

# Study regulations

for the study course

Master of Science in Management

at the Leipzig Graduate School of Management

as of 28<sup>th</sup> June 2005

with changes as of 19 January 2007, 22 February 2007, and 29 January 2009

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Pursuant to § 21 of the Law concerning universities in the Free State of Saxony as at 11<sup>th</sup> June 1999 (Higher Education Act of the Free State of Saxony – SächsHG), the Leipzig Graduate School of Management issues the following study regulations:

## **§ 1 Area of application**

Based on the examination regulations, these study regulations regulate access, objectives, contents and structure of the study course in Business Administration at the Leipzig Graduate School of Management (HHL).

## **§ 2 Access to the course of studies**

(1) Only persons, who can prove the following qualifications, are able to access the study course Business Administration at the Leipzig Graduate School of Management (HHL):

- a) Completion of a first Economics or Business Administration based Bachelor study course at a university or equivalent institution of higher education in the Federal Republic of Germany with above average result and at least 180 ECTS credits. Alternatively, an equivalent degree from a university or college abroad (normally a four-year Bachelor Degree in Business Administration or another equivalent degree (in accordance with the guidelines of ZAB [central office for foreign education] may be recognized.
  - b) Completion of a commercial apprenticeship or proof of practical experience in form of an internship or several internships in the commercial sector, normally of at least 3 months duration.
  - c) Proof of very good knowledge of the English language as well as proof or knowledge of another living language. In case of foreign students, German will be the second foreign language.
  - d) Proof of the successful passing of the “Graduate Management Admission Test” (GMAT).
- (2) If the conditions of Paragraph (1) have not been fulfilled, candidates<sup>1</sup> may nevertheless apply to HHL, if they can proof above average achievements with respect to their current course of studies and if the conditions in question will be fulfilled by the time the applicant enters his course of studies at HHL.
- (3) Apart from the requirements stated in Paragraph (1), the candidate must successfully pass the admission test of HHL.

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<sup>1</sup> Names of persons and functions, which are stated in the masculine form in these examination regulations, also apply to the female form.

The following tasks have to be completed within the framework of the selection procedure:

- a) an interview with a HHL professor
- b) an interview with a personnel officer of a commercial company
- c) a lecture with subsequent discussion

It will be examined whether potential exists for:

- a) the ability to solve problems (problem identification and structure, analytical abilities, flexibility and creativity, synthesis ability, understanding for commercial matters and evaluation ability),
- b) the personality (ability to work in a team and to deal with conflicts, maturity, self-confidence and ability to communicate)
- c) the leadership potential (leadership abilities, motivation and energy, result orientation).

The admission will be decided by the admission committee on the basis of the selection procedure.

(4) Under no circumstances can the candidate take up the course of studies if he conclusively did not pass the Bachelor examination or the Diploma examination or another comparable examination in an Economics or Business Administration based course at another university or equivalent college.

(5) HHL may grant guest students access to the course of studies.

### **§ 3 Objectives of the course of studies**

(1) On completion of their course of studies, the graduates receive the title "Master of Science". The professional activities of these graduates normally include preparing, taking, controlling and implementing of commercial decisions, in the broadest sense in a professional function as an executive or a junior executive.

(2) It is the objective of the Master's study course to acquire basic scientific knowledge and abilities, which are required to cope with these tasks. These include in particular the following abilities and knowledge of:

- a) Recognizing and analyzing operational overall coherences as well as interdependencies between the areas of activity of a company.
- b) Recognizing and solving structured and non-structured economical problems as well as communicating problem solutions.
- c) Grasping and assessing international and macroeconomic events and developments and turning their effects into decisions.
- d) Ability to work in a team; social competence and target orientated leadership conduct.

(3) In order to convey these abilities and knowledge, the education at HHL builds on the following five principles:

- a) Instruction with a holistic economic approach
- b) Instruction and research at a high achievement level;
- c) Close relation between theory and practice;
- d) International orientation

- e) Promotion of the capacity for teamwork, leadership qualities and social competence.

## **§ 4 Start of the course of studies**

- (1) The Master course can be taken up in any autumn term.
- (2) The autumn term begins in September of each year.

## **§ 5 Term abroad**

(1) It is the objective of a term abroad to introduce students to general and specialist experiences about the way of living and working in other countries. The knowledge of foreign languages should be deepened too. Thereby, the continuous internationalization of economy and society will be appropriately taken into account in the study course.

(2) The term abroad is normally completed by the students in their fifth term at a foreign partner university of HHL. The possible content of a study course abroad will be established separately for each partner university in accordance with its curriculum. Proofs of achievement will be provided for events participated in abroad, which are taken into account in the same way as domestically gained proofs of achievement are taken into account. Any proofs of achievement which have to be produced abroad, are established resp. taken into account in agreement with HHL.

