

# **FAKULTÄT**FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN

# STUDY GUIDE MASTER OF SCIENCE INNOVATION, BUSINESS AND SUSTAINABILITY



To the subject specific regulations dated 1 February 2023 and the examination regulations dated 8 May 2024, published on 26 September 2024



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#### Welcome from Professor Bassen

Dear students,

The Master of Science in Innovation, Business and Sustainability (MIBAS) is an English taught, two-year degree program that prepares you to take on challenging positions in multinational companies and organisations. Moreover, students who achieve above-average results may proceed to doctoral studies, which open the door to a career in academia.

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

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

To support your start in the MIBAS program and at the University of Hamburg, this study guide 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 to familiarize yourself with the examination regulations (*Prüfungsordnung*) and the subject-specific provisions for MIBAS (*Fachspezifische Bestimmungen*) in order to avoid misunderstandings and unnecessary confusion.

We are well aware that this handbook cannot cover all individual questions and concerns, so please do not hesitate to contact the Socioeconomics Academic Office (Studienbüro Sozialökonomie) or myself for support and guidance.

Best regards,
Prof. Dr. Alexander Bassen
Program Director Master of Science in Innovation, Business and Sustainability

#### **Program overview**

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

#### **Program goals**

MIBAS students 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 open-mindedness via a multicultural learning environment and focus on problems in international businesses; and
- further develop leadership skills through practically oriented classes.

#### **Curriculum and content**

The program is worth 120 ECTS and the standard period of study is four semesters.

The program incorporates five modules from which students may select a variety of courses, as well as the master's thesis. During the first, second, and third semesters students have several options when structuring their master's degree. Students are required to accrue a maximum of 30 credit points per semester.

The program is structured as follows:

#### First semester

## Module Fundamentals of Innovation, Business and Sustainability

The first semester of the MIBAS starts with the module Fundamentals of Innovation, Business and Sustainability, which includes introductory classes in international management and sustainability.

Students must complete four courses, each worth 6 ECTS, within this module (24 ECTS credits in total).

#### **Module Research Methods**

In addition, the first semester includes courses designed to equip students with the methodological foundation for academic research. The module Research Methods focuses on the fundamentals of empirical social research and aims at imparting knowledge about key methods used in critical data analysis.

Students must complete three courses, each worth 6 ECTS, within this module (18 ECTS credits in total). At least one course in quantitative methods and one course in qualitative methods must be completed.

#### Second and third semesters

Semesters two and three cover advanced modules, each dedicated to relevant subject areas. Within the individual modules, students may customize their studies by selecting different courses according to their individual needs and interests. Two modules must be chosen out of the three modules on offer.

## Module Innovation, Sustainability and Knowledge Exchange in Management

Courses in the module Innovation, Sustainability and Knowledge Exchange in Management aim

to provide students with detailed and in-depth knowledge of innovation and societal transfer issues from a management perspective. This involves, among other things, developing farreaching, theory-based skills in the areas of innovation and transfer. This includes knowledge about how to deal with innovation processes and questions about the exchange of knowledge between society and science. Questions about founding a company are also addressed. Students will be enabled to examine central aspects of innovation and transfer from a sustainability perspective and to assess and critically reflect on their theoretical and practical implications. Students must select and complete three courses, worth 6 ECTS each, within this module (a total of 18 ECTS).

#### Module Sustainability in Management

Courses in the module Sustainability in Management provide students with detailed and indepth knowledge of issues relating to sustainable management. This involves, among other things, developing extensive, theory-based skills in the areas of international corporate management and sustainability. This includes knowledge about how to deal with ethical questions and questions about the sustainable use of natural resources. Students will be enabled to examine central aspects of management from a sustainability perspective and to identify, assess and critically reflect on theoretical and practical implications of sustainable management.

Students must select and complete three courses, worth 6 ECTS each, within this module (18 ECTS in total).

#### **Module Sustainable Finance and Accounting**

The goal of the module is to provide students with detailed and in-depth knowledge of the central issues and problems of financing and accounting from an innovation and sustainability perspective. At the beginning, students are provided with theoretical knowledge, study central theories in depth and learn concepts as well as the theory-guided processing of specific entrepreneurial problems that arise in the context of

the module. This implies, among other things, issues of international accounting in multinational corporations, the financing of social transformation and the role of innovations in this context. Students will be able to recognize complex issues of sustainable financing, to reflect critically and to work on them independently.

