

Study and Examination Regulations (SER)

Master of Business Administration (MBA) - Distance Learning

§ 1 Scope

These SER at hand regulates the Master studies in the area of

"Business Administration"

with the degree "Master of Business Administration" (MBA), which is a distance learning program and fields of specialisation within the framework of the general study and examination regulations of SHB.

§ 2 Duration and Structure of the Programme

- (1) The program is laid out as a distance learning program, supplemented by self-study, residential and transfer periods.
- (2) Events, deadlines and locations as well as additional offers are specified in the respective student contract (inclusive study plan).
- (3) Duration and structure: As a general rule, the program takes 24 months, which students normally pass consecutively.

	min.--	hours/h	CP
a	Residential periods Business consultations	376 260	- -
b	Study projects (including the master thesis) - thereof research projects (without MT) - thereof Master thesis (MT)	1.250 780 470	- - -
	Study time (excluding self-studies)	1.886	-
c	Self-studies	510	-
	Total study time	2.396	80 ECTS
d	- Optional courses (compulsory)	226	8 (ECTS)

§ 3 Admissions Requirements, Modules, Load

- (1) The basic admission requirements are given in the general certification regulations. Specific admission requirements are given in Annex I.
- (2) Modules (based on the major subject) are specified in the SER's annex II.
- (3) Load (examinations and credit points, based on the major subject) is specified in the SER's annex II.

§ 4 Commencement

Date: 01.11.2010

Annex I: **SER MBA - Distance Learning**
Area: **Business Administration**
Major Subject **Business Administration (BA)**
Accreditation: **2010 - 2017 (FIBAA)**

Determined by SHB's University Council and confirmed by the authorised administration of the Senate of Berlin the following specifications shall apply:

1. Duration

No additional regulations.

2. Structure

No additional regulations.

3. Special admissions requirements

3.1 Program:

- 31a - at least 2 years of working and management experience after having received the first academic degree and English language skills (based on decisions of the examination committee). In justified exceptional cases, professional experience may also be credited before completing a first academic degree for the admission to the MBA programme. This is only possible if it is - in the sense of the MBA - qualified working experience in higher management positions with executive decision making power.
- successful completed study programme of either
- (1) a successful completed Master programme (≥ 240 Credit Points) or
 - (2) a Bachelor programme with a minimum of 180 Credit Points and an university add-on-programme with a minimum of 10 certified Credit Points if so a maximum of 30 Credit Points, offset against knowledge and abilities acquired out of an university and verified on an university study course or missing Credit Points at admission time cause supplementary modules (maximum 30 Credit Points) or
 - (3) a Bachelor programme respectively (with a minimum of 190 Credit Points and if so a maximum of 30 Credit Points, offset against knowledge and abilities acquired out of an university and verified on an university study course) or missing Credit Points at admission time cause supplementary modules (maximum 30 Credit Points).

31b Furthermore, the admissions examinations may lead to a prescription of supplementary courses.

3.2 Modules: see profiles of the modules.

4. Modules: Definitions and annotations

4.1 Transfer

41a Integral part of most of the courses, see descriptions of required and optional courses

4.2 Basics

42a Study performance feedback: K, C, P, TA based on decisions of the examination committee.

42b Integrated Module examination: K, C, P, TA based on decisions of the examination committee

4.3 Focus

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4.4 Optional compulsory

44a Optional module (in total 226 h, 8 CP).

44b Application of TA, S, C, K depending on the respective course.

4.5 Supplementation compulsory

45a In case admissions examinations document a lack of prior education that potentially could lead to study failure, SHB reserves the right to prescribe individual study plans that would include supplementary courses. During the time of individual studies, students are preliminarily admitted to the program. After having finished these preliminary studies successfully, they are fully admitted to the program.

4.6 Supplementation facultative

46a Add-on courses, specified in the educational contract (compulsory for University Certificates).

