



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Welcome Day Winter Semester 25/26

M.Sc. Business Administration

Niels Neier, Marina Saisaler, Nafiseh Sajjadi

06.10.2025



UNIVERSITY OF HAMBURG
BUSINESS SCHOOL

Foto: UHH

Agenda

8:15 a.m. – 9:30 a.m.	Welcome remarks and introduction to the degree program. Presentation of the Business Administration specializations (<i>in English, ESA J</i>)
10:15 a.m. – 12:30 p.m.	Degree program administration and design. “What? When? How” - Advice on selecting and registering for specializations, methods and free elective area modules. Questions? (<i>English presentation in WiWi A, German presentation in ESA J</i>)
12:30 p.m. – 1:15 p.m.	Lunch break
1:15 p.m. – 2:00 p.m.	Counseling services and student council (<i>in English, WiWi A</i>)
2:00 p.m. – 2:45 p.m.	Campus tour (<i>in English and in German</i>)
3:30 p.m. – 4:00 p.m.	Exchange with senior students on their choice of specializations (WiWi A)
4:00 p.m.	Informal get-together (Uni Campus, meeting point at WiWi A)

Agenda

1 The Business Administration Academic Office

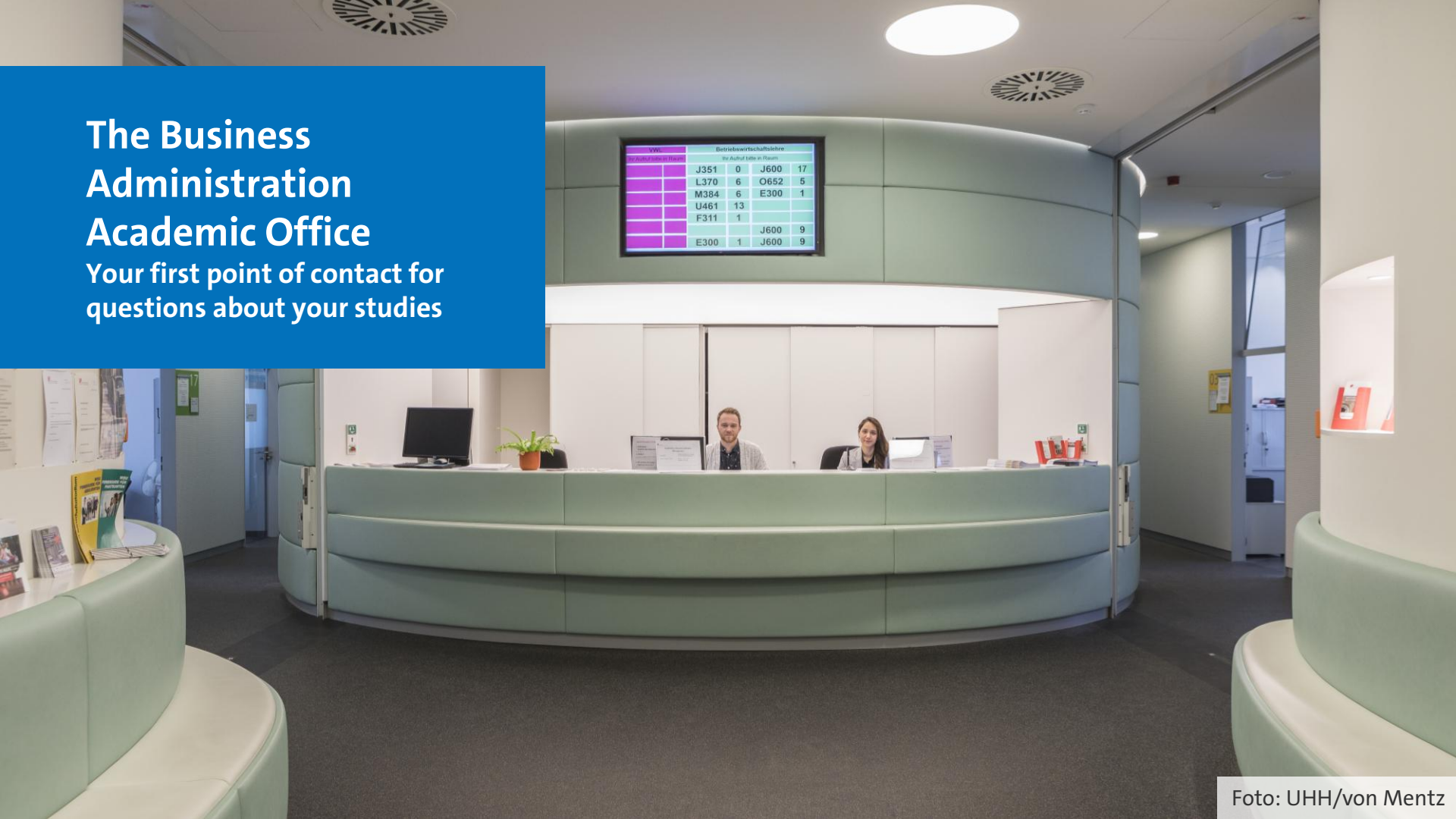
2 Academic and Examination Regulations

- Deadline regulations
- Extension of study time
- Absence due to illness
- Recognition of earned credits
- Studying abroad
- Master's thesis
- Part-time study

3 Advice and tips on selecting and registering for specializations, Methods and Free Elective Area modules

The Business Administration Academic Office

Your first point of contact for
questions about your studies



Betriebswirtschaftslehre			
Im Herbst 2016 in Prozent			
J351	0	J600	17
L370	6	O652	5
M384	6	E300	1
U461	13		
F311	1		
		J600	9
E300	1	J600	9

There are three points of contact within the Business Administration Academic Office



Course and examination
management (LVM/PM)



Servicepoint



Degree program
coordination (Stuko)



Service Point

Your first stop for:

- Questions about administrative procedures, deadlines, and dates, as well as responsibilities within the academic office
- Obtaining information documentation and forms
- Requesting certificates or an overview of your course account

Hours of operation: Monday-Friday: 11:00 a.m. – 1:00 p.m.

Tuesday: 11:00 a.m. – 3:00 p.m.



The Business Administration Academic Office Team

Course and examination management (LVM/PM)

*Responsible for your **student account***

- Questions about registering for modules, courses and examinations
- Questions regarding examination results not being shown in STiNE
- Issuing certificates (e.g. transcript of records)



Last names A - H: Elif Altun

Last names I - Z: Marcel Blume

The Business Administration Academic Office Team

Degree program coordination (Stuko)

*Responsible for **coordinating your studies***

- Study organization and planning, as well as extension of study time
- Recognition of credits earned at other institutions
- Advice regarding regulatory issues (examination regulations, etc.)



Last names A - L : Nafiseh Sajjadi

Last names M - Z: Niels Nauer

Hours of operation of the Academic Office



Service Point:

Monday-Friday: 11:00 a.m. – 1:00 p.m.

Tuesday: 11:00 a.m. – 3:00 p.m.



Office hours:

Tuesday: 1:00 p.m. – 3:00 p.m.

Thursday: 11:00 a.m. – 1:00 p.m.

Ticket allocation starts and ends 15 minutes before opening and closing hours

How to contact us



via email: studienbuero.bwl@uni-hamburg.de

- Subject line: M.Sc. BWL, student ID number, Name, brief description of your issue
- Please communicate with us using **only** your student email address



Contact us by phone outside of office hours



Visit us in person during office hours



Studienbüro BWL
Von-Melle-Park 5
Aufgang C - Erdgeschoss
20146 Hamburg

How we contact you

- via STiNE
 - Our messages always include the subject line **STUDIENBÜRO BWL**
- via email to your student email address



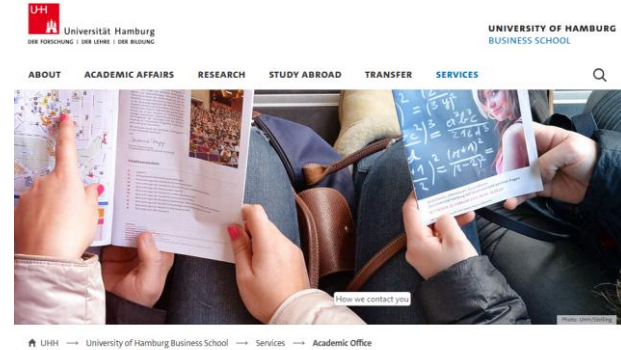
How to forward
your STiNE
messages
(link)

