



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

English Stream

UNDERGRADUATE COURSES TAUGHT IN ENGLISH
AT CAMPUS SCHÖNEBERG

Dear exchange student,

We are looking forward to welcoming you at the HWR Berlin!

A successful stay abroad requires thorough planning and preparation. The core document for planning your academic activities at the HWR Berlin is your **learning agreement**. In your learning agreement, you indicate the courses, which you want to study at the HWR Berlin. The HWR Berlin will check and plan availability based on this information. However, please note that **no guarantee can be given that you will be able to take all of your preferred courses**. Therefore, please indicate possible alternatives in your learning agreement.

This document will guide you through the completion of your learning agreement for the HWR Berlin.

Best Wishes,

Your international Office team

| | |
|---------------------|---|
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| Room A 3.06 | Fax: +49 (0)30 30877-1269 |
| D-10825 Berlin | Email: internex@hwr-berlin.de |

IMPORTANT INFORMATION

- Exchange students are allowed to pick a maximum of 32 hours/week or 40 ECTS, respectively. Students should take a minimum of 8 hours/week or 10 ECTS per semester. Please also consult your home university regarding their academic workload requirements.
- Attending a course at the HWR Berlin requires – in addition to the learning agreement - **final enrollment**. This process will take place about 2-3 weeks before the beginning of the semester. We will send you an information closer to the time with all the necessary details (such as the course times for the respective semester). Please note that it is important to register within the stated period! Students who **fail to register on time may not be admitted to courses**.
- During the two months prior to the start of the semester our study planning team (study-planning@hwr-berlin.de) will review the Learning Agreements you submitted and will contact you if there are any questions or changes required. Please be aware that enrolment in a particular course may be refused due to academic considerations and/or availability. Therefore, please check your email account (plus spam folder) regularly and respond promptly to any emails you receive from study-planning@hwr-berlin.de to avoid any issues or delays to the enrolment process.
- If you will stay more than one semester, remember to mark which course you wish to take in which semester.
- In order to review the individual modules' contents, please click on the hyperlinks in the course titles listed below or visit our course database at campus4u.hwr-berlin.de
→ (“Courses” → “Search for Lectures” → Enter Course no. as indicated → Scroll down to “Exams/Modules”)
- All information provided in this document is subject to change without prior notice. The HWR Berlin reserves the right at any time to modify its course offering.
- **Note:** At the end of the document you will find our General Studies courses. You can add these to your Learning Agreement, in addition to your regular choices. General Studies courses are usually worth 1 ECTS, but in most courses it is possible to complete a presentation or an assignment to earn 2.5 ECTS. Please keep in mind that those courses won't appear on your Transcript of Records. A separate certificate will be issued by our General Studies team on request: studium.generale@hwr-berlin.de

First Stage/Second Stage Courses

Please consider the following when selecting your courses/preparing your Learning Agreements:

- For second stage courses you must fulfil certain prerequisites or have the equivalent knowledge. Please check the **Remarks** column for more information.
- First stage courses teach you basic knowledge on a certain topic. Although generally there are no prerequisites in order to apply for these courses, several basic courses are subject to admission restrictions. As a rule, you should not select a basic course if you have already attended a similar basic course at your home university.
- You should not attend a first-stage and second-stage course in the same subject during the same semester. Please check the section **Course Selection** for further information.

If there are any specific circumstances which make it difficult for you to follow the rules above, please contact our academic coordination team via study-planning@hwr-berlin.de before you submit your Learning Agreement/select your preferred courses.

Please only contact study-planning@hwr-berlin.de if you have questions regarding courses mentioned in the following section **Course Selection** or if you have already received an email from study-planning@hwr-berlin.de. For any other questions, e.g. regarding General Studies courses, German language courses or technical issues with the enrollment process please contact the International Office directly: internex@hwr-berlin.de.

