Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Welcome Day
Winter Semester 26/27

M.Sc. Business Administration

Nafiseh Sajjadi

05.10.2026

Foto: UHH

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 Selection and registration of modules

The Business Administration Academic Office

Your first point of contact for questions about your degree program

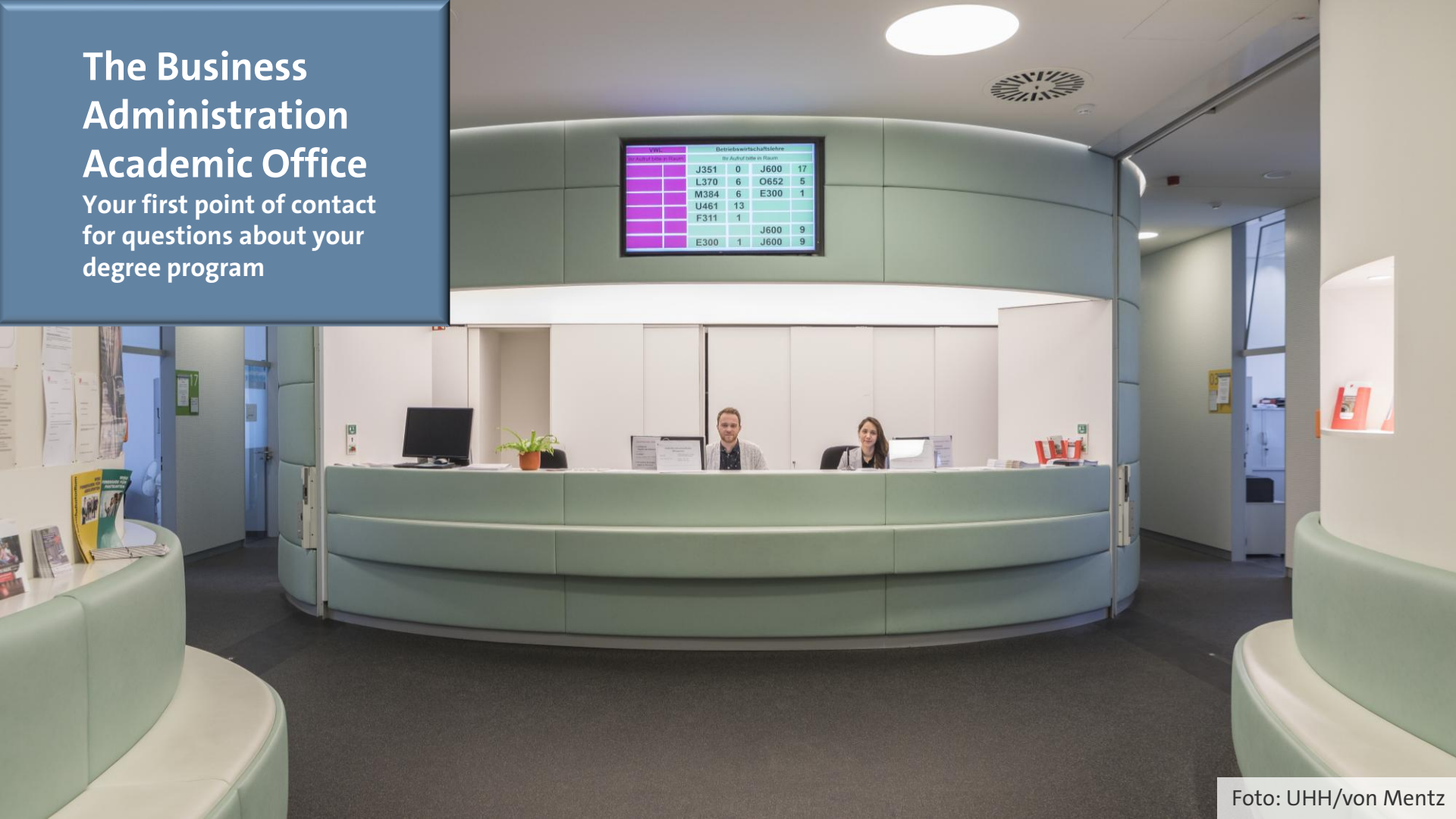
