

OFFICIAL TRANSLATION OF

**“Neufassung der Satzung über
Auswahlverfahren und –kriterien für die Studiengänge der
Fakultät Wirtschaft und Sozialwissenschaften
vom 18. Mai 2011”
(Amtliche Bekanntmachung Nr. 23 vom 31. Mai 2011)**

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

**Revised Bylaws Regarding the Selection Procedure and
Criteria for the Degree Programs in the Faculty of Business,
Economics and Social Sciences**

dated 18 May 2011

On 30 May 2011 in accordance with Section 10 subsection 1 of the Hamburg higher education admissions act (Hochschulzulassungsgesetz, HZG) dated 28 December 2004 (HmbGVBl. p. 515), last amended on 6 July 2010 (HmbGVBl. pp. 473 and 476), the Executive University Board ratified the Revised Bylaws and Appendix Regarding the Selection Procedure and Criteria for the Degree Programs in the Faculty of Business, Economics and Social Sciences dated 15 June 2005, last amended on 14 July 2010, adopted by the Faculty Council of the Faculty of Business, Economics and Social Sciences on 18 May 2011.

**Section 1
Scope**

(1) In accordance with HZG, these Bylaws govern the selection of applicants applying for first-year student placement for all restricted-admission degree programs or degree components for the Faculty that are not included in the university place allocation procedure of the Stiftung für Hochschulzulassung (Foundation for Higher Education Admissions). The Bylaws also apply to the selection of foreign applicants for degree programs that are included in the university place allocation procedure of the Foundation.

(2) Furthermore, these Bylaws shall also apply to the selection of applicants for a higher subject semester in restricted-admission degree programs or degree components as well as restricted-admission consecutive master's programs of the Faculty.

(3) Supplementary regulations for the selection procedure and selection criteria for individual degree programs are set forth in the Appendix. The Appendix is subdivided into the following:

- A. Undergraduate degree programs
- B. Consecutive master's programs
- C. Professional degree programs

The degree programs are numbered consecutively.

Section 2 Selection of applicants

(1) The places available for first-year students pursuant to the regulations regarding admission restrictions and admission numbers that are to be awarded in accordance with the outcome of the selection procedure pursuant to Section 5 HZG shall be awarded in accordance with the grade point average from the higher education entrance eligibility, unless otherwise provided for in the Appendix.

Section 3 Selection of foreign applicants

The selection of foreign applicants shall be made in accordance with the provisions contained in the University admission bylaws (UniZS), as amended.

Section 4 Selection of applicants for a higher subject semester

(1) Unless otherwise provided for in the Appendix, available places for a higher subject semester shall be awarded to applicants as follows:

1. Fifty percent in accordance with performance rendered during the previous degree program—in the event of equivalent performance then in accordance with the grade point average of the higher education entrance eligibility
2. Fifty percent in accordance with the grade point average of the higher education entrance eligibility—in the event of the same grade point average then in accordance with performance rendered during the previous degree program

(2) The ratio set forth in subsection 1 no. 1 shall take precedence over the ratio set forth in subsection 1 no. 2.

Section 5
Selection of applicants for a consecutive master's program

Applicants for a consecutive master's program shall be selected based on undergraduate performance and where performance is equivalent based on the grade point average of the higher education entrance eligibility, unless otherwise provided for in the Appendix.

Section 6
Selection committee

The dean shall appoint a selection committee for special selection procedures. A selection committee must be comprised of at least one member, and for each member of the committee a substitute must be appointed. All members of the selection committee entitled to vote must possess the examiner qualification for examinations in the respective degree program.

Section 7
Compensation for disadvantages

Upon the submission of an application, appropriate compensation for disadvantages shall be granted, provided that an applicant can credibly demonstrate that he or she has been placed at a disadvantage compared to other applicants in the selection procedure and selection criteria on account of a disability. The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG.

Section 8
Effective date

The Bylaws shall become effective on the day after their ratification.

Hamburg, 30 May 2011
Universität Hamburg

A. Undergraduate degree programs

Unrestricted

B. Consecutive master's programs

1. Master of Arts in International Criminology

1.1 If the number of applications that completely or in the requisite amount for conditional admission satisfy the special conditions of admission exceeds the available places for the Master of Arts in International Criminology, then student selection shall be made in accordance with the following procedure:

a) Applicants shall be divided into three groups depending on the type of undergraduate degree:

- Group 1: Jurisprudence and criminal justice and public management (with respect to corrections, criminal justice, and similar subjects)
- Group 2: Sociology, political science, social sciences, social economics, and psychology
- Group 3: Other: cultural studies, education, social pedagogy, medicine, philosophy, theology, and similar subjects.

