

FAKULTÄT FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN

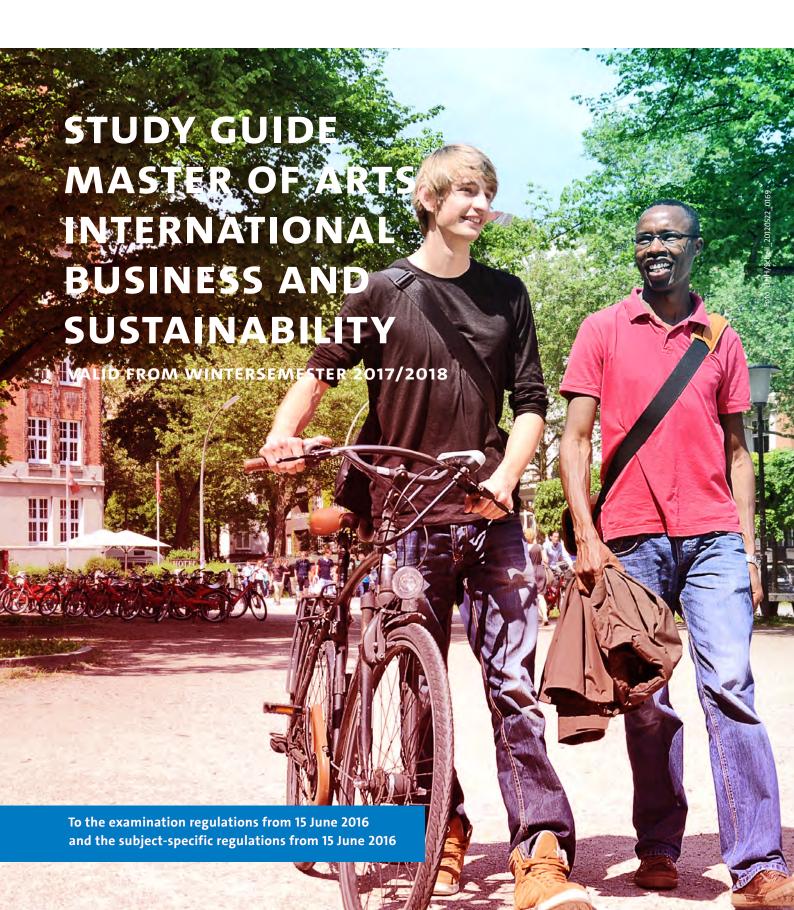




Table of contents

1. Introduction	3
2. Master of Arts International Business and Sustainability	4
2.1 Studying in the Department of Socioeconomics	4
2.2 The M.A. International Business and Sustainability	4
2.3 Goals of the Program	4
2.4 Curriculum and content	5
2.5 Final thesis	6
2.6 Calculation of the final grade	6
3. Basis of the examination system	8
3.1 Module and course examinations	8
3.2 Conditions for taking part in examinations	8
3.3 Examination dates and results	8
4. Course and examination registration	9
4.1 STiNE — Universität Hamburg's student information network	9
4.2 Registering for and withdrawing from classes and examinations	9
5. The Academic Office and other important contacts	10
5.1 Contact with the Academic Office	10
5.2 Services	10
5.3 Contacts in the Academic Office	10
5.4 Additional contacts	, 11
5.4.1 Subject-specific matters	, 11
5.4.2 General student affairs	. 11
5.4.3 Internships, professions, and careers	, 11
5.4.4 Semester abroad and international affairs	. 11

1. Introduction

Dear Students,

MIBAS is an English taught, two-year degree Master of Arts program that prepares you for challenging positions in multinational companies, international organizations, labor unions, and academia. Those who achieve above-average grades have the opportunity to continue their studies at doctoral level, the prerequisite for a career in academia.

The MIBAS brings together students from different cultural backgrounds to develop a shared understanding of the complexity of a global economy. The program introduces students to the theoretical and practical challenges of corporations and the society in the pursuit of developing sustainable and responsible business models. The program introduces students to the ethical, ecological, social, and political implications of corporate business strategies, thus fostering a particular sense of responsibility among students to prepare them for leadership roles in the future.