[How to configure your student email account \(link\)](#)

You can find more information online



[Degree program website](#)
[\(link\)](#)



[Business Administration](#)
[Academic Office's](#)
[website \(link\)](#)

Campus Center

- Responsible for all students
- Enrollment status (part-time, academic leave, etc.)
- Semester fees, public transport pass, student ID
- [Change of address \(link\)](#)

Alsterterrasse 1

Academic Office

- Degree program-specific advice
- Registration for modules, courses and examinations
- Deregistration from examinations
- Course account, transcript of records
- Federal student loan forms (no advice!)

VMP 5, Eingang C

Tech Support

STiNE-Support

"Support enquiry"
in STiNE



RRZ
(Regionales
Rechenzentrum)

[Advice and contact info](#)
[\(link\)](#)

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Organizational and legal information – legal framework

Examination regulations (PO)

The examination regulations set out the general structure, objectives and examination procedures of the degree program.

Subject-specific provisions (FSB)

The FSB further specify the rules laid out in the examination regulations and cover all aspects in detail.

Module handbook

The module handbook lists all modules offered as part of your studies.

Examination
regulations
and FSBs
online (link)



Please ensure that you read the Examination Regulations and FSBs.

Important terms

- **Module:** Self-contained teaching and learning units, which usually consist of a lecture and a tutorial
- **Module examination (Modulprüfung):** validates each respective module
- **Credits (Leistungspunkte)** (LP = CP = ECTS): Workload in hours for attendance, self-study, and exams. One credit corresponds to a workload of 30 hours.
- **Required elective modules (Wahlpflichtmodule):** 18 ECTS in the Methods area, 24 ECTS in the specializations
- **Elective modules (Wahlmodule):** Free elective courses from Hamburg University's course offerings, 24 ECTS

Deadline regulations for elective and required elective modules (§ 10 of the Examination Regulations) (1)

- The master's degree program comprises elective and required elective modules.
- These modules must be completed within the regular period of study (four semesters).
- It is possible to repeat a module over two additional semesters if the student has at least taken one failed examination attempt within the regular period of study.
- If a module is no longer offered, a replacement module may be taken.

Deadline regulations for elective and required elective modules (§ 10 of the Examination Regulations) (2)

Consequently:

- there is no limitation on the number of examination attempts, but a **deadline (regular period of study) to complete all examinations** for elective and required elective modules.
- students may take any examination attempt scheduled within this deadline; after six semesters (regular period of study plus two repetition semesters), it generally is not possible to take any more examinations

Please note: it is not necessary to complete a given required elective module if the specified number and allocation of ECTS credits is achieved upon completion of a replacement module.

Extension of study time

An extension of the period of study after four semesters shall be granted without application if:

- the student has registered for all remaining modules (lectures/practical courses and seminars) and has made at least one examination attempt (5,0)



The master's thesis is exempt from this provision!

- the necessary 15 modules (including a seminar) in the correct subject structure are recorded in the student's STiNE account.
- An extension of study time applies to the 5th and 6th subject semesters.
- Students are allowed to switch elective and required elective module within this extension.

Absence due to illness

- As a rule, a medical proof of absence does not grant an extension of the period of study (due to deadline regulations for examinations).
- Students are required to keep medical certificates justifying the withdrawal or nonperformance on examinations.
- Medical leave is only relevant for the completion of the master's thesis!
 - Refer to the information sheet about the master's thesis: [Information zur Masterarbeit im M.Sc. Betriebswirtschaft \(Business Administration\)](#) (in German)

Recognition of earned credits

- Recognition of credits earned before the start of the degree program is only possible during the first semester.
 - This means that all applications must be submitted to the Business Administration Academic Office by 31 March 2026 **at the latest**.
- Applications for recognition of earned credits are submitted via STiNE and sent electronically.

