STUDY GUIDE
MASTER OF ARTS
INTERNATIONAL
BUSINESS AND
SUSTAINABILITY
VALID FROM WINTERSEMESTER 2019/2020

To the examination regulations dated 15 June 2016
and the subject-specific regulations dated 28 November 2018
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Attachments
Examination Regulations for the Master of Arts (MA) Degree Programs in the Faculty of Business, Economics and Social Sciences dated 15 June 2016 (Prüfungsordnung, English translation)

Subject-Specific Provisions for the Master’s Degree Program International Business and Sustainability dated 28 November 2018 (Fachspezifische Bestimmungen, English translation)
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 organizations. 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) 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 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 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 I: 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 II: 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 III: Sustainability Management and Socioeconomics**
  Courses in the module Sustainability Management and Socioeconomic 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 (a total of 18 ECTS).

- **Module IV: 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 insti-
tutional 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 V: 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 and writing their master’s thesis in the fourth semester. Students must complete one course within this module (worth 6 ECTS).

• Module VI: 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. 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.

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

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.

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 also contains an overview of all successfully completed examinations, i.e., the Transcript of Records.
## MA International Business and Sustainability - Curriculum

<table>
<thead>
<tr>
<th>Module Fundamentals of Management (1st semester)</th>
<th>(24 ECTS, 4 courses are required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to CSR: Theoretical Foundations and Practical Implementation</td>
<td>Lec</td>
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<tr>
<td>International Strategic Management</td>
<td>Lec</td>
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<tr>
<td>International Organization</td>
<td>Lec</td>
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<tr>
<td>Management Accounting and Control</td>
<td>Lec</td>
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<tr>
<td>International Market Strategies</td>
<td>Lec</td>
</tr>
<tr>
<td>Finance and Investment</td>
<td>Lec</td>
</tr>
<tr>
<td>Sustainability and Management</td>
<td>Lec</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Module Research Methods (1st semester)</th>
<th>(6 ECTS, 1 course is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Research Methods for Market Strategies</td>
<td>Lec</td>
</tr>
<tr>
<td>Reading and Understanding Academic Articles</td>
<td>Lec</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Sustainability Management and Socioeconomics (2nd + 3rd semester)</th>
<th>(18 ECTS, 3 courses are required, at least one seminar)</th>
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</thead>
<tbody>
<tr>
<td>Seminars: ESG and Capital Markets</td>
<td>Sem</td>
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<tr>
<td>Business and the Natural Environment</td>
<td>Sem</td>
</tr>
<tr>
<td>Applied Business Ethics</td>
<td>Sem</td>
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<tr>
<td>International CSR Reporting</td>
<td>Sem</td>
</tr>
<tr>
<td>Lectures: International Normative Framework on Sustainable Management</td>
<td>Lec</td>
</tr>
<tr>
<td>Industrial Ecology</td>
<td>Lec</td>
</tr>
<tr>
<td>Additional courses: Varying courses in recent topics in Sustainability Management and Socioeconomics</td>
<td>Lec or Sem</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Module International Management and Economics (2nd + 3rd semester)</th>
<th>(18 ECTS, 3 courses are required, at least one seminar)</th>
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<tbody>
<tr>
<td>Seminars: Consumer and Management Decisions</td>
<td>Sem</td>
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<tr>
<td>Group Accounting &amp; Controlling</td>
<td>Sem</td>
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<tr>
<td>Lectures: International Accounting and Controlling</td>
<td>Lec</td>
</tr>
<tr>
<td>Innovation Management</td>
<td>Lec</td>
</tr>
<tr>
<td>Strategic Human Resource Management</td>
<td>Lec</td>
</tr>
<tr>
<td>Organizational Behavior and Leadership</td>
<td>Lec</td>
</tr>
<tr>
<td>Additional courses: Varying courses in recent topics in International Management and Economics</td>
<td>Lec or Sem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Advanced Research Methods (2nd + 3rd semester)</th>
<th>(6 ECTS, 1 course is required)</th>
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<tbody>
<tr>
<td>Quantitative Methods in Social Sciences</td>
<td>Lec</td>
</tr>
<tr>
<td>Qualitative Methods of Empirical Research</td>
<td>Sem</td>
</tr>
<tr>
<td>Decision Theory</td>
<td>Lec</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Electives (2nd + 3rd semester)</th>
<th>(18 ECTS, 3 courses from other master programs or MIBAS courses)</th>
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<tbody>
<tr>
<td>Elective</td>
<td>Lec or Sem</td>
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<tr>
<td>Elective</td>
<td>Lec or Sem</td>
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<tr>
<td>Elective</td>
<td>Lec or Sem</td>
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<tr>
<th>Master's thesis (4th semester)</th>
<th>Ger or Eng</th>
<th>30</th>
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<tr>
<td>(6 months to complete the thesis)</td>
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ECTS total 120

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

May 2019
3. Basics of the examination system

3.1 Module and course examinations

All classes end with a course examination. The type of examination at the end of a respective class is indicated in the module manual, which is an appendix to the subject-specific provisions (Fachspezifische Bestimmungen). If not indicated in the module manual, the lecturer will determine the type of examination and will post it in STiNE before the start of the class.

Module grades are composed of the weighted course examination grades (see 2.6).

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)

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

Students have three attempts in total for each examination. The final thesis may be revised once.

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).

3.3 Examination dates and results

Written examinations

Two examination dates per semester are offered for all required written examinations (Klausuren). The first examination phase takes place right after the semester lecture period. The second examination dates are 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.

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 the class is offered again. In this case, you must re-register for the course in order to be eligible to take the examination.

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 must immediately submit an application to prevent this missed examination from being assessed as a failed attempt.

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

Other types of examinations

You can also withdraw from other types of examinations, e.g. term papers, before you have started the examination.

If the examiner has specified a withdrawal deadline, you will be able to withdraw via STiNE up until that date. Withdrawals are binding. Once the deadline has passed, you can no longer withdraw from the examination. Re-registering or registering for another type of examination is only possible during the STiNE changes and corrections period.

If the examiner has not set a general withdrawal deadline, you will only be able to withdraw up until the end of the second STiNE registration period, i.e., the changes and corrections period. You can no longer withdraw after the changes and corrections period has passed.

If you are unable to turn in a written paper (term paper, written report for a presentation, etc.) by the due date for reasons beyond your control, you may apply for an extension of the working period. The extension application must be submitted prior 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 Academic Office’s homepage.

Examination results
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.

For more information, check the Academic Office’s website:

www.wiso.uni-hamburg.de/en/studienbuero-sozi-aloekonomie
> Service for students
> Courses and Examinations
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).

4.2 Registering for and withdrawing from courses and examinations

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

STiNE registration periods

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.

In general, you register for an examination when registering for the course. It is not possible to register for the examination only.

Please check both registrations in STiNE!

Check if you got a place in your courses

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 allocated directly during the registration procedure. Registration for the respective class is binding once the changes and corrections period has ended. You can only de-register yourself from the examination.

De-register from courses

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

You cannot de-register from a course after the STiNE changes and corrections period. Depending on the examination type, you might withdraw from the exam (see chapter 3.3).

Registration for 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. 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 supervisors. 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.

Do you need more information?
Additional information on registering and deregistering from classes, examinations and theses is available on the homepage of the Academic Office.

www.wiso.uni-hamburg.de/en/studienbuero-sozi-aloekonomie
> Service for students
> Courses and Examinations

www.wiso.uni-hamburg.de/en/studienbuero-sozi-aloekonomie
> Service for students
> Final Thesis
> Master’s thesis

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 website of the Academic Office (Keyword index: Maternity Protection).
5. The Academic Office and other important contacts

5.1 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 service for students and lecturers. For each study program, one team of colleagues supports students, prospective students and professors.

5.2 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
- examination and academic regulations
- advising on a course of study
- part-time study
- Transcript of Records
- Course Catalog
- degree documents

5.3 Points of contact 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 ac-
creditation 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.

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.

