

## **OFFICIAL TRANSLATION OF**

**“Satzung über Auswahlverfahren und –kriterien für die Studiengänge der Fakultät für Wirtschafts- und Sozialwissenschaften vom 7. Dezember 2016“  
(Amtliche Bekanntmachung Nr. 20, vom 15. Februar 2017)**

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

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

**dated 7 December 2016**

On 10 January 2017 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 23 May 2016 (HmbGVBl. pp. 205, 207), the University’s Executive University Board ratified the Revised Bylaws Regarding the Selection Procedure and Criteria for the Degree Programs in the Faculty of Business, Economics and Social Sciences adopted by the Faculty of Business, Economics and Social Sciences on 7 December 2016 pursuant to Section 91 subsection 2 no. 2 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG).

#### **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 international 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 rules for the selection procedure and selection criteria for individual degree programs are set forth in the Appendix. The Appendix is subdivided into

- A. Bachelor's degree programs
- B. Consecutive master's 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 international applicants**

The selection of international 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 the result from the first higher education degree 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 Office of the Dean shall appoint a selection committee for special selection proceedings. 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 Revised Bylaws shall become effective on the day following their official publication by Universität Hamburg.

Hamburg, 15 February 2017  
**Universität Hamburg**

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

### **A. Bachelor's degree programs**

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### **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 admission requirements 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) result from the first higher education degree
- b) written justification of no more than two pages of the degree choice based on set guidelines
- c) foreign language abilities, especially English languages skills, as well as relevant international experience

The justification is ranked according to existing grading guidelines. In doing so, the criteria shall be evaluated in accordance with the grading scale set forth in the Examination Regulations. Criteria in a) and b) shall each be weighted 40% and criterion c) shall be weighted 20%. From this, an overall grade shall be calculated.

1.2 The selection committee shall make selection decisions. Pursuant to 1.1 no. 2, the selection committee may delegate all or part of the evaluation of the three components of the degree choice justification to the chair.

#### **2. Master of Arts in Political Science**

2.1 If the number of suitable applicants who meet the special admission requirements for the Master of Arts in Political Science exceeds the available places, 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 first higher education degree in political science or from a degree program with an area of concentration in political science or social sciences or rather the grade point average from the political science degree or from the area of concentration in political science or social sciences at the time the application is submitted
- b) written justification in German of no more than two pages of the degree choice and preferred specialization as well as an account of experience applying specialized knowledge (internships, student assistant jobs, tutorial work, thesis, project work, and international experience) based on a supplied

questionnaire; The justification shall initially be ranked in accordance with predetermined grading guidelines based on the grading scale from the Examination Regulations.

For the calculation of the final grade, criterion a) shall be weighted 51% and criterion b) 49%. From this, an overall grade shall be calculated.

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

### **3. Master of Arts in Journalism and Mass Communication**

3.1 If the number of applications that completely or in the requisite amount for conditional admission satisfy the special admission requirements exceeds the available places for the Master of Arts in Journalism and Mass Communication, 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 first higher education degree
- b) the grade point average of the higher education entrance eligibility
- c) written justification in German of no more than 500 words about the choice of degree and target profession based on a supplied questionnaire

The justification is ranked according to existing grading guidelines.

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.

3.2 The selection committee shall make selections. The selection committee may delegate the evaluation of the justification of the choice of degree and profession pursuant to 3.1 c) to the chair.

### **4. Master of Arts in Sociology**

4.1 If the number of suitable applicants who completely or in the requisite amount for conditional admission satisfy the special admission requirements 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 grade from the main subject of the first higher education degree program in sociology or social sciences
- b) letter of motivation (max. two pages in German or English) explaining the choice of degree based on given questions. The justification is ranked according to existing grading guidelines.

Criterion b) shall be graded in accordance with the grading scale set forth in the Examination Regulations. Criterion a) shall be weighted 50% and criterion b) shall be weighted 50%.

4.2 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.

