

Study and Examination Regulations (SER)

for the distance learning

Master of Business Administration (MBA)

at Steinbeis University Berlin (SHB)

§ 1 Scope

These SER are valid for the „Master of Business Administration“ (MBA), which is a distance learning postgraduate application oriented MBA and areas of specialisation within the framework of the general study and examination regulations of SHB.

§ 2 Duration and Structure of the Program

- (1) As a general rule, the programme takes 23 months, which students normally pass in a consecutive way.
- (2) Events, deadlines and locations as well as additional offers are specified in the respective student contract (modul plan).
- (3) Structure of the study plan:

	Structure of the study plan	hours (h)	CP
a	Residential periods	347	-
	Business consultations	296	-
b	Study projects (including the master thesis)	956	-
	- thereof business projects (without MT)	416	-
	- thereof research projects (without MT)	60	-
	- thereof Master thesis (MT)	480	-
	Study time (excluding self-studies)	1.599	-
c	Self-studies	510	-
	Total study time	2.109	70 ECTS
d	- Optional courses (compulsory)	180	6 (ECTS)

§ 3 Modules, Credits, Examinations

- (1) Required modules and courses and areas of specialization with optional modules and courses are specified in annex II of these SER.
- (2) Credits and examinations of required modules and for areas of specialisation with optional courses are specified in annex II of these SER.

§ 4 Commencement

This study and examination regulations shall come into effect on 01.04.2009.

**Annex I: SER MBA
 distance learning**

Based on a decision of the SHB University Council and confirmation of the authorised administration of Senate of Berlin for this MBA, the following specifications shall apply:

1. Duration:

No additional regulations.

2. Structure of the study plan

No additional regulations.

3. Special admissions requirements

- 3.1 Admissions to this MBA requires at least 2 years of working and management experience and English language skills (based on decisions of the examination committee.).
3.2 Furthermore, the admissions examinations may lead to a prescription of supplementary courses.

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 P: based on decisions of the examination committee.
42b K, C, P based on decisions of the examination committee

4.3 Focus:

-

4.4 Optional compulsory:

44a Optional courses (3 of 6, each 60 h, 2 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 MBA. After having finished these preliminary studies successfully, they are fully admitted to the MBA.

4.6 Supplementation facultative:

46a 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)
Gew.	Weighting
h	Hour (basis 9h/day)
HR	Human resources
HRM	Human resources management
IT	Information technology
K	Written examination
LNW	Examination
MT	Master thesis
Note	Grade
P	Presentation
S	Seminar (also as lecture, blended-learning-unit, tutorial, etc. [cf. study plan])
SER	Study and Examination Regulations (Educational and Examination Regulations)
SL	Self-study
TA	Transfer Paper: Assignment (research/business project)
Tage	Days
TR	Transfer

5. Modules/courses:

S. annex II.

Anhang II: Studienmodule und Leistungsnachweise/Annex II: Modules and Examinations

