



Study regulations

for the full-time Master Program in General Management (MBA)
at HHL Leipzig Graduate School of Management

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Pursuant to article 36 of the Higher Education Autonomy Act of the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz — SächsHSFG) in the version dated April 26, 2018 (Saxon Law Gazette — SächsGVBl. 2018,7, p. 198 ff), the Senate of HHL Leipzig Graduate School of Management (HHL) issues the following study regulations:

Article 1 Scope

Based on the examination regulations, these study regulations regulate the admission, objectives, content and structure of the full-time Master Program in General Management (MBA) at HHL Leipzig Graduate School of Management (HHL).

Article 2 Program admission

(1) Only individuals with the following qualifications are eligible to be admitted to the post-experienced Master Program in General Management (MBA) at HHL:

- a) First professional qualification in the form of a bachelor's degree from a university or equivalent institution of higher education in the Federal Republic of Germany with an above-average result and a minimum of 180 or 210 ECTS credit points (article 5). Alternatively, an equivalent degree from a university or college abroad or another equivalent degree (in accordance with the Central Office for Foreign Education) may be recognized.
- b) Proof of qualified professional experience after completing a first academic degree, generally a minimum two years.
- c) Proof of a very good command of the English language by passing the "Test of English as a Foreign Language" (TOEFL) with a score of at least 90 points. Alternatively, a corresponding score in the "Test of English for International Communication" (TOEIC), "International English Language Testing System" (IELTS, 7 points) or "Cambridge Certificate of Proficiency in English" (Cambridge CPE or CAE, level A or B) will also be recognized as a comparable qualification. HHL generally only accepts valid certificates that are not older than two years. Native speakers of English or students who completed a first academic degree in English do not have to provide any certificates. The alternatives, however, might not necessarily be valid for admission to the term abroad at the partner universities. The TOEFL might be required for these.
- d) Proof of the successful completion of the "Graduate Management Admission Test" (GMAT) or the "Graduate Record Examination" (GRE).
- e) Submission of two letters of recommendation (for instance, by a professor, mentor or employer).

(2) If the conditions of paragraph (1) have not been fulfilled, candidates may nonetheless apply to HHL if they can prove above-average achievements in the course of their current studies and if the conditions in question will be fulfilled by the time the applicant enters his or her course of studies at HHL.

(3) Admission will be granted by the admission committee. An interview with an HHL professor is a part of the admissions procedure. The committee reserves the right to conduct a second interview.

(4) HHL may admit guest students to the program.

Article 3 Program objectives

(1) Upon successful completion of the program, the graduates will be awarded the academic degree of "Master of Business Administration (MBA)". After completing the program, graduates generally accept positions as an executive or junior executive or assume posts with project responsibility in a range of sectors of internationally-active companies where they prepare, make and implement decisions, but also assume responsibility for a particular field of activity.

(2) It is therefore the objective of the post-experienced full-time Master Program in General Management (MBA) to provide students with excellent management skills and abilities in combination with a distinctive practical relation which will prepare students for the requirements of the tasks described under paragraph (1). The international orientation of the program is aimed at illustrating to students the particularities of international companies and intercultural cooperation, whilst the focus on leadership is intended to further develop their managerial skills and social competence.

Article 4 Program start

The full-time Master Program in General Management (MBA) starts each year in September.

Article 5 Course structure and schedule

(1) The full-time Master Program in General Management (MBA) is taught in English and consists of two parts — the modularized compulsory and elective courses and the preparation of a master's thesis.

A total of 90 or 120 credits is allocated for both parts.

The program is offered as an intensive course in two versions (FAST TRACK & ADVANCED TRACK) with English as the language of instruction:

1. Students who obtained 180 credits during their first course of studies have to complete 120 credits (ADVANCED TRACK).
If the student has at least two years of professional experience (no internships) and demonstrates professional competence (knowledge and skills) as well as personal competence (social competence and independence) at level 6 or 7 of the German Qualification Framework, 30 credit points can be recognized for competencies acquired in extra-university activities upon application and following a review by the chair of the examination committee.
2. Students who obtained 210 credits during their first course of studies have to complete 90 credits (FAST TRACK).