Course Selection

The following table shows examples of basic courses and advanced courses in the same subject that should not both be attended during the same semester. This list is non-exhaustive and can be amended any time without prior notice. Please check the detailed module descriptions in campus4u in order to confirm whether a course is a basic course or advanced course.

| Basic course | Advanced courses |
|---|---|
| 200193/400193 Marketing | 202091 Product and Distribution Management 202093 Communication Strategies and Consumer Behaviour Seminar 202094 Selected Issues in Marketing 202092 Market Research |
| 200191/400191 HR & Organization | 205092 Organizational Design 400993 Organization Behaviour in International Companies |
| 401092 Operations Management | 207092 Distribution and Transportation Management 207091 Production and Supply Management |
| 200192/400192 Principles of Corporate Finance | 203091 Corporate Finance 203092 Financial Analysis and Valuation 203093 Capital Markets |
| 200291 Principles of Financial Accounting | 204092 International Business Accounting |
| 200292 Principles of Managerial Accounting | 204093 Group Accounting / Group Performance Measurement |

If you are interested in a certain basic course, but you have already attended a similar basic course at your home university, please select one or more advanced courses in this subject or another basic course(s). It is possible to attend more than one advanced course in the same subject during one semester.

If you are interested in an advanced course but you have not attended a basic course yet, please select a basic course. Advanced courses are subject to prerequisites. You should have completed a basic course before you select an advanced course. It is not possible to select a basic course and an advanced course in the same semester.

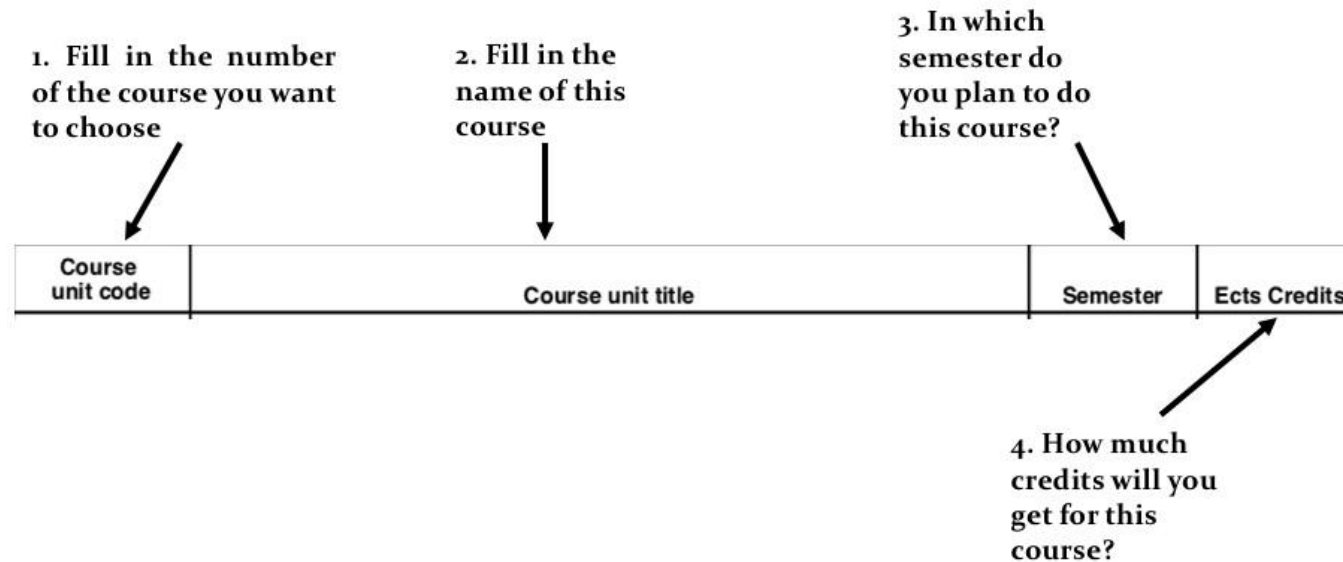
The courses 400991, International Management and 209192, Internationalisation of Economic Processes cover largely the same topics. Please select only one of them.

