STUDY GUIDE
MASTER OF ARTS
INTERNATIONAL
BUSINESS AND
SUSTAINABILITY
VALID FROM WINTERSEMESTER 2020/21

To the examination regulations dated 15 June 2016
and the subject-specific regulations dated 28 November 2018
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1. Introduction

Dear students,

The Master of Arts in International 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 Universität 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. Daniel Geiger
Program Director Master of Arts in International Business and Sustainability
2. Master of Arts International Business and Sustainability

2.1. Studying at the Department of Socioeconomics

The Department of Socioeconomics emerged from the former Hochschule für Wirtschaft und Politik (HWP). It 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 study 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 and the BA in Socioeconomics, the department offers 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 MA in 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 winter semester of 2013/14.

MIBAS focuses on developing specific expertise and skills in the areas of international management and sustainability. The in-depth theoretical and methodological skills taught in this program enable graduates 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.

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

Students can choose from a variety of courses throughout the two-year degree program, which consists of six modules covering compulsory subject areas. The first semester is devoted to covering basic theoretical knowledge surrounding business management and research methodology. The second and third semesters offer advanced courses in Sustainability Management and Socioeconomics, International Management and Economics, and Advanced Research Methods. MIBAS students may supplement their core studies by selecting from a variety of elective courses. The final semester concludes with a master’s thesis.
2.3 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.

2.4 Curriculum and content

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

The program incorporates six 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 MA International Business and Sustainability is structured as follows:

First semester

• Module Fundamentals of Management
The first semester of the MIBAS starts with the module Fundamentals of Management, which includes introductory classes in international management and sustainability. Thus, the focal point of the study program is clear from the outset.

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 one course within this module (worth 6 ECTS).

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.

• Module Sustainability Management and Socioeconomics
Courses in the module Sustainability Management and Socioeconomics aim at raising students’ awareness for the primary issues associated with ethically responsible management of international companies.

This module also focuses on raising awareness of the complex way in which business is embedded in society while revealing the environmental consequences of corporate actions. The courses within this module enable students to develop the skills required to generate sustainable value.
for business and society. An additional focus in this module enables students to recognize and manage ethical dilemmas in the context of sustainable corporate management. Students must select and complete three courses, worth 6 ECTS each, within this module (18 ECTS in total).

- **Module International Management and Economics**
  Courses in the module International Management and Economics intend to help students develop specific skills in the fields of international management and economics. Beyond equipping students with specific methods and instruments for managing international organizations, this module seeks to both impart knowledge about significant institutional frameworks and enable students to comprehend the complex interactions that take place in an increasingly global economy.
  Students must select and complete three courses, worth 6 ECTS each, within this module (18 ECTS in total).

- **Module Advanced Research Methods**
  To provide students with sufficient knowledge of research methodology in accordance with the objectives of the program, additional courses in Advanced Research Methods are offered in the second and third semesters. This module prepares students for conducting their own research projects and for writing their master's thesis in the fourth semester.
  Students must complete one course within this module (worth 6 ECTS).

- **Module Electives**
  Beyond the core curriculum, students must select three elective courses 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.
  Students must select and complete three courses, worth 6 ECTS each, within this module (18 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.

2.5 Final thesis
The master's thesis is written up over a six-month 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 subject semester. However, you can register for your thesis at any time. Prerequisite for registering your thesis is that you completed 60 ECTS credits.

For your thesis, you will be expected to select a topic, work independently on that topic and autonomously write an academic thesis in the specified period. The master's thesis should generally be 60 to 80 pages long.

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 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. The final thesis accounts for 30 ECTS credits, i.e. one fourth of the overall final grade.
## MA International Business and Sustainability - Curriculum

