

OFFICIAL NOTICES OF HOCHSCHULE BREMEN

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**Admission and Admission Regulations
for the Consecutive Master's Programmes at Hochschule Bremen**

From 27 April 2021

On 28 April 2021, the President of Hochschule Bremen – in accordance with Section 110 paragraph 3 of the Bremen Higher Education Act in the version published on 9 May 2007 (Brem.GBl. p. 339), last amended by Article 1 of the Act of 24 February 2021 (Brem.GBl. p. 216) – the Academic Senate of Hochschule Bremen approved the following new version of the admission regulations for consecutive master's degree programmes at Hochschule Bremen on 27 April 2021 on the basis of Section 33 (8) of the Bremen Higher Education Act.

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Section 1

Scope of application

The provisions of these regulations govern the admission requirements and the admission procedure for master's degree programmes at Hochschule Bremen (HSB) that build on qualified practical professional experience following a first professional qualification (consecutive master's degree programmes). Subject-specific details, supplements and deviations are governed within the framework set by these regulations by the appendix on the subject-specific admission and entry requirements for the consecutive master's degree programmes at HSB in its currently valid version. For master's degree programmes implemented in cooperation with other higher education institutions, deviating regulations can be made within the framework of corresponding cooperation agreements.

Section 2

Admission requirements

(1) Admission to a consecutive master's degree programme at HSB requires a first professional qualification (bachelor's degree or *Diplom* from a university, university of applied sciences, comparable foreign university, or an accredited university of cooperative education) with coursework and graded assessments generally amounting to at least

- 180 ECTS credits for master's degree programmes comprising 120 ECTS credits,
- 210 ECTS credits for master's degree programmes comprising 90 ECTS credits,
- 240 ECTS credits for master's degree programmes comprising 60 ECTS credits,

or equivalent achievement according to the respective national grading system. Pursuant to the provisions laid down in Section 5, applicants may also be admitted whose first degree (bachelor's degree or *Diplom*) comprises fewer ECTS points than provided for in sentence 1 and who would thus, including the points attainable in the intended master's programme, not reach a total of 300 ECTS points.

(2) In addition, admission requires relevant qualified practical professional experience of usually at least one year gained after acquiring the first professional qualification according to paragraph 1. The professional experience shall be deemed relevant if it was gained in the context of qualified employment, irrespective of the sector. Employment shall be deemed qualified if it predominantly involved activities corresponding to the qualification level of the respective first higher education degree or tasks performed in institutions which have a connection to the course contents of the intended master's programme. For applicants with a first professional qualification in cases where the degree programme is typically completed part-time, professional experience acquired from the 3rd semester of the first degree programme onwards may also be recognised. Details on the scope and, if applicable, the type of professional practical experience are regulated in the Appendix.

(3) The following may also be specified as additional requirements:

1. Minimum average grade of the previous degree programme,
2. Central subject content of the first degree, minimum grade, and minimum number of credit points in one or more subject areas / modules of the first degree,
3. Foreign language skills at a specified level of the Common European Framework of Reference for Languages (CEFR),
4. Letters of reference / recommendation,
5. Letter of motivation stating the interest in the respective master's programme, the applicant's personal qualifications for the programme in question, and the contribution the applicant would like to make to the successful completion of the programme.

The additional admission requirements applicable to the respective master's degree programme can be found in the Appendix. The Appendix also specifies the points in time by which the admission requirements must subsequently be fulfilled in deviation from Section 3.

Applicants who neither acquired their higher education entrance qualification at a German-speaking institution nor had German as the language of tuition in their previous studies must provide proof that they possess the German language skills required for successful participation in the courses. Details of

such proof, including the grounds for exemption, can be found in the Regulations on Proof of German Language Proficiency at Hochschule Bremen of 24 January 2005 (Official Notices of Hochschule Bremen 2/2005), as amended.¹ In the case of degree courses which are predominantly taught in a foreign language, lower requirements may be placed on proof of German language skills in accordance with sentences 1 and 2; in the case of degree courses which are exclusively taught in a foreign language, the proof may be dispensed with entirely. In such cases, the degree certificate shall indicate that it does not certify proof of German language proficiency. Deviations from the regulations on proof of German language proficiency can be found in the appendix to these regulations.

(5) The Admissions and Examinations Office checks whether the formal admission requirements have been met. In all other respects, the selection committee decides in accordance with Section 4 paragraph 1, sentence 2.

Section 3 **Application procedure**

(1) Admission to the consecutive master's programmes at HSB takes place in accordance with the appendix to these regulations for the winter and / or summer semester.

(2) Only one application for admission may be submitted for one degree programme per allocation procedure. In the event that an applicant submits more than one application for admission, the decision will be made on the first application received by the deadline.