Should you have questions regarding this please contact our academic coordination team via email: study-planning@hwr-berlin.de

How to use this document:

- Plan the courses and topics you want to study during your stay at HWR Berlin.
 - For each topic of interest decide if you want to pick a second stage or a first stage course. Primarily, choose courses from your current stage of studies, which in most cases should be the second stage.
- Look for the topics and courses you need.
- Check whether you fulfil the necessary requirements (pre-knowledge) for the courses you are interested in.
- Choose the courses. If there are two course numbers displayed, record both in your learning agreement. There is no academic difference, the course just belongs to several programs at HWR.
- Prepare a draft of your learning agreement and discuss it with the responsible person in your home university
- Send the document to the HWR Berlin

The following graphic shows you how to fill the chosen courses into your learning agreement form:



SECOND STAGE (advanced-prerequisites are required)

The second stage of studies at HWR Berlin comprises the semesters four to seven. These courses require basic general knowledge in business administration and economics, as usually acquired during the first semesters of studies. Especially, many of the courses build on one basic course from the first stage in the respective subject field. Please find these specific requirements in the table below. For further information please refer to the module description at <http://www.campus4u.hwr-berlin.de/>

Business Administration

| Course | Course N° | Hours/week | Credits | Semester | Requirements: mentioned modules or courses with comparable content should be completed. |
|---|------------------|------------------------------|-----------|---------------|---|
| Business Administration (general) | | | | | |
| Operations Management | 201693 401092 | 4 hrs | 5 Credits | Each semester | Basic studies / Mathematics |
| Strategic Management | 201591 400992 | 4 hrs + 2 hrs tutorial | 5 Credits | Each semester | First stage of studies |
| Management Accounting and Controlling | 201692 401091 | 4 hrs | 5 Credits | Each semester | Introduction to Financial Accounting; Introduction to Managerial Accounting |
| Business Simulation (waiting list) | 400994 | 4 hrs | 5 Credits | Each semester | First stage of studies (year 1 and year 2) |

| Business Administration - Specialisation: Finance | | | | | |
|---|--------|-------|-----------|---------------|---|
| Corporate Finance | 203091 | 4 hrs | 5 Credits | Each semester | Principles of Corporate Finance, Mathematics for Business and Economics, Statistics, Introduction to Financial Accounting |
| Financial Analysis and Valuation | 203092 | 4 hrs | 5 Credits | Each semester | Introduction to Financial Accounting, Introduction to Managerial Accounting, Principles of Corporate Finance, Finance and Investment Policies in Businesses |
| Selected Issues in Business Finance | 203094 | 4 hrs | 5 Credits | Each semester | Principles of Corporate Finance, Introduction to Financial Accounting, Introduction to Managerial Accounting, Mathematics of Business and Economics, Statistics |
| Capital Markets | 203093 | 4 hrs | 5 Credits | Each semester | Basic knowledge in "Finance and Investments" (First stage of studies). |

| Business Administration - Specialisation: Accounting | | | | | |
|---|--------|-------|-----------|---------------|--|
| International Business Accounting | 204092 | 4 hrs | 5 Credits | Each semester | Introduction to Financial Accounting, Account Balancing and Accounting Law |
| Group Accounting/Group Performance Management | 204093 | 4 hrs | 5 Credits | Each semester | Basics of Accounting and Managerial/Management Accounting |

| Business Administration - Specialisation: Marketing-Management | | | | | |
|---|--------|-------|-----------|---------------|---|
| Product and Distribution Management | 202091 | 4 hrs | 5 Credits | Each semester | Marketing (basics) with at least 5 ECTS (verification required) |
| Communication Strategies and Consumer Behaviour | 202093 | 4 hrs | 5 Credits | Each semester | Marketing (basics) with at least 5 ECTS (verification required) |
| Market Research | 202092 | 4 hrs | 5 Credits | Each semester | Marketing (basics) with at least 5 ECTS (verification required), Statistics |
| Selected Issues in Marketing | 202094 | 4 hrs | 5 Credits | Each semester | Marketing (basics) with at least 5 ECTS (verification required) |