Students must select and complete three courses, worth 6 ECTS each, within this module (a total of 18 ECTS).

#### **Module Electives**

Beyond the core curriculum, students must select two elective courses (or a total of 12 ECTS) that correspond with their personal and professional interest(s).

This may include, for example, pursuing additional courses from the MIBAS program, courses offered by other master's programs of the Faculty of Business, Economics and Social Sciences or studying a foreign language course focusing on business.

Students must select and complete two courses, worth 6 ECTS each, within this module (12 ECTS in total).

#### 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 from registration to complete the thesis. To complete the program, students must complete all modules and the master's thesis.

#### Final thesis

The master's thesis is written up over a sixmonth period at the end of the degree program. To 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 semester. However, you can register for your thesis at any time once you have completed 60 ECTS credits. For your thesis, you will be select a topic, work independently on that topic and autonomously write an academic thesis in the specified period. It should generally be 50 to 70 pages long andwritten in English.

You are also responsible for finding a supervisor for the thesis and selecting a topic.

#### Calculation of the final grade

Your overall grade for the program is composed of the weighted module grades. Module grades are composed of the weighted course examination grades.

A grade from a module with 6 ECTS credits is weighted with a 6 in the final grade, a module with 24 ECTS credits is weighted with a 24 in the final grade, and so on. The final thesis accounts for 30 ECTS credits, i.e. one fourth of the overall final grade.

CURRICULUM	M.SC. MIB	AS		
Semester 1 (Winter Term)	Semester 2 (Summer	Term)	Semester 3 (Winter Term)	Semester 4 (Summer Term)
Module I: Fundamentals of Innovation, Business and Sustainability   24 ECTS credits 4 courses worth 6 ECTS each (lecture and practical course)				
Modu Choose 3 courses work				
Quantitative Meth Required: minimum 1 quantit course				
	Re	quired ele	ctive area:	
	Choose 2 out of 3 from Modules III to V   36 ECTS credits			
	Module III: Innovation, Sustainability and Knowledge Exchange in Management   18 ECTS credits (Lecture and practical course or seminar)			Module M: Final module Master's Thesis   30 ECTS credits
	Choose 3 courses worth 6 ECTS each			
	Module IV: Sustainability in Management   18 ECTS credits (Lecture and practical course or seminar)			
	Choose 3 courses worth 6 ECTS each			
	Module V: Sustainable Finance and Accounting   18 ECTS credits			
	(Lecture and practical course or seminar)  Choose 3 courses worth 6 ECTS each			
	Module VI: Electives   12 ECTS credits Choose interdisciplinary courses or other courses from Modules III to V Only graded and English-taught achievements can be accepted as an elective; 6 ECTS foreign business language courses (with a business content) are accepted.			
30 ECTS credits	30 ECTS credits	5	30 ECTS credits	30 ECTS credits

At the end of your studies you will be issued an academic transcript and a diploma. The final academic transcript contains a record of all successfully completed courses and modules. Your official degree documents will also include a diploma supplement. This document provides detailed information on your degree program and contains an overview of all successfully completed examinations.

#### Basics of the examination system

Your studies and examinations are regulated in the following bylaws:

The **Examination Regulations** (*Prüfungsord-nung*) define the general structure and examination procedure for all Master of Science (MSc) degree programs at the Faculty of Business, Economics and Social Sciences.

The **Subject-Specific Provisions** (*Fachspezifische Bestimmungen*) supplement the Examination Regulations, define program details and provide information about the modules of the MIBAS.

You can find the documents on the MIBAS website (<a href="www.wiso.uni-hamburg.de/mibas">www.wiso.uni-hamburg.de/mibas</a>) in the section Program Regulations.

It's important to familiarize yourself with the information in both the Examination Regulations and the Subject-Specific Provisions.

The documents can be accessed via the following OR-Codes:

#### **Examination Regulations:**



#### Subject-Specific Provisions:



#### **Examinations**

All courses end with an examination.

#### Types of examinations

The type of examination for each course is indicated in the module manual, which is an appendix to the subject-specific provisions (*Fachspezifische Bestimmungen*). If more than one examination type is indicated in the module manual, the type of examination will be published in STINE before the start of the class.

#### **Examination attempts**

Students have three attempts in total for each examination.

Once successfully passed, classes cannot be repeated (i.e., grades cannot be improved upon). The final thesis may be revised once.

#### Assessment and grading of exams

Examinations and modules 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, failed)

Module grades are composed of the weighted course examination grades.