(3) The application deadline is 31 May for the winter semester (WS) and 15 February for the summer semester (SS). The application for admission and the documents mentioned in paragraph 4 must have been received by Hochschule Bremen by the dates mentioned (cut-off deadline). Applicants who miss the application deadline or fail to submit their application with the required documents by the specified deadline can only be admitted with lower priority after completion of the regular admission procedure and provided there are still places available.

(4) The following documents must be enclosed with the application for admission:

1. Proof of the admission requirements specified in Section 2 and the appendix for the respective master's degree programme, whereby the professional practical experience is to be proven by submitting certificates of employment and/or references,
2. Detailed information about the course of study of the first degree – as far as it is not a degree programme offered by Hochschule Bremen – as a rule by means of a Diploma Supplement,
3. Overview of the coursework and examination achievements in the previous degree programme, including the name of the modules, ECTS points awarded and grades, usually by means of a Transcript of Records,
4. Curriculum vitae in tabular form.

The documents are to be submitted in digital or paper form, initially as copies of the official documents. Documents that are not written in German or English should be accompanied by certified translations. The translations should be done by a certified translation agency or verified accordingly. The original documents are to be presented at the time of enrolment.

(5) Details of the proof of foreign language skills are published on the homepage of Hochschule Bremen and that of the Institute for Scientific Continuing Education. In addition, the proof can also be provided through

- a language certificate recognised in the Common European Framework of Reference for Languages that is valid at the time of enrolment,

¹ Last amended by the regulations amending the Regulations on Proof of German Language Proficiency at Hochschule Bremen of 29 November 2016 (Amtliche Mitteilungen der Hochschule Bremen 2/2017).

- completed vocational language training,
- language skills acquired in a previous degree programme that qualify for study in the chosen master's programme,
- foreign language as a native speaker.

After a preliminary check by the Admissions and Examinations Office, the Selection Committee decides on the comparability of other evidence in accordance with Section 4 paragraph 1, sentence 2 on the basis of the recommendations of a language teacher employed at Hochschule Bremen, the Foreign Language Centre or recognised language institutes.

(6) If the duration of the qualified practical work experience specified for the respective master's degree programme has not yet been matched in the application period, a certificate from the respective company or institution stating that the activity is expected to have been carried out for the specified duration by the beginning of the master's degree courses shall initially suffice as proof. Admission is subject to the proviso that the practical professional activity of the specified duration is completed by the beginning of courses in the master's degree programme. In this case, certificates of employment and/or references must be submitted by 31 December at the latest in the case of an application for the winter semester and by 30 June of the same year at the latest in the case of an application for the summer semester. If the proof is not submitted within these deadline periods, admission will be revoked.

Section 4 **Selection procedure**

(1) If admission to studies in the respective master's degree programme is restricted by setting an admission limit in the Admission Number Statutes of Hochschule Bremen issued on the basis of Section 1, paragraph 2 of the Bremen University Admission Act and if the number of applicants who fulfil the admission requirements according to Section 2 exceeds the available capacities, the study places shall be allocated in a selection procedure on the basis of a ranking order. For the selection procedure, the academic management of the Institute for Academic Continuing Education shall form a selection committee for the respective master's degree programme from HSB members working full-time in the degree programme, whereby the group of HSB professors shall control the majority of voting rights.

(2) Study places can be awarded according to the following selection criteria:

1. Evaluation of the average grade of the previous degree programme,
2. Relevance, quality, and duration of the qualified professional practical experience,
3. Extent and degree of relevance of the essential subject content of the first degree, grade, and number of credit points in one or more subject areas / modules of the first degree,
4. Level of foreign language skills,
5. Evaluation of the letters of reference,
6. Evaluation of the motivation letter and
7. Evaluation of a selection interview.

The decisive selection criteria for the respective admission procedure and their weighting are determined by the academic management of the Institute for Continuing Academic Education based on recommendations of the programme management. The criteria must be deemed appropriate with regard to the specific subject-related requirements of the respective master's degree programme. They shall be weighted in an appropriate ratio to each other.

(3) The selection criteria are evaluated by the selection committee. According to the result of the evaluations, a ranking list is formed among the applicants. The study places are awarded to the applicants with the highest overall evaluation, taking into account the admission restriction according to paragraph 1, sentence 1. In the event of a tie, the decision shall be made by the drawing of lots.

(4) Minutes shall be taken of the procedure, showing the date and place of the selection procedure, the names of the members of the selection committee involved, the names of the applicants, the assessments and the resulting rankings, if applicable upon drawing lots.

Section 5

Supplementary proof of qualification

(1) In accordance with paragraphs 2 to 4, applicants may also be admitted whose first professional qualification comprises fewer ECTS credits than provided for in the first sentence of Section 2(1).

