined in accordance with the selection criteria. Applicants with high scores will receive a higher ranking. Parity of ranking is decided by drawing lots.

The selection criteria are calculated as follows:

$(\text{bachelor's degree points} \times 0.51) + (\text{TM-WISO points} \times 0.49) = \text{selection criteria score}$

Bachelor's degree points are calculated by converting the grade for an applicant's bachelor's degree (or the available grade point average held at the time the application is submitted if no final grade is available) into a bachelor's degree score using the following linear scale ranging from 60 points (for a grade of 1.0) to 0 points (for a grade of 4.0), wherein each point in the range corresponds to an interval of 0.05 points for the bachelor's degree grade:

Final grade for the Bachelor's degree (or grade point average on application)	Bachelor's degree score
1.00 to <1.05	60
1.05 to <1.10	59
1.10 to <1.15	58
etc. according to the same principle until	
3.90 to <3.95	2
3.95 to <4.00	1
4.00	0

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TM-WISO points are determined using the formula: “TM-WISO score = test score minus 70” to convert the applicant’s TM-WISO test results (test score) into a TM-WISO score ranging from 60 to 0 points. If an applicant did not take the TM-WISO, the TM-WISO score is 0.