



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

English Stream

**Undergraduate courses taught in English
at Department of Business and Economics 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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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.

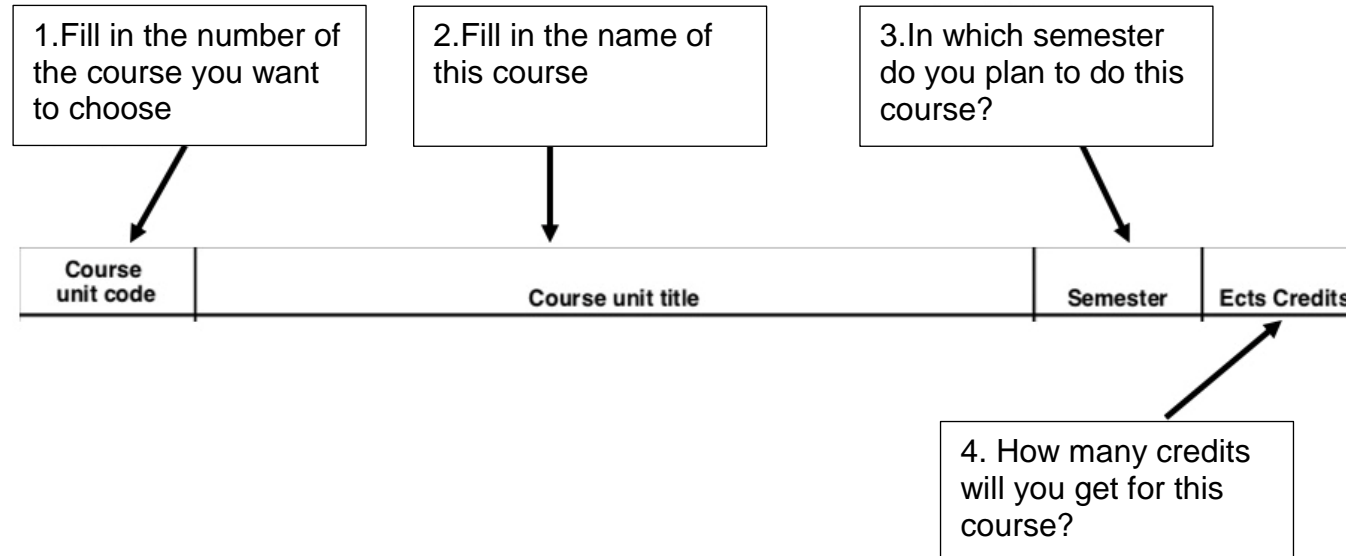
The courses 400991, International Management and 209192, Internationalisation of Economic Processes cover largely the same topics. Please select only one of them.

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) Enrollment via email to internex@hwr-berlin.de during enrollment period.

Business Administration - Specialisation: Finance					
<u>Corporate Finance</u>	203091	4 hrs	5 Credits	Each semester	Principles of Corporate Finance, Mathematics for Business and Economics, Statistics, Introduction to Financial Accounting
<u>Financial Analysis and Valuation</u>	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
<u>Selected Issues in Business Finance</u>	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
<u>Capital Markets</u>	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	207093	4 hrs	5 Credits	Each semester	Basic studies / Mathematics and Statistics

Information Systems					
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

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.
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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.
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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
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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					
Business German	701001	4 hrs	5 Credits	Each Semester	None - Placement test at the beginning
Business English C1.1 Part 1	200920	2 hrs	3 Credits	Each semester	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.

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	None