Instructions
online
(link)

Studying abroad

Erasmus+

Faculty
exchange

Double
degree

Buddy

Short term

International Office
Hamburg University
Business School



Studying abroad & double degrees

Save the date: Information event offered by the Academic Office and the International Office

12. November 2025, 4pm

More details will be made available through STiNE

Two master's degrees in six semesters
[Three double degrees programs \(link\)](#)

M.Sc. Business Administration and IAE Argentina

M.Sc. Business Administration and Kyoto University

M.Sc. Business Administration and Audencia Nantes

Master's thesis

Typically, students write their master's thesis in the 4th semester. The thesis must be written in the Methods component or in one of the two specializations.

Application for admission to the master's thesis:

- **is possible** if at least 45 ECTS credits have been achieved
- **is compulsory** if the student has earned 90 ECTS and has finalized the 4th subject semester.



Information
online
(link)

Part-time study (1)

You **should carefully** consider studying part-time if you:

- work more than 15 hours per week during your studies
- need to care for a family member
- look after children (under 18)
- suffer from a disability or chronic illness that impairs your ability to study or your time management.

[application via
Campus Center
\(link\)](#)

Part-time study (2)

- Part-time study is usually granted for the duration of two semesters.
- An application may be submitted at any time during the academic year (except for the semester in which the master's thesis is due).

Advantages

- Recommended workload reduction from 30 to 15 ECTS credits per semester
- Proportional extension of the maximum period of study

Disadvantages

- May have an impact on federal student loan (BAföG), health insurance, working student contracts, child benefits or residence permit.

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Methods and Free Elective Area modules**

Registration

Binding registration via STiNE:

- a. modules
- b. courses
- c. examinations

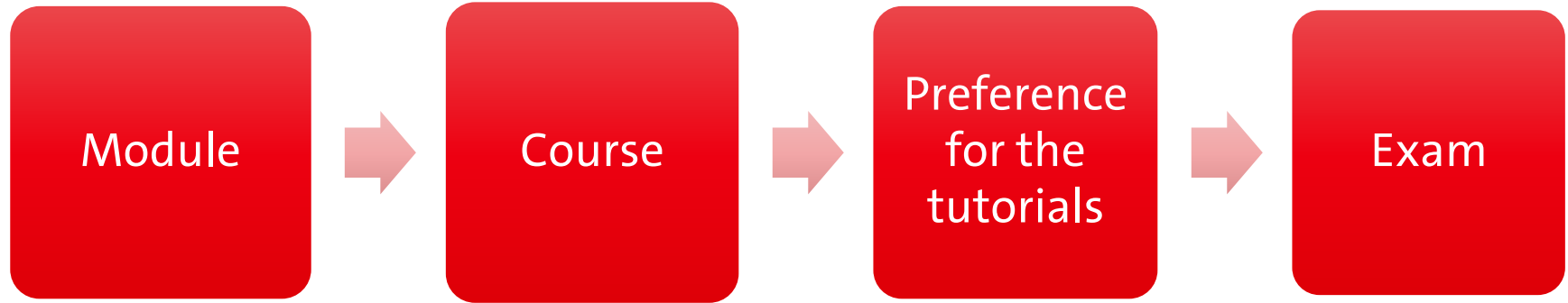


each
semester



At the beginning of each semester: Course registration and first registration for examinations
During the examination period: Choice between first and second examination period
In the case of papers: only one examination period

Registration in STiNE



Registration periods / Registration for examinations

- **Early registration period:** provisional registration for seminars, one semester in advance
- **General registration period:** provisional registration, time of registration is not relevant during the registration period
- **Changes and corrections period** (allocation of remaining places): Places are allocated on a first-come, first-served basis

Generally, all students that register within the deadline get a place.

Lecture places are guaranteed; places in practical courses are subject to availability.

STiNE-registration deadlines

- Registration and deregistration for lectures and seminars is conducted via STiNE during certain periods.
 - Registration for examinations up to 8 days before the examination
 - Deregistration via STiNE up to 4 days before the examination date
- Term papers are excluded from these deadlines.

