



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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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 www.sam.hwr-berlin.de
- (“Course overview” → “open filter” → select keyword “English stream” → click on the course you are interested in)
- 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 some 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. This rule applies to all second-stage courses listed in the English Stream.
- 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*. This rule applies currently to the basic courses listed in the section **Course Selection**.
- *You should not attend a first-stage and second-stage course in the same subject during the same semester*. This rule applies currently to all courses listed in the section **Course Selection**. 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 also make sure to check any changes to your choice of courses with your home university.

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 the S.A.M. portal in order to confirm whether a course is a basic course or advanced course.

Basic course	Advanced courses
<u>BUS-M04-F01 Marketing</u>	<u>CAF-MM-F01 Product and Distribution Management</u> <u>CAF-MM-F02 Market Research</u> <u>CAF-MM-F03 Communication Strategies and Consumer Behaviour</u> <u>CAF-MM-F04 Selected Issues in Marketing</u> <u>IBMAN-MI-F09 Management Issues: Entrepreneurship</u>
<u>BUS-M02-F01 HR & Organization</u>	<u>CAF-MPO-F02 Organizational Design</u> <u>IBMAN-M09-F01 Organization Behaviour in International Companies</u>
<u>BUS-M10-F01 Operations Management</u>	<u>CAF-MSCOM-F01 Production and Supply Management</u> <u>CAF-MSCOM-F02 Distribution and Transportation Management</u> <u>CAF-MSCOM-F03 Supply Chain Management and Information Systems</u> <u>CAF-MSCOM-F04 Selected Topics in Supply Chain and Operations Management</u>
<u>IBMAN-M02-F01 Principles of Corporate Finance</u>	<u>CAF-MFin-F01 Corporate Finance</u> <u>CAF-MFin-F02 Financial Analysis and Valuation</u> <u>CAF-MFin-F03 Capital Markets</u>
<u>IBMAN-M04-F01 Principles of Financial Accounting</u>	<u>CAF-MRE-F02 International Business Accounting</u>
<u>IBMAN-M05-F01 Principles of Managerial Accounting</u>	<u>CAF-MRE-F03 Group Accounting / Group Performance Measurement</u>

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.

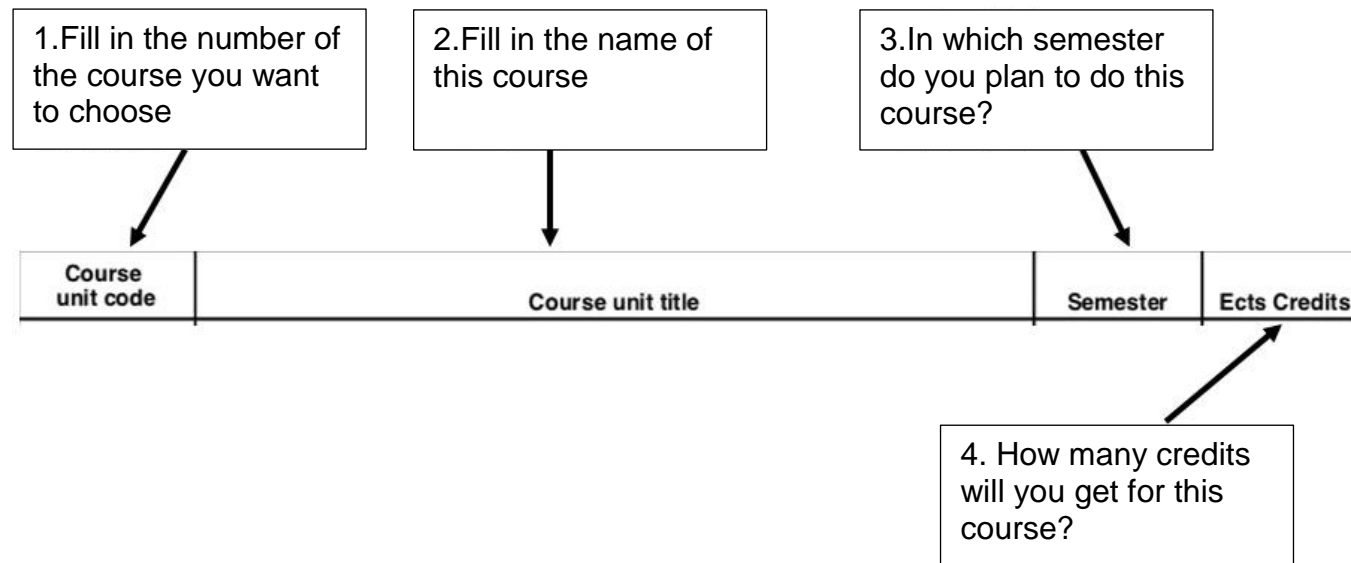
The courses IBMAN-M08-F01 International Management and BUS-M19-F01, Internationalisation of Economic Processes cover largely the same topics. Please select only one of them.