To support your start in the MIBAS program and at the Universität Hamburg, this study handbook is designed to provide you with the necessary information on how to master your studies. It should answer your first questions and make you familiar with the guidelines and regulations of the MIBAS program. It is important that you familiarize yourself with the examination regulations (Prüfungsordnung) in order to avoid misunderstandings and unnecessary confusion. We are well aware that such a handbook cannot cover all individual questions and concerns, so please do not hesitate to contact the Academic Office (Studienbüro Sozialökonomie) or myself for support and guidance.

With best regards

Prof. Dr. Daniel Geiger

Program Director Master of Arts in International Business and Sustainability

2. Master of Arts International Business and Sustainability

2.1 Studying in the Department of Socioeconomics

The Department of Socioeconomics emerged from the former Hochschule für Wirtschaft und Politik (HWP) and is part of the Faculty of Business, Economics and Social Sciences. It offers students an extensive array of academic and professional qualifications. Over 100 lecturers and researchers promote interdisciplinary networking and the transfer of economic, legal, and social scientific research findings within the Department's degree programs. Our department has more than a decade of experience with tiered degree programs in the three-cycle system of qualifications.

The Department of Socioeconomics is well known both nationally and internationally for accepting students who have appropriate professional qualifications but no *Abitur* (German secondary school leaving certificate). Up to 40 percent of the university places in the BA in Socioeconomics are reserved for students who do not have an *Abitur* but can demonstrate appropriate professional or comparable qualifications. Prospective students must pass an entrance examination.

In addition to the MA in International Business and Sustainability (MIBAS), the Department offers a BA in Socioeconomics as well as the following master's degree programs: MA in Human Resource Management (HRM); MA in Labor, Economics and Society – Economics and Sociology (AWG); MSc in Interdisciplinary Public and Nonprofit Studies (PUNO); and the MSc in Health Economics and Health Care Management (HEHCM).

2.2 The M.A. International Business and Sustainability

The Master of Arts in International Business and Sustainability (MIBAS) grew out of Universität Hamburg's highly successful Master of Arts in International Business Administration (MIBA). The program was inaugurated in the 2013-14 winter semester.

The MIBAS focuses on developing specific expertise and skills in the areas of international management and sustainability.

The in-depth theoretical and methodological skills taught on this program enable graduates to take on challenging positions in multinational companies and organizations. Moreover, students who achieve

above-average results may proceed to doctoral studies, which open the door to a career in academia.

The MIBAS brings together students from different cultural backgrounds to develop a shared understanding of the complex interactions that take place in the global economy.

The taught component of the program initiates students into the far-reaching theoretical and practical challenges faced by companies and society in the pursuit of sustainable business strategies.

The program introduces students to the ethical, ecological, social, and political implications of corporate value creation processes, thus fostering a particular sense of responsibility among students aspiring to be leaders of the future.

Students can choose from a variety of elective courses throughout the two-year degree program consisting of six subject areas and a final master's thesis. The first semester is devoted to basic theoretical knowledge in the areas of management and methods. Advanced courses in the subject areas Sustainability Management and Socioeconomics, International Management and Economics, and Advanced Research Methods are offered in the second and third semesters. MIBAS students may supplement their core studies by selecting from a wide variety of elective courses.

2.3 Goals of the Program

Students on the MIBAS program pursue the following knowledge- and skill-related goals:

- Develop expertise in the fields of international management and sustainability.
- Acquire knowledge of relevant institutional frameworks and develop the ability to grasp the complex interactions that occur in an increasingly global economy.
- Develop skills required to create sustainable value for both companies and society.
- Develop skills necessary to handle ethical dilemmas and acquisition of knowledge about instruments for sustainable management.
- Learn about methods and instruments in modern management.
- Acquire knowledge of basic concepts in economic analyses.
- Acquire knowledge of fundamental methodological skills for empirical social research.

