



International Business

Bachelor's Programme

Masters's Programme

Eligibility Requirements and Admission

- | | |
|---|--|
| <ul style="list-style-type: none"> • Fachhochschulreife (Advanced technical college certificate) or • Allgemeine Hochschulreife/Abitur (General higher education entrance qualification; GCE A-levels) or • Relevant higher education entrance qualification as specified in § 11 II BerlHG* • Proof of English language proficiency (see page 7) | <ul style="list-style-type: none"> • Bachelor of Arts with 210 credit points or equivalent • Proof of English language proficiency |
|---|--|

Standard Study Period

- | | |
|---|-----------------------------------|
| <ul style="list-style-type: none"> • seven semesters, full-time • a 19-week internship abroad in the 6th semester | <p>three semesters, full-time</p> |
|---|-----------------------------------|

Qualification

Bachelor of Arts	Master of Arts
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Credit Points to obtain

210 Credit Points	90 Credit Points
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* § 11 II des Berliner Hochschulgesetzes (BerlHG): „Wer erstens in einem zum angestrebten Studiengang fachlich ähnlichen Beruf eine durch Bundes- oder Landesrecht geregelte mindestens zweijährige Berufsausbildung abgeschlossen hat und zweitens im erlernten Beruf mindestens drei Jahre tätig war, ist berechtigt, ein seiner bisherigen Ausbildung entsprechendes grundständiges Studium an einer Hochschule aufzunehmen (fachgebundene Hochschulzugangsberechtigung)...“.

Fit for an International Enterprise

Each semester, the Department of Economics I (Business Administration) at the HTW offers an undergraduate degree programme in International Business taught entirely in English. The 7 semester full-time Bachelor's course (Bachelor of International Business) gives students an opportunity to develop competences in business administration and imparts them with the ability to think on an international scale. It prepares them for executive positions in internationally active corporations or small and medium-sized firms. The programme includes a 19-week internship abroad and a 9-week Thesis period.

The course is distinguished by its internationality with students representing approximately 30 different countries as well as a globally recognized research faculty, excellent technological facilities, and close connections to the corporate world via guest speakers and the Academic Advisory Board. This ensures that students are not only taught by university lecturers, but are also in continuous contact with entrepreneurs running businesses or people working with successful international enterprises.

Why should I choose the HTW?

The University of Applied Sciences Berlin (HTW) is Berlin's newest and largest application-oriented comprehensive university. Opened in 1994 in the eastern part of the capital following a three-year development phase after reunification, the HTW offers an impressive range of study programmes in five different departments spanning fields from engineering, computer science and economics, to culture and design.

The HTW is regularly distinguished for the high quality of its study programmes. New syllabi as well as young and dynamic professors have contributed to the impressive reputation and ranking of the HTW in Berlin and in Germany. The university was formerly selected as "Best Practice – University" and holds the title of "Reform Fachhochschule" and "Total E-Quality Science Award".

It is further famous for its practical, hands-on approach and close cooperation with commercial enterprises. Not only does the HTW provide up-to-date know-how, but it is also able to swiftly respond to a rapidly changing work environment. What primarily attracts students to the HTW is its clear structure and organisation of degree courses, the small class sizes (up to 40 students) and the evaluation of each student's progress throughout the term.

Together with other key qualifications, foreign language training is an integral part of each student's experience at the HTW. Students can choose from a wide range of foreign language courses at all proficiency levels.

The HTW has two premises: the Treskowallee Campus in Karlshorst and the Wilhelminenhof Campus in Oberschoeneweide. Both buildings are modern, comfortable and equipped with up-to-date technology devices.

