

Admission and Enrolment Regulations for postgraduate Master's degree programmes at Hochschule Bremen

From 27 April 2021

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

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§ 1 Scope of application

The provisions of these regulations govern the admission requirements and the admission procedure for the Master's degree programmes at the Hochschule Bremen which build on practical professional experience following a first professional qualification (Master's degree courses providing further education). Subject-specific details, supplements and deviations are governed within the framework set by these regulations by the Appendix on the subject-specific admission and enrolment requirements for the Master's degree programmes providing further education at the Hochschule Bremen. For Master's degree programmes delivered in cooperation with other higher education institutions, deviating regulations can be made within the framework of corresponding cooperation agreements.

§ 2 Admission requirements

(1) Admission to a postgraduate Master's degree programme at Hochschule Bremen requires a first professional qualification (Bachelor's degree or *Diplom* from a university, university of applied sciences, comparable foreign university or an accredited vocational academy of cooperative education) with coursework and examination achievements generally totalling 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 performance according to the respective national grading system. In accordance with the regulations in § 5, applicants may also be admitted whose first professionally qualifying degree comprises fewer ECTS points than provided for in sentence 1 and who would thus, including the points attainable in the intended Master's degree 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 after 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 professional activities in institutions which have a connection to the course contents of the intended Master's programme. For applicants with a first professional degree in cases where the degree programme is typically completed part-time, professional experience from the 3rd semester of the first degree programme onwards can already be recognised. Details on the scope and, if applicable, the type of professional practical experience are regulated in the appendix to these regulations.

(3) Further admission requirements may be specified:

1. Minimum average grade of the previous degree programme,
2. Essential 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 the 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 own qualifications for this programme and the contribution the applicant would like to make to the successful completion of the programme.

The further admission requirements applicable to the respective Master's degree programme can be found in the appendix to these regulations. The appendix also specifies the points in time by which the admission requirements must be fulfilled at the latest, in deviation from § 3.

(4) Applicants who neither acquired their higher education entrance qualification at a German-speaking institution nor were taught German in their previous studies must prove that they have the German language skills required for successful participation in the courses. Details of the proof, including the grounds for exemption, can be found in the regulations on proof of German language proficiency at the Hochschule Bremen of 24 January 2005 (Official Notices of the Hochschule Bremen 2/2005), as amended.

¹In the case of degree programmes which are predominantly taught in a foreign language, lower requirements may be placed on the proof in accordance with sentences 1 and 2; in the case of programmes which are exclusively taught in a foreign language, the proof may be dispensed with altogether. 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 shall check whether the formal admission requirements have been met. In all other respects, the selection committee shall decide in accordance with § 4 Paragraph 1 Sentence 2.

§ 3 Application procedure

(1) Admission to the postgraduate Master's degree programmes at Hochschule Bremen takes place in accordance with the appendix to these regulations for the winter and/or summer semester.

(2) One application for admission to a degree programme may be submitted per award procedure. If an applicant submits several applications for admission, a decision shall be made on the first application received.

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

(3) The application deadline is 31 May for the winter semester and 15 February for the summer semester. The application for admission and the documents mentioned in paragraph 3 must have been received by the Hochschule Bremen by the dates mentioned (cut-off deadline). Applicants who miss the application deadline or do not submit the application with the required documents within the deadline can only be considered for admission with a lower priority after the regular admission procedure has been completed and if there are still places available.

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

1. Proof of the admission requirements specified in § 2 and the appendix for the respective Master's degree programme, whereby the professional practical experience is to be proven by submitting employment testimonials and/or references,
2. Relevant information about the course of study of the first degree qualifying for a profession, as far as it is not a programme offered at the Hochschule Bremen, as a rule by means of a Diploma Supplement,
3. Overview of the coursework and examination achievements in previous studies, 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 sworn 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 the Hochschule Bremen and that of the Institute for Academic 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,
- completed vocational language training,
- language skills acquired in a previous course of studies that qualify for admission to the chosen Master's programme,
- foreign language as a mother tongue.

After a preliminary check by the Admissions and Examinations Office, the Selection Committee decides on the comparability of other evidence in accordance with § 4 paragraph 1 sentence 2 on the basis of the recommendations of a language lecturer at the university, 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 reached within the application period, a certificate from the company or institution that the activity will probably have been carried out for the specified duration by the beginning of the courses of the Master's degree programme 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 the courses of the Master's degree programme. In this case, employment testimonials 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 deadlines, the admission will be revoked.