<table>
<thead>
<tr>
<th>Module</th>
<th>Courses</th>
<th>Class Type¹</th>
<th>Language²</th>
<th>Semester³</th>
<th>Credit hours per week</th>
<th>Credits (ECTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module Fundamentals of Management (1st semester)</strong></td>
<td>(24 ECTS, 4 courses are required)</td>
<td>Lec</td>
<td>Ger or Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to CSR: Theoretical Foundations and Practical Implementation</td>
<td>Lec</td>
<td>Ger or Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>International Strategic Management</td>
<td>Lec</td>
<td>Ger or Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>International Organization</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Management Accounting and Control</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Corporate Strategy</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Finance and Investment</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Sustainability and Management</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td><strong>Module Research Methods (1st semester)</strong></td>
<td>(6 ECTS, 1 course is required )</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Research Methods for Market Strategies</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Reading and Understanding Academic Articles</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Module Sustainability Management and Socioeconomics (2nd + 3rd semester)</strong></td>
<td>(18 ECTS, 3 courses are required, at least one seminar)</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
</tr>
<tr>
<td>Seminars: ESG and Capital Markets</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Business and the Natural Environment</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Applied Business Ethics</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>International CSR Reporting</td>
<td>Sem</td>
<td>Eng</td>
<td>SuSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Lectures: International Normative Framework on Sustainable Management</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Industrial Ecology</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Additional courses: Varying courses in recent topics in Sustainability Management and Socioeconomics</td>
<td>Lec or Sem</td>
<td>Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Module International Management and Economics (2nd + 3rd semester)</strong></td>
<td>(18 ECTS, 3 courses are required, at least one seminar)</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
</tr>
<tr>
<td>Seminars: Consumer and Management Decisions</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Group Accounting &amp; Controlling</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>International Accounting and Controlling</td>
<td>Sem</td>
<td>Eng</td>
<td>WSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Lectures: Innovation Management</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Strategic Human Resource Management</td>
<td>Lec</td>
<td>Ger or Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Organizational Behavior and Leadership</td>
<td>Lec</td>
<td>Ger or Eng</td>
<td>SuSe or WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Additional courses: Varying courses in recent topics in International Management and Economics</td>
<td>Lec or Sem</td>
<td>Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Module Advanced Research Methods (2nd + 3rd semester)</strong></td>
<td>(6 ECTS, 1 course is required )</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Methods in Social Sciences</td>
<td>Lec</td>
<td>Eng</td>
<td>SuSe</td>
<td>3</td>
<td>6</td>
<td></td>
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<tr>
<td>Qualitative Methods of Empirical Research</td>
<td>Sem</td>
<td>Eng</td>
<td>SuSe</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Decision Theory</td>
<td>Lec</td>
<td>Eng</td>
<td>WSe</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Module Electives (2nd + 3rd semester)</strong></td>
<td>(18 ECTS, 3 courses from other master programs or MIBAS courses)</td>
<td>Lec or Sem</td>
<td>Ger or Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>Lec or Sem</td>
<td>Ger or Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
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<tr>
<td>Elective</td>
<td>Lec or Sem</td>
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<td>SuSe or WSe</td>
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<tr>
<td>Elective</td>
<td>Lec or Sem</td>
<td>Ger or Eng</td>
<td>SuSe or WSe</td>
<td>2 or 3</td>
<td>6</td>
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<tr>
<td><strong>Master's thesis (4th semester)</strong></td>
<td></td>
<td></td>
<td>Ger or Eng</td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

¹ Lecture (Lec) / Seminar (Sem)
² English (Eng) / German (Ger)
³ Winter semester (WSe) / Summer semester (SuSe)

ECTS total 120

Study Guide Master of Arts International Business and Sustainability

September 2020
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 courses and 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 contains an overview of all successfully completed examinations, i.e., the Transcript of Records.

3. Basics of the examination system

Your studies and the examination system are regulated in the following bylaws:

The Examination Regulations (Prüfungsordnung) define the general structure and examination procedure for all Master of Arts (MA) degree programs in 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. We recommend you to make yourself familiar with those regulations.

You can find the documents on the MIBAS website (www.wiso.uni-hamburg.de/mibas) in the section Regulations.

3.1. Module and course examinations

All classes end with a course examination.

Types of examinations

The type of examination is indicated in the module manual, which is an appendix to the subject-specific provisions (Fachspezifische Bestimmungen). If more than one examination type are 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 to be 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.

3.2. Conditions for taking part in examinations

In order to take part in a course examination, you must have registered in an orderly and timely manner for all of the courses and examinations you wish to take. In general, you have to register for courses and examinations via STiNE (see chapter 4. Course and examination registration in STiNE). In general, you register for an examination when registering for the course.
3.3. Examination dates, withdrawing from examinations, illness

Written examinations
Two examination dates 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 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.
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 proofs 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, i.e., the changes and corrections period. You can no longer withdraw from those examinations after the changes and corrections period has passed.
If you do not hand in a paper in good time at the Academic Office, 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 Academic Office’s website in the section ‘Forms’. Please submit it, including relevant proofs to the Academic Office. Thus, you avoid that the examination will be 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 for 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.