1. Semester

2. Semester

Module Bachelor		Art	Form	SWS	LP	Form	SWS	LP
B1	Introduction to Research Methods	P	SU	2	4			
B2	Introduction to Business	P	SU	4	5			
B3	Introduction to Economics	P	SU	4	5			
B4	International Business Law 1	P	SU	4	5			
B5	Business Mathematics	P	SU/Ü	2/2	5			
B6	Communication Skills	P	Ü	2	4			
B7	Foreign Language I	WP	Ü	4	4			
B8	Financial Accounting	P				SU	6	5
B9	Macro-Economics	P				SU	4	5
B10	International Business Law 2	P				SU	2	5
B11	Statistics	P				Ü	4	5
B12	Marketing	P				SU	4	4
B13	Foreign Language II	WP				Ü	4	4
				16/8	32	16/8		28

Form of teaching:

SU= Seminaristic teaching

Ü= Practical exercise

V= Lecture

S= Seminar

Pr= Project

Type of Module:

P= Compulsory

WP= Elective

SWS= Weekly Study Hours

LP= Credits (ECTS)

3. Semester

4. Semester

Module Bachelor		Art	Form	SWS	LP	Form	SWS	LP
B14	Cost Accounting	P	SU/Ü	2/2	5			
B15	Corporate Finance	P	SU/Ü	2/2	5			
B16	Project Management	P	Ü	2	5			
B17	Applied Statistics & Research Methods	P	Ü	2	5			
B18	Information Management 1	P	SU/Ü	2/2	4			
B19	Innovation Management	P	SU	2	4			
B20	Managing Organizations	P	SU	4	4			
B21	Management Accounting	P				SU	4	5
B22	Electives (A or B): A: Management and Organization B: International Marketing	WP						6
B22A	Human Resource Management oder					SU	4	
B22B	International Marketing					SU	4	
B23	Company Taxation	P				SU/Ü	2/2	5
B24	Intercultural Management	P				SU/Ü	2/2	5
B25	Information Management 2	P				SU/Ü	2/2	5
B26	General Business Topics 1	WP				Ü	2	2
				12/10	32	14/8		28

5. Semester

Module Bachelor		Art	Form	SWS	LP
B27	Financial Markets, Institutions and Investment	P	SU/Ü	2/2	5
B28	Electives (A or B): A: Management and Organization B: International Marketing	WP			6
B28A	The Management and the Organization (Project) oder		Pr	4	
B28B	Marketing Project		Pr	4	
B29	International Economics	P	SU	4	6
B30	International Management	P	SU	4	5
B31	Regional Studies	P	SU	4	6
B32	General Business Topics 2	WP	Ü	2	2
				14/8	30

Form of teaching:

SU= Seminaristic teaching

Ü= Practical exercise

V= Lecture

S= Seminar

Pr= Project

Type of Module:

P= Compulsory

WP= Elective

SWS= Weekly Study Hours

LP= Credits (ECTS)

6. Semester

7. Semester

Module Bachelor		Art	Form	SWS	LP	Form	SWS	LP
B33	Internship (Auslandspraktikum)	P			25			
B34	Internship Support and Evaluation	P	SU/Ü	2/2	5			
B35	Thesis Writing - Seminar/Colloquium	P	S	1	1			2
B36	Thesis	P			4			8
B37	Contemporary Management Issues	P				SU	2	5
B38	Business Ethics	P				SU	2	5
B39	Business Simulation	P				Ü	2	5
				2/3	35	4/2	25	
Total						125	210	

Studieren ohne (Fach)Abitur = Fachgebundene Studienberechtigung

* § 11 Absatz 2 des Berliner Hochschulgesetzes (BerLHG): „Wer erstens in einem zum angestrebten Studiengang fachlich ähnlichen Beruf eine durch Bundes- oder Landesrecht geregelte mindestens zweijährige Berufsausbildung abgeschlossen hat und zweitens im erlernten Beruf mindestens drei Jahre tätig war, ist berechtigt, ein seiner bisherigen Ausbildung entsprechendes grundständiges Studium an einer Hochschule aufzunehmen (fachgebundene Hochschulzugangsberechtigung)...“.