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:

Alsterterrassse 1, 20354 Hamburg
Service Telephone: +49 40 428 38-7000
Mon–Wed: 9 am–12 am and 1 pm – 3 pm, Thu: 2 pm - 6 pm
www.uni-hamburg.de/en/campuscenter

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

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.
www.uni-hamburg.de/en/internationales

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/en/internationales

University Language Center
Provider of subject-specific foreign language courses.
www.uni-hamburg.de/en/sprachenzentrum

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
OFFICIAL TRANSLATION OF

(Amtliche Bekanntmachung Nr. 59 vom 4. Oktober 2016)

THIS TRANSLATION IS FOR INFORMATION ONLY – ONLY THE GERMAN VERSION SHALL BE LEGALLY VALID AND ENFORCEABLE!

Examination Regulations for the Master of Arts (MA) Degree Programs in the Faculty of Business, Economics and Social Sciences
dated 15 June 2016

On 23 August 2016 in accordance with Section 108 subsection 1 of the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG), the Executive University Board of Universität Hamburg ratified the revised examination regulations that were adopted by the Faculty of Business, Economics and Social Sciences on 15 June 2016 in accordance with Section 91 subsection 2 no. 1 HmbHG dated 18 July 2001 (HmbGVBl. page 171), as amended 19 June 2015 (HmbGVBl. page 121) for the Master of Arts (MA) degree programs in the Faculty of Business, Economics and Social Sciences.
Preamble
These Examination Regulations shall govern the general structure and examination procedure for all consecutive Master of Arts (MA) degree programs in the Faculty of Business, Economics and Social Sciences and is also supplemented by the degree specific provisions for the individual degree programs.

Section 1
Program and examination objectives, academic degree, and implementation of the degree program

(1) Master’s degree programs are intended to provide solid specialist knowledge and enable students to acquire a qualification evincing in-depth competency of scholarly methodologies. The subject-specific provisions shall set forth the specific program objectives.

(2) Successfully passing the examinations established for a master’s degree program is evidence of achieving the program objectives set forth in the respective subject-specific provisions.

(3) Successfully passing master’s degree program examinations qualifies students for the award of the graduate academic degree, Master of Arts (MA).

(4) The details of organizing and implementing the various degree programs shall be governed in the subject-specific provisions.

(5) The selection criteria and particular admission requirements for a master’s degree program shall be governed in separate bylaws for the respective degree programs.

Section 2
Regular period of study

The regular period of study is four semesters, including all exams, the master’s thesis, any internships, which may have been made part of the degree curriculum, and field trips. For students studying part-time, the regular period of study shall be increased by one semester for every two semesters of part-time study. The curriculum established in the subject-specific provisions and the organization of the examination procedure must be structured so that the master’s degree program including all exams and the master’s thesis can be completed within the regular period of study.
Section 3
Subject advising

(1) Upon commencement of the program, students must meet with a subject advisor from their chosen program. Subject advising is generally provided by instructors teaching in the degree program.

(2) Students who have exceeded the regular period of study pursuant to Section 2 herein must meet with a subject advisor from their program within two semesters after the end of the regular period of study, unless they have already registered to take all outstanding examinations by the end of this time period. Students who do not meet with a subject advisor after exceeding the regular period of study will be withdrawn as a student pursuant to Section 42 subsection 2 no. 7 HmbHG.

Section 4
Program and exam organization, modules, and ECTS credits

(1) The basic structure of a Master of Arts (MA) degree program in the Faculty of Business, Economics and Social Sciences shall consist of subject-specific modules and an elective area.

(2) The master's degree shall be a modular program; the number, scope, and content of the modules and any module prerequisites shall be set forth in the subject-specific provisions. Modules may be the following: required modules, which are compulsory, required elective modules, which must be selected from a prescribed catalog of modules, or elective modules.

(3) Modules are self-contained educational units, which are generally comprised of several content-related courses. Modules are designed to convey a portion of the overall information established for the respective degree program. A module shall generally conclude with an examination (module examination). The workload (attendance, independent study, and examination preparation) for each module shall be accounted for in ECTS credits. As a general rule, one ECTS credit corresponds to 30 hours of work. A total of 120 ECTS credits inclusive of the master's thesis must be earned in order to complete a degree program. ECTS credits shall be earned upon successfully completing a module.

(4) The examination for the master’s degree program is comprised of module examinations and the master’s thesis. The subject-specific provisions may provide that the master’s thesis be part of a final module along with other examination requirements.
(5) A degree program may be completed on a part-time basis. Students may apply to study part-time with Services for Students (SfS). The decision about whether to approve a part-time student enrollment application shall be made in accordance with the legal provisions set forth in Universität Hamburg’s enrollment regulations, as amended. Part-time students must create an individualized study plan together with a subject advisor upon consultation with the chairperson of the examinations board. No extension of time shall be given to part-time students to complete the master’s thesis.

(6) Generally, the master’s degree program must be commenced immediately upon admission.

Section 5
Courses

(1) Course types include in particular:
   1. Lectures
   2. Practical courses
   3. Introductory seminars / seminars
   4. Advanced language courses
   5. Projects, project studies, and project seminars
   6. Internships
   7. Colloquia

The subject-specific provisions may provide for other types of courses or combinations of course types.

(2) Generally, courses will be conducted in German or English or in the target language of the degree program. Courses may be held physically in class requiring attendance or as blended learning or eLearning classes.

(3) Courses must be registered for in advance. The academic office shall announce registration times and procedures in an appropriate manner.

(4) Compulsory attendance may be established for courses. The subject-specific provisions shall govern this in more detail. The provisions shall also specify whether compulsory attendance is required for admission to repeat examinations.

(5) If module descriptions in the subject-specific provisions specify that a fully or partially completed module is a prerequisite for a subsequent module, then this must be completed before a student may be admitted to courses in the module. If a student
has taken the examinations for a module, which is a prerequisite for another module and the exams have not yet been graded, the student may be provisionally admitted to module courses. Admission is subject to the condition that the student passes the examinations.

Section 6
Limiting attendance for specific courses

The number of participants for a module or specific courses may be limited, provided that this is required for proper implementation. Any limitation must set forth the criteria for the selection of the participants and must be published in an appropriate manner.

Section 7
Examinations board

(1) Examinations boards shall be created for the organization of examinations and compliance with the provisions hereof as well as the additional duties established by means of these Examination Regulations. The examinations board shall be comprised of three members, who must be university teachers or University members who have completed a Habilitation (postdoctoral qualification), a member of the academic faculty, which includes lecturers who have not completed a Habilitation, and a student. Members of the examinations board should ideally be associated with the relevant degree program. Moreover, a member of the staff from the academic office may attend meetings and have an advisory vote.

(2) The office of the dean shall appoint members of the examinations board and their substitutes. The term of office for members and their substitutes shall be for two years, except for the student member whose term shall be for one year. A member’s term of office may be extended. If a member should prematurely retire, a successor shall be appointed for the remaining term of office. The examinations board shall elect a chairperson and vice chairperson from the group of university teachers and members who have completed a Habilitation.

(3) Meetings of the examinations board shall not be open to the public. The public may be allowed to attend a meeting, provided that personnel or examination matters or evaluations of courses related to specific individuals are not being discussed. The board shall constitute a quorum when at least three members are present, of which the chairperson or vice chairperson and another member from the group of university teachers and University members who have completed a Habilitation are present. In
case of a tie vote, the chairperson shall have the deciding vote. Student members shall not be permitted to take part in the recognition of study and internship periods or completed coursework and examinations. Decisions made by the examinations board must be documented.

(4) In cooperation with the responsible faculty body, the examinations board must warrant that coursework and examinations can be completed within the time period set forth in these Regulations. Furthermore, the examinations board must ensure that module examination dates are set and publicized well in advance.

(5) Members of the examinations board shall have the right to attend examinations. This right, however, does not extend to decisions about grades or to the disclosure of grades.

(6) Members of the examinations board and their substitutes are subject to a duty of confidentiality. If a board member is not a public employee, then the chairperson must obligate that member to confidentiality.

(7) Onerous decisions made by the examinations board must be provided to students without undue delay, stating the reasons and legal basis therefor in writing. Administrative notices of decision must contain information about the legal rights and remedies available to the persons affected.

(8) The examinations board as well as its chairperson may publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these Regulations by posting a notice in the academic office, on the Internet, or in any other reasonably suitable manner—especially the publication of registration and examination dates as well as examination results. These shall have binding effect and be in accordance with data protection and privacy regulations.