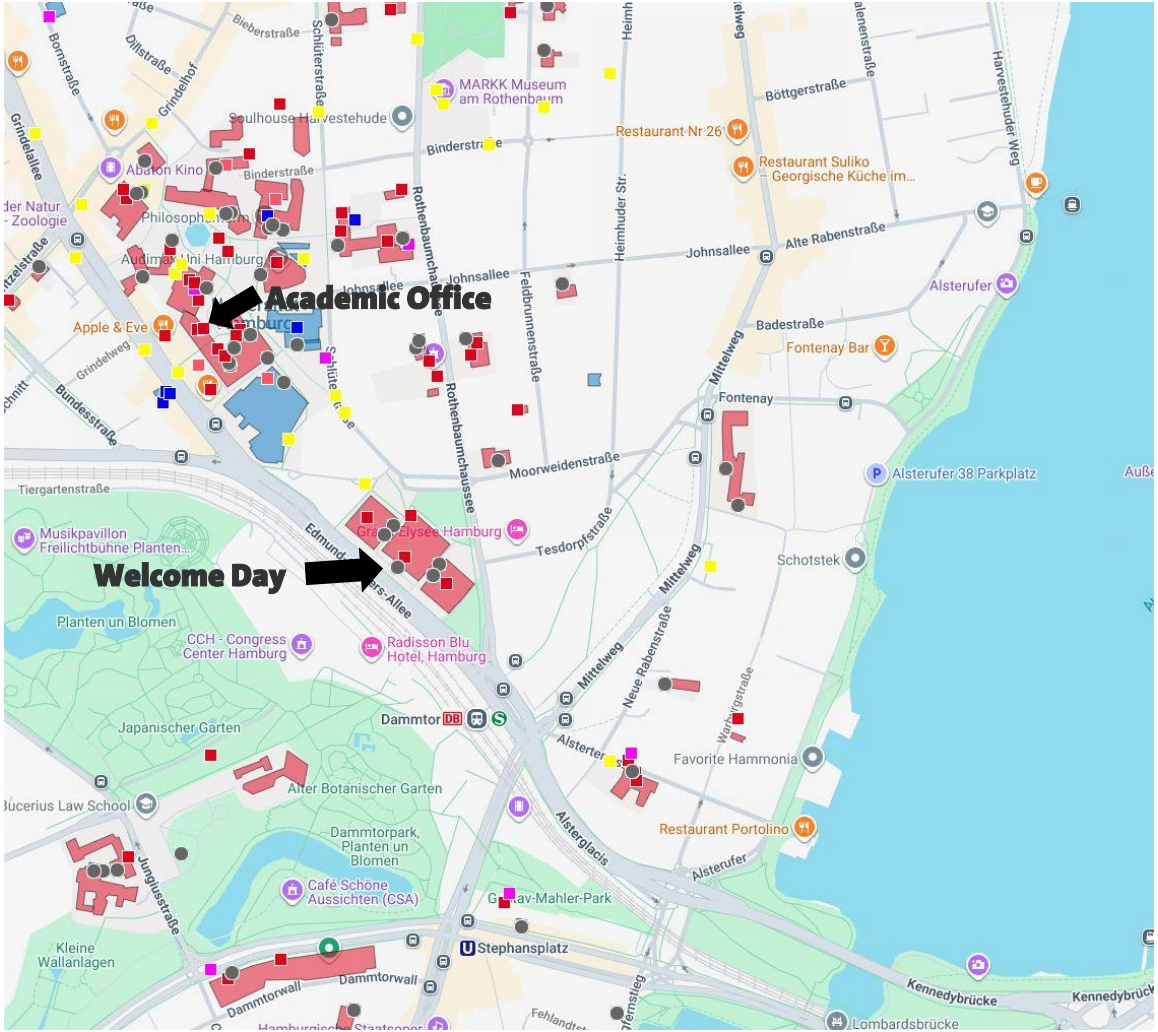


Foto: UHH/von Mentz



Locations

[Campus Navigator](https://www.uni-hamburg.de/onTEAM/campus/index_e.html)

(Link)

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

Course and examination management

(LVM/PM)

Servicepoint

Degree program coordination

(Stuko)

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

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: N. N.