4.7 General annotations

AP	Oral master thesis defence (final exam)
Art	Type
C	Case
CP	Credit Point (ECTS, European Credit Transfer System, basis: 30h/CP)
Gew.	Weighting
h	Hour (basis 9h/day)
HR(M)	Human resources (management)
IT	Information technology
K	Written examination
LNW	Examination
MT	Master thesis
Note	Grade
P	Presentation
PA	Project assignment
PSA	Project study paper
S	Seminar (also as lecture/blended learning-unit/tutorial/workshops/colloquiums/etc. [cf. study plan])
SER	Study and Examination Regulations (Educational and Examination Regulations)
SL	Self-study
TA	Transfer Paper: Assignment (research project)
Tage	Days
TDR	Transfer documentation report
TR	Transfer
VT	Major subject

5. Modules and Load

See annex II.

Anhang II: Module und Leistungen/Annex II: Modules and Load

Modul (Moduleile/Schwerpunkthinhalte) Module (Courses/Topics)	Tage			LNW		Gew. Note	CP	
	S	SL	TR	Art	h			
General Management / major / compulsory / SPO MBA-DL / Business Administration GM-143399-2010-09-18								
VT: Business Administration	*	*	*	*	*	80	80	
General Management / transfer / compulsory / SPO MBA-DL / Business Administration GM-128655-2010-07-21								
1: Project	Study projects: 840 h			8	9	88	*	*
General Management / transfer / compulsory / SPO MBA-DL / Business Administration GM-128656-2010-07-21								
1.1: Research projects	thereof research projects (without MT): 240h, AI-41a			*	*	29	*	*
General Management / transfer / compulsory / SPO MBA-DL / Business Administration GM-128657-2010-07-21								
1.2: Thesis	thereof the master thesis incl. seminar, self study and coaching: 600 h, AI-41a			8	9	59	MT AP	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128659-2010-07-21								
RC: Required courses	*			68	48	81	*	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144343-2010-11-01								
RC1: M1 International Business	173 h			3	*	*	TA, SPO: AI-42b	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128660-2010-07-21								
100: The nature of international business	61 h			1	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128661-2010-07-21								
101: Cross cultural management	46 h			1	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128662-2010-07-21								
102: International business law	66 h			1	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144344-2010-11-01								
RC2: M2 Entrepreneurship	256 h			7,5	*	*	TA, SPO: AI-42b	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128667-2010-07-21								
200: Business ethics	66 h			1	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128663-2010-07-21								
201: Strategy	61 h			1	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141701-2010-07-21								
202: Residential period strategic management	60 h			5	*	*	SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128664-2010-07-21								
203: Strategic management	69 h			0,5	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144345-2010-11-01								
RC3: M3 Financial management	228 h			6,5	*	*	TA, SPO: AI-42b	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128681-2010-07-21								
300: Financial accounting	50 h			0,5	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128682-2010-07-21								
301: Financial planning 1	54 h			0,5	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128684-2010-07-21								
302: Residential period financial management	80 h			5	*	*	SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141702-2010-07-21								
303: Financial planning 2	44 h			0,5	*	*	TA, SPO: AI-42a	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144346-2010-11-01								
RC4: M4 Marketing management	227 h			6,5	*	*	TA, SPO: AI-42b	*
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141703-2010-07-21								
400: Strategic marketing	59 h			0,5	*	*	TA, SPO: AI-42a	*