Furthermore, the program encourages students to:

- develop a consciousness concerning the moral responsibility of future executives,
- establish intercultural openness via a multicultural learning environment and focus on problems in international businesses, and
- further develop leadership skills through practically oriented classes.

2.4 Curriculum and content

The degree program is worth 120 ECTS and the regular period of study totals four semesters. The program incorporates six subject areas from which students may select modules and the master's thesis.

In the first, second, and third semester students have many options when structuring their master's degree. Students are required to accrue a maximum of 30 credit points per semester.

The Master of Arts in International Business and Sustainability is structured as follows:

First semester

Area I: Fundamentals of International Management

The master's program starts in the first semester with the Fundamentals of International Management (Area I), which includes the basic classes in international management and sustainability. Thus the focal point of this program is clear from the outset

Four required elective modules, each worth 6 ECTS, must be selected from this area.

Area II: Research Methods

In addition to imparting management skills and corporate social responsibility (CSR), the first semester includes courses designed to equip students with basic methodological skills. Students must also take one required module from this area focusing on the fundamentals of empirical social research. This module aims to impart key methods used in the critical analysis of data from the very outset of the program. The required module on the fundamentals of empirical social research is worth 6 ECTS.

A total of 30 ECTS must be accrued in the first semester.

Second and third semesters

Semesters two and three cover three thematic areas, each integrated into a discrete subject area. Within the individual subject areas students have a certain degree of freedom to customize the degree program according to their individual needs.

Area III: Sustainability Management and Socioeconomics

Courses in Sustainability Management and Socioeconomics (Area III) aim to make students aware of the main problems associated with ethically responsible management of international companies. This area also focuses on raising awareness of the complex way in which business is embedded in society and rendering transparent the environmental consequences of corporate actions. Courses enable students to develop the skills required to generate sustainable value for business and society. One particular focus in this area is enabling students to recognize and manage ethical dilemmas in the context of sustainable corporate management.

Students must select three required elective modules, worth 6 ECTS each, from this area (a total of 18 ECTS).

Area IV: International Management and Economics

The courses in International Management and Economics (Area IV) are intended to help students develop specific skills in the fields of international management and economics. As well as equipping students with specific methods and instruments for managing international organizations, this area seeks to both impart knowledge about significant institutional frameworks and enable students to comprehend the complex interactions that take place in an increasingly global world economy.

Students must select three required elective modules, worth 6 ECTS each, from this area (a total of 18 ECTS).

Area V: Advanced Research Methods

In order to provide students with sufficient knowledge of methods in accordance with the objectives of the program, additional courses in **Advanced Research Methods (Area V)** are offered in the second and third semesters. These courses are developed and offered in collaboration with other master's degree programs. This module in particular prepares

students for researching and writing up the master's thesis in their fourth semester.

Students must select one required elective module, worth 6 ECTS, from this area (a total of 6 ECTS).

Area VI: Electives

In addition to the five modules of the core curriculum, students can also select elective courses that correspond to their personal and professional inclinations. This might include, for example, pursuing a particular area of interest or learning a foreign language. These courses may be chosen from either the MIBAS program or other master's degree programs (for example, programs offered by the KlimaCampus).

Students must select three required elective modules, worth 6 ECTS each, from this area (a total of 18 ECTS).

Fourth semester

The fourth semester is devoted to the master's thesis. The thesis is worth **30 ECTS**, which reflects the level of time and intensity of supervision required.

Students have six months in which to complete the thesis.

In order to successfully complete the program, students must pass the module examinations in the relevant areas **and** the master's thesis.

2.5 Final thesis

The master's thesis is written up over a six-month period at the end of the degree program. If you complete your studies within the regular period of study of four semesters, we recommend registering for the final thesis at the start of the fourth subject semester. This necessitates suitable conditions for writing up an approximately 60- to 80-page empirical, academic thesis in the specified time frame. You must also make sure you meet the necessary requirements, such as finding a supervisor for the thesis and determining a topic.

2.6 Calculation of the final grade

The overall grade for the MA in International Business and Sustainability is composed of the weighted examination grades. A grade from a course with 6 ECTS credits is weighted with a 6 in the final grade, while the final thesis accounts for 30 ECTS credits.

