

**Admissions and Selection Regulations for the
Master of Science degree course in
International Business, Hamburg University of
Applied Sciences (HAW Hamburg)**

Issued on 21 January 2021

This is an English translation of the original German text of these Admissions and Selection Regulations. It is provided for informational purposes only and has no force independent of the original German text. The original German version as issued on the above date shall be authoritative and definitive in all cases of dispute.

In the interests of non-discriminatory use of language, this English translation uses alternating feminine and masculine pronouns.

On 21 January 2021, acting pursuant to Section 108 subsection 1 sentence 3 and Section 108 subsection 4 sentence 3 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVBl., p. 171), last amended 18 December 2020 (HmbGVBl., p. 704), the Executive Board of HAW Hamburg confirmed the following [German] text of the *Zugangs- und Auswahlordnung für den Masterstudiengang International Business (M.Sc.) an der Hochschule für Angewandte Wissenschaften Hamburg* (Hamburg University of Applied Sciences), adopted by the Departmental Council of the Department of Business on 17 December 2020 in accordance with Section 16 subsection 4 no. 2 and Section 14 subsection 3 no. 3 of the Basic Regulations (*Grundordnung*) of HAW Hamburg in conjunction with Section 92 subsection 1 sentence 2 no. 2 and subsection 5 HmbHG and approved by the Dean of the Faculty of Business and Social Sciences on 14 January 2021 pursuant to Section 92 subsection 1 sentence 2 no. 2 HmbHG:

1 Purpose and applicability of the Regulations

(1) These Admissions and Selection Regulations govern specific entry requirements for the Master of Science degree course in International Business pursuant to Section 39 subsection 1 sentence 3 and Section 37 subsection 2 HmbHG and selection of students for admission to the degree course. The provisions set out in these Regulations supplement the currently valid versions of the general regulations for entry to degree courses set out in the Hamburg Higher Education Act (HmbHG) and the provisions set out in the Hamburg Admissions to Higher Education Act (HZG) and HAW Hamburg's General Admissions Regulations (HAWAZO).

(2) The entry requirements as set out in Section 3 below stipulate and detail the specific requirements (as defined in Section 39 subsection 1 sentence 3 and Section 37 subsection 2 HmbHG) applicants must meet in order to be eligible for a place on the degree course.

(3) Selection criteria are set out in Section 4 below.

2 Responsibilities and decision-making in the admissions process

(1) The Student Admissions and Registration Office (*Studierendensekretariat*) shall establish whether applicants meet the formal entry requirements for the course; an Admissions Committee shall be convened in the Department of Business to select applicants for places.

(2) The Admissions Committee shall comprise two professors from the Department of Business.

The Head of the Department shall propose the members of the Admissions Committee and the Faculty Council shall appoint and dissolve the Committee. Each member of the Committee has one vote. Both members must agree upon the admission of an applicant for that admission to become effective.

3 Entry requirements for the degree course

(1) Entry to the Master of Science degree course in International Business shall require demonstrable proof of the following:

- a) Successful completion of a Bachelor's or *Diplom* (or equivalent) degree of at least seven semesters' duration (210 CP) in the field of international business or international management or another area of business or economics with a strong international emphasis (demonstrated via modules worth a total of at least 60 CP which explore business and economic matters from a predominantly international perspective). At least half the content of this degree course shall focus on general business studies (i.e. not primarily relating to a specific sector, region or business area).
- b) A high level of proficiency in the English language (see Appendix).

(2) Applicants whose Bachelor's degrees correspond to 180 CP may be admitted, provided they meet all the remaining entry requirements, if places on the course are available once all eligible applicants with degrees corresponding to 210 CP have been admitted. The enrolment of such applicants shall be conditional, subject to completing additional modules and examinations to the value of 30 credit points within the first two semesters of the Master of Science degree course. The Academic Advisor for the course shall determine which modules or examinations the student is required to complete for this purpose.

(3) Notwithstanding the provisions of subsection 1 a), applications from students who are yet to complete their first degree shall be considered if most examinations (in the sense of *Prüfungsleistungen*) have been successfully completed at the time of application and if the student's achievements to date, particularly examinations already taken, indicate that completion will be achieved by the end of the student's first semester on the Master's degree course. The applicant shall present confirmation from her current institution of the examinations completed to date and those that remain to be completed. A provisional overall grade shall be calculated from the information on grades attained to date that is given in this document. Should the student be accepted onto the Master's degree course, but fail to present proof of having completed his first degree by the final day of his second semester on the Master's degree course, his admission to the Master's degree course shall be declared null and void.

4 Applicant selection criteria

(1) Where, for a particular intake, the number of applicants meeting the entry requirements is greater than the number of places available on the course, allocation of places shall proceed in accordance with a ranking of applicants. Ranking is by number of points awarded, for the purposes of admission to the degree course, to each applicant for the overall final grade attained in their first degree (refer to subsection 2) plus points awarded for the result of an aptitude test as set out in subsection 3 and for demonstrable experience of study and/or work outside the country in which they attained their first degree as set out in subsection 4.