### **5. Master of Science in Economics**

5.1 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 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 first higher education degree, or the current grade point average if the degree certificate for the first higher education degree is not available on the date the application is submitted
- b) a transcript of records providing grade information about advanced knowledge in economics in accordance with the Bylaws Regarding the Special Conditions of Admission for the Master of Science in Economics, as amended, or alternatively GRE test results that will be converted into grades commensurate with the grading scale from the Examination Regulations for the Master of Science in Economics, as amended.
- c) a transcript of records providing grade information about advanced knowledge in mathematics (analysis and linear algebra and either statistics or econometrics) in accordance with the Bylaws Regarding the Special Conditions of Admission for the Master of Science in Economics, as amended, or alternatively GRE test results that will be converted into grades commensurate with the grading scale from the Examination Regulations for the Master of Science in Economics, as amended.
- d) at least one letter of recommendation from a university teacher as well as a letter of motivation for the Master of Science in Economics

For the further selection process, grades for criteria b) and c) shall be averaged using the grading scale in the Examinations Regulations for the Master of Science in Economics, as amended, and criterion d) shall be evaluated in accordance with the grading scale in the Examination Regulations for the Master of Science in Economics, as amended.

The criteria shall be weighted as follows for the calculation of the overall grade: for applicants pursuant to

- Section 1 no. 51a) of the Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business, Economics and Social

- Sciences, as amended, the grade for criterion a) (result from the first higher education degree or the current grade point average) shall be weighted 50%;
- Section 1 no. 5 1b) of the Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business, Economics and Social Sciences, as amended, the grade for criterion a) (result from the first higher education degree or the current grade point average) and the grade from criterion b) (advanced knowledge in economics or alternatively the GRE test results) shall each be weighted 25%;
  - Section 1 no. 5 1c) of the Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business, Economics and Social Sciences, as amended, the grade for criterion a) (result from the first higher education degree or the current grade point average) and the grade from criterion c) (advanced knowledge in mathematics or alternatively the GRE test results) shall each be weighted 25%; and
  - Section 1 no. 5 1a), 1b), and 1c) of the Bylaws Regarding the Special Conditions of Admission for Degree Programs in the Faculty of Business, Economics and Social Sciences, as amended, the grade for criterion d) (letter of reference and letter of motivation) shall be weighted 50%.

## **6. Master of Science in Politics, Economics and Philosophy (PEP)**

6.1 If the number of suitable applicants who completely or in the requisite amount for conditional admission satisfy the special admission requirements 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 first higher education degree or the current 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 a first higher education degree in economics; economics and philosophy in combination with a first higher education degree in political science; or economics and political science in combination with a first higher education degree in philosophy

6.2 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 first higher education degree.

6.3 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%.

### **7. Master of Arts in International Business and Sustainability (MIBAS)**

7.1 If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Arts in International Business and Sustainability, 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. 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

Each group shall be allocated 50% of the available places.

7.2 Applicants shall be ranked within their group according to the following criteria:

- a) result from the first higher education degree or the current grade point average
- b) a two-page written justification of the degree choice based on a supplied questionnaire (in German or English)

The justification is ranked according to existing grading guidelines. Criteria in a) and b) will be graded in accordance with the grading scale in the Examination Regulations. Criterion a) shall be weighted 60% and criterion b) shall be weighted 40%. From this, an overall grade shall be calculated.

7.3 Places shall be awarded in accordance with the available places within each specified group set forth in 7.1. Places not awarded within a group will be allocated to applicants from the other group.

7.4 The selection committee, which shall be comprised of members pursuant to Section 6, shall make selection decisions.

### **8. 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 first higher education degree or the current grade point average
- written justification of the choice of degree based on given questions. The justification is ranked according to existing grading guidelines.

For the selection, the second criterion shall be evaluated in accordance with the grading scale in the Examination Regulations. The criteria shall be weighted as follows for the calculation of the overall grade: higher education degree 70% and justification 30%.

### **9. Master of Arts in Labor, Economics and Society (Economic and Sociological Studies)**

9.1 If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Arts in Labor, Economics and Society (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:

- a) result from the first higher education degree or the current grade point average
- b) a two-page written justification of the degree choice based on a supplied questionnaire. The justification is ranked according to existing grading guidelines.
- c) available proof of pertinent vocational training that has been completed or at least six years of employment experience

Criteria in a) and b) will be graded in accordance with the grading scale in the Examination Regulations. Criterion a) shall be weighted 70% and criterion b) shall be weighted 30%. From this, an overall grade shall be calculated. If criterion c) has been satisfied, the overall grade shall be increased by one full grade within the grading scale.