At the end of your studies you will be issued an academic transcript and a certificate verifying your successful completion of the degree program. The final academic transcript contains a record of all successfully completed modules that count towards the master's degree. Your official degree documents will also include a diploma supplement. This document provides detailed information on your degree program and also contains an overview of all successfully completed examinations, i.e., the Transcript of Records.

Part-time study

If you can prove that there are circumstances preventing you from devoting at least half of your weekly hours to your studies, you may apply at the Campus Center of Universität Hamburg to study part-time. Acceptable reasons include employment with a regular working time of at least 15 hours a week, supervision or care of a child or relative requiring care, or a chronic illness or disability.

If you are planning to study part-time or considering this option, please contact the Services for Students at the Campus Center in good time to find out about the conditions and application procedure.

The period of study is extended if you study parttime. You will need to plan your studies carefully. Courses are usually offered every semester, especially those in the required modules. However, the exact course times usually change from semester to semester. This requires you to be flexible in adapting to the particular course schedule for a given semester. In you have any questions or problems, please contact your degree program coordinator for advice in drawing up your individual study plan.



Master International Business and Sustainability

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Part	Fund5	International Market Strategies	lecture	English	WiSe	3	6
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3. Basis of the examination system

3.1 Module and course examinations

All modules end with a module examination. The type of examination at the end of a respective module or class is indicated in the module manual, which is an appendix to the subject-specific provisions (FSBs). If not indicated in the module manual, the type of examination will be determined by the lecturer and posted in STINE at the start of the class.

Examinations are graded as follows:

- 1.0 / 1.3 = very good (outstanding performance)
- 1.7 / 2.0 / 2.3 = good (above-average performance)
- 2.7 / 3.0 / 3.3 = satisfactory (average performance)
- 3.7 / 4.0 = sufficient (satisfies the requirements but contains flaws)
- 5.0 = insufficient (does not satisfy the requirements due to substantial flaws)

Once successfully passed, modules and classes cannot be repeated (i.e., grades cannot be improved upon).

Each examination can be attempted up to three times. The final thesis can be repeated once.

3.2 Conditions for taking part in examinations

In order to take part in a module or course examination, you must have registered in an orderly and timely manner for all of the courses and examinations you wish to take.

3.3 Examination dates and results

Two examination dates per semester are offered for all required written examinations. The first written examination phase takes place immediately after the official semester lecture period. The second written examination dates are usually offered at the end of the reading period (i.e., prior to the start of the next semester). Students are free to choose between the first and second examination date. You can register or withdraw from a written examination up to three days before the examination date.

We recommend signing up for the first examination date and, if necessary, using the second date to repeat the examination if you fail or miss it due to illness. After the second date, the examination cannot be re-attempted until after the class has been offered again. You must re-register for the course in order to be eligible to take the examination.

If you register for an examination date but do not take the examination, the examination will be assessed as "failed" (5.0). If you miss one or more writ-

ten examination dates due to illness or other reasons beyond your control and withdrawal is no longer possible, then you must immediately submit an application to prevent this missed examination from being assessed as a failed attempt (see Academic Office homepage > "Service").

You can withdraw from a written examination up to three days prior to the examination date without stating any reason. You can also withdraw from other types of examinations, such as term papers. However, the examination must not have begun yet and withdrawal/de-registration must be agreed upon with the course instructor.

If you are unable to turn in a **written paper** (term paper, written report accompanying an oral presentation, etc.) by the due date for reasons beyond your control, the examination regulations provide for the opportunity to apply for an extension of the working period. The extension application must be submitted <u>prior</u> to the end of the working period and the reason for the extension request must be compelling and adequately verified. In the case of illness, for example, this would be a medical certificate. You can find the appropriate application form on the homepage of the Academic Office.

All examinations are to be assessed by the lecturers as quickly as possible after the examination date and posted in STINE. The examinations board sets maximum correction deadlines accordingly. You can usually pick up your examination at the Service Point of the Socioeconomics Academic Office once it has been assessed and handed over for return. If you have a question regarding the assessment, please contact the respective instructor.