| Business Administration - Specialisation: Management Issues | | | | | |
|---|--------|-------|-----------|---------------|---|
| MI: Business Ethics | 401395 | 4 hrs | 5 Credits | Each semester | Basic understanding and knowledge of Economics and Business Administration |
| MI: Multinational Enterprises in Emerging Markets | 401397 | 4 hrs | 5 Credits | Each semester | Completion of 1st stage of studies with profound knowledge of Economics and Business Administration |
| MI: Entrepreneurship | 401392 | 4 hrs | 5 Credits | Each semester | Completion of 1st stage of studies with profound knowledge of Economics and Business Administration |

| Business Administration - Specialisation: Global Supply Chain and Operations Management | | | | | |
|---|--------|-------|-----------|---------------|--|
| Production and Supply Management (waiting list) | 207091 | 4 hrs | 5 Credits | Each semester | Basic Studies/ Mathematics and Statistics |
| Distribution Management and Transportation | 207092 | 4 hrs | 5 Credits | Each semester | Basic Studies/ Mathematics and Statistics |
| Global Supply Chain Management and Information Systems | 207093 | 4 hrs | 5 Credits | Each semester | Basic studies / Mathematics and Statistics |

| | | | | | |
|---|--------|-------|-----------|---------------|--|
| Selected Topics in Supply Chain and Operations Management | 207094 | 4 hrs | 5 Credits | Each semester | Basic studies / Mathematics and Statistics |
|---|--------|-------|-----------|---------------|--|

| Economics | | | | | |
|---|--------|-------|-----------|---------------|---|
| National and international financial relations | 211091 | 4 hrs | 5 Credits | Each semester | Microeconomics, Macroeconomics, International Economics |
| European Economic Policy | 214093 | 4 hrs | 5 Credits | Each semester | Successful completion of the following courses: Microeconomics, Macroeconomics, International Economics, Theory of Economic Policies |
| Empirical economic research and introductory econometrics | 211094 | 4 hrs | 5 Credits | Each semester | Modules "Mathematics for Business and Economics" and "Statistics I+II" (or equivalent courses) must be successfully completed. |

| Social Sciences | | | | | |
|---|--------|-------|-----------|---------------|------|
| History, Politics and Economics of the Host Country | 401191 | 4 hrs | 5 Credits | Each semester | None |

| Management Skills | | | | | |
|---|------------------|-------|-----------|---------------|------------------------|
| Intercultural Communication | 401491 | 4 hrs | 5 Credits | Each semester | First stage of studies |
| Communication and Interaction in a Professional Context | 202391 401492 | 4 hrs | 5 Credits | Each semester | None |

| Languages | | | | | |
|--|--------|-------|-------------|---------------|---|
| English for Finance & Accounting | 202361 | 2 hrs | 2.5 Credits | Each semester | English for Management and English for Marketing |
| English for International Business & Economics | 202362 | 2 hrs | 2.5 Credits | Each semester | English for Management, English for Marketing, English for Finance & Accounting |
| English for Economics | 210862 | 2 hrs | 2.5 Credits | Each semester | English for Management |

| Interdisciplinary Modules | | | | | |
|---|--------|--------|------------|---------------|---|
| Interdisciplinary Subject Field | 209192 | 12 hrs | 15 Credits | Each semester | Students gaining insights into the complexity of internationalization processes as well into the many associated micro- and macro economic, legal, social and political problems. |

| Business Administration - Specialisation: Human Resource Management and Organisational Design | | | | | |
|---|--------|-------|-----------|---------------|---|
| Organizational Design | 205092 | 4 hrs | 5 Credits | Each semester | First stage of studies |
| Human Resource Management | 205091 | 4 hrs | 5 Credits | Each semester | Basic knowledge of organization theory and human resource management, awareness of group dynamics, team skills, language skills |

FIRST STAGE (basic)

The first stage of studies at HWR Berlin comprises the first three semesters of the study programs “Business Administration” and “Economics”. Usually, guest students are in a later stage of their own studies such that these courses are too elementary for them. Especially, courses of the first and second semester, which address beginners, should only be chosen by guest students studying neither business administration nor economics (or similar subjects) at their home university.