Insbesondere folgende Berufsausbildungen sind zum angestrebten Studiengang fachlich ähnlich:

- Bank-(Sparkassen-)kaufmann/-frau
- Bürokaufmann/-frau
- Büromaschinenmechaniker/in
- Datenverarbeitungskaufmann/-frau
- Fachhilfe/in in steuer- und wirtschaftsberatenden Berufen
- Industriekaufmann/-frau
- Kaufmann/-frau für Bürokommunikation
- Kaufmann/-frau im Einzelhandel
- Kaufmann/-frau im Eisenbahn- und Straßenverkehr
- Kaufmann/-frau im Groß- und Außenhandel
- Kaufmann/-frau in der Grundstücks- und Wohnungswirtschaft
- Kaufmannsgehilfe/in im Hotel- und Gaststättengewerbe
- Luftverkehrskaufmann/-frau
- Rechtsanwalts- und Notargehilfe/in
- Reiseverkehrskaufmann/-frau
- Schiffskaufmann/-frau
- Speditionskaufmann/-frau
- Verlagskaufmann/-frau
- Versicherungskaufmann/-frau
- Werbekaufmann/-frau

Über die inhaltliche Vergleichbarkeit von anderen Berufsausbildungen entscheidet der Fachbereichsrat des Fachbereichs Wirtschaftswissenschaften I. Der Fachbereichsrat kann diese Aufgabe an den Prüfungsausschuss International Business delegieren.

You first have to apply online directly on the university homepage:

<https://onlinebewerbung.htw-berlin.de>

After that submit all required application documents in paper (no e-mail!) by 15 January for the summer semester, and 15 July for the winter semester. You can check the status of your application by means of the online back-up inquiry on the university homepage:

<https://bewerbungsstatus.htw-berlin.de/>

Certified copies of the following documents are required for an application at the HTW Berlin and the Bachelor of International Business:

Often a school-leaving certificate that qualifies you for entry into a higher education in your home country will be accepted as an equivalent qualification for application to higher education in Germany. Under certain circumstances you may be required to present further qualifications, such as a university entrance examination, or proof of successfully completed years of study in your home country.

The following documents are required:

- Certificates from your home country, such as
 - school leaving certificate
 - university entrance examination
 - grade transcript of studies
- Copy of passport or identity card
- Proof of English language proficiency
- Certificate of the academic test centre (APS) for applicants from the People's Republic of China, Vietnam and Mongolia

German translations of all School Leaving Certificates and Academic Records have to be presented, unless these documents are in English, in which case no translation is required.

You can find out how your certificates will be assessed in Germany on <http://www.anabin.de/>

You will only have to apply for an acceptance of your certificates at the Senate of Education, Science and Research if you cannot find your certificates on

<http://www.anabin.de/>

or on

<http://www.berlin.de/sen/bildung/zeugnisanerkennung/index.html>

You are only required to take the assessment test if you are not yet qualified for a certain programme at institutions of higher education in Berlin. It is advisable to attend a Preparatory Course (Studienkolleg). Applicants can choose a Preparatory Course or can be placed into one by the HTW.

NOTE:

Please hand in all your documents to the HTW admissions department.

Proof of English Language Proficiency

With the application, a sufficient command of English – at least on level C1 or C2 of the common European Framework of Reference for Languages – has to be proven.

International Business. We do, however, recommend gaining at least an elementary knowledge of the language, as this will make your everyday life in Berlin much easier.

The following certificates are accepted as proof:

- **TOEFL** (Test of English as a Foreign Language), 580 (paper based), 237 (computer based), 96 (internet based)
- **CPE** (Certificate of Proficiency in English) all levels
- **CAE** (Certificate in Advanced English), all levels
- **BEC Higher** (Business English Certificate), all levels
- **IELTS** (International English Language Testing System), level 7-9
- **TOEIC** (Test of English for International Communication), 800 points
- Proof that a programme has been studied in English for a minimum of one year with a minimum of 60 ECTS-credits
- Attendance of a secondary (grammar) school with English as the language of teaching and instruction for at least 2 years immediately before the graduation from this school.