4. Course and examination registration

4.1 STiNE—Universität Hamburg's student information network

STINE is Universität Hamburg's web-based student information network that serves as an information and communication system for students, lecturers, and employees. It is also the central platform for applying to degree programs at Universität Hamburg and registering for courses and examinations. Moreover, it provides an overview of your academic progress and examination results.

You receive your individual login details (ID, password, iTAN block) to log into STiNE at enrollment. Should you not receive these details or experience technical difficulties, please contact the STiNE support service at the Regional Computing Center (RRZ).

STINE links and support:

STINE Portal:

www.stine.uni-hamburg.de

STINE support service at the Regional Computing Center (RRZ):

Schlüterstraße 70 (Room 121), 20146 Hamburg STiNE student helpline: +49 40 428844-844

Contact form:

https://support.rrz.uni-hamburg.de/stine

4.2 Registering for and withdrawing from classes and examinations

In order to participate in classes and examinations, you must register through STINE.

There are two registration periods in STINE for this purpose: the first *general registration period* and a second *changes and corrections period* that begins after the start of the lecture period and during which you can register for the remaining available places as necessary. We strongly recommend registering for all your courses and examinations during the general registration period as you may not be able to attend any classes in the respective semester if you miss the first registration period. You should therefore check deadlines well in advance and ensure that you have all of the information and login details necessary for registering.

If you have difficulties registering for courses and examinations, please contact STiNE support or the examination manager responsible for your degree program in a timely manner.

Two-step registration:

The MA in International Business and Sustainability has a two-step registration procedure:

- 1. module registration
- 2. course registration

Only those students registered for the course are also registered for the examination!

For electives, registration is directly for the course itself. There are no modules in the elective area.

Please check STINE at the end of the registration period to see if your registration for a class was successful and you can attend it. In this phase, the specific time point of registration is not crucial. During the changes and corrections period, however, the remaining available places are alloted directly during the registration procedure. Registration for the respective class is binding once the changes and corrections period has ended. You can only deregister yourself from the examination.

It is very important to de-register from all classes that you do not wish to attend. Please note that there is no automatic registration or de-registration. It is always your responsibility to register or deregister by the respective deadline.

There is a separate registration procedure for the master's thesis. You must have earned a total of 60 ECTS credits in order to be eligible for registration. Registration takes place via a special form available on the homepage of the Academic Office, not through STINE. In particular, this form documents your thesis topic and your supervisor. We strongly recommend that you begin planning your master's thesis in a timely manner at the end of your studies and read the specific examination regulations carefully.

Additional information on registering and deregistering from classes, examinations and theses is available on the homepage of the Academic Office.

5. The Academic Office and other important contacts

5.1 Contact with the Academic Office

The Academic Office supplies students in the Department of Socioeconomics with information and services relating to organizing studies in the subject-specific area. All course management tasks for the socioeconomics degree programs are handled here. Teams supervise the individual degree programs and offer prospective and current students as well as lecturers comprehensive advice and services.

Academic Office

Address:

Universität Hamburg

Faculty of Business, Economics and Social Sciences Socioeconomics, Academic Office, Von-Melle-Park 9 (Entrance A, First Floor), 20146 Hamburg

Website:

www.wiso.uni-hamburg.de/studienbuerosozialoekonomie

Service Point:

Open Monday to Friday, the Service Point is your first port of call.

Opening hours:

The current Service Point opening times and employee office hours (including deputy information) are posted on the website of the Academic Office (under "Contact").

Mailbox:

The mailbox for the Academic Office is located right next to the Service Point entrance and is accessible when the building is open. You can also submit your applications, term papers, etc. to the Service Point during opening hours.

Please note:

You should contact Universität Hamburg's central Campus Center for all general organizational matters such as applications and admissions, semester contributions, tuition fees, academic leave, withdrawal, etc.