(9) The examinations board may delegate duties to the academic office with respect to the preparation and implementation of its decisions and the organizational execution of examinations. The chairperson of the examinations board shall have the same delegation authority.
Section 8
Recognition of study and internship periods and completed coursework and examinations

(1) Periods of study, completed coursework and examinations, and internships or vocational studies integrated into the degree program completed at a university, equivalent higher education institution, state-accredited distance learning program, other education institution, especially in programs at state or state-accredited vocational academies, and universities of applied sciences shall be recognized upon application by the student, provided that there is no material difference between the skills and knowledge learned and the skills and knowledge needed to be learned pursuant to the subject-specific provisions for the degree program. Conditional recognition is also possible.

(2) For the recognition of periods of study and completed coursework and examinations that were completed outside of the Federal Republic of Germany, equivalency agreements that have been approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors’ Conference as well as arrangements between Universität Hamburg and another higher education institution participating in a degree program within the scope of university partnerships or cooperation agreements must be observed.

(3) Skills and knowledge acquired by means other than university study, yet equivalent and required to successfully complete a degree program shall be recognized up to one-half of the total credit value required to fulfill coursework and examination requirements.

(4) If examinations are accepted for credited, then grades shall be adopted and taken into account for the final grade, provided that the grading systems are comparable. If the grading systems are not comparable, then successful examinations shall be reported as “pass.”

(5) The chairperson of the examinations board for the respective degree program shall decide on recognition pursuant to subsections 1 through 4 herein. Students must address corresponding applications to the chairperson of the examinations board. The requisite supporting documents must be enclosed with the application for recognition. If work is not recognized, the chairperson of the examinations board must clarify which material differences exist between the skills and knowledge acquired and the skills and knowledge needed to be acquired pursuant to the degree program subject-specific provisions pursuant to subsection 1 herein or why the skills and
knowledge acquired by means other than university study in accordance with subsection 3 herein are not equivalent.

Section 9
Admission to module examinations

(1) In order to be able to take module examinations, students must properly register for exams (examinations office). Registration for a module examination shall become binding once the registration deadline expires. The examinations office shall announce registration times and procedures in an appropriate manner.

(2) In order to register for a module examination, students must generally be enrolled in the respective degree program. Enrollment also applies to taking courses in elective and required elective modules offered by other degree programs.

(3) If subject-specific provisions require compulsory attendance in courses pursuant to Section 5 subsection 4, then regular attendance shall become an additional admission prerequisite. Regular attendance shall mean not missing more than 15% of the classes scheduled for each course in a module. The subject-specific provisions may modify percentage amounts used to calculate regular attendance. If absence is excused, students may be conditionally allowed to take an exam. Excused absences must be substantiated—in the event of illness through a medical certificate. Students who have children under twelve years of age who must be cared for because they have become ill shall be excused from attendance upon presentation of appropriate verification. Any requisite conditions shall be set by the course instructor whose courses have been missed and must be appropriate to document the achievement of the educational objectives contained in the classes that were missed. The examinations board shall decide on any exceptions, provided that the subject-specific provisions have not delegated these duties to the chairperson of the examinations board.

(4) Any additional requirements set forth in the module descriptions contained in the subject-specific provisions must be satisfied before a student may be admitted to a module examination.

(5) In the event a student is utilizing his or her last opportunity to take and pass an exam, the examinations board or the chairperson of the examinations board—provided that this duty has been delegated to the chairperson in the subject-specific provisions—may make admission to the examination contingent on the student first meeting with a subject advisor.
(6) Admission to an examination may be denied if any of the conditions set forth in subsections 1 through 5 above have not been satisfied.

(7) A student must be notified without undue delay if not admitted to an examination.

Section 10
Number of attempts to pass an examination

(1) Students have a maximum of three attempts to pass each examination required for their studies. Once an examination has been passed, it may not be retaken. Two examination dates shall be offered for each examination in each module. The subject-specific provisions may set forth exceptions for special types of courses, certain modules, or particular kinds of examinations. An examination that has not been passed should be repeated at the next possible examination date. If courses are offered at multiple times to students, students may only take the examination scheduled for their respective course.

(2) Elective and required elective modules may be changed. If an elective or required elective module is changed or no longer offered because of organizational reasons, examination attempts in other modules will not be counted.

Section 11
Compensation for disadvantages for students who have a disability or are chronically ill

(1) Upon a written application therefor, the chairperson of the examinations board may implement reasonable compensation for disadvantages for a student if the student substantiates that he or she is to any extent unable to complete an examination under prescribed conditions or within the time periods set forth in these Regulations on account of a disability or persistent severe or chronic affliction. Such suitable measures could include altering the external examination conditions, extending the time to complete the examination, or accepting equivalent examination performance. This shall also apply to coursework.

(2) The representative for staff and students with disabilities or chronic diseases must be consulted pursuant to Section 88 subsection 3 HmbHG if the chairperson of the examinations board must render a decision pursuant to subsection 1 herein.

(3) The student must set forth the reasons for any requested compensation for disadvantages. The submission of appropriate proof may be requested in order to substantiate the legitimacy of any such requests.
Section 12
Examiners

(1) The examinations board shall appoint examiners pursuant to the provisions of HmbHG as amended. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(2) The course instructors for the respective module shall generally be the examiners for the module examinations. The chairperson of the examinations board shall decide on exceptions to this rule. If there is one examination and several instructors, the chairperson of the examinations board may appoint an instructor to be responsible for the examination.

(3) Non-University personnel may be appointed as examiners.

Section 13
Completed coursework and module examinations

(1) The module description may provide for the completion of coursework. Completed coursework may be graded. The subject-specific provisions may provide that coursework must be successfully completed prior to students being allowed to take a module examination.

(2) Pursuant to the subject-specific provisions, module examinations shall be given at the scheduled times in the form specified by the examiners. In certain justified exceptional cases, the examinations board may specify an alternative form of examination for an exam that was not passed and will be repeated. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(3) Module examinations may be implemented as a general examination (module final examination) or as course examinations. An overall general examination for several modules may be used in special justified cases based on the selection of the form of the examination and the pedagogical concept. The ECTS credits for a module shall be earned after either all course examinations or all component parts of a course examination or the module final examination have been passed. If completed coursework will serve to complete a module, then all ECTS credits for a module shall be earned once the coursework set forth in the subject-specific provisions has been successfully completed.
(4) The following types of examinations may be used for module examinations:

a) Written examinations
A written examination is supervised and specifies tasks that must be completed independently in writing using only approved resources. The duration of written examinations must be at least 45 minutes and no more than 180 minutes long. Selecting answers from a list of choices (multiple choice) may also be given as a written examination. The subject-specific provisions may provide for additional provisions to govern this type of examination.

b) Oral examinations
An oral examination is an examination in which students should demonstrate verbally that they have mastered the subject matter being tested. Oral examinations may be conducted individually or in groups. The duration of the examination for each examinee must be at least 15 minutes and no more than 45 minutes long. Students may recommend subject matter for oral examinations. Oral examinations shall be given by an examiner in the presence of an assistant examiner who must have a qualified master’s degree within the meaning Section 1 herein or such equivalent. The essential subject matter and results of the oral examination must be documented. The record must be subscribed by the examiner and assistant examiner and placed in the student’s examination file. University members—especially students in the same degree program—must be allowed to attend oral examinations as an audience, unless the examinee requests that the public be excluded. This right, however, does not extend to decisions about grades or to the disclosure of grades.

c) Term papers
A term paper is a lengthy essay written about an assigned topic that was discussed within the scope of the respective module. A written copy of the term paper must be submitted to the examiner. Likewise upon the examiner’s request therefore, an electronic copy of the term paper in a file format specified by the examiner must also be submitted. Within the scope of grading term papers, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.
d) Presentations
A presentation is an oral lecture on an assigned topic. A written report of the oral presentation may also be required.

e) Field experiments
Field experiments shall be considered successfully completed once students have conducted the experimental work assigned by the responsible instructor and substantiated their findings in experiment colloquia or written reports. Deadlines for written reports shall be set before the beginning of the course.

f) Projects
Projects shall be considered successfully completed when solutions to the selected topic are presented in an oral presentation and/or a written final project report.

g) Completing practical courses
Practical courses require continual active student participation. Written reports or other individual practical exercises may be used for practical courses.

h) Field trips and internships
Field trips and internships shall be considered successfully completed once a report has been prepared covering the objectives and findings.