#### **Examination results**

All examinations are assessed and published in StiNE by the lecturers as quickly as possible, in

general within four weeks after the examination date. You can usually pick up your examination at the Service Point of the Socioeconomics Academic Office once the examiner has assessed it. If you have a question regarding the assessment of an examination, please contact the respective instructor.

#### **Registering for examinations**

In order to take part in a course examination, you must have registered on time. In general, you register for courses and examinations via StiNE (see chapter Course and examination registration in STiNE), and register for the examination when registering for the course.

## Examination dates; withdrawing from examinations due to extenuating circumstances

#### Written examinations

Two examination periods are offered per semester for all written examinations (*Klausuren*):

- 1. within the first three weeks after the end of lectures
- 2. within the last three weeks before the next semester starts

You are free to choose between the first and second examination period.

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.

You can withdraw from a written examination up to three days prior to the examination date without stating any reason.

If you registered for an examination date but do not take the respective exam without any reason, it will be assessed as "failed" (5.0). If you miss one or more written examination dates due to illness or other reasons beyond your control and withdrawal is no longer possible, you need to apply to withdraw. Please use the form 'Application to withdraw from written examinations' that you can download on the Academic Office's website in the section 'Forms'. Please submit it, including relevant proof, to the Academic Office.

Thus, the missed examination will not be assessed as a failed attempt.

#### Papers and other types of examinations

There is only one date per semester to hand in papers (term paper, written report for a presentation, etc.). The lecturer sets this date.

You will be able to withdraw from the examination via STiNE without any reason up until the examination date. If the examiner has not set a specific withdrawal deadline, you will only be able to withdraw up until the end of the STiNE changes and corrections period. You can no longer withdraw from examinations after the changes and corrections period has passed.

If you do not submit a paper on time, the examination will be graded 'failed' (5.0). If you are unable to turn in a paper by the due date e.g. because you are ill or for other reasons beyond your control, you may apply to extend the completion period. Please use the form 'Application to extend the completion for written work' that you can download on the <u>Academic Office's website</u> in the section 'Forms'. Please submit it, including relevant proof, to the Academic Office in order to avoid the examination being assessed as a failed attempt.

#### Retake examinations

If you do not pass or participate in the course examinations during a semester, the next opportunity to retake the respective exam is typically one year later, when the course is offered the next time. In this case, you must re-register for the course and the examination in STINE in order to be eligible to take the examination.

## Course and examination registration in STINE

#### **General information about STINE**

STINE is University of 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 registering for courses and examinations and 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).

#### Important points of contact

STiNE links and Support:

STINE: www.stine.uni-hamburg.de

STINE info website: <u>www.rrz.uni-ham-</u>

burg.de/webportale/stine

STINE support service at the Regional Computing

Center (RRZ):

Schlüterstraße 70 (Room 121), 20146 Hamburg

STiNE-Line: +49 40/42838-5000

Contact form:

support.rrz.uni-hamburg.de/stine

#### **Registering for courses and examinations**

In order to participate in classes and examinations, you must register through STiNE. When registering for a course, you generally will be registered for the respective examination as well. It is not possible to register for the examination only. Please always double-check your registration for the course and the examination in your STiNE account!

You can register during the following STiNe registration periods:

**General registration period:** It is possible to register at any time during the registration period. The booking procedure will only begin after the registration period has ended.

You can register for remaining available places as necessary during the following additional registration periods:

Late registration period: You can use the late registration phase if, for example, you did not receive a place on your desired course during the regular registration period. You can also withdraw from courses during the late registration period.

Changes and corrections period: This period begins after the start of the lecture period. You can withdraw from courses that you no longer want to take. You can also register for remaining available places as necessary. Places will be allocated on a first come - first served basis.

- It is important to withdraw from all classes that you do not wish to attend so that your fellow students can register.
- You cannot withdraw from a course after the STINE changes and corrections period. Depending on the examination type, it is possible to withdraw from the exam (see chapter Examination dates; withdrawing from examinations due to extenuating circumstances).

You should check deadlines for registration well in advance and ensure that you have all of the information and login details necessary for registering. It is always your responsibility to register or withdraw by the respective deadline.

If you have difficulties registering for courses and examinations, please contact STINE support or the examination manager responsible for your degree program.

#### Registration for your master's thesis

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.