(2) Points for the overall final grade attained in the applicant's first degree shall be assigned as set out in the table as follows:

| Overall final grade attained by applicant in first degree | Points awarded |
|--|-----------------------|
| 1.0 | 30.0 |
| 1.1 | 29.0 |
| 1.2 | 28.0 |
| 1.3 | 27.0 |
| 1.4 | 26.0 |
| 1.5 | 25.0 |
| 1.6 | 24.0 |
| 1.7 | 23.0 |
| 1.8 | 22.0 |
| 1.9 | 21.0 |
| 2.0 | 20.0 |
| 2.1 | 19.0 |
| 2.2 | 18.0 |
| 2.3 | 17.0 |
| 2.4 | 16.0 |
| 2.5 | 15.0 |

(3) Aptitude tests accepted for the purposes of the admissions procedure are the TM-WISO (*Test für Masterstudiengänge in Wirtschafts- und Sozialwissenschaften*) and the GMAT (Graduate Management Admission Test). The applicant may choose which of these to take, or, if she has taken both, which result to submit.

The points to be awarded for the applicant's TM-WISO result are as follows:

| TM-WISO result | Points awarded |
|-----------------------|-----------------------|
| 130 - 101 | 10 |
| 100 - 81 | 5 |
| 80 - 0 | 0 |

The points to be awarded for the applicant's GMAT result are as follows:

| GMAT result | Points awarded |
|--------------------|-----------------------|
| 800 - 501 | 10 |
| 500 - 301 | 5 |
| 300 - 0 | 0 |

(4) 10 additional points shall be awarded to applicants who provide proof of having, during or after completion of their first degree, i) attained at least 20 weeks' experience of study or work outside the country in which they attained their first degree, by, for example, completing an internship or other work experience, or ii) completed a semester of study outside the country in which the institution at which they attained their first degree was based.

5 Effective date

These Regulations shall become effective on the day of their publication in the HAW Hamburg official gazette (*Hochschulanzeiger*) and shall be in effect from the commencement of the admissions procedure for winter semester 2021/22.

Hochschule für Angewandte Wissenschaften Hamburg
Hamburg, 21 January 2021

Appendix to Section 3 subsection 1 b)

Applicants shall present one of the following documents as proof of English language proficiency at level C1 of the Common European Framework of Reference for Languages (CEFR):

- A certificate of higher education entrance qualification in accordance with point 1 below, OR
- A certificate confirming successful completion of a recognised test of English language proficiency as set out in point 2 below, OR
- Confirmation, as set out in point 3 below, of education or experience attained in an English-speaking country or via the medium of English, which is deemed equivalent to the achievements outlined in points 1 and 2.

1. Higher education entrance qualification

The following higher education entrance qualifications shall be deemed to confirm the required level of English language proficiency: *Zeugnis der allgemeinen Hochschulreife* (colloquially *Abitur*; completed in Germany) or *Zeugnis der Fachhochschulreife* (colloquially *Fachabitur*; completed in Germany), showing the grade 'gut' (11 points or above) in the subject of English, where this was taken as a *Leistungskurs* or *Erweiterungskurs*.

Should the applicant's *Zeugnis der allgemeinen Hochschulreife* or *Zeugnis der Fachhochschulreife* contain no final grade in the subject of English, the equivalent grade shall be calculated by forming the average (expressed in points) of the partial grades in the subject of English that are listed in the document. If the applicant took a graded final examination in the subject of English (grade expressed in points), this grade shall count for 50 percent of the average thus formed.

2. Recognised tests of English language proficiency

2.1 TOEFL iBT (Test of English as a Foreign Language – Internet-Based Testing): minimum score: 95; OR

2.2 IELTS (International English Language Testing System – Academic Certificate): minimum result: Band 7.0; OR

2.3 Cambridge Certificate

- CAE (Certificate in Advanced English): minimum grade: C

- CPE (Certificate of Proficiency in English): minimum grade: C; OR

2.4 TOEIC (Test of English in Internal Communication): minimum scores: Listening and Reading 945, Speaking 180, Writing 180; OR

2.5 BEC (Business English Certificates): minimum level: BEC Higher; OR

2.6 Linguaskill General: minimum score: 180; OR

2.7 PTE (Pearson Test of English) Academic: minimum score: 76

3. Other types of proof of adequate English language proficiency

3.1 A higher education entrance qualification gained at an English-medium school in an English-speaking country, or

3.2 A transcript issued by a university or other higher education institution confirming the applicant has studied successfully for at least two years at a higher education institution in an English-speaking country, or

3.3 Appropriate proof that the applicant has, after completing his first degree, successfully gained professional/work experience of at least two years' duration in an English-speaking country, or

3.4. Confirmation issued by a higher education institution that the applicant has completed a degree course in which i) constituent modules amounting to a total of at least 90 CP (excluding practical modules, but including degree thesis) were taught via the medium of English **and** ii) the applicant successfully submitted an academic degree thesis or dissertation written in English.