Business Administration

| Course | Course N° | Hours/Week | ECTS | Semester | Requirements: mentioned modules or courses with comparable content should be completed. |
|---|------------------|------------|--------------|------------------|---|
| Business Administration | | | | | |
| Human Resources and Organisation | 200191 400191 | 4 hrs | 5 Credits | Each semester | Only students in their first year of studies or in their general studies programs |
| Principles of Financial Accounting | 200291 400291 | 4 hrs | 5 Credits | Each semester | None |
| Principles of Corporate Finance | 200192 400192 | 4 hrs | 5 Credits | Each semester | Principles of Financial Accounting, Mathematics for Business and Economics |
| Principles of Managerial Accounting | 200292 400292 | 4 hrs | 5 Credits | Each semester | Principles of Financial Accounting |
| Marketing | 200193 400193 | 4 hrs | 5 Credits | Each semester | Business Administration Basics |

| | | | | | |
|--|------------------|-------|--------------|------------------|--|
| Strategic Management | 400992 201591 | 4 hrs | 5 Credits | Each semester | First stage of studies |
| International Management | 400991 | 4 hrs | 5 Credits | Each semester | None |
| Organisation Behavior in International Companies | 400993 | 4 hrs | 5 Credits | Each semester | Human Resource Management and Organisation |

| Business Law | | | | | |
|--|--------|-------|--------------|------------------|------|
| Fundamentals of Business Law | 400491 | 4 hrs | 5 Credits | Each semester | None |

| Social Sciences | | | | | |
|---|------------------|-------|-----------|------------------|------|
| Work, Business and Society | 200591 400591 | 4 hrs | 5 Credits | Each semester | None |
| Regional Studies | 400592 | 4 hrs | 5 Credits | Each semester | None |
| History, Politics and Economics of the Host Country | 401191 | 4 hrs | 5 Credits | Each semester | None |

| Economics | | | | | |
|--|------------------|-------|--------------|------------------|---|
| International Economics | 200394 400394 | 4 hrs | 5 Credits | | Microeconomics: Allocation and Distribution and Macroeconomics I: The Economic Cycle and Employment |
| Microeconomics: Allocation and Distribution | 200391 400391 | 4 hrs | 5 Credits | Each semester | None |
| Political Economy and Social Structure of Modern Society | 200592 | 4 hrs | 5 Credits | Each semester | None |
| Macroeconomics: The Economic Cycle and Employment | 200392 400392 | 4 hrs | 5 Credits | Each semester | Microeconomics: Allocation and Distribution (optional) |

| Quantitative Methods/Business Informatics | | | | | |
|--|------------------|------------------------------|--------------|------------------|--|
| Statistics | 200692 400692 | 4 hrs + 2 hrs tutorial | 5 Credits | Each semester | Mathematics for Business and Economics |
| Mathematics for Business and Economics | 400691 | 4 hrs | 5 Credits | Each semester | Mathematics pre-course |
| Principles of Business Information Systems | 200791 400791 | 4 hrs | 5 Credits | Each semester | None |
| Business Applications | 200792 400792 | 4 hrs | 5 Credits | Each semester | None |

| Languages | | | | | |
|--|--------|-------|-------------|---------------------------------|------------|
| English for Management | 200861 | 2 hrs | 2.5 Credits | Each semester | English B1 |
| English for Marketing | 200862 | 2 hrs | 2.5 Credits | Each semester | English B1 |
| Business German | 701001 | 4 hrs | 5 Credits | Placement test at the beginning | None |

General Studies

You can add these to your Learning Agreement, additionally to your regular choices.

General Studies will usually earn you 1 ECTS, but in most courses it is possible to do a presentation or an assignment to earn 2.5 ECTS in total.

For the most current list of courses offered please refer to [this link](#).

| General Studies | | | | |
|--|--------|---|-------|--|
| Berlin as a Place of German History, Culture and Politics | 115007 | 2 | 1-2.5 | None |
| Introduction to the German Economic System (for foreign students in English) | 115005 | 2 | 2.5 | Guest student, exchange students and all others interested in an introduction to economics |
| Gender in all its Forms – the Law in Europe | 115036 | 2 | 1-2.5 | None |
| Academic Writing | 116002 | 2 | 1-2.5 | None |
| Introduction to Business English (IBE) | 709002 | 2 | | None |