Dates and deadlines

A current semester overview with all relevant dates and deadlines is available for download on the website of the Business Administration Academic Office:

🏠 UHH → University of Hamburg Business School → Services → Academic Office → Dates and deadlines

DATES AND DEADLINES

— Dates and deadlines

Please refer to the following documents for the registration dates and deadlines:

- [Terminübersicht SoSe 2025 \[PDF\]](#) Last Update: 08/04/2025
- [Academic calendar WiSe 2025/26 \[PDF\]](#) Last Update: 26/03/2025
- [Earlier Examinations SuSe 2025 \[PDF\]](#) Last Update: 31/03/2025

Academic calendar for
Winter Semester 25/26

Services

Important links for students

Library

Academic Office

Dates and deadlines

Current Dates and Deadlines

Academic calendar for Winter Semester 25/26

Bachelor's and master's degree programs

Mon, 1 Sep 2025 (9 a.m.) to Thu, 18 Sep 2025 (1 p.m.)	General registration period for winter courses (STiNE)
Mon, 29 Sep 2025 (9 a.m.) to Thu, 2 Oct 2025 (1 p.m.)	Late registration period for winter courses (STiNE)
Mon, 6 Oct 2025 (9 a.m.) to Thu, 9 Oct 2025 (1 p.m.)	Registration period for first subject semester (STiNE)
Mon, 13 Oct 2025 (9 a.m.) to Thu, 23 Oct 2025 (1 p.m.)	Changes and corrections period for winter courses (STiNE)
Mon, 13 Oct 2025	Beginning of the lecture period (winter semester)
Sa, 20 Dec 2025 to Sun, 4 Jan 2026	Christmas break
Mon, 5 Jan 2026 (9 a.m.) to Sun, 11 Jan 2026 (1 p.m.)	General registration period for seminars at the University of Business School in summer semester 2026 via STiNE
Tue, 20 Jan 2026 to Wed, 21 Jan 2026	Application period for remaining places in seminars at the University of Hamburg Business School summer semester 2026
Mon, 26 Jan 2026 to Fri, 13 Feb 2026	First examination period for winter semester 25/26
Sa, 31 Jan 2026	End of the lecture period (winter semester 25/26)
Fri, 27 Feb 2026	Grade submission deadline for the first examination period (winter semester 25/26)
Mon, 16 March 2026 to Fri, 27 March 2026	Second examination period for winter semester 25/26
Fri, 24 April 2026	Grade submission deadline for the second examination period (winter semester 25/26)



Exception 1: Courses with limited capacity

🏠 UHH → University of Hamburg Business School → Service → Studienbüro BWL → Vorlesungsverzeichnis → Teilnehmerbeschränkte Veranstaltungen

Teilnehmerbeschränkte Veranstaltungen Master (WiSe 25/26)

Modul	Veranstaltungstitel	Dozent/-in	max. Plätze
Freier Wahlbereich			
MA-FWB 7(F)	Knowing and Managing my Skills, Knowledge, Competencies and Motivation (Akademisches Mentorat) - NUR für M.Sc. BWL des 1. Fachsemesters!	Alewell, Dorothea	20
Marketing			
MA-MA 8 (G)	Cases in Digital Marketing- Current Issues in Marketing B	Höck, Claudia	24

Exception 2: Registration for seminars

- Students must choose at least one seminar in one of their two specializations.
- Only one seminar per specialization is allowed.
- Generally, each specialization offers several seminars.
- Seminars are selected as preferences in STiNE.

Exception 2: Registration for seminars

- Binding seminar registration via STiNE
- Binding registration for an examination
 - Only **one** examination date
- Registration period: always one semester in advance during the early registration period

Note: no seminars during the first subject semester!

All information is available online!

🏠 UHH → Faculty of Business Administration → Services → Academic Office → **Course Catalog**

COURSE CATALOG

Courses offered each semester in the Faculty of Business Administration (Hamburg Business School) can be found under [Vorlesungsverzeichnis](#) (Course Catalog, currently available in German only) at www.stine.uni-hamburg.de.