5.2 Services

The Academic Office offers advice and services on a wide range of topics. Additional information and required forms can be found on the website of the Academic Office. Topics covered are:

submitting and picking up examination materials

- recognition and accreditation of coursework and examinations
- registering for and de-registering from courses and examinations
- registering for the final thesis
- studying abroad (outgoing students)
- advising on general organization of studies
- international guest students (incoming students)
- sick notes and extension of working periods
- administration of course account
- compensation for disadvantages
- withdrawing from and missing examinations
- · examination board affairs
- examination and academic regulations
- advising on a course of study
- part-time study
- Transcript of Records
- Course Catalog
- degree documents

5.3 Contacts in the Academic Office

The student colleagues at the **Service Point** will be glad to clear up minor organizational questions for you, help you help yourself, accept applications and examination materials, hand out your assessed term papers and written examinations, and point you towards the correct contact in the Academic Office during the office hours of the examination managers and program coordinators.

The **examination managers** administer your examination records and prepare your course account in STINE for issuing your Transcript of Records and official degree documents. In addition, they can advise you on organizational questions regarding study and examination planning based on both the examination and academic regulations and your course of study.

The **program coordinators** are responsible for advising on courses of study for specific subjects. You should seek their counsel in particular when you have special requirements or face special challenges in planning your studies such as: recognition and accreditation of coursework and examinations following a change of subject, change of university, or studies abroad; planning a semester abroad or parttime study; complicating conditions in your personal environment; or failure to meet deadlines; etc.

Please see the Academic Office website (under "Contact") for the **names and office hours** of the person responsible for your specific concerns.

Before visiting the Academic Office, please gather as much information as possible about your concern (from the academic and examination regulations, the website, this Academic Program Guide, your course account, etc.). This will enable us to provide you with effective counseling that will help you to successfully organize your studies on your own.

5.4 Additional contacts

5.4.1 Subject-specific matters

Program director

The program director has overall responsibility for the degree program and its further development.

Examinations board

The examinations board accepts appeals for consideration and makes decisions on applications. Submit applications to the examinations board to the degree program coordinators in the Academic Office as signed originals.

Instructors

The instructors advise on subject-specific matters relating to lectures and assessment results during their office hours.

www.wiso.uni-hamburg.de/fachbereichsozoek/ueber-den-fachbereich/personen.html

5.4.2 General student affairs

Universität Hamburg's Campus Center

Advice on application and admission procedures, enrollment, semester re-enrollment, academic leave, semester documents, part-time study, tuition fees, withdrawal, psychological counseling, and support.

Alsterterrasse 1, 20354 Hamburg
Service Telephone: +49 40 428 38-7000
Mon–Wed: 9 am–3 pm; Thu: 10 am–6 pm; Fri: 9

am-1 pm

www.uni-hamburg.de/en/campuscenter.html

5.4.3 Internships, professions, and careers

Universität Hamburg: Career Center

Courses and workshops for professional orientation; provider of professional qualification seminars.

careercenter@uni-hamburg.de www.uni-hamburg.de/en/career-center.html

Faculty of Business, Economics and Social Sciences: Career Service

Provides help in "self-marketing," information on subject-specific career opportunities and prospects, course-related advice, and course information.

careerservice@wiso.uni-hamburg.de

www.wiso.uni-hamburg.de/einrichtungen/careerservice

5.4.4 Semester abroad and international affairs

Universität Hamburg: Department of International Affairs

General advice on studying abroad, internships and jobs abroad, further training, scholarships, and grants.

Faculty of Business, Economics and Social Sciences: International Office

Support in organizing semesters abroad, support in all ERASMUS matters before and during the semester abroad.

www.wiso.uni-hamburg.de/internationales

University Language Center

Provider of subject-specific foreign language courses.

www.uni-hamburg.de/en/sprachenzentrum.html

Hamburger Volkshochschule (Hamburg Adult Education Center)

Provider of free on-campus language courses. Please note that placement tests take place before the start of lectures!

www.uni-hamburg.de/en/allgemeinsprachen.html



FAKULTÄT

FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN

LAGEPLAN