Not accepted as proof:

- "Abitur" (GCE A-levels) certificate
- Certificates of English language proficiency on levels below C1 (e.g. B1, B2, etc.)
- Certificates without level specification
- References from previous employers
- Au-Pair certificates
- Work and Travel Certificates
- High-school attendance without a high-school diploma
- Confirmation concerning application for English tests
- Confirmation about completed English courses without a grade certificate
- Proof that a programme has been studied in English with less than 60 ECTS-credits

Command of German

Proof of sufficient knowledge of the German language is not required from applicants for Bachelor of

The Bachelor of International Business

Location

Campus Wilhelminenhof

Wilhelminenhofstr. 75a
12459 Berlin
Gebäude A2

Communication/Connections:

U5 Tierpark, S3 Karlshorst,
Tram 27, 37, M17 HTW

Office:

Tel. +49 30 5019-2656

Homepage of the Study Department

<http://www.f3.htw-berlin.de>

Homepage of the Course

<http://www.f3.htw-berlin.de/bib/edefault.shtml>

Imprint:

Overall Student Advisory Service

<http://www.htw-berlin.de/Studienberatung>
Treskowallee 8
10318 Berlin

Info Announcement:

Tel.: +49 30 5019-2199
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International Business



Master's Programme

Eligibility Requirements and Admission

- Bachelor of Arts or successfully completed a first academic degree in business science (Bachelor, Diploma of college or university) with 210 Credit points
- very good knowledge in English language

Standard Period of Study

- three semesters
- the study starts every summer semester

Qualification

Master of Arts

Credit points to obtain

90 Credit points

Career goal: International Management

If you aspire to a challenging position in the field of international management, studying international business at the HTW Berlin might be the right choice for you. Our master programme prepares you for an ambitious career in multinational companies. The programme is directed at students with a background in business or economics. By completing this course, you will not only deepen your business expertise. The programme also tries to develop interest in different functional areas of multinational companies, to understand the political and economical particularities of different countries and to prepare its graduates for intercultural communication.

The Bachelor's Programme

HTW Berlin offers a 7-semester Bachelor's Programme in International Business (BIB), which is the prerequisite for our master programme. The BIB is a full-time programme, which includes a 19-week internship.

The Master's Programme

The Department of Economics I (Business Administration) at the HTW, the largest University of Applied Sciences in Berlin, offers an 18-month full-time Master's degree in International Business (MIB). MIB, which is taught entirely in English, prepares its students for a career in multinational companies. The programme is directed at students with a background in business or economics. Its major objective is to help students supplement or extend their professional and academic knowledge in the field of international business. The programme seeks to achieve various goals. First of all, it seeks prepare the students for challenging positions in various areas of international management or research. The necessary skills will be taught in a context of globalisation and European integration. Along with courses related to international business, several additional courses will also be taught. The cognitive methods will help in developing the problem solving competences in an interdisciplinary context. Furthermore, a better understanding of different cul-

tures will be fostered and the skills required for successful intercultural communication will be honed.

Career opportunities

The study programme enables its students to acquire substantial knowledge for a later profession in different fields of work in global companies. The modules, which are taught in an international context, focus on the following areas: finance, accounting, business law and marketing. On top of that, the students are also trained in various skills such as project and change management, intercultural communication and negotiation skills. Against the background of European integration and increasing globalisation, more and more graduates are needed who have developed a deep understanding of multinational management. The Master's programme in International Business enables its students to gain this knowledge. Graduates are able to understand difficult connections and tendencies in management, can then analyze management processes and finally come to optimal decisions.

