

OFFICIAL TRANSLATION OF
Fachspezifische Bestimmungen für den
Masterstudiengang Betriebswirtschaft
(Business Administration) (M.Sc.) der
Fakultät für Betriebswirtschaft

(Amtliche Bekanntmachung Nr. 89 vom 30. Oktober 2024)

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

**Revised Subject-Specific Provisions for the Master of Science
in Business Administration (MSc) in the University of
Hamburg Business School**

dated 18 September 2024

On 15 October 2025 pursuant to Section 108 subsection 1 sentence 3 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. p. 171), as amended by law on 11 July 2025 (HmbGVBl. p. 250), the Executive University Board of the University of Hamburg ratified the Revised Subject-Specific Provisions for the Master of Science in Business Administration (MSc) adopted by the faculty council of the Faculty of Business Administration on 18 September 2024 pursuant to Section 91 subsection 2 no. 1 HmbHG taking into account the General Examination Regulations for Academic Examinations at the University of Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018.

Preamble

These subject-specific provisions supplement the Examination Regulations of the University of Hamburg Business School for Master of Science Degree Programs (MSc) (date of the ratification) as amended.

I. Supplemental provisions

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

Section 1 subsection 1:

Expanding on the business administration focus of the bachelor's degree program, the goal of the degree program is to provide in-depth methodological, theoretical, and practical knowledge and skills in the field of business administration as well as general and subject-specific key qualifications. The degree program is research-oriented and places a correspondingly high weight on methodological and research-based content. Students who have successfully completed the degree program have in-depth methodological and research-oriented knowledge and skills as well as a specialization in two independently selected focus fields in business administration. They are thus prepared for careers in academia and research in the field of business administration, but also for management positions in corporations.

Section 1 subsection 3:

As part of the Master of Science in Business Administration (MSc) students have the opportunity to participate in a Double Degree Program (DDP), which allows them to obtain an academic degree from another university or equivalent institution of higher education in addition to the Master of Science (MSc) from the University of Hamburg. The cooperation partners available for this as well as the special admission requirements and curricula applicable in each case are listed in Annex II.

In Section 1 subsection 4:

The degree program is offered and organized by the Faculty of Business Administration.

In Section 4 Program and examination organization, modules, and ECTS credits

In Section 4 subsection 2 and subsection 3:

The master's degree program in business administration comprises 120 ECTS credits. Of these, at least 96 ECTS credits must be in subjects specific to the field of business administration and 24 ECTS credits in elective courses.

The 96 ECTS credits to be earned in the subject-specific area of business administration are allocated as follows:

- a) Methods: 18 credit points or ECTS credits
- b) Focus field I (SPF I): 24 credit points or ECTS credits
- c) Focus field II (SPF II): 24 credit points or ECTS credits
- d) Final module (master's thesis): 30 credit points or ECTS credits

The Master of Science in Business Administration is divided into two phases: Study Phase I (first to third subject semesters)—in which the students complete elective and required elective modules in the free elective area, in both focus fields, and in the methods component—and in Study Phase II (fourth semester), in which the students complete their master's thesis.

Sample course schedule:

First subject semester	Methods 6 ECTS WP PA: *	Methods 6 ECTS WP PA: *	SPF I 6 ECTS WP PA: *	SPF II 6 ECTS WP PA: *	FWB 6 ECTS W PA: **
Second subject semester	SPF I 6 ECTS WP PA: *	SPF I 6 ECTS WP PA: *	SPF II 6 ECTS WP PA: *	SPF II 6 ECTS WP PA: *	FWB 6 ECTS W PA: **
Third subject semester	Methods 6 ECTS WP PA: *	SPF I 6 ECTS WP PA: *	SPF II 6 ECTS WP PA: *	FWB 6 ECTS W PA: **	FWB 6 ECTS W PA: **
Fourth subject semester	Final module Master's thesis (30 ECTS credits): written in the methods component or in SPF I or SPF II.				

Subject semester (FS), focus field (SPF), free elective area (FWB), required elective module (WP), elective module (W), examination type (W)

*: An examination in accordance with Section 13 subsection 4. The exact type of examination will be announced at the beginning of the course.