The subject-specific provisions may specify other types of examinations.

(5) Electronic media and electronic documentation may be used for examinations in appropriate circumstances.

(6) If the subject-specific provisions provide for alternative types of examinations for a module, then the respective method(s) of examination shall be announced at the beginning of course registration. The same shall apply to the alternative or optional portions of the individual examination types set forth in subsection 4. Examinations may be given in either the German or English language. The subject-specific provisions shall govern this in more detail.
Section 14
Master’s thesis

(1) The master’s thesis is a demonstration of the candidate’s ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time.

(2) A request to commence work on the master’s thesis should be submitted once all requisite modules set forth in the subject-specific provisions have been successfully completed and the number of semesters required to study this subject have been exceeded for this module.

(3) Section 9 shall apply mutatis mutandis for permission to commence work on the master’s thesis or admission to the examinations for the final module.

(4) Upon submitting the commencement request, the candidate may suggest topics and a supervisor (primary reviewer). The supervisor recommendation shall be honored to the extent tenable and possible. The examinations board shall procure a supervisor upon request. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(5) The supervisor shall assign the thesis topic to the student. The date of the assignment, topic, and names of both examiners (primary and secondary reviewers) shall be recorded in the student’s graduate file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first two weeks. Upon a reasoned application, the supervisor may withdraw the topic of the master’s thesis, if for subject-related reasons treatment of the topic is no longer possible. In cases of doubt, the chairperson of the examinations board shall render a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.

(6) Generally, a master’s thesis is written in either German or English. The subject-specific provisions shall govern this in more detail. The examinations board shall determine whether a thesis may be written in languages other than those set forth in sentence one hereto. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(7) The subject-specific provisions shall specify the time allowed to complete the master’s thesis within a range of 15 to 30 ECTS credits. The supervisor must limit the topic, issue, and scope so that treatment of the topic may be completed within the prescribed period. The chairperson of the examinations board may approve an
extension of time to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. Generally, any extension may not exceed more than half of the originally prescribed time for completion of the thesis. In individual cases of extraordinary hardship, the chairperson of the examinations board may grant longer extension periods. A condition for any extension of time is that the reasons for the extension must not be attributable to the candidate and that they were communicated without undue delay. Candidates must comprehensively explain and substantiate the reasons for any requested extension—in the event of illness through submission of a medical certificate. In case of doubt, the chairperson of the examinations board may require that a qualified medical certificate be submitted. The qualified medical certificate must contain information about the physical or mental disorder originating from the affliction, the effect from a medical point of view that the affliction has on the examinee's ability to be tested, the date of the medical examination for the medical certificate, and the medical prognosis for the duration of the affliction.

(8) Three hard copies of the master’s thesis must be submitted to the examinations office by the deadline together with an electronic copy on an appropriate storage medium. If mailed to the examinations office, the postmark shall apply as the date of submission. The examinee has the burden of verifying that the master’s thesis was submitted. The date of submission shall be recorded in the student’s file. The candidate must also simultaneously submit an affidavit that he or she wrote the thesis without assistance. Moreover, the candidate must affirm that he or she did not use any other aids or resources other than those listed (in particular, Internet sources not listed in the bibliography), did not previously submit the thesis in another examination procedure, and that the hard copy submitted corresponds to the version on the electronic storage medium. If, for reasons unattributable to the candidate, the thesis is not submitted by the deadline, the chairperson of the examinations board shall decide on how to further proceed. Normally, a new topic is assigned, which is not regarded as a second attempt. In such an event, subsection 5 sentence 6 shall apply mutatis mutandis. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 16 subsection 1 shall apply.

(9) The master’s thesis must be evaluated in writing by the supervisor (primary reviewer) and a second examiner (secondary reviewer) from the group of authorized examiners (Section 12). One of the examiners must be a university teacher or a member of Universität Hamburg who has completed a Habilitation. Within the scope of evaluating master theses, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies of the
work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

(10) Both examiners must promptly evaluate the master’s thesis, no later than six weeks after its submission. The examinations board may grant an extension of time for evaluations if there is a higher than average number of theses to be graded or for other comparable substantive reasons, provided that the subject-specific provisions have not delegated this duty to the chairperson of the examinations board. The master’s thesis grade shall be calculated from the mathematical average of the grades awarded by both examiners in accordance with Section 15 subsection 4. If one of the examiners assesses the master’s thesis as “insufficient” (5.0), the chairperson of the examinations board shall appoint a third examiner. If the third reviewer assesses the work as at least “sufficient” (4.0), then the grade awarded for the master’s thesis shall be the mathematical average of all three grades awarded in accordance with Section 15 subsection 4 and no less than the grade of “sufficient” (4.0). If the third reviewer assesses the work as “insufficient” (5.0), then the aggregate grade for this work shall be “insufficient” (5.0).

(11) A master’s thesis that has been graded “insufficient” (5.0) may be revised once. A revision request must be submitted within a period of six weeks after the insufficient grade has been disclosed. A second revision is only allowed in exceptional circumstances. A rejection of the master’s thesis topic within the period set forth in subsection 5 sentence 3 herein shall only be allowed if the candidate has not previously utilized this option.

Section 15
Evaluation of examinations

(1) Examinations must be graded promptly, no later than four weeks after the examination is taken—Section 14 subsection 10 sentence 2 shall correspondingly apply. Examination grades shall be assigned by the responsible examiners. The subject-specific provisions shall in accordance with subsection 2 herein set forth how examinations shall be graded and which examinations shall be graded “pass”/“fail” and thus not be taken into account for the calculation of the overall final grade.

(2) Grades for examinations shall be assigned as follows:

1 = very good outstanding performance
2 = good performance that significantly exceeds minimum standard expectations
3 = satisfactory performance that meets standard expectations
4 = sufficient performance that despite deficiencies satisfies requirements
5 = insufficient performance that does not meet required minimum performance due to significant deficiencies

(3) Evaluating performance may be differentiated by decreasing or increasing grades by an intermediate increment of 0.3. The grades 0.7, 4.3, 4.7, and 5.3 may not be used.

(4) If the examination performance assessed in a module includes several components, then the grade for the module may be calculated based on the mathematical average of the grades received for the individual components or as a weighted-average of the grades received for the individual components as a function of ECTS credits. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. The first two positions behind the decimal point shall be taken into consideration for the calculation of grades. All other values after that shall be ignored and not used as a rounding function. This shall also apply to the evaluation of performance by more than one examiner. The subject-specific provisions shall set forth the manner of calculation. The grades shall be:

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<th>Range</th>
<th>Grade</th>
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<tr>
<td>from 1.0 to 1.15</td>
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<tr>
<td>over 1.15 to 1.50</td>
<td>1.3</td>
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<td>over 1.50 to 1.85</td>
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<td>over 4.0</td>
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(5) An overall final grade shall be calculated for the master's degree. Subsection 4 sentence 3 shall apply mutatis mutandis. The subject-specific provisions shall set forth how module grades and the grade for the master's thesis will be weighted for the calculation of the overall final grade. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade. The overall final grades for the successful completion of a master's degree program shall be:

an average of up to and including 1.50 very good
an average from 1.51 and up to and including 2.50 good
an average from 2.51 and up to and including 3.50 satisfactory
an average from 3.51 and up to and including 4.00 sufficient

For exceptional performance, an overall final grade may be supplemented with the comment “passed with distinction.” The subject-specific provisions shall govern this in more detail.

(6) In addition to this grade, a percentile rank must be reported in the final academic transcript in accordance with the standards set forth in the European Transfer and Accumulation System (ECTS grade).

Section 16
Nonperformance and withdrawal

(1) An examination shall be graded as “insufficient” (5.0), if an examinee fails to take an examination on the date scheduled therefor for reasons that are attributable to him or her as set forth in these Regulations, or withdraws after an examination (or a component part of an examination) has already begun, or does not begin or render performance during the time scheduled for a written examination.