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**

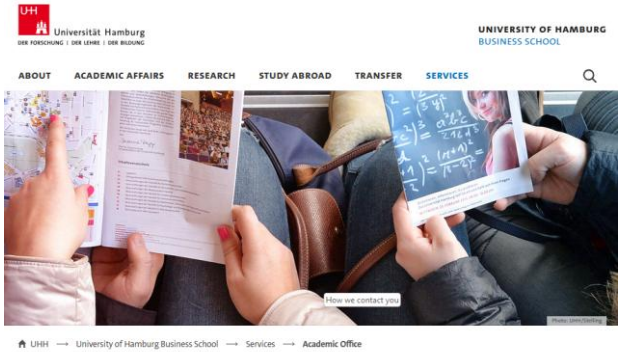
Please read your STiNE messages!

- via email to your student email address

How to configure your student email account (link)

How to forward your STiNE messages (link)

You can find detailled information online



Degree program website (link)

Business Administration Academic Office's website (link)

Campus Center

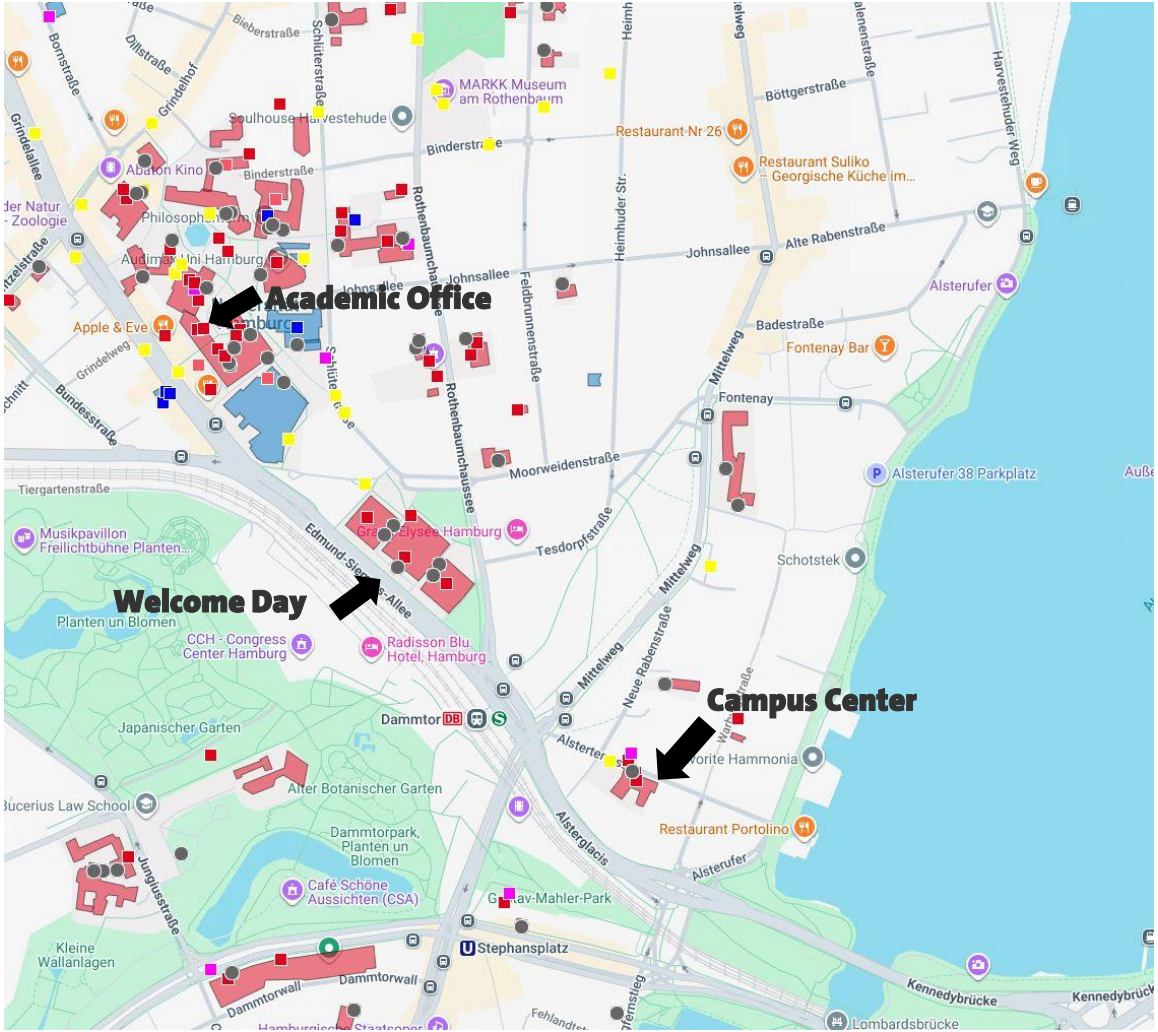
- responsible for all 43.000 students at UHH
- enrollment status (part-time, academic leave, etc.)
- semester fees, public transport pass, student ID
- change of address

