



# Study regulations

for the part-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 part-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 part-time 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 210 ECTS credit points). 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 three 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 HHL Entry Test.
- 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. Applicants who achieved less than 210, but a minimum of 180 ECTS credits, may be admitted to the program under the following conditions: If the candidate 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, up to 30 credit points may be recognized for competencies acquired in extra-university activities upon application and following a review by the chair of the examination committee.

(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 part-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 part-time Master Program in General Management (MBA), which is taught in English, starts each year in March.

### **Article 5 Course structure and schedule**

(1) The part-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 ECTS credits is allocated for both parts.

(2) For students who are supported by their employer and/or complete the program in combination with part-time employment, the regular period of study is nine terms (27 months). For students working full time, the regular study period will be extended to a program duration of ten terms (30 months/five semesters) without additional tuition fees being incurred. If a student selects the Study Abroad elective, the regular study period may be extended by one term without additional tuition fees being incurred.

(3) The program is structured as follows:

	Term 1 & 2	Term 3 & 4	Term 5 & 6	Term 7 & 8	Term 9 &10 &11	Total Credits
<b>1. Compulsory modules (General Management Essentials – Core)</b>						<b>48</b>
I.1 Financial & Management Reporting	6		-	-	-	6
I.2 Economics & Finance		6	-	-	-	6
I.3 Marketing & Logistics	3	3		-	-	6
I.4 Strategy & Organizations	3	3	-	-	-	6
I.5 Soft Skills for Management Success	6	-	-	-	-	6
I.6 Ethics & Leadership Skills	3	6	-	-	-	9
I.7 Entrepreneurship & Technology	-	9	-	-	-	9
<b>II. Electives (deep dives), min. 12, max. 24</b>						
II.1 Transformation Management	-	-	3	3		6
II.2 Financial Management	-	-	6	-		6
II.3 Strategic Management	-	-	3	3		6
II.4 Marketing Management	-	-	3	3		6
II.5 Starting up your venture				6		6
<b>III. Individual electives (deep dives; customized)</b>						<b>max. 12</b>
III.1 Global Immersion Seminar				6		6
III.2 Study Abroad					12	12
III.3 Customized courses				6		6
<b>IV. Master's thesis</b>	-	-	-	<b>18</b>		<b>18</b>

Students working full time may shift selected modules/courses from the compulsory section into the third year of study, thereby extending the regular study period to 30 months.

The compulsory modules must be completed in full (term 1 to 4).

A total of 24 ECTS credits must be earned within the framework of elective modules; a minimum of two complete modules from the deep dives (12 ECTS credits) and a maximum of two modules from the individual deep dives (12 ECTS credits).

Crediting both the Study Abroad and the Global Immersion Seminar modules is not permissible. If a student completes both modules, the Study Abroad module will be calculated towards the degree.

One or two courses from the deep dives previously not selected as well as those from the additional offer may be credited as customized courses.

Students may start work on their master's thesis flexibly from term 8. The completion period is six months.

The Study Abroad elective may be completed flexibly starting from term 8.

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 have the option of completing a term at a partner university abroad within the framework of the elective modules. 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.

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.

(2) Students generally complete the term abroad between their ninth and eleventh 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 12 compulsory credits.

(3) 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.

(4) 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.

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

## Article 7 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:

- 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 8 Student advisement**

(1) The specific and study-related advisory service will be conducted by the appropriate chairs; they shall support students particularly regarding course selection and study techniques. Additionally, an extensive counseling event will be held at the beginning of each spring 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 9 Entry into force**

These study regulations come into effect on the date of their publication. They apply to all students who enroll in the spring term of 2020 and onwards.

Leipzig, May 15, 2019

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Dean  
of HHL Leipzig Graduate School of Management