(2) The chairperson of the examinations board must be notified and furnished proof of the reason advanced for the withdrawal or nonperformance in writing promptly, that is without negligent undue delay. An examinee must submit a medical certificate if the reason is due to illness. In cases of doubt, the examinations board may require that a qualified medical certificate pursuant to Section 14 subsection 7 be submitted. The subject-specific provisions may delegate this duty to the chairperson of the examinations board. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once the time scheduled for the examination has ended.

(3) German regulations regarding the protection of working mothers (Gesetz zum Schutz der erwerbstätigen Mutter, MuSchG) must be taken into account upon an application by a student. The same shall also apply to student applications for parental leave periods in accordance with the German Parental Allowance and Leave Act (Gesetz zum Elterngeld und zur Elternzeit, BEEG). Subsection 2 sentences 5 and 6 shall apply mutatis mutandis.

Section 17
Cheating and violation of regulations

(1) Permissible aids and resources shall be announced before the beginning of an examination. If a student attempts to cheat or use unauthorized aids or resources during an examination, the exam will be graded as “insufficient” (5.0) or “fail”. This
shall also apply to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.

(2) A student shall not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during or after an exam has been handed out. The respective proctor shall prepare a brief report about the incident and after the examination is finished promptly submit it to the chairperson of the examinations board. The examinee shall be promptly notified about the accusation. The chairperson of the examinations board shall judge whether or not the examinee attempted to cheat, prior to which, however, the examinee must be given an opportunity to be heard.

(3) If an examinee cheated on an exam and this is discovered only after the examination was taken, the grade may be corrected commensurate with subsection 1 herein and the student declared to have failed the master’s degree program, as appropriate. The inaccurate academic transcript shall be recovered and a new one issued, if appropriate. The master’s degree diploma shall also be recovered together with the academic transcript, if the student has been declared to have “failed” the master’s degree program because of cheating. A decision in accordance with sentence 1 above shall be barred after five years from the date of issuance of the academic transcript.

(4) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious academic misconduct in a written exam or academic activity may be expelled pursuant to Section 42 subsection 3 no. 5 HmbHG.

(5) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and the student’s work on the exam graded as “insufficient.” In egregious cases, the examinations board may prohibit the examinee from taking any further examinations.

(6) The examinee may request that the examinations board review any decisions taken in accordance with subsections 1, 3, and/or 5 above. Any request for review must be submitted without undue delay.
Section 18
Conclusively failing the master’s degree program

(1) A student shall conclusively fail a master degree program if
   a) the module examination has been graded or allocated the grade of “insufficient” (5.0) and no further attempts at retaking the examination are permissible.
   b) the master’s thesis has been graded or allocated the grade of “insufficient” (5.0) and may no longer be revised.

(2) If a student has failed the master’s degree program, the chairperson of the examinations board shall issue an administrative notice of decision setting forth all examination results and the reasons why the student failed the program. The administrative notice of decision must contain information about the student’s legal rights and be given to the student.

Section 19
Reconsideration proceeding

Students may submit applications for reconsideration of examination and program decisions. An application for reconsideration must be submitted within one month of the respective decision if the student was given information about his or her legal rights and remedies; otherwise, he or she shall have up to one year after the date of notification of the decision to submit an application. The application for reconsideration must be submitted in writing and contain points and authorities in support of the student’s position. If the application for reconsideration is denied relief in whole or in part by the examinations board, the matter shall be remitted to the University’s appeals committee.

Section 20
Transcripts, diploma, and diploma supplement

(1) An academic transcript of the master’s degree program shall be promptly issued after the last exam has been passed, if possible within four weeks thereof. The academic transcript shall contain information about the modules completed, the grades received, the topic and grade of the master’s thesis, the overall final grade, the number of ECTS credits earned, and the date the last exam was taken. The academic transcript shall be signed and dated by the chairperson of the examinations board and affixed with the seal of Universität Hamburg. The student shall also receive an English translation of the transcript.
(2) In addition to the academic transcript, the graduate shall also receive a diploma dated the same date as the academic transcript. The diploma shall confer the academic degree, Master of Arts. The diploma shall be signed by the dean and affixed with the seal of Universität Hamburg. The student shall also receive an English translation of the diploma.

(3) Moreover, the chairperson of the examinations board shall issue a diploma supplement and a transcript of records in both English and German.

Section 21
Invalidity of the master’s degree and rectifying prerequisite deficiencies

If the prerequisites to take an examination were not satisfied, the examinee was not attempting to cheat or be deceitful, and these facts become known only after the academic transcript has been issued, then passing the examination shall rectify any deficiencies. If the examinee was able to take an examination because he or she perpetrated a fraud or otherwise acted with fraudulent intent, the exam shall be declared as “insufficient” (5.0) and the student shall be deemed as having “failed” the master’s degree program. However before any decision is taken, the examinee must be given an opportunity to be heard. Section 17 subsection 3 sentences 2 and 3 shall apply mutatis mutandis.

Section 22
Inspection of the examination file

Within one year after the completion of the individual module examinations and upon an examinee’s written request therefor, the chairperson of the examinations board shall within a reasonable period of time grant the examinee permission to inspect his or her written examinations, the written assessments thereof, and record of examination to the extent that these have not already been given to the examinee.

Section 23
Effective date

(1) These Examination Regulations shall become effective on the day after ratification by the Executive University Board. They shall become effective for students who begin studying in a degree program at the Faculty of Business, Economics and Social Sciences in winter semester 2016/2017.
(2) They shall also apply effective as of winter semester 2016/2017 to students who began studying in a degree program at the Faculty of Business, Economics and Social Sciences before the effective date of these Regulations.

   a) Notwithstanding these Regulations, students who have commenced modules before winter semester 2013/2014, which have not been completed by winter semester 2016/2017, shall have an aggregate total of four attempts to pass each examination within these modules.

   b) Notwithstanding these Regulations, these students shall have the right to take examinations, provided that the only outstanding requirement is to take examinations; this also applies to students who were enrolled at Universität Hamburg. This right shall lapse two years after withdrawing from the University.

(3) If subject-specific provisions that became effective before winter semester 2016/2017 have provisions that deviate from these Regulations, they shall not apply to students who began studying in a degree program at the Faculty of Business, Economics and Social Sciences in winter semester 2016/17 as well as for students who began their studies in a degree program at the Faculty of Business, Economics and Social Sciences before the effective date of these Regulations.

Hamburg, 23 August 2016

Universität Hamburg
OFFICIAL TRANSLATION OF

“Fachspezifische Bestimmungen für den Masterstudiengang International Business and Sustainability vom 28. November 2018”
(Amtliche Bekanntmachung Nr. 7, vom 6. Februar 2019)

THIS TRANSLATION IS FOR INFORMATION ONLY – ONLY THE GERMAN VERSION SHALL BE LEGALLY VALID AND ENFORCEABLE!

Subject-Specific Provisions for the Master of Arts in International Business and Sustainability

dated 28 November 2018

On 9 January 2019 in accordance with Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), the Executive University Board of Universität Hamburg ratified the Revised Subject-Specific Provisions for the Master of Arts in International Business and Sustainability (MIBAS) that were adopted by the Faculty Council for the Faculty of Business, Economics and Social Sciences on 28 November 2018 in accordance with Section 91 subsection 2 no. 1 HmbHG dated 18 July 2001 (HmbGVBl. p. 171) as amended 18 May 2018 (HmbGVBl. pp. 145 and 154).

Preamble

These Subject-Specific Provisions supplement the Examination Regulations of the Faculty of Business, Economics and Social Sciences dated 15 June 2016, as amended, which govern the Master of Arts (MA) degree programs and provide a description of the modules for the Master of Arts in International Business and Sustainability.
I. Supplemental provisions

Section 1
Program and examination objectives, academic degree, and implementation of the Degree Program

Section 1 subsection 1:
The Master of Arts in International Business and Sustainability focuses on the issue of the implementation of sustainability in international enterprises and in a two-year program prepares students for a challenging profession in multinational companies, international organizations, unions, or in science or academia. This university degree will permit students who achieve above-average grades to continue their studies in a doctoral degree program, which is essentially the prerequisite for a career in academia. The Degree Program concentrates not only on practical applications, but also on research through its strong focus on theoretical principles as well as methodological skills. On the one hand, this research focus is guaranteed because degree program professors have their own research specialties in the area of sustainability and international business, and on the other hand the required modules Research Methods and Advanced Research Methods and the major significance of the master’s thesis greatly contribute to the overall success of the research focus of the Degree Program.