9.2 The selection committee, which shall be comprised of members pursuant to Section 6, shall make selection decisions. The selection committee shall include a student representative and a staff member from the Academic Office as non-voting members.

### **10. Master of Science in Health Economics and Health Care Management**

If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Science in Health Economics and Health Care Management, then a selection of students shall be made in accordance with selection criteria that takes into account the final grade from the bachelor's degree and the applicants' results from the cognitive performance test TM-WISO (test for the Master's Degree Programs in Business, Economics and Social Sciences).

Applicants shall be divided into two groups:

- Group A: Applicants with a bachelor's degree in business (e.g., business administration—or socioeconomics or economics with an area of concentration in business administration or industrial engineering and management)
- Group B: Applicants with a bachelor's degree in economics (e.g., economics—or socioeconomics or economics with an area of concentration in economics, health economics, or business mathematics)

Each group shall be allocated 50% of the available places.

The cognitive performance test TM-WISO is a diagnostic aptitude device used to measure the cognitive abilities needed to meet the requirements of the Master's Degree Programs in Business, Economics and Social Sciences. The test may be given as a multiple choice test. Detailed information about test content and test procedures as well as the calculation of test results can be found on the website at: [www.tm-wiso.de](http://www.tm-wiso.de). Only the most recent test results will be used in the selection process for applicants who have taken the TM-WISO more than once. TM-WISO test results may not be more than three years old at the time the application is submitted.

The rank of an applicant within the groups shall be determined by the score of the selection criteria; applicants with higher scores shall receive a higher ranking. In the event of a parity of ranking, lots shall be drawn. The calculation of the selection criteria shall be made as follows:

$(\text{bachelor's degree points} \times 0.55) + (\text{TM-WISO points} \times 0.45) = \text{the score of the selection criteria.}$

In order to determine the points for the bachelor's degree, the grade for an applicant's bachelor's degree (or the available grade point average at the time the application is submitted if no final grade is available) shall be converted into a bachelor's degree score using the following linear scale ranging from 60 points (for a grade of 1.0) to 0 points (for a grade of 4.0), wherein each point in the range shall correspond to an interval of 0.05 points for the bachelor's degree grade:

<b>Final Grade for the Bachelor's Degree (or grade point average upon application)</b>	<b>Bachelor's Degree Score</b>
1.00 to < 1.05	60
1.05 to < 1.10	59
1.10 to < 1.15	58
etc. according to the same principle until	
3.90 to < 3.95	2
3.95 to < 4.00	1

4.00	0
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In order to determine the TM-WISO points, the applicant's TM-WISO test results (test score) shall be converted into a TM-WISO score ranging from 60 to 0 points using the following formula: "TM-WISO score = test score – 70."

If an applicant did not take the TM-WISO, the TM-WISO score shall be 0.

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. The TestAS score will then be used in lieu of the TM-WISO test score to calculate the selection criteria.

Places shall be awarded in accordance with the available places within groups A and B. If not all available places for one group are allocated to students, these remaining places may be filled by applicants from the respective other group.

#### **11. Master of Science in Interdisciplinary Public and Nonprofit Studies**

If the number of applicants meeting the special admission requirements exceeds the number of places available for the Master of Science in Interdisciplinary Public and Nonprofit Studies, the following criteria will be considered. Please submit the required proof together with your application by the deadline:

- a) result from the first higher education degree
- b) thesis subject focusing on public and/or nonprofit studies
- c) degree in socioeconomics

These criteria will be weighted using the following scale with the final grade for the first higher education degree to determine an overall score.

<b>Overall Final Grade</b>	<b>a) Final Grade Earned for the First Higher Education Degree</b>	<b>(b) Final Thesis Focusing on Public and/or Nonprofit Studies (weighted according to grade)</b>	<b>(c) Degree in Socioeconomics (weighted according to grade)</b>
1.0	50	30	20
1.3	45	27	18
1.7	40	24	16
2.0	35	21	14
2.3	30	18	12
2.7	25	15	10
3.0	20	12	8
3.3	15	9	6
3.7	10	6	4

4.0	5	3	2
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Other final grades shall be converted into points through linear interpolation.

Available places shall be awarded using the aggregate score calculated for the applicants.

11.2 The selection committee shall make selections. The selection committee may delegate all or part of the evaluation of the selection criteria to the chair.

11.3 In the case of an equal score, a lottery will be used to decide on admission.