Master's Programme International Business

Overview of study plan

Module Master	Type	1st Semester			2nd Semester			3rd Semester		
		Form	SWS	LP	Form	SWS	LP	Form	SWS	LP
M II/1 Global Business Strategy and Supply Chain Management	P	SU	4	5						
M II/2 International Economic Environment and Policy	P	SU	4	5						
M II/3 Intercultural Management	P	SU	4	5						
M II/4 1st Elective										
M II/4.1 Quantitative Approaches to Management oder Contemporary Management Issues I: Project Management	WP	SU	4	5						
M II/4.2										
M II/5 Global Financial Markets and Multinational Business Finance	P	SU	4	6						
M II/6 Humanities Programme	P			4						
M II/6U1 German Culture and History		SU	2							
M II/6U2 Foreign Language		Ü	2							
M II/7 International Accounting and Reporting	P				SU	4	6			
M II/8 International Taxation in an Integrating World	P				SU	4	5			
M II/9 Selected Aspects of International Business Law	P				SU	4	5			
M II/10 2nd Elective										
M II/10.1 The Economics of European Integration oder Contemporary Management Issues II: Leadership and Change Management	WP				SU	4	5			
M II/10.2										
M II/11 Marketing in International Business	P				SU	4	5			
M II/12 Negotiation Skills	P				SU	2	4			
M II/13 Masterarbeit/ Master thesis	P									25
M II/14 Masterarbeit begleitendes Seminar und Kolloquium/ Master thesis seminar and colloquium	P							SU	1	5
Total			22/2	30		22/0	30		1/0	30

Teaching Form:

SU= Seminar-based teaching/ lectures

Ü= Exercises/seminars

Module Type

P= Compulsory module

WP= Compulsory optional module

SWS= Weekly study hours

LP= Credits (ECTS)

The Master's Programme International Business Eligibility Requirements and Admission (Extract)

§ 3 Eligibility Requirements

(1) The Master's Programme International Business is consecutive to the Bachelor's Programme International Business.

(2) Successful applicants for the master's course of study must:

- a) have successfully completed a first academic degree with at least 210 credit points,
- b) have successfully completed a bachelor's programme in International Business or a bachelor's or master's or Diplom programme in a related business course of study
- c) prove the fulfillment of three of the four following modules of the bachelor's programme International Business:
 - Corporate/Business Finance
 - Financial Accounting
 - Business Mathematics/Statistics
 - Economics
- d) be able to demonstrate „very good knowledge of English“ by showing the result of a TOEFL test with at least 580 points (recommended: 600 points) for the paper-based test or 237 points (recommended: 250 points) for the computer-based test or by showing the result of an IELTS test with at least 6.0 points or by showing comparable certificates

A selection committee will decide about the comparability of b) to d).

§ 4 Application Deadlines and Form

(1) To be considered for admission, complete applications must reach the responsible department at HTW Berlin by the 15th of January of the year. Applicants who miss the application deadline or fail to submit a complete application with all necessary documents may only be eligible for a study place if such places are available after the regular admission procedure has been completed.

(2) Applications for the Master's Programme International Business must be in written form. Complete application documentation comprises:

- a) for eligibility to the course:
 - A completed application form of the HTW Berlin
 - A copy of the applicant's passport

or national identity card
(as evidence of identity)

- Evidence detailing fulfilment of the eligibility requirements according to the conditions of study of the Master's programme International Business. Grade transcripts should be included in the form of authenticated copies.
- Evidence of the number of credits completed from the first academic degree
- Evidence of the required modules as per § 3 paragraph 3 No. c)

Three of these four required modules have to be completed by every applicant.

Proof of „very good knowledge of English“ by showing the result of a TOEFL test with at least 580 points (recommended: 600 points) for the paper-based test or 237 points (recommended: 250 points) for the computer-based test or by showing the result of an IELTS test with at least 6.0 points .

Language test results should be evidenced in the form of authenticated copies and may not be more than two years old. Evidence of language aptitude is not required of applicants whose mother tongue is English. In the case of applicants who can prove that they have studied a course conducted in English at a foreign university for at least one year, the selection committee can likewise waive the evidence of language aptitude requirement.

b) For admission to the course as per §6 and § 7 of these regulations:

- Evidence of final grade of the first academic degree (with a decimal after the comma)*
- Evidence of relevant professional experience with reference to the course content of the Master's Programme International Business
- A tabular overview of academic education to date, and of professional occupation
- A statement detailing personal motivation to study and individual study aims
- Two academic letters of recommendation

* Explanation of the final grade with a decimal after the comma for applicants with degrees from abroad: The final grade should emanate from your transcript of records or we will calculate the final grade from all grades on the transcript of records. The final grade will be converted into the German grade system with the Modified Bavarian Formula.