The Degree Program is intended to impart the following knowledge and skills to students:

- expertise in the fields of international business management and sustainability
- knowledge of relevant institutional frameworks and development of the ability to grasp the complex interactions that occur in an increasingly global economy
- development of the skills needed to create lasting value for both companies and society
- the skills to handle ethical dilemmas as well as knowledge of sustainable business management tools
- knowledge of basic concepts of economic analyses
- knowledge of fundamental methodological skills for empirical social research

Section 1 subsection 4:
The Faculty of Business, Economics and Social Sciences shall administer the Degree Program.
Section 3
Subject advising
Attending an introductory orientation module at the beginning of the program shall discharge the obligation to meet with a subject advisor.

Section 4
Program and examination structure, modules, and ECTS credits (ECTS)

Section 4 subsection 2:
The structure of the two-year Master of Arts in International Business and Sustainability follows a modular structure and includes

- five subject modules, each consisting of one or more required elective courses;
- one module consisting of several elective courses; and
- the master’s thesis.

The following chart shows the degree program modules and the module plan:

<table>
<thead>
<tr>
<th>MIBAS structure and module plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>30 ECTS credits</td>
</tr>
<tr>
<td>24 ECTS credits, 4 required elective courses each worth 6 ECTS credits</td>
</tr>
<tr>
<td>Module II: Research Methods</td>
</tr>
<tr>
<td>6 ECTS credits, 1 required elective course worth 6 ECTS credits</td>
</tr>
</tbody>
</table>

In the first, second, and third semesters, students have many options when structuring their master’s degree program. Generally, students are expected to earn 30 ECTS
credits each semester. The Master of Arts in International Business and Sustainability is structured as follows:
The Degree Program shall begin in the first semester with basic general courses designed to teach essential theoretical knowledge in the areas of business management (module: Fundamentals of Management) and methods (module: Research Methods).
Advanced courses in the modules Sustainability Management and Socioeconomics, International Management and Economics, as well as Advanced Research Methods are offered in the second and third semesters.
Moreover, MIBAS students may supplement their core studies by selecting from a wide variety of elective courses.

Section 5
Courses
Section 5 subsection 2:
All courses shall be held in English. The program director shall decide on exceptions to this rule. The course language shall be announced at the start of the course registration period as part of the announcement for course offerings.

Section 10
Number of attempts to pass an examination
Section 10 subsection 1:
Two examination dates per semester shall be offered for modules and courses that conclude with a written examination. One examination date per semester shall be offered for all other types of examinations.

Section 10 subsection 2:
Elective courses and required elective courses within a module may be changed. If an elective or required elective module is changed or no longer offered due to organizational reasons, examination attempts in other courses will not be counted.

Section 13
Completed coursework and module examinations
Section 13 subsection 1:
Courses may include required coursework such as the following:
- preparing material before or after a class in the form of short essays and exercises or
- short presentations in order to learn academic discussion skills
The type and amount of coursework to be completed shall be announced for the course at the start of the course registration period as part of the announcement for course offerings.
Completed coursework may be a prerequisite for course examinations. This will be set forth in more detail in the module descriptions.

**Section 13 subsection 3:**
The module examinations usually consist of one or more course examinations.

**Section 13 subsection 6:**
All examinations will be held in English. The program director shall decide on exceptions to this rule. The examination language shall be announced at the start of the course registration period as part of the announcement of course offerings.

**Section 14**
**Master’s thesis**

**Section 14 subsection 2:**
Before students can begin work on their master’s thesis, they must first earn a minimum of 60 ECTS credits.

**Section 14 subsection 6:**
The master’s thesis may be written in either German or English. The primary assessor shall determine the language in which the master’s thesis shall be written upon discussion with the student when the topic is assigned. Changing from one language to another within the thesis is not permissible.

**Section 14 subsection 7:**
Students have six months to write their master’s thesis.
The master’s thesis should generally be 60 to 80 pages long (approximately 120,000 to 160,000 characters).
Thirty ECTS credits shall be earned for the master’s thesis. The thesis should normally be written in the fourth subject semester.

**Section 15**
**Evaluation of examinations**

**Section 15 subsection 4:**
If module performance is tested using several course examinations, then the overall module grade shall be calculated on the basis of the average grades for each component weighted according to the ECTS credits assigned to each.

**Section 15 subsection 5:**
The overall final grade for the master’s degree shall be calculated from the average of the grades from the modules weighted according to the ECTS credits assigned to each module.
The overall grade “passed with distinction” will be awarded for outstanding performance. This is the case if the master’s thesis was awarded a grade of 1.0 and a student’s grade point average is 1.30 or better.

### II. Module descriptions
The Master of Arts in International Business and Sustainability shall be comprised of the following modules:

<table>
<thead>
<tr>
<th>Module: Fund</th>
<th>Module type: required module, consisting of various required elective courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Fundamentals of Management</td>
<td></td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td>The aim of the module is to familiarize students with management and sustainability issues in an entrepreneurial context. Students will be in a position to theoretically and practically understand central management issues and to independently work and critically reflect on them. Furthermore, students will become familiar with the challenges and problems of sustainable management in order to be able to understand the business and economic relationships in detail and be able to work and critically reflect on the resulting conflicts of objectives of organizations.</td>
</tr>
<tr>
<td><strong>Contents</strong></td>
<td>Within the framework of the module, various required elective courses on selected aspects of management will be offered. Generally, the module is comprised of the following courses, which are offered regularly:</td>
</tr>
<tr>
<td></td>
<td>• Introduction to CSR</td>
</tr>
<tr>
<td></td>
<td>• International Strategic Management</td>
</tr>
<tr>
<td></td>
<td>• International Organizations</td>
</tr>
<tr>
<td></td>
<td>• Management Accounting and Control</td>
</tr>
<tr>
<td></td>
<td>• International Market Strategies</td>
</tr>
<tr>
<td></td>
<td>• Finance and Investment</td>
</tr>
<tr>
<td></td>
<td>• Sustainability and Management</td>
</tr>
<tr>
<td></td>
<td>The range of courses may be supplemented.</td>
</tr>
<tr>
<td></td>
<td>A selection of courses that may be taken as part of the module shall be announced at the beginning of course registration.</td>
</tr>
<tr>
<td></td>
<td>Students must successfully complete a total of four required elective courses in the module.</td>
</tr>
<tr>
<td><strong>Types of instruction</strong></td>
<td>The courses offered are usually held as lectures (2 credit hours per week) with an associated practical course (1 credit hour per week).</td>
</tr>
<tr>
<td><strong>Language of instruction</strong></td>
<td>The language of instruction is English.</td>
</tr>
</tbody>
</table>
| **Prerequisites for attendance**    | None

A different language of instruction must be announced at the start of the course registration period as part of the announcement of course offerings.
<table>
<thead>
<tr>
<th>Applicability of the module</th>
<th>The individual courses offered may be used for the following master’s degree programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• MA in International Business and Sustainability (MIBAS)</td>
</tr>
<tr>
<td></td>
<td>• MSc in Health Economics and Health Care Management</td>
</tr>
<tr>
<td></td>
<td>• MA in Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>• MA in Labor, Economics and Society—Economic and Sociological Studies</td>
</tr>
<tr>
<td></td>
<td>• MSc in Wood Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type, number, prerequisites, and language of module/course examination(s)</th>
<th>The individual course examinations shall comprise the module examination.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Type of examinations:</strong></td>
</tr>
<tr>
<td></td>
<td>Each of the courses offered in the module usually concludes with a written examination of at least 60 minutes in duration.</td>
</tr>
<tr>
<td></td>
<td><strong>Number of examinations:</strong></td>
</tr>
<tr>
<td></td>
<td>Four course examinations must be passed in order to complete the module.</td>
</tr>
<tr>
<td></td>
<td><strong>Examination prerequisites:</strong></td>
</tr>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td><strong>Duration of the examinations:</strong></td>
</tr>
<tr>
<td></td>
<td>The duration of the examination shall be determined by the examiner and announced at the beginning of the course registration period as part of the announcement of course offerings.</td>
</tr>
<tr>
<td></td>
<td><strong>Examination language:</strong></td>
</tr>
<tr>
<td></td>
<td>The examination shall be held in English. A different examination language must be announced at the start of the course registration period as part of the announcement of course offerings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workload</th>
<th>24 ECTS credits, as a rule four sub-modules or courses each worth 6 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended semester</td>
<td>1st subject semester</td>
</tr>
<tr>
<td>Module frequency</td>
<td>Generally every winter semester</td>
</tr>
<tr>
<td>Duration</td>
<td>1 semester</td>
</tr>
</tbody>
</table>
### Module: Methods

