



SRH University Berlin
University of Applied
Sciences

**Master's Study Admission Regulations
of the SRH
University of Applied Sciences Berlin**

23rd February 2009

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§ 1**General Provisions.**

(1) The Admission Regulations apply to the Master's Study Course „International Strategic Management“ – Project Development, Risk and Contract Management.

(2) The SRH Hochschule Berlin decides on applications for admission, re-registration, academic leave of absence, change of study course, cross-registration, auditing, cancellation of admission. The tasks are handled by the students office of the SRH Hochschule Berlin.

(3) Unless otherwise provided for by these regulations the SRH Hochschule Berlin fixes deadlines for applications to be submitted according to par. 2; extensions of deadlines may be granted. Students may be asked to appear in person; the applicant will have to prove his identity on demand.

(4) Die SRH Hochschule Berlin determines the form of the applications as well as the type of documents to be enclosed. The Hochschule may keep the submitted documents, provided these are not the originals.

(5) Die SRH Hochschule Berlin processes the data they have collected in compliance with the Berlin Data Protection Act. For each particular purpose of processing the Hochschule may provide the data with technical and organisational markings and may save them. Personal notifications from the SRH Hochschule Berlin to students and from the students to the SRH Hochschule Berlin concerning matters of study and examination may also be forwarded electronically in accordance with data protection provisions and technological progress.

§ 2**Gender Mainstreaming.**

Designations of status and functions employed by these regulations will in each case apply in their male and female forms.

§ 3**Eligibility for Master's Studies.**

Requirements of eligibility:

1. A first university degree or degree of a state or officially recognized university of cooperative education and
2. Proof of the necessary knowledge of the English language by means of TOEFL-Test Level 550 (CBT 213, Internet based 80) or comparable proof (e.g. IELTS (academic): minimum result 6,5; TOEIC: minimum result 730) and
3. Successful passing of the admission procedure according to § 8 of the admission regulations.

§ 4**Foreign Applicants for a Place at the University.**

- (1) Foreign or stateless applicants for a place at the university will be admitted if according to § 10 BHG there is no reason for refusal and if the requirements of admission are fulfilled according to the Ministry of Education and Cultural Affairs Conference (KMK) of 15th April 1994 (framework of regulations for foreign applicants for a place at a university), that is if the

- proof of education allows a Master's Study in the country of origin and if
- there is proof of education suitable for university admission according to the "assessment suggestions" (BV) – Foreign Proofs of Education and their Assessment in the Federal Republic of Germany, issued by the office of the Ministry of Education and Cultural Affairs Conference, Zentralstelle für ausländische Bildungswesen (ZaB) –.

(2) If according to the assessment suggestions a direct admission to a Master's Study Course is impossible, the applicants have to pass an entrance examination before starting their studies.

§ 5

Admission to Studies.

(1) Admission takes place by signing the contract for the Master's Study Course. Simultaneous admission to another study course is only admissible if it does not exclude other students from their studies. A further education course or a distance education programme offered by the SRH Hochschule Berlin are considered study courses as well.

(2) Apart from attending a course he has been admitted to, a student is equally entitled to attend courses and make use of all the facilities offered by the SRH Hochschule Berlin.

(3) Upon application the students will be provided with a student ID after signing the study contract.

§ 6

Admission Procedure.

(1) The applicants for a place at the university apply for admission by means of an application form (enclosure no.1). This application together with the documents and particulars listed in par. 2 have to be handed in at the SRH Hochschule Berlin within the set deadline. Extensions of deadlines are granted anytime. Applicants who do not submit the application in due form and in due time, may be excluded from the admission procedure or studies.

(2) To be submitted for admission are the following:

1. Application form filled in completely and signed.
(Enclosure no.1)
2. Application in due form and in due time together with C.V. in tabular form and two current photos (with applicant's name on the back).
3. Copy of identity card (front and back), for foreign students identity-card/ passport.
4. Bachelor's certificate or equivalent (average grade not less than 2, 3 or corresponding marking of other marking systems; the Master's admission committee may decide individual cases).
5. Transcript of records or certificate of final degree from the university where the applicant got his Bachelor's or comparable degree.
6. Two recommendations from the university where the applicant got his Bachelor's degree.
7. Study contract filled in completely and signed (in duplicate). (Enclosure no. 2).
8. For applicants without sufficient previous knowledge of business administration: proof of having successfully finished a seminar on fundamentals of business administration, proof of an at least eight weeks' internship in a company's finance and accounting department or in other equivalent areas; proof by means of an internship certificate and report or proof of job experience.