**: Depending on the module descriptions of the respective degree programs; if business administration modules are chosen: an examination in accordance with Section 13 subsection 4. The exact type of examination will be announced at the beginning of the course.

The subjects listed in Appendix I (Catalog of Focus Fields) may be selected as focus fields, according to availability. Section 6 of the examination regulations applies *mutatis mutandis*. Students who have been granted admission to the English-language track can only choose focus fields designated as "English."

The examinations board for the Master of Science in Business Administration may decide to include or exclude focus fields from the catalog. Students will be promptly informed in an appropriate manner about any such decisions. If a focus field from the catalog is removed, it will be ensured that students who have already earned ECTS credits in the respective focus field will still be able to complete it as planned.

A seminar module must be successfully completed in one of the two focus fields.

In the free elective area, students may choose to expand their knowledge into interdisciplinary fields by successfully completing those courses or modules from other master's programs offered at the University of Hamburg that have been so marked and made available, or expand their knowledge of business administration by participating in additional subject-specific modules.

All of the modules offered in the degree program are required elective modules or elective modules worth 6 ECTS credits each.

At least three different modules (lecture + practical course) and a seminar module (amounting to a total of at least 24 ECTS credits) will be offered per focus field per academic year. At least four different modules (amounting to a total of 24 ECTS credits) will be offered per academic year in the Methods component.

In Section 5 Course types

In Section 5 subsection 2:

Courses and module examinations will be conducted in English or German. The language will be announced at the beginning of the course.

In Section 5 subsection 4:

Attendance is mandatory for all seminars (including in the case of a repeated attempt) due to their interactive nature and desired learning outcomes of gaining skills in academic presentation and discussion. Students are strongly advised to also attend all other kinds of courses with equal regularity.

**In Section 10
Deadlines and number of module examinations****In Section 10 subsections 1 and 2:**

In seminar modules and other modules with at least two independent course examinations, the timing of which renders the retaking of individual course examinations impossible, the course examinations will only be offered once. In this case, the option to repeat applies only to the module as a whole. The examinations board will decide and appropriately communicate to the students which other modules are affected by these rules outside of these seminar modules. Students are strongly advised to take the first opportunity to sit, or in the event of not passing, to repeat the examination for every module.

**In Section 13
Completed coursework and module examinations****In Section 13 subsection 1:**

In the following modules, the successful completion of academic achievements may be a prerequisite for participation in the module examination: "Data Mining," "Business Process Management," "IT and Business Process Sourcing," and "Computer-based Planning." The requirements for admission to the course examinations as well as the type and scope of any coursework to be completed will be announced at the start of the respective course.

In Section 13 subsection 4:

The types of examination are stipulated in these provisions under Section 4 subsection 2.

**In Section 14
Master's thesis****In Section 14 subsection 1:**

The master's thesis must be written in the methods component or in one of the focus fields selected by the student. Section 6 of the examination regulations applies *mutatis mutandis*.

In Section 14 subsection 6:

The master's thesis must be written in either German or English. The language for the thesis is set by the examiner supervising the work, in some cases based on the suggestion of the student. Students are not permitted to switch between languages within the thesis.

**In Section 15
Evaluation of examinations****In Section 15 subsection 1:**

It will be announced at the beginning of the course whether and how successfully completed coursework will result in any bonus points. Bonus points may improve a successfully completed module examination by a maximum of 0,7.

In Section 15 subsection 3 sentence 5:

If multiple course examinations are included in the module grade, the overall grade for the module is calculated from the arithmetic mean of the individual course examinations. Should the calculation method deviate from this, it will be announced at the start of the respective course.

In Section 15 subsection 3 sentence 9:

The overall final grade for the master's degree program is calculated as a weighted average grade based on the ECTS credits from the individual modules from both focus fields (each worth 24 ECTS credits), the methods component (18 ECTS credits), and the master's thesis (30 ECTS credits). Modules amounting to 24 ECTS credits must be completed in the free elective area and graded as "passed," as the grades from the free elective area are not included in the overall grade.