**Module type:** required module, consisting of various required elective courses

**Title:** Research Methods

#### Objectives

The module is intended to familiarize students with basic methodological knowledge so that they can deal with complex issues in economics and the social sciences. Using entrepreneurial issues as examples, students will learn about complex analytical methods and how to independently apply them to complex issues. Furthermore, students should learn to understand the research design of existing studies and to reflect critically on them. Among other things, there will be a focus on the discussion of the advantages and disadvantages of specific research designs in order to be able to understand their suitability for certain issues.

#### Contents

Various required elective courses will be offered in the module. Depending on students’ choices, the content of the module may include either:

- quantitative methods of (strategic) management: introduction to multivariate methods and the use of common statistical software packages or
- analysis of and reflection on research literature: critical analysis of research results and of the research designs for these studies

A selection of courses that may be taken as part of the module shall be announced at the beginning of course registration.

Students must successfully complete a total of one required elective course in the module.

#### Types of instruction

The courses offered are usually held as lectures (2 credit hours per week) with an associated practical course (1 credit hour per week).

#### Language of instruction

The language of instruction is English. A different language of instruction must be announced at the start of the course registration period as part of the announcement of course offerings.

#### Prerequisites for attendance

None

#### Applicability of the module

MA in International Business and Sustainability (MIBAS)

#### Type, number, prerequisites, and language of module/course examination(s)

The module examination shall take place within the scope of the selected course.

**Type of examination:**

Each of the courses offered in the module usually conclude with a written examination of at least 60 minutes in duration.

**Number of examinations:**

One course examination must be passed in order to complete the module.
Examination prerequisites:
None

Duration of the examinations:
The duration of the examination shall be determined by the examiner and announced at the beginning of the course registration period as part of the announcement of course offerings.

Examination language:
The examination shall be held in English. A different examination language must be announced at the start of the course registration period as part of the announcement of course offerings.

<table>
<thead>
<tr>
<th>Workload</th>
<th>6 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended semester</td>
<td>1st subject semester</td>
</tr>
<tr>
<td>Module frequency</td>
<td>Generally every winter semester</td>
</tr>
<tr>
<td>Duration</td>
<td>1 semester</td>
</tr>
<tr>
<td><strong>Module: SustMan</strong></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Module type:</strong> required module, consisting of various required elective courses</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong> Sustainability Management and Socioeconomics</td>
<td></td>
</tr>
</tbody>
</table>

**Objectives**
The aim of the module is to provide students with detailed and in-depth knowledge of sustainable management issues. Among other things, this involves the development of far-reaching, theory-based competencies in the areas of international corporate management and sustainability. This includes knowledge on how to deal with ethical issues, sustainable reporting and reporting systems, sustainable financing and financial market design, and issues relating to the sustainable use of natural resources. Students will learn to highlight central aspects of management from a perspective of sustainability and to identify, assess, and critically reflect on theoretical and practical implications of sustainable management.

**Contents**
Various required elective courses are offered as part of the module. Generally, the module is comprised of the following courses, which are offered regularly:

- Applied Business Ethics
- International CSR Reporting
- International Normative Framework on Sustainable Management
- Industrial Ecology
- ESG and Capital Markets
- Business and the Natural Environment

Supplemental courses on current topics of sustainable management will also be available. A selection of courses that may be taken as part of the module shall be announced at the beginning of course registration. Students must successfully complete a total of three required elective courses in the module.

**Types of instruction**
The specific type of instruction will depend on the courses that are offered. As a rule, these include the following:

- lecture (2 credit hours per week) and practical course (1 credit hour per week) (6 ECTS credits)
- seminar (2 credit hours per week) (6 ECTS credits)

Students must successfully complete at least one seminar in the module.

**Language of instruction**
The language of instruction is English. A different language of instruction must be announced at the start of the course registration period as part of the announcement of course offerings.

**Prerequisites for attendance**
None
| Applicability of the module | MA in International Business and Sustainability (MIBAS)  
The individual courses that are offered may be used for the following master’s degree programs:  
   - MSc in Health Economics and Health Care Management |
|----------------------------|---------------------------------------------------------------|
| Type, number, prerequisites, and language of module/course examination(s) | The individual course examinations shall comprise the module examination.  
**Type of examinations:**  
Courses that are held as lectures and practical courses usually conclude with a written examination of at least 60 minutes in duration.  
Courses that are held as seminars usually conclude with a term paper (10 to 20 pages) or with a presentation (at least 15 min. in duration) together with a written report (5 to 15 pages).  
**Number of examinations:**  
Three course examinations must be passed in order to complete the module.  
**Examination prerequisites:**  
None  
**Duration and scope of the examinations:**  
The duration and scope of the examinations shall be determined by the examiner and announced at the beginning of the course registration period as part of the announcement of course offerings.  
**Examination language:**  
The examination shall be held in English. A different examination language must be announced at the start of the course registration period as part of the announcement of course offerings. |
| Workload | 18 ECTS credits, as a rule three sub-modules or courses each worth 6 ECTS credits |
| Recommended semester | 2nd and 3rd subject semesters |
| Module frequency | The module is offered every semester. |
| Duration | 2 semesters |
### Module: IntMan
#### Module type: required module, consisting of various required elective courses
#### Title: International Management and Economics

#### Objectives
The aim of the module is to provide students with in-depth and comprehensive knowledge of the central issues and problems of international management. The focus here is on imparting theoretical knowledge, dealing in depth with central theories and concepts, and using theory-based approaches to handle specific entrepreneurial issues that arise in the context of international management. These include issues of international accounting for multinational corporations, strategic marketing decisions and consumer behavior, the management of innovations, and management issues in the public and nonprofit sectors. Students will be taught to recognize complex issues of international business management, to reflect critically, and to work independently.

#### Contents
Various required elective courses are offered as part of the module. Generally, the module is comprised of the following courses, which are offered regularly:
- International Accounting and Controlling
- Consumer and Management Decisions
- Innovation Management
- Group Accounting and Controlling
- Recent Challenges in Managing Public and Nonprofit Sectors
- Strategic Human Resource Management
- Organizational Behavior and Leadership

Supplemental courses on current topics of international management will also be available. A selection of courses that may be taken as part of the module shall be announced at the beginning of course registration. Students must successfully complete a total of three required elective courses in the module.

#### Types of instruction
The specific type of instruction will depend on the courses that are offered. As a rule, these include the following:
- lecture (2 credit hours per week) and practical course (1 credit hour per week) (6 ECTS credits)
- seminar (2 credit hours per week) (6 ECTS credits)

Students must successfully complete at least one seminar in the module.

#### Language of instruction
The language of instruction is English. A different language of instruction must be announced at the start of the course registration period as part of the announcement of course offerings.