(2) Subject to the fulfilment of the additional admission requirements according to Section 2 and success in the selection procedure according to Section 4, the prerequisite for this is supplementary proof of the qualification required for the master's programme by means of

1. crediting coursework and examination achievements obtained elsewhere as well as competences and skills acquired outside of higher education that do not differ significantly from the knowledge and skills acquired within the framework of a bachelor's degree programme and / or
2. a written agreement with the relevant faculty or department concerning the additional completion of subject-related bachelor's or master's modules, a practical study semester or integrated study abroad, insofar as these were not already part of the first degree programme, and / or other forms of additional competence acquisition within a certain period of time (learning agreement).

The crediting according to number 1 and the acquisition of additional competences according to number 2 is intended to achieve an alignment with the required scope of the first degree programme according to Section 2 paragraph 1, sentence 1. The selection committee shall decide on the crediting according to no. 1, if necessary, after hearing representatives of the subjects in question. In all other respects, the regulations of the relevant bachelor's or master's examination regulations shall apply accordingly.

(3) An agreement pursuant to paragraph 2 no. 2 requires that corresponding capacities are available in the bachelor's or master's degree programmes concerned. The additional competences to be acquired shall be determined individually on the basis of the study contents completed within the framework of the previous study programme and, if applicable, competences acquired outside of higher education with the aim of constituting a meaningful contribution with regard to the chosen master's degree programme. In addition, the agreement shall specify the period within which the competences must be acquired and the manner of verification of the other forms of competence acquisition. Admission to studies in the master's degree programme is subject to the condition that the additional acquisition of competences takes place within the agreed period of time. If the deadline is not met without good reason, admission shall be revoked.

(4) The selection committee determines whether the qualification required for the respective master's degree programme has been proven. Additionally awarded credit points as well as grades of additionally completed bachelor's or master's modules are shown in an appendix to the master's transcript. The grades are not included in the overall grade of the master's examination.

Section 6

Notification of the decision

The decision on the application for admission is communicated to the applicants in writing. Rejection decisions shall be justified and accompanied by instructions on how to appeal.

Section 7

Decision authority

The President of the Hochschule Bremen decides on the applications for admission as well as on any objections raised against negative decisions on the basis of the results of the selection procedure.

Section 8 Entry into force

(1) These regulations come into force after approval by the President of Hochschule Bremen. At the same time, the admission regulations for the master's degree programmes at Hochschule Bremen of 27 May 2014 (Official Notices of Hochschule Bremen 3/2014) shall cease to apply.

(2) These regulations shall apply for the first time to the admission procedure for the winter semester 2021/2022.

Approved, Bremen, 28 April 2021

The President of Hochschule Bremen

Appendix: Subject-specific admission requirements for the consecutive master's degree programmes at Hochschule Bremen

Faculty / Dept.	Master's degree programme	Start	Admission requirements, Section 2				
			relevant qualified professional practical experience, para.. 2	Subject content of first degree, para. 3 no. 2	Foreign language skills, para. 3 no. 3	Letter of motivation, para. 3 no. 5	German language skills, para. 4 ¹
1	Business Administration (MBA) ²	SS	at least 2 years	no constraints	English proficiency B2 in CEFR	in English language	required
1	Business Management (M.A.) ²	SS	at least 1 year	economics reference	English proficiency B2 in CEFR	in German language	required
1	European/Asian Management (MBA)	WS	at least 1 year	predominantly non-economics	English C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or a comparable qualification	-	not required
1	Global Management (MBA)	WS	at least 1 year	at least 10 % economics subject content	English C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or a comparable qualification	-	not required
1	International Master of Business Administration (MBA)	WS	usually at least 2 years	economics reference	English C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or a comparable qualification	-	not required
1	International Tourism Management (MBA)	WS	at least 1 year	at least 10 % economics subject content	English proficiency B2 in CEFR, at least TOEFL 80 (iBT), IELTS 6.0 or a comparable qualification	-	not required
1	Cultural Manage-	WS	Usually at least 1 year	no constraints	will not	in German	required

	ment (M.A.) ²		1 year		provided	Language	
1	Master in European Studies (M.A.)	WS	usually at least 1 year	Economics, political science or law ,or related degree programmes with substantial content from these disciplines	English proficiency B2 in CEFR, at least TOEFL 80 (iBT), IELTS 6.0 or a comparable qualification	in English language	not required
5/M	Aeronautical Management (M.Eng.)	WS	At least 1 year of qualified professional practical experience as a pilot, in aircraft maintenance, or in the relevant industry and administration.	Engineering degree, preferably international course of studies in aeronautical systems engineering and management	English proficiency B2 in CEFR, at least TOEFL 80 (iBT), IELTS 6.0 or a comparable qualification	-	not required

¹ In accordance with the Regulations on Proof of German Language Proficiency at Hochschule Bremen of 24 January 2005 (Official Notices of Hochschule Bremen 2/2005), as last amended by the Regulations Amending the Regulations on Proof of German Language Proficiency at Hochschule Bremen of 29 November 2016 (Official Notices of Hochschule Bremen 2/2017), as amended.

² For admission to individual modules in this degree programme, the admission requirements of the degree programme apply accordingly