Register using the form "Final thesis registration" which can be downloaded in the "Forms" section on the <u>Academic Office's website</u>, not via STINE. This form documents your thesis topic and your supervisors. We strongly recommend that you begin planning your master's thesis in

good time before registering and that you read the specific examination regulations carefully. Additional information on registering and withdrawing from classes, examinations and theses is available on the <u>Academic Office's website</u> in the section "Services for Students".

## The Academic Office and other important contacts

## The Socioeconomics Academic Office (Studienbüro Sozialökonomie)

The Socioeconomics Academic Office provides information and services related to your studies at the Department of Socioeconomics.

#### Address:

University of 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/en/studienbuerosozialoekonomie

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

**Opening hours:** You can find the current Service Point opening times and consultation hours of examination managers and program coordinators on the <u>Academic Office's website</u> in the section 'Contact'.

**Mailbox:** The Academic Office's mailbox is located next to the Service Point entrance and is accessible during the opening hours of the building Von-Melle-Park 9. You can also submit your applications, term papers, etc. to the Service Point during opening hours.

#### Please note:

For all general organizational matters such as semester contribution, enrolment certificates, changing name, academic leave, withdrawal,

etc. the university's Campus Center is your point of contact (see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**).

#### Services

The Socioeconomics Academic Office offers advice and services on a wide range of topics including:

- 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 (studying with impairments)
- · 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 catalogue
- degree documents

## Points of contact in the Academic Office Service Point

The student colleagues at the Service Point will be glad to clear up minor organizational questions for you, 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.

#### **Examinations management**

The examination managers administer your examination records and prepare your course ac-

count 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.

As of Winter Semester 2024, your examination coordinator is Hatice Yalcin.

#### **Program coordination**

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 part-time study; complicating conditions in your personal environment; or failure to meet deadlines; etc.

As of Winter Semester 2024, your program coordinators are Paulien Staal and Yumi Michalski.

#### **Visiting Academic Office staff**

Please check the <u>Academic Office's website</u> ('Contact') for contact details and hours.

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 counselling.

#### **Additional contacts**

#### **Subject-specific matters**

#### **Program director**

The program director has overall responsibility for the degree program and its further development. The current program director is Professor Alexander Bassen.

#### **Examinations board**

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

#### Academic staff / Lecturers

Lecturers give advice on subject-specific matters relating to lectures and assessment results during their office hours:

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

#### Other advising services

#### **Campus Center**

The UHH's central Campus Center service gives advice on enrollment, semester re-enrollment, academic leave, semester documents, part-time study, withdrawal, psychological counselling and support:

Alsterterrasse 1, 20354 Hamburg Service Telephone: +49 40 428 38-7000

www.uni-hamburg.de/en/campuscenter

#### 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 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. If you have any questions or problems, please contact your degree program coordinator for advice in drawing up your individual study plan.

#### **Career Center**

The Career Center offers courses and workshops for professional orientation and qualification. <a href="mailto:careercenter@uni-hamburg.de">careercenter@uni-hamburg.de</a> <a href="mailto:www.uni-hamburg.de">www.uni-hamburg.de</a>/en/career-center

#### Semester abroad and international affairs

MIBAS students can participate in UHH's international exchange programs and spend a semester or year at one of our partner universities, located all over the world. To learn more, we recommend visiting our Faculty's International Office, where you can learn about the different options available to you.

#### <u>International Office of the Faculty of Business,</u> <u>Economics and Social Sciences</u>

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

#### **UHH Department of International Affairs**

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

#### **Learning German**

Although MIBAS is held entirely in English, we strongly recommend learning some German alongside your studies. Not only will it make living in Hamburg easier, it will be useful if you decide to stay in Germany and work after graduation. Free courses are offered by the university's language center.

#### **UHH Language Center**

www.uni-hamburg.de/en/sprachenzentrum

## Courses offered by Hamburger Volkshochschule (adult education center)

Provider of free of on-campus language courses. Important: Placement tests take place before the start of lectures!

www.uni-hamburg.de/en/allgemeinsprachen

## Support for students with special circumstances

Various support systems are in place to assist students who need extra provisions, such as students with disabilities, pregnant students, or students with children. If this applies to you, get in touch with the Academic Office to learn more about the support services available. You can also read more on the UHH website:

Maternity support measures
Studying as a parent
Studying with a disability or chronic illness

#### **Psychological support services**

Counselling and other psychological support services are available in several languages at no cost.

Psychological counselling



#### **FACULTY**

OF BUSINESS,
ECONOMICS AND SOCIAL
SCIENCES

## **UNIVERSITY MAP**