Quick info: 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 part-time. 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
4. Course and examination registration in STiNE

4.1. General information about STiNE

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).

Important points of contact
STiNE links and Support:
STiNE portal: www.stine.uni-hamburg.de
STiNE info website of the university: www.rrz.uni-hamburg.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

4.2. 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 check your registration to the course and the examination in your STiNE account!

You need to register within 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 registration periods:

Late registration period: You can use the late registration phase if, for example, you did not receive a place during the regular registration period. You can also de-register from courses during the late registration period.

Changes and corrections period: This period begins after the start of the lecture period. You can de-register from courses you do not want to attend. 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 de-register from all classes that you do not wish to attend. Thus, your fellow students have the option to get a place in the respective course.
- You cannot de-register 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 3.3. Examination dates, withdrawing from examinations, illness).

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 de-register by the respective deadline, i.e. within the registration periods.

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.
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.
You have to register using the form “Final thesis registration” you can download in the sections “Forms” on the Academic Office’s website, not via STiNE. In particular, this form documents your thesis topic and your supervisors. We strongly recommend that you begin planning your master's thesis in a timely manner and that you read the specific examination regulations carefully.

Additional information on registering and deregistering from classes, examinations and theses is available on the Academic Office’s website in the section “Services for Students”.

5. The Academic Office and other important contacts

5.1. The Socioeconomics Academic Office
5.1.1. Contact the Academic Office
The Socioeconomics Academic Office provides information and services related to your studies at the Department of Socioeconomics. We offer comprehensive advice and services for students and lecturers. For each study program, a team of colleagues supports students, prospective students and professors.

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/en/studienbuero-sozialoekonomie

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 Academic Office’s website 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 5.2.2. General student affairs).

5.1.2. Services
The Socioeconomics Academic Office offers advice and services on a wide range of topics. You may find additional information and required forms 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
5.1.3. 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, 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.

Examinations management
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.

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.

Visiting the Academic Office
Please check the Academic Office’s website ('Contact') for contact details of your contact persons.

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.

Quick Info: Maternity protection measures
On 1 January 2018, a new act governing the protection of mothers came into force in Germany. As a result, protection now also applies to expectant or nursing mothers during their studies. The act aims to strike a balance between protecting the health of expectant and nursing mothers and their (unborn) children and upholding women’s rights to make autonomous decisions about their work, training, or degree studies.

The University will implement the necessary maternity protection measures. To initiate this process, expectant or nursing students at Universität Hamburg need to notify the University of their pregnancy or nursing period. Please get in touch with the responsible contact person in the Socioeconomics Academic Office. You may find further information on the Academic Office’s website (Keyword index: Maternity Protection).
5.2. Additional contacts

5.2.1. 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 your program coordinator in the Academic Office as signed originals.

Academic staff / Lecturers
The lecturers give advice on subject-specific matters relating to lectures and assessment results during their office hours:
www.wiso.uni-hamburg.de/en/fachbereich-sozech/ueber-den-fachbereich/personen

5.2.2. General student affairs
Universität Hamburg’s Campus Center
Advice on enrollment, semester re-enrollment, academic leave, semester documents, part-time study, withdrawal, psychological counselling and support:
Alsterterrassen 1, 20354 Hamburg
Service Telephone: +49 40 428 38-7000
www.uni-hamburg.de/en/campuscenter

5.2.3. Internships, professions, and careers
Universität Hamburg’s Career Center
Courses and workshops for professional orientation and qualification
careercenter@uni-hamburg.de
www.uni-hamburg.de/en/career-center

5.2.4. Semester abroad and international affairs
Universität Hamburg’s Department of International Affairs
General advice on studying abroad, internships and jobs abroad, further training, scholarships, and grants
www.uni-hamburg.de/en/internationales

International Office of the Faculty of Business, Economics and Social Sciences
Support in organizing semesters abroad, support in all ERASMUS matters before and during the semester abroad
www.wiso.uni-hamburg.de/en/internationales

Language Center of Universität Hamburg
Provider of language courses, culture and soft skills for your studies
www.uni-hamburg.de/en/sprachenzentrum

Courses offered by Hamburger Volkshochschule (adult education center)
Provider of free of charge on-campus language courses.
Important: Placement tests take place before the start of lectures!
www.uni-hamburg.de/en/allgemeinsprachen

Language Center of Universität Hamburg
Provider of language courses, culture and soft skills for your studies
www.uni-hamburg.de/en/sprachenzentrum