[Here](#) you will find all information on research seminars in Business Administration.

Services

Library

Academic Office

Dates and deadlines

Forms to download

Course Catalog

Seminars



Course schedule – example 1

Area	Semester 1	Semester 2	Semester 3	Semester 4
Methods	Modules worth 12 ECTS	Modules worth 6 ECTS	-	Master's thesis in Specialization 1
Specialization 1	Modules worth 6 ECTS	Modules worth 6 ECTS	Modules worth 12 ECTS	
Specialization 2	Modules worth 12 ECTS	Modules worth 6 ECTS	Modules worth 6 ECTS (seminar)	
Free Elective Area	-	Modules worth 12 ECTS	Modules worth 12 ECTS	
Sum of credits	30 ECTS	30 ECTS	30 ECTS	30 ECTS

Course schedule – example 2

Area	Semester 1	Semester 2	Semester 3	Semester 4
Methods	Modules worth 6 ECTS	Modules worth 6 ECTS	Modules worth 6 ECTS	Master's thesis in Specialization 2
Specialization 1	Modules worth 12 ECTS	Modules worth 6 ECTS	Modules worth 6 ECTS	
Specialization 2	Modules worth 6 ECTS	Modules worth 12 ECTS (seminar)	Modules worth 6 ECTS	
Free Elective Area	Modules worth 6 ECTS	Modules worth 6 ECTS	Modules worth 12 ECTS	
Sum of credits	30 ECTS	30 ECTS	30 ECTS	30 ECTS

What can I choose?

Methods component and specializations

- The module handbook includes a catalog of modules for each component.
- A number of ECTS credits can be earned from other specialization modules (as specified in the module handbook).
- New modules that are offered outside the module handbook are only visible in the course catalog or in STiNE during the registration.

What can I choose? Free elective area (1)

- All modules from the methods component or the specializations(except seminars)
- Modules from other master's degree programs at the WISO and MIN faculties
- Modules that are only shown as „passed“, because the grades from the free elective area are not factored into the overall grade.

What can I choose? Free elective area (2)

Peace-
building
(link)

Courses from the
Curriculum Friedensbildung-
Peacebuilding

Registration via the free elective
area in STiNE

University
Language
Center
(link)

Language certificates from the
University Language Center

minimum C1 level (except German in
the General Track and English in the
English Track)

Registration via „Extracurricular
courses“ in STiNE

Hanseatic-
MUN e.V.
(link)

Events of the association
Hanseatic-MUN e.V.

Contact via info@hansemun.de

NO registration via STiNE

Was kann ich wählen? In the Free Elective Area (3)

89-003 Academic Mentoring: Knowing and Managing my Skills, Knowledge, Competencies and Motivation

- Duration: 3 semesters
- Examination: learning journal
- Limited to 20 places
- Registration and information through STiNE

Information
in the
course
catalogue
(link)

What can I choose? Non-credit courses

- Courses in the „Extracurricular courses“ section cannot be credited toward the master's degree program!
- Please observe the rules regarding language courses.

How much can I choose?

For lecture, tutorial and seminar modules:

A minimum of 90 ECTS and a maximum of 102 ECTS an bestandenen Modulen

If the number of ECTS credits earned exceeds the required number of 120 ECTS credits (including the master's thesis), the “excess” ECTS credits with the lowest grades will not be taken into account when calculating the overall grade. The selection or “deletion” of modules takes place during the preparation of the transcript.

Workshop: Literature research for the master's thesis

- Search for literature in the relevant specialist databases
- Formulate specific search queries for your topic
- Specific suggestions for improving your search queries
- Designing the overall workflow efficiently
- In German or Englisch

optional

Dates all through the semester, informationen via STiNE

Library tour

German

Thursday, 09.10., 10am

Wednesday, 15.10., 10am

English

Tuesday, 07.10., 11 am

Wednesday, 08.10. 9am



Each tour takes approx. 30 min..

Meeting point: Entrance to the Economics library, Von-Melle-Park 5, Staircase A, 1.st floor.

Questions





**We wish you a
good start into
your studies**

**Your
Academic Office**