Alsterterrasse 1

Academic Office

- degree program-specific advice
- registration for modules, courses and examinations
- deregistration from examinations
- course account, transcript of records
- forms of the Federal student loan/ BAföG (no advice!)

VMP 5, Eingang C



Locations

[Campus Navigator](https://www.uni-hamburg.de/onTEAM/campus/index_e.html)

(Link)

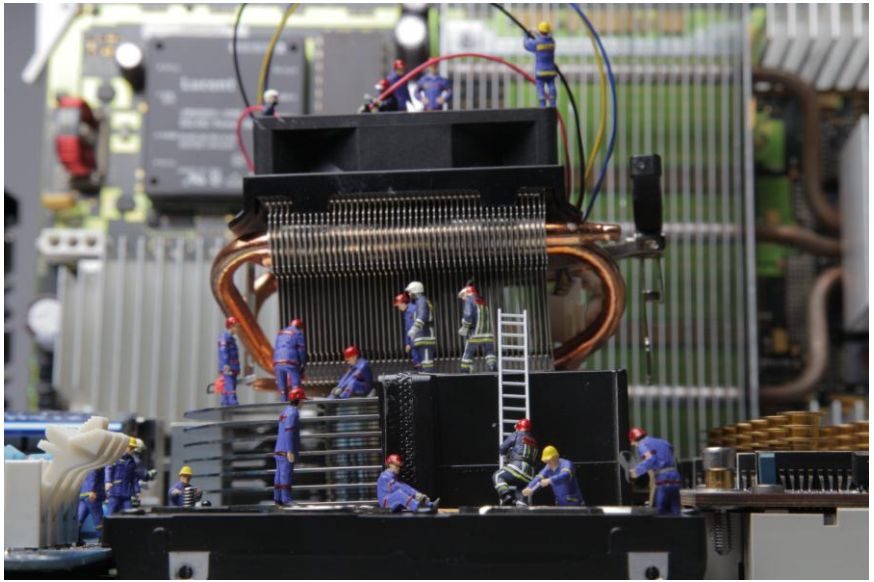
Tech Support

STiNE-Support

"Support enquiry"
in STiNE

RRZ
(Regionales Rechenzentrum,
IT Service Center of the UHH)

Advice and contact info
(link)



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 Selection and registration of modules

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!