(3) In order to take up a course of studies at a foreign partner university of HHL it is usually a requirement that the student proves the following qualifications:

- a) Completion of the “Test of English as a Foreign Language” (TOEFL) or a foreign language test required by the partner university as access requirement in respect of the foreign programme.
- b) Completion of the “Graduate Management Admission Test (GMAT), achieving at least the average value of the partner programme.

(4) The places at the partner universities will be allocated during the course of the third term by the senate of HHL.

## **§ 6 Double graduations**

(1) Apart from the degree “Master of Science”, students of HHL are able to achieve a further degree at a partner university within the framework of the student exchange with officially recognized resp. accredited foreign partner universities of HHL. HHL will provide information about any partner universities of HHL, which are providing this opportunity. At the same time, HHL provides students of the foreign partner university with the opportunity, to achieve the academic degree of “Master of Science” at HHL. The additional degree is supplementary and should not interfere with the smooth procedure of the Master’s study course.

(2) HHL sends only those students, who have successfully completed three lecture terms of their Master study course at HHL. Students sent by the foreign partner university possess knowledge, which corresponds to that of a HHL study course. All students have the required language skills and abilities of the partner facility. The admission of students for the double Master's programme is subject to the decision by the partner university for HHL students resp. of HHL for foreign students. As a rule, students of HHL study for at least three terms at the partner university. Students of partner universities of HHL study three terms of HHL. In order to achieve the objectives of the study course, all exchange students have to enrol in those subjects of the double Master's programme, which were provided in the individually concluded agreements of HHL with its partner universities. HHL will recognize the achievements of HHL students at the partner university. The recognition of the achievements of students at the partner institution of HHL is determined by the partner university.

(3) After having passed the remaining examinations at HHL successfully, HHL students receive the academic degree of "Master of Science" of HHL with an overall grade and at the same time, based on the successfully completed period of study at the partner university the degree of the partner university without an overall grade. Foreign partner universities of HHL receive for their students after their successful completion of the courses the certificate for the academic degree "Master of Science" without grade. The foreign partner universities of HHL ensure that the achievements of their students at HHL will be incorporated in the overall grade of the certificate of the partner facility.

## § 7 Structure and itinerary of studies

(1) The Master's study course includes two parts, a modularized course system and the preparation of a Master Thesis. A total of 120 credit points are allocated for both parts.

(2) The standard period of study is six terms.

(3) The study course is structured as follows:

	Term 1	Term 2	Term 3	Term 4	Term 5 Abroad	Term 6	Total Credit points
<b>I. Mandatory Program</b>							
I.1 Integrated Management	10	5	-	-	-	-	<b>15</b>
1.2 Economics	5	7	-	-	-	-	<b>12</b>
1.3 Leadership Skills	9	3	-	-	-	-	<b>12</b>
1.4 Practical Experience	-	6	-	-	-	-	<b>6</b>
<b>II. Electives</b>							
Elective 1	-	-	6 (8)	-	3	4 (6)	<b>15</b>
Elective 2	-	-	6 (7)	-	3	5 (6)	<b>15</b>
Elective 3	-	-	6	-	3	6	<b>15</b>
Elective 4	-	-	6	-	3	6	<b>15</b>
Master Thesis	-	-	-	15	-	-	<b>15</b>
<b>Total Credit points</b>	<b>24</b>	<b>21</b>	<b>24 (27)</b>	<b>15</b>	<b>12</b>	<b>(21) 24</b>	<b>120</b>

The mandatory modules are to be taken completely.  
Four out of seven modules have to be chosen from the electives.  
Details about the individual modules resp. part modules are included and published in the Modulehandbook of the HHL.

## **§ 8 Tutoring and counselling**

(1) Any specialized and course associated tutoring will be carried out by the appropriate course tutors; they support students in particular in respect of course configuration and study techniques. Apart from that, an extensive counselling event will take place at the beginning of each autumn term for those students, who begin their study course at HHL in this term.

(2) With respect to examination issues, students are in particular advised by employees of the examination office. With regard to studying abroad, employees of the university administration will be available for advice. Employees of the study course department are also available for the general advice of students and interested parties.

## **§ 9 Coming into effect**

These study regulations come into effect on the date of their publication. They apply to all students who enrol in the autumn term of 2009.

The study regulations in their present form were issued by the Saxon State Ministry of Science and Fine Arts.

Leipzig, 28<sup>th</sup> June 2005

Prof. Dr. Hans Wiesmeth  
Principal  
of  
Leipzig Graduate School of Management