(3) Prerequisite for a study contract for all study courses is the successful passing of the admission procedure together with a personal admission discussion held by one or several responsible representatives of the SRH Hochschule Berlin.

(4) School certificates from abroad are to be submitted as originals or as officially authenticated copies. Upon request the originals are to be handed in. As a rule a German translation has to be enclosed in foreign school and other certificates. The accuracy of the translation has to be certified by the relevant diplomatic or consular representation in the country of origin or by a sworn interpreter or translator in the Federal Republic of Germany.

(5) Based on the application for admission the following data provided by the applicant will be saved and processed in compliance with the Berlin Data Protection Act:

1. Family name, former names
2. First names,
3. Gender,

4. Date of birth,
5. Nationality,
6. Place of residence in home country and address,
7. Course of study as requested, graduate school programme, type of studies, enrolled student status,
8. Eligibility for university admission stating type, year and place of acquisition and average grade,
9. Job experience, professional exams or special knowledge and competence required for the particular studies according to study guidelines or examination regulations,
10. Details regarding universities attended so far; attended study courses, in each case length of studies, degrees or credits awarded as well as the results of course-related exams of the respective course, academic leave of absence and internship semesters and in case of termination of the study contract, the reason for termination.
11. Statement regarding completed military service or equivalent services,
12. Date of admission,
13. Applicant's address during lecture period,
14. Other work activities before studies than those stated in clause 9, and stating type of activity and duration,
15. Statements required for examining a reason for refusal according to BGH .

(6) Admission becomes effective upon receipt of the study contract signed by the SRH Hochschule Berlin.

§ 7

Admission Criteria.

(1) The SRH Hochschule Berlin forms an admission committee whose chairperson will come to a final decision on an admission to studies.

(2) The Master's examination committee forms an admission committee including three professors, another lecturer and one student according to the general examination regulations.

(3) When deciding on an admission the following criteria are taken into consideration:

1. Admission discussion (motivation for studies, professional prospects, personal aptitude),
2. Knowledge of English,
3. Academic and, if applicable, professional background,
4. Continuing and further education,
5. Eligibility for university admission or equivalent exam,
6. Social and sociocultural involvement.

(4) In case the number of applicants for a place at the university, who are considered qualified by the admission committee, exceeds the number of places available, the places are awarded according to the following system of points (accumulating):

1. Average grade of the Bachelor's graduation certificate

Very good	= 8 Points
Good	= 6 Points
Satisfactory	= 4 Points
Sufficient	= 2 Points

2. Level of English knowledge according to the European frame of reference

C 2	= 6 Points
C 1	= 4 Points
B 2	= 2 Points

3. Employment as defined by the study course for a period of at least

1 Year	= 2 Points
2 Years	= 3 Points
3 and more years	= 4 Points

Due date for calculating the duration of the employment is the day of the application deadline.

4. Special social or sociocultural involvement

2-6 Points

5. Special hardship cases

4-6 Points

(5) The order of precedence of applicants takes its cue from the number of points achieved. Among applicants with the same number of points, the average grade of the Bachelor's graduation certificate will be decisive in first place, then precedence will be decided by drawing lots.

(6) Calculation of precedence is carried out by the Master's examination committee.

(7) If an applicant can substantiate that because of a continuing or constant physical disability he is unable to go through part or all of the admission procedure as provided for, the chairperson of the admission committee will give permission to carry out the admission procedure in a different form of equal value. In this case production of a doctor's certificate may be required.

§ 8

Refusal of Admission.

(1) Admission is to be refused if the applicant for a place at the university

1. does not meet the requirements up to the admission deadline,
2. was definitively not awarded the certificates of achievement or did not pass the examinations in his chosen study course prescribed by a university within the purview of higher education legislation.
3. was excluded from studies at a university by administrative proceedings, unless there is no longer any risk of an impairment in the future or
4. does not prove that he has made the due payments.

(2) All state and officially recognized universities within the purview of the federal constitution are to be notified of a decision on an admission according to clause 1.3 .

§ 9

Duties to cooperate.

The students are obligated to inform the SRH Hochschule Berlin without delay of any

1. change of name and change of address during lecture period or change of home address,
2. loss of student ID card.

§ 10

Academic Leave of Absence.

(1) Upon application and for a major reason students may be granted leave from their studies (academic leave of absence). The application has to be submitted in writing within the deadline set by the SRH Hochschule Berlin.

