

Revised Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business Administration (Hamburg Business School)

dated 27 January 2016

On 3 February 2016, in accordance with Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. p. 171) last amended on 19 June 2015 (HmbGVBl. p. 121), the University's Executive University Board ratified the Revised Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business Administration (Hamburg Business School) adopted by the Faculty of Business Administration's faculty council pursuant to Section 91 subsection 2 no. 1 HmbHG in accordance with Section 37 subsection 2 HmbHG.

Section 1

Special conditions of admission

A. Bachelor's degree programs

1. Bachelor of Science in Business Administration (BSc)

The following special conditions of admission apply to the Bachelor of Science in Business Administration (BSc):

Written confirmation that the applicant has sufficient English proficiency to follow business administration classes in English, read specialist literature, and complete oral and written examinations in English where necessary (minimum level B1 of the Common European Framework of Reference for Languages (CEFR)).

B. Master's degree programs

1. Master of Science in Business Administration (MSc)

The following special conditions of admission apply to the Master of Science in Business Administration (MSc):

a) Applicants must have a first higher education degree, either:

This is a translation of the German original. In the event of any discrepancy, the German text prevails.

- a Bachelor of Science in Business Administration (BSc) from Universität Hamburg or
- an equivalent degree from a higher education institution in the field of business administration, economics, industrial engineering and management, business mathematics, information systems, or
- a closely related interdisciplinary degree program offered by a higher education institution.

Equivalent or closely related interdisciplinary degree programs must have a research and method-oriented nature. A degree program is deemed to be research and method-oriented in nature when applicants have completed lecture, practical, or seminar modules amounting to at least 30 ECTS credits in mathematics, statistics, econometrics, operations research, quantitative methods, microeconomics, game theory, decision theory, empirical social research methods, philosophy of science, or methods of academic work.

Applicants must provide an overview of the modules included in their degree program (transcript of records) to demonstrate the research and method orientation.

If the titles of individual or multiple modules listed in the transcript of records do not clearly indicate the subjects listed above, the applicant must include an official module description for all affected modules that clearly indicates the content in terms of the relevant nature and scope. If an applicant does not submit module descriptions, a decision will be made on the basis of the module title in the transcript of records. All application documents must be submitted by the end of the application period. Documents submitted after the deadline will not be considered.

Interdisciplinary degree programs must also contain sufficient economic elements in their curriculum to be classified as closely related. The degree program in question is classified as closely related if the applicant has successfully completed at least 90 ECTS credits in traditional economics modules such as those in the Bachelor of Science in Business Administration (BSc) in the Faculty of Business Administration at Universität Hamburg.

Applicants with an interdisciplinary degree must provide an overview of the modules included in their degree (transcript of records) to demonstrate the economics elements of their degree program. If the titles of individual or multiple modules listed in the transcript of records do not clearly indicate economics subjects, the applicant must include an official module description for all affected modules that clearly indicates the content in terms of nature and scope relevant to the field of economics.

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If an applicant does not submit module descriptions, a decision will be made on the basis of the module title in the transcript of records. All application documents must be submitted by the end of the application period. Documents submitted after the deadline will not be considered.

b) Written confirmation that the applicant has sufficient knowledge of English to follow business administration classes in English, read specialist literature, and complete oral and written examinations in English where necessary.

Section 2

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 3

Extended submission deadlines

If an applicant still has outstanding examinations, which must be completed in order to acquire their first higher education degree, they may nevertheless apply for admission to a master's degree program pursuant to the provisions set forth in Section 39 subsection 2 HmbHG if, based on the course of studies and in particular on an applicant's examination performance to date, it can be expected the applicant will seasonably receive their degree by the end of the first semester of the master's degree program. Admission to the program may be permitted on the condition that the degree has been awarded by the end of the re-enrollment period for the second semester of the master's degree program.

Section 4

Effective date

These revised provisions become effective on the day following official publication by Universität Hamburg. They first apply to students commencing their studies in Winter Semester 2016/17.

Hamburg, 3 February 2016

Universität Hamburg