Thirty percent of the available places shall be distributed to group 1, 50% to group 2, and 20% to group 3.

b) Applicants shall be ranked within each group according to the following procedure:

1. The performance in an undergraduate program
2. Letter of motivation (max. 4 pages in German and English) taking into account the following aspects:
 - 2.1 Reason for the interest in the Master of Arts in International Criminology
 - 2.2 Account of criminological relevant knowledge, experience, and/or work (internships, publications, theses, or activities)
 - 2.3 Account of foreign and practical experience to date as well as foreign language competencies (non-native languages)

For selection, the criteria specified in 1, 2.1., 2.2., and 2.3. shall be evaluated in

accordance with the grading scale set forth in the Examination Regulations. Criterion 1 shall be weighted 30%, criterion 2.1. 20%, criterion 2.2. 30%, and criterion 2.3. 20%. From this an overall grade shall be calculated.

c) Places shall be awarded in accordance with the available places within each specified group set forth in a). Places not awarded within one group shall be allocated equally to the other groups.

1.2 The selection committee shall make selection decisions.

2. Master of Arts in Entrepreneurship

If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Arts in Entrepreneurship, then selection shall be made using the following criteria:

- result from the university undergraduate degree or the current undergraduate grade point average
- result from a selection interview

Initially for this, twice as many qualified applications as there are available places shall be selected and ranked according to the result from the university undergraduate degree. A selection committee will conduct selection interviews with the thus selected applicants. The selection interview shall be graded in accordance with the grading scale set forth in the Examination Regulations.

For all applicants who have passed the selection interview (grade 4.0 and better), a weighted overall grade shall be calculated, with grades weighted 55% for criterion a) and 45% for criterion b).

The selection committee shall be comprised of one member each from the group of professors and from the group of academic staff who have the examiner qualification for the degree program. A member of the student body from the degree program shall also sit on the selection committee but shall not be entitled to vote.

3. Master of Arts in Political Science

3.1 If the number of suitable applicants who completely or in the requisite amount for conditional admission satisfy the special conditions of admission exceeds the

available places for the Master of Arts in Political Science, then student selection shall be made in accordance with the following criteria, for which commensurate proof must be submitted with the application by the deadline:

- a) the performance in a university undergraduate program
- b) letter of motivation (max. 2 pages in German or English) taking into account the following aspects:
 - (i) account of political science studies and, if applicable, research experience as well as prior knowledge relevant for the master's program
 - (ii) reason for the interest in the Master of Arts in Political Science and its focus
 - (iii) account of foreign and practical experience to date as well as foreign language competencies (non-native languages).
 - (iv) description of professional goals and intended academic profile

The letter of motivation shall be evaluated for the selection procedure. Criteria in a) and b) shall be weighted 70:30 respectively in order to calculate an overall grade.

3.2 The selection shall be made by a selection committee that shall consist of three professors and a member of the academic staff who is active in the Master of Arts in Political Science.

4. Master of Arts in Journalism and Mass Communication

4.1 If the number of applications that completely or in the requisite amount for conditional admission satisfy the special conditions of admission exceeds the available places for the Master of Arts in Journalism and Mass Communication, then as a rule student selection shall be made in accordance with the following criteria, for which commensurate proof must be submitted with the application by the deadline:

- a) the performance in a university undergraduate program
- b) the grade point average of the higher education entrance eligibility
- c) written reasons for the choice of degree and target profession

Criterion c) shall be evaluated in accordance with the grading scale in the Examination Regulations for the selection procedure.

Criterion a) shall be weighted with a factor of 2 and criteria b) and c) shall each be weighted with a factor of 1 for the calculation of the overall grade.

In special cases of uncertainty, a selection interview may additionally be precipitated that shall be weighted with a factor of 1 for inclusion into the calculation of the overall

grade for the application.

4.2 The selection committee shall make selections.

5. Master of Arts in Sociology

5.1 If the number of suitable applicants who completely or in the requisite amount for conditional admission satisfy the special conditions of admission exceeds the available places for the Master of Arts in Sociology, then student selection shall be made in accordance with the following criteria, for which commensurate proof must be submitted with the application by the deadline:

- a) the performance in a university undergraduate program
- b) letter of motivation (max. 2 pages in German or English) taking into account the following aspects:
 - (i) written reasons for the choice of degree and target profession
 - (ii) account of knowledge in methods of empirical social research, descriptive statistics, and inferential statistics
 - (iii) account of foreign and practical experience to date as well as foreign language competencies (non-native languages)

Criteria in a) and b) will be graded in accordance with the grading scale in the Examination Regulations. Criterion a) shall be weighted 50%, criterion (bi) 15%, criterion (bii) 20%, and criterion (biii) 15%.