§ 4 Selection procedure

(1) If admission to studies in the respective Master's degree programme is limited by setting an admission ranking in the Ranking Ordinance of the Hochschule Bremen issued on the basis of § 1, paragraph 2 of the BremHG and if the number of applicants who fulfil the admission requirements according to § 2 exceeds the available capacities, the study places shall be allocated in a selection procedure after forming a ranking

Admission regulations for the postgraduate Master's degree programmes of the Hochschule Bremen, published in the Official Notices of the HSB [Amtliche Mitteilungen der Hochschule Bremen]3/2021

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 university members working full-time in the degree programme, whereby the status group of professors must have the majority of votes.

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

1. Evaluation of the average grade of the previous degree programme,
2. Relevance, quality and temporal scope 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 on the proposal of the programme management. The criteria must be appropriate with regard to the special 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 shall be formed among the applicants. The study places shall be awarded to the applicants with the highest overall evaluation, taking into account the admission limitation according to paragraph 1, sentence 1. In the event of a tie, the decision shall be made by draw procedure.

(4) Minutes shall be kept of the proceedings, showing the date and place of the selection procedure, the names of the members of the selection committee involved, the names of the candidates as well as the evaluations and the resulting rankings, if applicable after a draw procedure.

§ 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 § 2 paragraph 1 sentence 1.

(2) The prerequisite for this is, subject to the fulfilment of the further admission requirements according to § 2 and the success in the selection procedure according to § 4, proof of the qualification required for the Master's degree programme through

1. Recognition of 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 on the additional completion of subject-related Bachelor's or Master's modules, a practical learning 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 recognition according to number 1 and the acquisition of additional competences according to number 2 is intended to achieve an alignment with the scope of the first degree programme required according to § 2 paragraph 1 sentence 1. The selection committee shall decide on recognition according to number 1, if necessary, after hearing representatives of the field. 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 number 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 contents completed within the framework of the previous study programme and, if applicable, competences acquired outside of higher education with the aim of a meaningful supplement 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 study 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, the admission shall be revoked.

(4) The selection committee shall determine whether the qualification required for the respective Master's degree programme has been demonstrated. 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 certificate. The grades are not included in the overall grade of the Master's examination.

§ 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.

§ 7 Competence

The Rector 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.

§ 8 Entry into force

(1) These regulations shall enter into force after approval by the Rector 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) The regulations shall apply for the first time to the admission procedure for the winter semester 2021/2022.

Approved, Bremen, 28 April 2021

The Rector of Hochschule Bremen

Appendix: Subject-specific admission and enrolment requirements for the Master's degree programmes at Hochschule Bremen

Fac./ Dept .	Master's programme	Start	Admission requirements, § 2				
			relevant qualified professional practical experience, paragraph 2	Subject content of first degree, paragraph 3 item 2	Foreign language skills, paragraph 3 item 3	Letter of motivation, paragraph 3 item 5	German language skills, paragraph 4 ¹
1	Business Administration (MBA) ²	SuSe	at least 2 years	no requirement	English proficiency B2 in CEFR	in English language	required
1	Business Management (M.A.) ²	SuSe	at least 1 year	economics reference	English proficiency B2 in CEFR	in German language	required
1	European/Asian Management (MBA)	WiSe	at least 1 year	predominantly not economics	English proficiency C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or comparable qualification	-	not required
1	Global Management (MBA)	WiSe	at least 1 year	At least 10 % of content economics related	English proficiency C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or comparable qualification	-	not required
1	International Master of Business Administration (MBA)	WiSe	usually at least 2 years	economics reference	English proficiency C1 in CEFR at least TOEFL 90 (iBT), IELTS 6.5 or comparable qualification	-	not required
1	International Tourism Management (MBA)	WiSe	at least 1 year	At least 10 % of content economics related	English proficiency B2 in CEFR, at least TOEFL 80 (iBT), IELTS 6.0 or a comparable qualification	-	not required
1	Cultural Management (M.A.) ²	SuSe	usually at least 1 year	no requirement	not required	in German language	required
1	Master in European Studies (M.A.)	WiSe	usually at least 1 year	Economics, political science or law or related courses of study with essential 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.)	WiSe	At least 1 year of qualified professional practical experience as a pilot, in aircraft maintenance or in the relevant industry and administration.	Engineering studies, preferably international studies in aviation 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 Ordinance amending the Regulations on Proof of German Language Proficiency at Hochschule Bremen of 29 November 2016 (Official Notices of Hochschule Bremen 2/2017).

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