Anhang II: Module und Leistungen/Annex II: Modules and Load

Modul (Moduleile/Schwerpunkthinhalte) Module (Courses/Topics)	Tage			LNW		Gew. Note	CP
	S	SL	TR	Art	h		
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128669-2010-07-21							
401: Marketing research	44 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128671-2010-07-21							
402: Residential period marketing	60 h	5	*	*	SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141704-2010-07-21							
403: Marketing decisions and managing activities	44 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144347-2010-11-01							
RC5: M5 Human resource management	241 h	7	*	*	TA, SPO: AI-42b	*	8 8
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128672-2010-07-21							
500: Recruitment, selection + placement of HR	39 h	0,5	*	*	TA, SPO: AI-42a	*	1 1
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128673-2010-07-21							
501: Learning + employee development	49 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128674-2010-07-21							
502: Appraisal and performance of HR	39 h	0,5	*	*	TA, SPO: AI-42a	*	1 1
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128676-2010-07-21							
503: Residential period HRM	60 h	5	*	*	SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141705-2010-07-21							
504: Development of management skills	54 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144348-2010-11-01							
RC6: M6 Operations management	241 h	7	*	*	TA, SPO: AI-42b	*	8 8
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128677-2010-07-21							
600: Strategic performance management	54 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141706-2010-07-21							
601: Operations processes	49 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141707-2010-07-21							
602: Supply Chain Management	34 h	0,5	*	*	TA, SPO: AI-42a	*	1 1
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128680-2010-07-21							
603: Project management	44 h	0,5	*	*	TA, SPO: AI-42a	*	1 1
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141708-2010-07-21							
604: Residential period OM	60 h	5	*	*	SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144349-2010-11-01							
RC7: M7 Competitiveness and IT	152 h	1,5	*	*	TA, SPO: AI-42b	*	5 5
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141709-2010-07-21							
700: Competitiveness and IT	54 h	0,5	*	*	TA, SPO: AI-42a	*	2 2
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-128687-2010-07-21							
701: IT and organisational applications	44 h	0,5	*	*	TA, SPO: AI-42a	*	1 1
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-141710-2010-07-21							
702: Managing IT and strategy	54 h	0,5	*	*	TA, SPO: AI-42a	*	2 2

Anhang II: Module und Leistungen/Annex II: Modules and Load

Modul (Moduleile/Schwerpunkthinhalte) Module (Courses/Topics)	Tage			LNW		Gew. Note	CP	
	S	SL	TR	Art	h			
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128689-2008-03-05								
OC: Optional courses: AI-44a, AI-44b	226 h	*	*	*	*	*	8	8
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144350-2010-11-01								
OC2: M2 Entrepreneurship	*	*	*	TA, SPO: AI-42b	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128690-2008-03-05								
250: Organisational purpose	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128691-2008-03-05								
251: Strategic change	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128692-2008-03-05								
252: Network strategy	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-141711-2010-07-21								
253: Business planning	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / basics / compulsory / SPO MBA-DL / Business Administration GM-144351-2010-11-01								
OC4: M4 Marketing	*	*	*	TA, SPO: AI-42b	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128693-2008-03-05								
450: Export market entry strategies	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128694-2008-03-05								
451: Export product and pricing	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-128695-2008-03-05								
452: Export promotion and distribution for exporters	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / focus / optional compulsory / SPO MBA-DL / Business Administration GM-141712-2010-07-21								
453: Business planning	*	*	*	TA, SPO: AI-42a	*	*		0
General Management / supplementation / compulsory / SPO MBA-DL / Business Administration GM-128696-2008-03-05								
EPF: Supplementary compulsory (EPF)	SPO: AI-45a	*	*	*	*	*		0
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141713-2010-07-21								
EPF1: Business Administration 1	Overview of management	2	9	9	TDR	1	1	6
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141714-2010-07-21								
EPF2: Business Administration 2	Functions of management	2	9	9	TDR	1	1	6
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141715-2010-07-21								
EPF3: Business Administration 3	The managerial environment	2	9	9	TDR	1	1	6
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141716-2010-07-21								
EPF4: Business Administration 4	Business English 1	2	9	9	K	1	1	6
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141717-2010-07-21								
EPF5: Business Administration 5	Business English 2	2	9	9	K	1	1	6
Preparations / supplementation / compulsory / SPO MBA-DL / Business Administration PREP-141718-2010-07-21								
EPF6: Project Assignment (PA)	Project	*	*	100	PSA	1	1	30