Usefull glossary

Credits: Workload in hours for attendance, self-study, and exams. One credit corresponds to a workload of 30 hours.

Elective modules/ Electives (Wahlmodule): Free elective courses from Hamburg University's course offerings, 24 ECTS

Module: Self-contained teaching and learning units, which usually consist of a lecture and a tutorial

Module examination (Modulprüfung): validates each respective module

Required elective modules (Wahlpflichtmodule): 18 ECTS in the Methods area, 24 ECTS in the specializations

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

- 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 modules within this extension.

Late Arrival

Please try to be on campus at the earliest available opportunity so that you can start your studies.

Absence due to illness

- 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)
- students are required to keep medical certificates justifying the withdrawal or nonperformance on examinations.
- as a rule, a medical proof of absence does not grant an extension of the period of study (due to deadline regulations for examinations)

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 2027 **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 (Link)

Hamburg University
Business School

The information event will be announced in good time via StiNE.

Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Double degrees

Two master‘s degrees in six semesters

M.Sc. Business Administration and IAE Argentina

M.Sc. Business Administration and Kyoto University

M.Sc. Business Administration and Audencia Nantes

find all details online: **double degrees programs (link)**

Master‘s thesis

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.

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.

Part-time study

apply via Campus Center (Link)

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.

- 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.

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 Selection and registration of modules

Registration

Binding registration via STiNE:

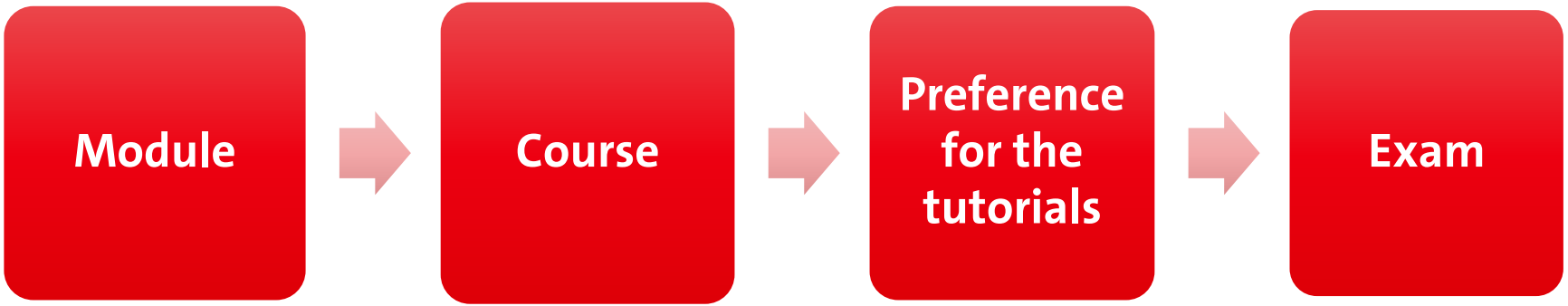
a. **modules**
b. **courses**
c. **examinations**

each semester

at the beginning of each semester: Course registration and first exam registration

for exams: choose between first and second examination date
In the case of term papers: only one exam date

Registration in STiNE



Guide online (link)

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.