In Section 17

Cheating and violation of regulations

The use of generative artificial intelligence (AI)—in accordance with the guidelines for using generative AI tools (gAI) for student assignments and theses in the University of Hamburg Business School in the version valid at the time of the examination or admission to the thesis is generally permitted unless it is excluded by the examiner.

In Section 23

Effective date

These Subject-Specific Provisions become effective on the day following official publication by the University of Hamburg. They first apply to students commencing their studies in Winter Semester 2024/2025.

Hamburg, 30 October 2024
University of Hamburg

II. Appendix I

Pursuant to resolutions passed by the examinations board for the Master of Science in Business Administration (MSc) dated 9 November 2009 and 20 April 2010 and by the faculty council dated 15 January 2020, the following focus fields are offered:

- a) Business Analytics (MA-BA) (English)
- b) Finance, Banking and Insurance (MA-FBI) (English)
- c) Management (MA-UFÜ)
- d) Health Care Management (MA-MiG)
- e) Marketing (MA-MA) (English)
- f) Operations and Supply Chain Management (MA-OSCM)(English)
- g) Auditing and Taxation (MA-WPSTEU)

We advise students not to choose both the Finance, Banking, and Insurance and the Health Care Management focus fields together, nor the Business Analytics and Business Management focus fields together in order to avoid overlaps in their studies.

III. Annex II

Cooperation partnerships for double degree programs in the Master of Arts in Business Administration (MSc)

a) Kyoto University (Japan)

Annex I

IMPLEMENTATION of a DOUBLE DEGREE PROGRAM

between

**THE FACULTY OF BUSINESS ADMINISTRATION
(HAMBURG BUSINESS SCHOOL), UNIVERSITÄT HAMBURG,**
Mittelweg 177, 20148 Hamburg, Germany
represented by the President, Univ. Prof. Dr. Dr. h.c. Dieter Lenzen

and

THE GRADUATE SCHOOL OF MANAGEMENT, KYOTO UNIVERSITY
Yoshida-Honmachi, Sakyo-ku, Kyoto-shi, Kyoto 606-8501, Japan
represented by the Dean, Dr. Keiichi Toda

With reference to the Agreement for a Double Degree Program (hereinafter referred to as "the DDP") between the two universities, Faculty of Business Administration (Hamburg Business School), Universität Hamburg and the Graduate School of Management, Kyoto University (hereinafter referred to as "HBS-UHH" and "Kyoto GSM" respectively) hereby confirm the details of the program in order to effectively implement the DDP.

1. Organization

Both parties will organize a committee responsible for the DDP and appoint the following academic and administrative coordinators in order to discuss and implement the operation of the program:

HBS-UHH:

Responsible Committee: Double Degree Program Committee (Specially appointed)
Academic Coordinator: Prof. Dr. Wolfgang Drobetz
Administrative Coordinator: Office of Academic Affairs (Studienbüro)

Kyoto GSM:

Responsible Committee: The Academic Affairs Committee
Academic Coordinator: Prof. Asli M. Colpan
Administrative Coordinator: Eri Tsunokawa

2. Description of Degrees

Participating students who fulfill the requirements of the DDP will be conferred a Master of Science in Business Administration (M.Sc.) by Universität Hamburg and Master of Business Administration (MBA) by Kyoto University respectively.

3. Duration of the DDP

3-1 The duration of the DDP shall, in principle, be three years for a student of HBS-UHH and Kyoto GSM.
3-2 Students participating in this DDP must be enrolled as full-time degree students undertaking research or taking courses at the host university.
3-3 Students participating in this DDP will stay at the host university for two semesters (i.e. one year).

4. Courses/Programs for the DDP

- 4-1 At HBS-UHH, the courses provided for DDP students will be the Regular Course, taught in German and English. Kyoto GSM students can complete the Regular Course by only taking subjects taught in English.
- 4-2 At Kyoto GSM, the programs provided for DDP students will be the following: Business Leadership, Service and Hospitality, Project Operations Management, and Finance and Accounting, which are taught in Japanese (hereinafter referred to as Japanese Programs); and International Business Administration Program (i-BA) and the International Project Management Program (i-PM), which are taught in English (hereinafter referred to as International Programs).