(3) If the applicant can demonstrate a first academic degree with at least 180 credit points but less than 210 credit points, he/she can hand in other relevant documents for acceptance. The selection committee will decide about the acceptance of these documents and has to determine in a protocol with how many credit points and grades these documents will be acknowledged. Moreover, it has to be declared in a written form how missing credit points shall be gained to secure a total of 300 credit points at the time of the graduation. According to this prerequisite an acceptance for the further selection process per § 7 is possible.

§ 6 Selection Procedures

In so far as an admissions limit is established for the course, admission is granted according to the following regulations.

(1) The awarding of study places on the Master’s Programme International Business is performed according to the following selection criteria, which are combined to produce a score for each applicant:

- a) Grade of the first academic higher education degree qualification (grade point average) as factor X_1 ,
- b) Evidence of additional professional experience / qualifications as factor X_2

(2) Selection of applicants is performed on the basis of a ranking which is derived from the results of the criteria outlined in section 1 as per the formula $X = 0.6 (X_1) + 0.4 (X_2)$. In the event that this process yields the same result for more than one applicant, the statement of personal motivation to study and study aims together with the letters of recommendation from university tutors shall determine selection.

(3) The proportion for the selection procedure as per paragraph (2) is 80%. The rest of the study places will be assigned according to the time of waiting.

§ 7 Procedure of the selection process and selection criteria

(1) The assessment of the qualification (grade point average) results from the following formula:

Qualification	X_1
1,0	25
1,1	24
1,2	23
1,3	22
1,4	21
1,5	20
1,6	19
1,7	18
1,8	17
1,9	16
2,0	15
2,1	14
2,2	13
2,3	12
2,4	11
2,5	10
2,6	9
2,7	8
2,8	7
2,9	6
3,0	5
3,1	4
3,2	3
3,3	2
3,4	1
3,5	0

(2) The assessment of the duration of the professional experience with reference to the course content of the Master’s programme International Business will be verified by the selection committee:

Criteria	Points
At least 24 months	25
At least 12 months	20
At least 6 months	15
Less than 6 months	10
No experience	0

The Master's Programme International Business Eligibility Requirements

In addition to the online application and the proof of the university eligibility the proof of very good knowledge of English proven by a certificate is a further eligibility requirement for the study course International Business.

This proof has to be handed in until the application deadline 15.01.

The first semester of the course of study is only offered in the summer semester.

Accepted language tests:

- **CPE** (Certificate of Proficiency in English):
in all levels
- **CAE** (Certificate in Advanced English)
in all levels
- **TOEFL** (Test of English as a Foreign Language): Paper Test at least 580 points, Computer Test at least 237 points, Internet Test at least 96 points
- **BEC Higher** (Business English Certificate):
in all levels
- **IELTS** (International English Language Testing System): level 6 - 9
- **TOEIC** (Test of English for International Communication): at least 800 points

Moreover all language tests can be acknowledged which include a reference that the proven language competence level **C1** or **C2** of the Common European Framework of Reference is achieved.

Furthermore it will be acknowledged as equivalent if English has been the language of instruction with at least the following amount:

- Study abroad in English with the amount of at least one year **and** proven achievements of 60 credit points
- Attendance of a secondary (grammar) school with English as the language of instruction for at least 2 years immediately before the graduation from this school

The Master's Programme International Business

Location

Campus Treskowallee

Treskowallee 8
10318 Berlin

Office

Fon +49 30 5019-2656

Homepage of Study department

www.f3.htw-berlin.de

Homepage of the course

<http://mib.htw-berlin.de>

Impressum

study advisory board

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