#### Prerequisites
None
<table>
<thead>
<tr>
<th>for attendance</th>
</tr>
</thead>
</table>
| **Applicability of the module** | The individual courses that are offered may be used for the following master’s degree programs:  
- MA in International Business and Sustainability (MIBAS)  
- MSc in Health Economics and Health Care Management  
- MA in Human Resource Management |
| **Type, number, prerequisites, and language of module/course examination(s)** | The individual course examinations shall comprise the module examination.  
**Type of examination:**  
Courses that are held as lectures and practical courses usually conclude with a written examination of at least 60 minutes in duration.  
Courses that are held as seminars usually conclude with a term paper (10 to 20 pages) or with a presentation (at least 15 min. in duration) together with a written report (5 to 15 pages).  
**Number of examinations:**  
Three course examinations must be passed in order to complete the module.  
**Duration and scope of the examinations:**  
The duration and scope of the examinations shall be determined by the examiner and announced at the beginning of the course registration period as part of the announcement of course offerings.  
**Examination language:**  
The examination shall be held in English. A different examination language must be announced at the start of the course registration period as part of the announcement of course offerings. |
| **Workload** | 18 ECTS credits, as a rule three sub-modules or courses each worth 6 ECTS credits |
| **Recommended semester** | 2nd and 3rd subject semesters |
| **Module frequency** | The module is offered every semester. |
| **Duration** | 2 semesters |
### Module: AdvMethods

**Module type:** required module, consisting of various required elective courses

**Title:** Advanced Research Methods

#### Objectives

The aim of the module is to provide students with in-depth methodological knowledge for the independent execution of empirical research projects. Students should be able to link sample issues derived from economics and social science theoretical approaches with empirical analysis methods and apply them in independent empirical research. In this module, students will be taught to apply advanced empirical research methods in economics and social science. Students can either acquire knowledge in econometrics, in particular, multivariate regression models, binary response models, and panel models or advanced knowledge of qualitative data collection and evaluation procedures, which will be presented, discussed, and applied on the basis of independent research projects.

#### Contents

Various required elective courses will be offered in the module. Depending on students' choices, the content of the module may include one of the following:

- quantitative methods in social science and economics
- qualitative methods in social science
- decisional theories

A selection of courses that may be taken as part of the module shall be announced at the beginning of course registration. Students must successfully complete a total of one required elective course in the module.

#### Types of instruction

The specific type of instruction will depend on the courses that are offered. As a rule, these include the following:

- lecture (2 credit hours per week) and practical course (1 credit hour per week) (6 ECTS credits)
- seminar (2 credit hours per week) (6 ECTS credits)

#### Language of instruction

The language of instruction is English. A different language of instruction must be announced at the start of the course registration period as part of the announcement of course offerings.

#### Prerequisites for attendance

None

#### Applicability of the module

- MA in International Business and Sustainability (MIBAS)

The individual courses that are offered may be used for the following master's degree programs:

- MSc in Health Economics and Health Care Management

#### Type, number, prerequisites, and language of

The module examination shall take place within the scope of the selected course.

**Type of examination:**
Courses that are held as lectures and practical courses usually conclude with a written examination of at least 60 minutes in duration or a term paper of 10 to 20 pages in length. Courses that are held as seminars usually conclude with a term paper (10 to 20 pages) or with a presentation (at least 15 min. in duration) together with a written report (5 to 15 pages).

**Number of examinations:**
One course examination must be passed in order to complete the module.

**Examination prerequisites:**
None

**Duration and scope of the examination:**
The duration and scope of the examination shall be determined by the examiner and announced at the beginning of the course registration period as part of the announcement of course offerings.

**Examination language:**
The examination shall be held in English. A different examination language must be announced at the start of the course registration period as part of the announcement of course offerings.

<table>
<thead>
<tr>
<th><strong>Workload</strong></th>
<th>6 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended semester</strong></td>
<td>2nd and 3rd subject semesters</td>
</tr>
<tr>
<td><strong>Module frequency</strong></td>
<td>The module is offered every semester.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>2 semesters</td>
</tr>
<tr>
<td>Module: Elect</td>
<td>Module type: required module, consisting of various required elective courses</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Title: Electives</td>
<td>Augmentation of expertise and/or methodological skills in accordance with students’ interests</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td>Students can and should autonomously devise their own study program and set their own areas of concentration. In the electives module, students may therefore select and use additional courses from MIBAS or select modules and courses from other master’s degree programs that are open to MIBAS and offered in the Faculty of Business, Economics and Social Sciences. Students may select foreign business language courses amounting to no more than 6 ECTS credits, provided that the courses are offered by Universität Hamburg. Students must successfully complete a total of three elective courses in the module.</td>
</tr>
<tr>
<td><strong>Contents</strong></td>
<td>Dependent on the courses selected</td>
</tr>
<tr>
<td><strong>Types of instruction</strong></td>
<td>Dependent on the courses selected</td>
</tr>
<tr>
<td><strong>Language of instruction</strong></td>
<td>Dependent on the courses selected</td>
</tr>
<tr>
<td><strong>Prerequisites for attendance</strong></td>
<td>Dependent on the courses selected</td>
</tr>
<tr>
<td><strong>Applicability of the module</strong></td>
<td>MA in International Business and Sustainability (MIBAS)</td>
</tr>
<tr>
<td><strong>Type, number, prerequisites, and language of module/course examination(s)</strong></td>
<td>The individual course examinations shall comprise the module examination. <strong>Type of examinations:</strong> Dependent on the courses selected The specific type of examination shall be announced at the start of the course registration period as part of the announcement of course offerings. <strong>Number of examinations:</strong> Three course examinations must be passed in order to complete the module. <strong>Examination prerequisites:</strong> Dependent on the courses selected Examination prerequisites shall be announced at the start of the course registration period as part of the announcement of course offerings. <strong>Duration of the examinations:</strong> Dependent on the courses selected <strong>Examination language:</strong> Dependent on the courses selected</td>
</tr>
</tbody>
</table>
The examination language shall be announced at the start of the course registration period as part of the announcement of course offerings.

<table>
<thead>
<tr>
<th><strong>Workload</strong></th>
<th>18 ECTS credits, as a rule three sub-modules or courses each worth 6 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended semester</strong></td>
<td>2nd and 3rd subject semesters</td>
</tr>
<tr>
<td><strong>Module frequency</strong></td>
<td>The module is offered every semester.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>2 semesters</td>
</tr>
<tr>
<td>Module: Final module</td>
<td>Module type: required module</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td>The master's thesis demonstrates the candidate's ability to independently tackle a particular problem within the purview of the MIBAS program within a set period of time using academic methods. The composition of a thesis is a central component of a university degree program. High standards of form and substance are placed on students. The goal is for all students to obtain sound methodological skills and substantive knowledge that will enable them to successfully complete their thesis. Mastering basic methodological skills is not only useful for writing a thesis, but also advantageous for our students in professional practice.</td>
</tr>
<tr>
<td><strong>Contents</strong></td>
<td>Students will be expected to formulate a research question (topic selection), work independently on the topic—that is develop a plan, conduct in-depth literature research, collect and evaluate data, and analyze literature and sources—and autonomously write a final academic thesis. Topics that are related to the foci of the MIBAS curriculum are permitted. Students may propose topics to the primary assessor when submitting their request to commence work on the master's thesis. The primary assessor shall officially assign the thesis topic to the student.</td>
</tr>
<tr>
<td><strong>Types of instruction</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Language of instruction</strong></td>
<td>German or English</td>
</tr>
<tr>
<td><strong>Prerequisites for attendance</strong></td>
<td>Before students can begin work on their master's thesis, they must first earn a minimum of 60 ECTS credits.</td>
</tr>
<tr>
<td><strong>Applicability of the module</strong></td>
<td>MA in International Business and Sustainability (MIBAS)</td>
</tr>
<tr>
<td><strong>Type, number, prerequisites, and language of module/course examination(s)</strong></td>
<td>The master’s thesis shall be the examination for the module. Students have six months in which to complete the thesis. The master's thesis should generally be 60 to 80 pages long (approximately 120,000 to 160,000 characters).</td>
</tr>
<tr>
<td><strong>Workload</strong></td>
<td>30 ECTS credits</td>
</tr>
<tr>
<td><strong>Recommended semester</strong></td>
<td>4th subject semester</td>
</tr>
<tr>
<td><strong>Module frequency</strong></td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>1 semester</td>
</tr>
</tbody>
</table>
Section 23
Effective date
These Subject-Specific Provisions shall become effective on the day following official publication by Universität Hamburg. They shall first apply to students commencing their studies in the Winter Semester 2019/20.

Hamburg, 6 February 2019
Universität Hamburg