5.2 The selection shall be made by a selection committee that shall consist of three professors and a member of the academic staff who is active in the Master of Arts in Sociology.

6. Master of Science in Business Administration

6.1 If the number of applications that completely satisfy the special conditions of admission exceeds the available places for the MSc in Business Administration, then student selection shall be made in accordance with the following criteria:

- the performance in an undergraduate program
- the result of the cognitive performance test TM-BASE

Applicants from non-EU countries may complete the TestAS in German with the core test and the subject module business science in lieu of TM-BASE and use these results instead of the results from TM-BASE for the master's degree program application.

6.2 The results of criteria in a) and b) will be converted to a common scale and each weighted 50% for the selection procedure. Applicants who have not taken TM-BASE (or TestAS) will be considered to have achieved the lowest possible test result for purposes of the selection procedure.

7. Master of Science in Economics

If the number of suitable applicants meeting the special admission requirements exceeds the number of places available for the Master of Science in Economics, then selection shall be made as follows:

In order to promote interdisciplinary dialog in the degree program, approximately two-thirds of the available places should be allocated to applicants according to 1a) or 1b) of the admission requirements and about one-third to applicants according to 1c). The selection committee will attempt to award places proportionately on the basis of the following criteria:

For all applicants, the overall final grade from the bachelor's degree shall be converted into points as follows, whereby the Anglo-Saxon grading scale in brackets is only applicable if there is no German (numerical) grade:

Grade	Points
1.0 (A+)	800
1.25 (A)	780
1.75 (A-)	760
2.0 (B+)	740
2.25 (B)	720
2.5 (B-)	700

Other final grades shall be converted into points through linear interpolation.

The score may be increased by up to 20% for graduates from departments that are in the top third of a recognized national or international research ranking.

For applicants admitted as per 1a), the score of the overall final grade for the bachelor's degree shall be weighted 100%.

For applicants admitted as per 1b), the score of the overall final grade for the bachelor's degree shall be weighted 10% and the test result from the quantitative part of the GRE test 90%. For applicants who have completed the GRE Subject Test Mathematics, this test result will be weighted accordingly.

For applicants admitted as per 1c), the score of the overall final grade for the bachelor's degree shall be weighted 10% and the test result from the GRE Subject Test Mathematics 90%.

Applicants with the best scores shall be selected for the places set aside for applicants as per 1a) and 1b).

Applicants with the best scores shall be selected for the places set aside for applicants as per 1c).

8. Master of Science in Politics, Economics and Philosophy (PEP)

8.1 If the number of suitable applicants who completely or in the requisite amount for conditional admission satisfy the special conditions of admission exceeds the available places for the Master of Science in Politics, Economics and Philosophy, then student selection shall be made in accordance with the following criteria, for which commensurate proof must be submitted with the application by the deadline:

- a) result from the university undergraduate degree or the current undergraduate grade point average
- b) written reasons for the choice of degree and target profession
- c) two letters of recommendation from university teachers
- d) a transcript of records evincing relevant coursework in related fields: political science and philosophy in combination with an undergraduate degree in economics; economics and philosophy in combination with an undergraduate degree in political science; or economics and political science in combination with an undergraduate degree in philosophy.

8.2 Initially for this, at least 50% more qualified applications per subsection 1 as there are available places shall be selected and ranked according to the result from the university undergraduate degree.

For the further selection procedure, the criteria specified in b) through d) shall be evaluated in accordance with the grading scale set forth in the Examination Regulations. The criteria shall be weighted as follows for the calculation of the overall

grade: a) 50 %, b) 20 %, c) 20 %, and d) 10 %.

9. Master of Arts in European Studies

If the applications that satisfy the special conditions of admission exceed the number of places available for the selection procedure for a Master of Arts in European Studies, then selection shall be made in accordance with the following procedure. Applicants shall be divided into two groups:

- Group 1: foreign nationals with German higher education entrance qualification
- Group 2: foreign nationals who qualified for entrance to higher education outside of Germany

Definition: Foreign nationals with German higher education entrance qualification are those who have completed a German *Abitur* (or the Swiss or Austrian equivalent) in a German-speaking country within Europe, who have completed an undergraduate degree in German at a university in a German-speaking country within Europe, or whose native language is German and were raised predominately in a German-speaking country within Europe. Foreign nationals who qualified for entrance to higher education outside of Germany are all other applicants.