Modul (Modulteil/Schwerpunkthinhalte) Modules/Courses		Tage			LNW		Gew. Note	CP
		S	SL	TR	Art	h		
General Management / transfer / compulsory / SPO MBA DL / Business Administration		GM-128655-2009-03-05						
1:	Projects Study projects: 1020 h	*	*	127,5	*	*	*	18
General Management / transfer / compulsory / SPO MBA DL / Business Administration		GM-128656-2008-03-05						
1.1:	thereof business projects (without MT): 416 h, AI-41a	*	*	*	*	*	*	*
General Management / transfer / compulsory / SPO MBA DL / Business Administration		GM-128657-2008-03-05						
1.2:	thereof research projects (without MT): 60 h, AI-41a	*	*	*	*	*	*	*
General Management / transfer / compulsory / SPO MBA DL / Business Administration		GM-128658-2008-03-05						
1000:	thereof MT including coaching and seminars): 544 h	*	*	68	MT, AP			18
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128659-2008-03-05						
RC:	Required courses	172	*	*	*	*	*	46
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128660-2008-03-05						
100:	The nature of international business 48 h	6	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128661-2008-03-05						
101:	Cross cultural management 43 h	5,5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128662-2008-03-05						
102:	International business law 54 h	7	*	*	TA, K, 42a	*	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128663-2008-03-05						
300:	Strategy 54 h	7	*	*	TA, K, 42a	*	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128664-2008-03-05						
301.1:	Strategic management 47 h	12,5	*	*	TA, K, 42a	*	*	3,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128665-2008-03-05						
301.2:	Competitive strategy 53 h, AI-42c	*	*	*	*	*	*	*
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128666-2008-03-05						
302:	Business planning 41 h	5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128667-2008-03-05						
303:	Business ethics 44 h	5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128668-2008-03-05						
400:	Lateral marketing 44 h	5,5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128669-2008-03-05						
401:	Marketing research 44 h	5,5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128670-2008-03-05						
402:	Promotion management 39 h	5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128671-2008-03-05						
403:	Residential period marketing 67 h	8	*	*	42b	*	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128672-2008-03-05						
500:	Recruitment, selection + placement of HR 36 h	4,5	*	*	TA, K, 42a	*	*	1
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128673-2008-03-05						
501:	Learning + employee development 36 h	4,5	*	*	TA, K, 42a	*	*	1
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128674-2008-03-05						
502:	Appraisal and performance of HR 36 h	4,5	*	*	TA, K, 42a	*	*	1
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128675-2009-03-08						
503:	HRM in the 21th century 39 h	5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128676-2008-03-05						
504:	Residential period HRM 66 h	8	*	*	42b	*	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128677-2008-03-05						
600:	Strategic performance management 59 h	7	*	*	TA, K, 42a	*	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128678-2008-03-05						
601:	Quality + supply chain management 44 h	5,5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128679-2008-03-05						
602:	Inventory management 39 h	5	*	*	TA, K, 42a	*	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration		GM-128680-2008-03-05						
603:	Project management 39 h	5	*	*	TA, K, 42a	*	*	1,5

Anhang II: Studienmodule und Leistungsnachweise/Annex II: Modules and Examinations

Modul (Modulteil/Schwerpunkthinhalte) Modules/Courses	Tage			LNW		Gew. Note	CP
	S	SL	TR	Art	h		
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128681-2008-03-05							
700: Financial accounting	49 h	6	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128682-2008-03-05							
701: Financial planning	44 h	5,5	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128683-2008-03-05							
702: Managerial accounting	44 h	5,5	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128684-2008-03-05							
703: Residential period financial management	66 h	8	*	*	42b	*	2
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128685-2008-03-05							
800: IT in the digital economy	49 h	6	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128686-2008-03-05							
801: IT - managerial and decision support	49 h	6	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-128687-2008-03-05							
802: IT and organisational applications	49 h	6	*	*	TA, K, 42a	*	1,5
General Management / basics / compulsory / SPO MBA DL / Business Administration GM-133787-2009-03-05							
803: Residential period operations management and IT	66 h	8	*	*	K, C, S	*	2
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128689-2008-03-05							
OC: Optional courses: AI-44a, AI-44b	180 h	22,5	*	*		*	6
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128690-2008-03-05							
330: Organisational purpose		*	*	*	TA	*	*
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128691-2008-03-05							
331: Strategic change		*	*	*	TA	*	*
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128692-2008-03-05							
332: Network strategy		*	*	*	TA	*	*
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128693-2008-03-05							
430: Export market entry strategies		*	*	*	TA	*	*
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128694-2008-03-05							
431: Export product and pricing		*	*	*	TA	*	*
General Management / focus / optional compulsory / SPO MBA DL / Business Administration GM-128695-2008-03-05							
432: Export promotion and distribution for exporters		*	*	*	TA	*	*
General Management / supplementation / compulsory / SPO MBA DL / Business Administration GM-128696-2008-03-05							
EPF1: Supplementation	AI-45a	*	*	*	*	*	*