(2) The standard period of study is seven terms (21 months) for the ADVANCED TRACK and may be reduced to five terms (15 months) within the framework of the FAST TRACK. The desired track must be selected by the end of the first term at the latest.

(3) The program is structured as follows:

	Term 1 & 2	Term 3 & 4	Term 5 & 6	Term 7	Total Credits
1. Compulsory modules (General Management Essentials – Core)					60
1.1 Accounting & Finance	6	3			9
1.2 Marketing & Logistics	3	3			6
1.3 Economics	3	3			6

1.4 Governance & Ethics	3	3				6
1.5 Strategy & Organizations	3	3				6
1.6 Management Success Factors	6					6
1.7 Leadership Skills		6				6
1.8 Advanced Communication	3	3				6
1.9 Entrepreneurship & Technology	6	3				9
2. Elective modules (deep dives)*					FAST 12	ADVANCED 42
Fast: 12 credits (2 electives)						
Advanced: 42 credits (min. 4 electives, max. 18 credits from section 3)						
2.1 Strategic Management	(3/6)*		3/6		6	6
2.2 Financial Management	(3)*	3	3		6	6
2.3 Marketing Management		(3/6)*		3/6	6	6
2.4 Innovative Business	(3)*	(3)*	3	3	6	6
2.5 Decision Making	(6)*		6		6	6
2.6 Transformation Management		6			6	6
2.7 Sustainability Management		(6)*		6	6	6
2.8 Value Creation Management	(3)*	3	3		6	6
3. Individual electives (deep dives; Practical & International Experience/customized)					-	18
3.1 Practical & International Experience			12		-	12
3.2 Courses/modules from electives sections not selected previously	0 - 6				-	max. 6
3.3 International Study Trip	4				-	4
3.4 Business Plan Seminar		(8)*		8	-	8
3.5 Student Consulting Project	(8)*			8	-	8
3.6 Course/module from term abroad			0 - 6		-	max. 6
3.7 German Language	6				-	6
3.8 Open modules/current additional offers	0 - 4				-	max. 4
4. Master's Thesis			18			18

*All modules in the electives section are offered once a year and may be completed in term 1 or 5, term 2 or 6, etc.

The **compulsory modules** must be completed in full. (Term 1 – 4).

For the FAST TRACK program, two elective modules worth 12 credits have to be taken. For the ADVANCED TRACK program, a minimum of four elective modules worth 24 credits and individual elective modules of a maximum of 18 credits must be completed (terms 1 to 7).

Students have to choose between the following four options for the "Practical & International Experience" module:

- Internship or
- Entrepreneur in Residence or

- Social Impact Project or
- Term Abroad.

The International Study Trip represents an additional offer which can be arranged on demand and requires a minimum number of participants. Expenses incurred for travel and accommodation will not be borne by HHL.

Details about individual modules and sub-modules as well as the detailed course schedule will be specified and published in the HHL module handbook.

(4) Individual study plans may be arranged for students with disabilities and chronic illness as well as those on maternal or parental leave. The right to maternal and parental leave is guaranteed.

Article 6 Term abroad

(1) Students of the ADVANCED TRACK have the option of completing a term at a partner university abroad. It is the objective of a term abroad to introduce students to general and subject-specific experiences relating to living and working in other countries. Thereby, the program addresses the continuous internationalization of business and society.

(2) The places at the partner universities are allocated during the course of the second term following an assignment procedure established by the HHL Senate. Students are not permitted to apply directly to an HHL partner university. After the application documents have been submitted to the partner university, students cannot change to another university for their term abroad.

(3) Students generally complete the term abroad in their fifth term at one of HHL's partner universities. The possible content of the term abroad is determined separately for each partner university in line with its curriculum. Coursework completed abroad will be given the same weight as coursework completed at a German university. The coursework to be completed abroad will be determined and recognized in coordination with HHL. Completing a term abroad at one of HHL's partner universities earns the candidate a minimum of the 12 compulsory credits.