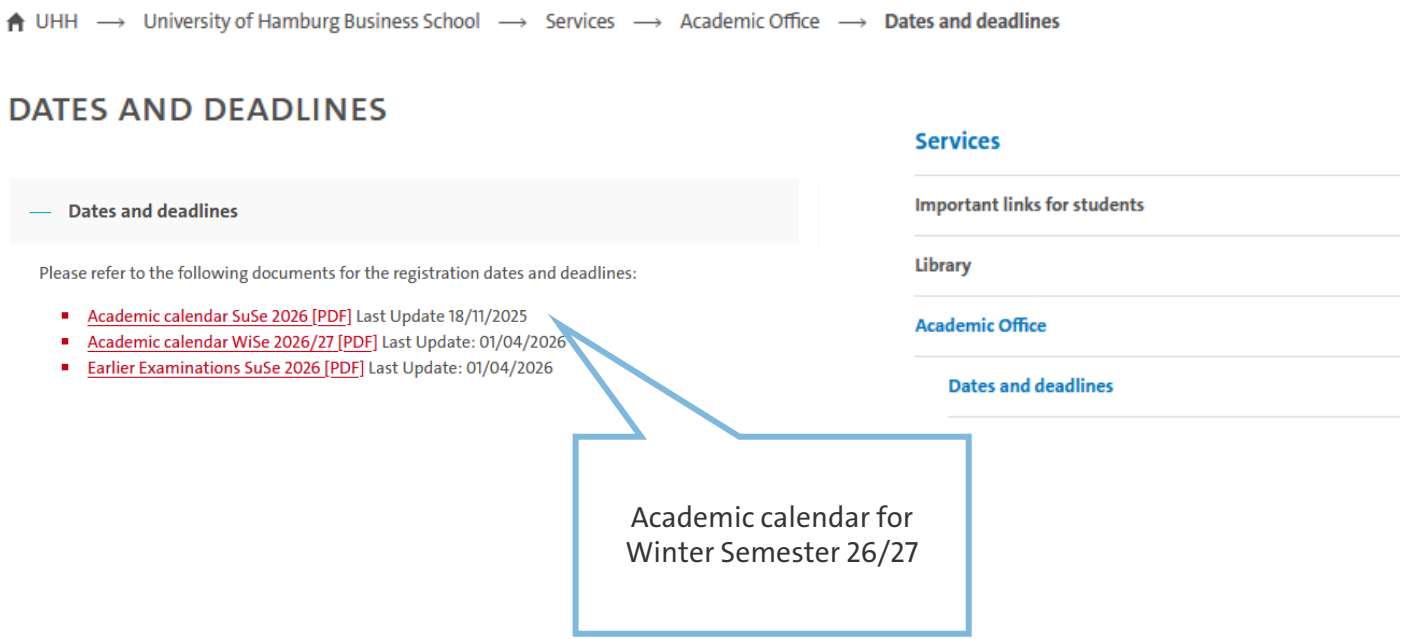
Lecture places are guaranteed; places in practical courses are subject to availability.

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



Current Dates and Deadlines

Academic calendar for Winter Semester 26/27

Bachelor's and master's degree programs

Mon, 31 Aug 2026 (9 a.m.) to Thu, 17 Sep 2026 (1 p.m.)	General registration period for winter courses (STiNE)
Mon, 28 Sep 2026 (9 a.m.) to Thu, 1 Oct 2026 (1 p.m.)	Late registration period for winter courses (STiNE)
Mon, 5 Oct 2026 (9 a.m.) to Thu, 8 Oct 2026 (1 p.m.)	Registration period for first subject semester (STiNE)
Mon, 12 Oct 2026 (9 a.m.) to Thu, 22 Oct 2026 (1 p.m.)	Changes and corrections period for winter courses (STiNE)
Mon, 12 Oct 2026	**Beginning of the lecture period (winter semester)**
Sat, 19 Dec 2026 to Sun, 3 Jan 2027	Christmas break
Tue, 5 Jan 2027 (9 a.m.) to Sun, 10 Jan 2027 (1 p.m.)	General registration period for seminars at the University of Business School in summer semester 2027 via STiNE
Tue, 19 Jan 2027 to Wed, 20 Jan 2027	Application period for remaining places in seminars at the University of Hamburg Business School summer semester 2027
Mon, 25 Jan 2027 to Fri, 12 Feb 2027	**First examination period for winter semester 26/27**
Sa, 30 Jan 2027	End of the lecture period (winter semester 26/27)
Fri, 26 Feb 2027	Grade submission deadline for the first examination period (winter semester 26/27)
Mon, 15 March 2027 to Thu, 25 March 2027	**Second examination period for winter semester 26/27**
Fri, 23 April 2027	Grade submission deadline for the second examination period (winter semester 26/27)