5. Selection Procedure

- 5-1 Participating students will be selected by their university on the basis of the following criteria, which shall generally apply but may be amended in appropriate cases. In order to be eligible for the DDP, students must:
 - (1) Have completed at least one year of full-time study at the home university;
 - (2) Have an excellent academic record;
 - (3) Have the necessary language abilities required for the courses offered by Kyoto GSM and HBS-UHH, as detailed below:
 - English proficiency with a minimum score of TOEFL-iBT 90 points, IELTS 6.5 points, or GMAT 550 points is desirable for students seeking to enroll in the Regular Program at HBS-UHH or the International Programs at Kyoto GSM.
 - C1 level of German language ability is required for courses offered in German within the Regular Course at HBS-UHH.
 - N1 level of the Japanese Language Proficiency Test is required for the Japanese Program at Kyoto GSM.
 - (4) Meet all admission and other requirements established by the home and host universities.

- 5-2 Students selected for participation by the home university will generally be accepted by the host university, but the host university retains the right to review the selected students and to make the ultimate decision regarding admission.
- 5-3 The host university shall provide formal letters of admission and other documents required for the participating students to enter and study at the host university.
- 5-4 The student selection procedure for the DDP shall be completed 6 months prior the student's enrollment at the host university.

6. Number of Students Enrolled in the DDP

Each year, HBS-UHH shall accept a maximum of two (2) students from Kyoto GSM and Kyoto GSM shall accept a maximum of two (2) students from HBS-UHH. The number of students may be modified by mutual agreement. It is understood that a balance in the number of students shall be maintained within the period of the agreement.

7. Prior Advice by the Supervisor at the Host University

The host university will assign supervisors for the students immediately after their selection and enrollment into the DDP. The supervisor should directly advise the student regarding the necessary preparation for study at the host university.

8. Curriculum for Students of HBS-UHH

- 8-1 In principle, the program will last for three years, including a minimum period of one year (two regular semesters) at Kyoto GSM, which will commence in April each year.
- 8-2 To obtain a Master's Degree (M.Sc.) in Business Administration from HBS-UHH, students enrolled at HBS-UHH are required to meet its degree requirements. A maximum of 60 ECTS (20 credits at Kyoto GSM) can be transferred from Kyoto GSM subject to the approval of the Office of Academic Affairs of HBS-UHH. It is not possible to obtain credits for similar subjects at both Kyoto GSM and HBS-UHH.

8-3 To obtain a Master's Degree in Business Administration from Kyoto University, students from HBS-UHH must be enrolled in one of the Japanese Programs or the International Programs and are required to meet the following conditions:

- (1) Students enrolled in the Master of Science in Business Administration program at HBS-UHH shall complete the required subjects (18 ECTS) and at least 30 ECTS of the Compulsory Elective Subjects before enrollment in Kyoto GSM.
- (2) A maximum of 20 credits can be transferred from HBS-UHH, subject to the approval of the Kyoto Academic Affairs Committee. These transferred credits will be counted as Basic Subjects or Specialized Subjects at Kyoto GSM. It is not acceptable to obtain credits for similar subjects at both Kyoto GSM and HBS-UHH.
- (3) A total of 42 credits are required to complete the MBA from Kyoto GSM, including up to 20 credits transferred from HBS-UHH.
- (4) 16 credits must be obtained from Basic Subjects, 14 credits from Specialized Subjects, and 8 credits from Business Practice Subjects. The HBS-UHH DDP students can take up to 6 Basic Subjects that will be counted as Specialized Subjects. Details of each program shall be below:
 - In the case of Japanese Programs:
 - 8 credits of the Specialized Subjects must be obtained from the subjects specified by each program;
 - 4 credits of the Business Practice Subjects must be obtained from the subjects specified by each program.
 - In the case of International Programs:
 - 10 credits of the Specialized Subjects must be obtained from the subjects specified by each program;
 - 6 credits of the Business Practice Subjects must be obtained from the subjects specified by each program.
- (5) 4 credits must be obtained from the Advanced Subjects, namely Workshop (I) and Workshop (II) at Kyoto GSM. These Workshops can be related to the written thesis at HBS-UHH.
- (6) In the event that students do not have the basic knowledge required for the program at Kyoto GSM, Kyoto GSM will advise the students to take appropriate subjects covering such basic knowledge at Kyoto GSM.