(2) As a rule leave may be granted up to altogether two semesters. During leave the students' general rights and duties remain unaffected, except for the attendance of courses and examinations. Periods of time according to statutory regulations regarding parental leave and an employment ban according to the maternity protection law are not to be taken into account for the period of time according to par. 1.

(3) Major reasons for granting leave are in particular:

1. Fulfilment of the basic military service obligation or of the alternative civilian service,
2. Illness or pregnancy (on production of a doctor's certificate from which results that because of the seriousness of the illness or the estimated date of birth during the semester for which leave is applied for, studies cannot be continued).
3. Taking care of a child if parental leave has been granted,
4. Studies abroad in connection with studies at the SRH Hochschule Berlin.

(4) The application requires:

1. Informal application including:
 - Family name, first name,

- Address,
- Chosen course of study;
- 2. Explanation of major reason and the corresponding proof;
- 3. Proof of due payments made;
- 4. Signature by one's own hand.

(5) The following data required for granting leave are processed by the SRH Hochschule Berlin in compliance with the Berlin Data Protection Act in force:

1. Semester when leave starts,
2. Number of semesters during which leave is granted ,
3. Date of day when leave was granted,
4. Reason for granting leave.

(6) In case academic leave of absence is not granted, the student will be given an opportunity to comment on it.

(7) Examinations may be passed during the period of leave.

§11

Cross-registered Students.

(1) Upon application students registered at another university may be admitted as cross-registered students by the SRH Hochschule Berlin, who are entitled to attend courses and take certain exams.

(2) An informal application for being admitted as a cross-registered student has to be filed with the SRH Hochschule Berlin within the set deadline. Cross-registered students will be granted admission to certain courses or a study course (cross-registration certificate). Admission will be granted for one semester; in each case it may be renewed for another semester.

§ 12

Auditing Students.

(1) An informal application for admission as an auditing student is to be submitted to the SRH Hochschule Berlin within the set deadline. According to possibilities for studies available admission is granted for the period of one semester; in each case admission may be renewed for another semester. Proof of qualification for university entrance according to § 4, par.1 is not required.

(2) When filing an application for admission as an auditing student the following statements will be processed in compliance with the Berlin Data Protection Act:

1. Family name,
2. First name,
3. Gender,
4. Date of birth,
5. Nationality,
6. Address,
7. Degree achieved,
8. Requested study course.

(3) Admission becomes effective upon receipt of the admission confirmation.

(4) Participants of further education courses are also auditing students as defined by these regulations, unless they are not admitted as students pursuant to conditions specified by § 6, par. 2 .

(5) It is impossible for already admitted students or cross-registered students to be admitted as auditing students.

(6) Auditing students may be issued a certificate of attendance and if for these courses the regulations of the SRH Hochschule Berlin provide for a course achievement, a certificate regarding the successful attendance of the course. Auditing students are not entitled to take exams. The certificate of successful attendance does not represent a proof of course achievements.

§ 13

Duration and Termination of the Study Contract.

- (1) The study contract is concluded for the duration of the average period of study fixed by the examination regulations and can be cancelled according to § 7.
- (2) Periods of time that are established through acknowledgement and accreditation of modules, will reduce the duration of the study contract accordingly.
- (3) Notwithstanding par.1 the study contract may be terminated by both parties to the contract at the end of every year by giving due notice within a period of notice of three months.
- (4) An exceptional termination is only possible in the case of a valid reason as specified by § 626 BGB. If requested the terminating party has to inform the party to the contract of the reason for termination in writing without delay. Notice of exceptional termination by the SRH Hochschule Berlin is admissible in particular, if a student is in arrears with more than three months' tuition fees in spite of being reminded twice.
- (5) In case of a considerable infringement upon the study and examination regulations, upon the rules of the house or other regulations of the SRH Hochschule Berlin, the SRH Hochschule Berlin is among other things entitled to give notice of termination according to § 626 BGB.
- (6) For both parties to the contract the application of § 627 BGB is impossible.

§ 14

Constituent Parts of the Admission Regulations.

Constituent parts are:

- | | |
|----------------|---|
| Enclosure no.1 | Application form |
| Enclosure no.2 | Study contract for Master's Study Course International Strategic Management/International Risk Management |

§ 15

Coming into Force.

After decision by the senate the admission regulations of the SRH Hochschule Berlin come into force upon announcement in the newsletter of the SRH Hochschule Berlin.

Berlin, 2nd March 2009