- a) Each group shall be allocated 50% of the available places.
- b) Applicants shall be ranked within their group according to the following criteria:
 - ba) result from the university undergraduate degree or the current undergraduate grade point average
 - bb) pertinent international experience, work experience, and key qualifications
 - bc) written reasons for the choice of degree and target profession
 - bd) letter of recommendation from a university teacher
 - be) overall impression of the written application
 - bf) language certificates that are valid on the final date to submit applications

The criteria ba) to bf) shall be evaluated through the awarding of points. The criteria shall be weighted as follows. A maximum of 100 points can be achieved, of which: ba) 0 to 60 points, whereby a result / grade point average of 1.0 = 60 points and 4.0 = 0

points and all grades in-between this high and low shall receive commensurate points linearly, bb), bc), and bf) 0 to 10 points, and bd) and be) 0 to 5 points.

- c) Places shall be awarded in accordance with the available places within each specified group set forth in a). If there are still open places available for one group, then a residual allocation procedure will be initiated for this group. If after the residual allocation procedure there are still places available, these shall then be filled with applicants from the other group.

10. Master of Arts in International Business Administration

If the applications that satisfy the special conditions of admission exceed the number of places available for the selection procedure for a Master of Arts in International Business Administration, then selection shall be made in accordance with the following procedure: Applicants shall be divided into two groups:

- Group 1: foreign nationals with German higher education entrance qualification
- Group 2: foreign nationals who qualified for entrance to higher education outside of Germany

Definition: Foreign nationals with German higher education entrance qualification are those who have completed a German *Abitur* (or the Swiss or Austrian equivalent) in a German-speaking country within Europe, who have completed an undergraduate degree in German at a university in a German-speaking country within Europe, or whose native language is German and were raised predominately in a German-speaking country within Europe. Foreign nationals who qualified for entrance to higher education outside of Germany are all other applicants.

- a) Each group shall be allocated 50% of the available places.
- b) Applicants shall be ranked within their group according to the following criteria:
 - ba) result from the university undergraduate degree or the current undergraduate grade point average
 - bb) pertinent international experience, work experience, and key qualifications
 - bc) written reasons for the choice of degree and target profession
 - bd) letter of recommendation from a university teacher
 - be) overall impression of the written application

bf) language certificates that are valid on the final date to submit applications

The criteria ba) to bf) shall be evaluated through the awarding of points. A maximum of 100 points can be achieved, of which: ba) 0 to 60 points, whereby a result / grade point average of 1.0 = 60 points and 4.0 = 0 points and all grades in-between this high and low shall receive commensurate points linearly, bb), bc) and bf) 0 to 10 points, and bd) and be) 0 to 5 points.

c) Places shall be awarded in accordance with the available places within each specified group set forth in a). If there are still open places available for one group, then a residual allocation procedure will be initiated for this group. If after the residual allocation procedure there are still places available, these shall then be filled with applicants from the other group.

11. Master of Arts in Human Resource Management

If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Arts in Human Resource Management, then student selection shall be made in accordance with the following criteria, for which commensurate proof must be submitted with the application by the deadline:

- result from the university undergraduate degree or the current undergraduate grade point average
- experience in the area of human resources (e.g., additional academic degrees and professional and practical experience)
- written rationale for the degree choice

For the selection procedure, the criteria specified in b) and c) shall be evaluated in accordance with the grading scale set forth in the Examination Regulations. The criteria shall be weighted as follows for the calculation of the overall grade: a) 51 %, b) 30 %, and c) 19 %.

12. Master of Arts in Economic and Sociological Studies

If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Arts in Economic and Sociological Studies, then student selection shall be made in accordance with the following criteria, for

which commensurate proof must be submitted with the application by the deadline:

- result from the university undergraduate degree or the current undergraduate grade point average
- written rationale for the degree choice as well as an account of any additionally relevant prior knowledge (e.g., additional academic degrees and professional and practical experience)

Initially for this, at least 25% more qualified applications as there are available places shall be selected and ranked according to the result from the university undergraduate degree. In the event that grades are the same, then the grade point average of the higher education entrance eligibility shall be determinative. Criterion b) shall be evaluated in accordance with the grading scale in the Examination Regulations for the further selection procedure. The criteria shall be weighted as follows for the calculation of the overall grade: a) 70% and b) 30%.

13. Master of Arts in Journalism and Media within Globalization: The European Perspective

If the applications exceed the number of places available for a Master of Arts in **Journalism and Media within Globalization: The European Perspective**, then the selection of applicants shall be made in accordance with Sections 5 and 6 of the applicable examination regulations for this degree program.

C. Professional master's programs

1. If the applications exceed the number of places available in the MBA in **Health and Social Management**, then the selection of applicants shall be made in accordance with Sections 4, 5, and 7 of the applicable examination regulations for this degree program.