8-4 HBS-UHH DDP students will be issued with an MBA from Kyoto GSM only:

- after they have earned 30 ECTS for the successful completion of their Master's Thesis in Hamburg, and
- on the condition that they have completed the degree requirements of Kyoto GSM.

9. Curriculum for Students of Kyoto GSM

9-1 The program will last for three years, including a minimum period of one year (two regular semesters) at HBS-UHH, which will commence in October each year.

9-2 To obtain a Master's Degree in Business Administration from Kyoto University, students enrolled at Kyoto GSM are required to meet its degree requirements. A maximum of 14 credits can be transferred from HBS-UHH subject to the approval of the Kyoto Academic Affairs Committee. It is not acceptable to obtain credits for similar subjects at both Kyoto GSM and HBS-UHH.

9-3 To obtain a Master's Degree (M.Sc.) in Business Administration from HBS-UHH, students from Kyoto GSM must be enrolled in the Regular Program of HBS-UHH and are required to meet the following conditions:

- (1) Students enrolled in the Japanese/International Program of Kyoto GSM shall complete 16 credits of Basic Subjects and 10 credits of Specialized and/or Business Practice Subjects, and Workshop I before enrollment in HBS-UHH.
- (2) A maximum of 60 ECTS credits can be transferred from Kyoto GSM, subject to the approval of the Hamburg Academic Affairs Committee. These transferred credits will be counted as Compulsory Elective Subjects or Free Elective Subjects at HBS-UHH. It is not possible to obtain credits for similar subjects at both Kyoto GSM and HBS-UHH.
- (3) A total of 120 ECTS are required to complete the M.Sc. from HBS-UHH, including up to 60 ECTS transferred from Kyoto GSM.

- (4) 12 ECTS must be obtained from Required Subjects (Methoden), 30 ECTS from Compulsory Elective Subjects, and 18 ECTS from Free Elective Subjects.
- (5) Credits of Workshop II in Kyoto University are required to obtain Master's Degree in Business Administration (M.Sc.) from HBS-UHH. The final report of the Workshop II must satisfy the requirements for the DDP, which shall be specified separately.
- (6) In the event that students do not have the basic knowledge required for the program at HBS-UHH, HBS-UHH will advise the students to take appropriate subjects covering such basic knowledge at HBS-UHH.

9-4 Kyoto GSM DDP students will be issued with a M.Sc. in Business Administration from HBS-UHH only:

- after they earn credits from Workshop II at Kyoto GSM, and
- on the condition that they complete their degree requirement of HBS-UHH.

10. The operation schedule for the DDP is shown in Reference 1.

11. The curriculum for HBS-UHH is listed in Reference 2, and for Kyoto GSM in Reference 3.

12. In accordance with its regulations and procedures, the host university should send the home university an official transcript of credits and grades for each participating student at the end of each semester in order to confirm the transferable credits.

13. Students participating in the DDP under the terms of this agreement shall be subject to the rules and regulations of the host university. They will also be granted the same rights and privileges as other students of the host university.

14. Each university reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of the established regulations. The dismissal of a participant shall not abrogate the agreed arrangements regarding other participants.

15. The addressing of any other issues relating to the operation of the DDP will require further written agreements between HBS-UHH and Kyoto GSM in accordance with the regulations of both universities.

Confirmed by:


 Stefan Voß
 Dean
 Faculty of Business Administration
 Universität Hamburg

Date: 08 MAR 2021


 Keiichi Toda
 Dean
 Graduate School of Management
 Kyoto University

Date: March 16, 2021


 Univ.-Prof. Dr. Dr. h.c. Dieter Lenzen
 President
 Universität Hamburg
04 Feb. 2021
 Date:

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