Exception 1: Courses with limited capacity

UHH ⟶ University of Hamburg Business School ⟶ Service ⟶ Studienbüro BWL ⟶ Vorlesungsverzeichnis ⟶ **Teilnehmerbeschränkte Veranstaltungen**

Teilnehmerbeschränkte Veranstaltungen Master (WiSe 26/27)

Modul	Veranstaltungstitel	Dozent/-in	max. Plät-ze
Marketing			
BWL-MA-MA7(G)	Cases in Digital Marketing - Current Issues in Marketing B	Höck, Claudia sowie Weber, Charlotte	30
Business Analytics sowie Wirtschaftsinformatik			
BWL-MA-BA3(G)	Business Process Management	Nüttgens, Markus	50

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 by setting your priorities in STiNE.
- **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!

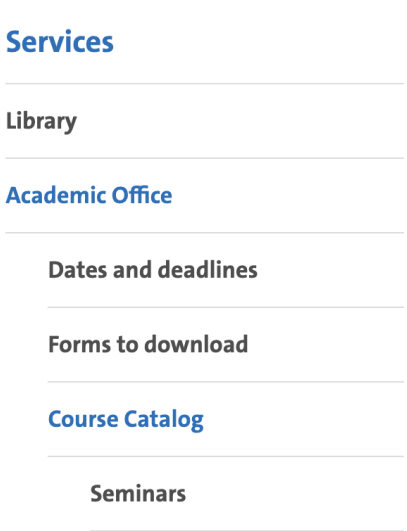
All information is available online!

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.



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?
Electives

- 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? Electives

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

English Track: all languages except English (from B1)

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

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:

minimum of 90 ECTS and a maximum of 102 ECTS of completed modules

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
- German or Englisch

Optional offer from the libraries

Dates throughout the semester, information via STiNE

student-organized program by FSR WiWi

The OE Team welcomes you

Welcome!

Dear BWL first-years,

Congratulations on your place at our university! We hope you're already looking forward to a rewarding and successful degree. To help make your start easier, and to give you the chance to make new connections right from the beginning of your studies, we warmly invite you to the Orientation Week (OE). The OE is open to all new students, whether you've already been living in Hamburg or are new to our city.

WhatsApp group for updates and questions:
https://chat.whatsapp.com/JdvadoWYWnyA657ZWzzMQa?s=cl3?p=i8?mlu=4?filr=4

What is the OE?
The OE is packed with events held in the week of October 5th, giving you the chance to get to know your fellow students from your year. The sessions take place before lectures start, so you can get to know one another directly, even before the semester begins.

What can you expect?
During the OE, a variety of informative and entertaining sessions await you. Among other things, the info sessions will introduce you to your point of contact for any problems (a.k.a. the Academic Office). We'll also introduce you to the various student organizations that can support you throughout your studies.
But that's not all – the OE also offers plenty of fun activities! Get to know your campus at our Campus Rally, discover Hamburg during the City Rally, and find great spots you can visit throughout your student years.
Besides the Campus Rally and City Rally, we've planned even more activities for you. Look forward to fun events where you'll not only get to know your degree program better, but also share unforgettable moments with your new fellow students.

Why should you take part?
The OE is optional, but we'd still like to encourage you to take this opportunity. It lets you start building your social network before your studies even begin – a network that can offer valuable support throughout your time at university. New friendships can help you not only with academic questions, but can enrich your studies as a whole.
We look forward to welcoming you to the OE!

Warm regards,
Your student OE organizing team

UHH ⟶ Campus Center ⟶ Organizing your studies ⟶ First-year info ⟶ **Hello Erstis event on 9 October 2026**

HELLO ERSTIS EVENT ON 9 OCTOBER 2026

Welcome to the Winter Semester 2026/27 at the University of Hamburg!

https://www.uni-hamburg.de/en/campuscenter/studienorganisation/erstsemester/hallo-erstis.html

Questions

We wish you a good start to your program
Your Academic Office