(4) In order to enroll at one of HHL's partner universities abroad, the student generally has to provide proof of the following qualifications:

- a) Completion of the "Test of English as a Foreign Language" (TOEFL) or another foreign language test required by the partner university as an access requirement to the study abroad program.
- b) Completion of the "Graduate Management Admission Test (GMAT), achieving at least the average value required by the partner program.

(5) The courses completed abroad are academically recognized in consideration of the requirements below:

- a) Submission of the original transcript from the university abroad by the student which corresponds with the learning agreement concluded prior to the compulsory term abroad.
- b) A student report in accordance with the criteria stipulated by HHL. The students declare their consent to the publication of the report within HHL.

(6) Students are not permitted to complete a term abroad in their respective home country.

Article 7 Obtaining a second academic degree

(1) In addition to the "Master of Business Administration (MBA)" degree, HHL students may earn another master's degree from a partner university within the framework of the student exchange program with HHL's officially recognized and/or accredited partner university. HHL announces which partner universities offer this opportunity. In the same manner, HHL offers students from the partner universities the opportunity to obtain the "Master of Business Administration (MBA)" degree from HHL. The degree is an additional component and does not interfere with the smooth course of study within the master's program at HHL.

(2) HHL sends abroad only those students who have successfully completed the four terms of their full-time Master Program in General Management (MBA) at HHL. Students sent by the foreign partner university possess knowledge and skills which correspond to those from an HHL program. All students must have the language skills required by the partner institution. The admission of students wishing to obtain the additional degree will remain at the discretion of the partner university for HHL students and of HHL for foreign students respectively. As a rule, students of HHL have to spend at least three terms at the partner university. Students from HHL's partner universities have to complete three terms at HHL. In order to achieve the objectives of the program, all exchange students have to enroll in those subjects which were specified in the individual agreements concluded between HHL and its partner universities. HHL is responsible for the recognition of achievements obtained by HHL students from the partner university. The partner university is responsible for the recognition of achievements obtained by its students from HHL.

(3) After passing the remaining examinations at HHL, HHL students will receive the academic degree of "Master of Business Administration (MBA)" from HHL with an overall grade and, at the same time, based on the successfully completed period of study at the partner university, the degree from the partner university. HHL's partner universities abroad will receive the certificate for the academic degree "Master of Business Administration" without a grade for their students after the students successfully complete the courses. HHL's partner universities abroad ensure that the achievements of their students at HHL will be incorporated into the overall grade stated on the transcript given out by the partner facility.

Article 8 Leave of absence

Upon application, students may take a leave of absence of a maximum of four terms (two semesters) for cause. Cause may include:

- Additional internships or terms abroad (outside the opportunities stipulated in these study regulations)
- Personal illnesses or caring for a spouse or a person related to the student in a direct line (upon submission of a medical certificate)
- Economic difficulties

The legal stipulations from the Maternity Protection Act as well as the Parental Benefit and Parental Leave Act apply for maternal or parental leave.

Students may take a leave of absence of up to four semesters to care for their own children unless they have already been granted leave under sentence 1.

Students on leave may complete course assignments and examinations.

A leave of absence will not be counted towards the regular study period.

Article 9 Student advisement

(1) The specific and study-related advisory service will be conducted by the appropriate chairs; they support students particularly regarding course selection and study techniques. Additionally, an extensive counseling event will be held at the beginning of each fall term for those students who start their program at HHL that term.

(2) If students have any questions regarding the course of their studies and examinations, they may consult with the staff of the Student Affairs Office and/or the Examination Office. The staff from the International Office is available especially for study abroad consultation. The members of staff from the Student Affairs Office and the Examination Office can, in general, also assist the students and potential students with any questions they might have.

Article 10 Entry into force

These study regulations come into effect on the date of their publication. They apply to all students who enroll in the fall term of 2019 and onwards.

Leipzig, November 7, 2018

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Dean
of HHL Leipzig Graduate School of Management