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:



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					
<u>Human Resources and Organisation</u>	BUS-M02-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>Organizational Design Organization Behavior in International Companies</p>
<u>Principles of Financial Accounting</u>	IBMAN-M04-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>International Business Accounting</p>

<u>Principles of Corporate Finance</u>	IBMAN-M02-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>Corporate Finance Financial Analysis and Valuation Capital Markets</p>
<u>Principles of Managerial Accounting</u>	IBMAN-M05-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>Group Accounting / Group Performance Measurement</p>
<u>Marketing</u>	BUS-M04-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>Product and Distribution Management Communication Strategies and Consumer Behavior Seminar Selected Issues in Marketing</p>
<u>Operations Management</u>	BUS-M10-F01	4 hrs	5 Credits	Each semester	<p>This is a first stage course. If you select this course, you may <u>not</u> select any of the following at the HWR Berlin and you should not have studied a similar basic course at your home university already:</p> <p>Distribution Management and Transportation Production and Supply Management</p>

<u>Strategic Management</u>	IBMAN-M07-F01	4 hrs	5 Credits	Each semester	
<u>International Management</u>	IBMAN-M08-F01	4 hrs	5 Credits	Each semester	

International Sustainability Management

<u>Fundamentals of Ecosystems</u>	BA- ISUM- M07- F01	4 hrs	5 Credits	Each semester	
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International Digital Business

<u>Fundamentals of Digitalisation</u>	BA-IDB- M07- F01	4 hrs	5 Credits	Each semester	
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Business Law

<u>Fundamentals of Business Law</u>	IBMAN- M23- F01	4 hrs	5 Credits	Each semester	
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Social Sciences

<u>Work, Business and Society</u>	IBMAN- M25-F01	4 hrs	5 Credits	Each semester	
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<u>Regional Studies</u>	IBMAN-M24-F01	4 hrs	5 Credits	Each semester	
<u>History, Politics and Economics of the Host Country</u>	IBMAN-M34-F01	4 hrs	5 Credits	Each semester	

Economics

<u>International Economics</u>	IBMAN-M22-F01	4 hrs	5 Credits		
<u>Microeconomics: Allocation and Distribution</u>	IBMAN-M20-F01	4 hrs	5 Credits	Each semester	
<u>Political Economy and Social Structure of Modern Society</u>	BUS-M26-F01	4 hrs	5 Credits	Each semester	
<u>Macroeconomics: The Economic Cycle and Employment</u>	IBMAN-M21-F01	4 hrs	5 Credits	Each semester	

Quantitative Methods/Business Informatics

<u>Statistics</u>	IBMAN-M27-F01	4 hrs + 2 hrs tutorial	5 Credits	Each semester	
<u>Mathematics for Business and Economics</u>	IBMAN-M26-F01	4 hrs	5 Credits	Each semester	

Business Applications	IBMAN-M30-F01	4 hrs	5 Credits	Each semester	
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Languages					
Business German (different levels)	Deutsch-F01	4 hrs	5 Credits	Each Semester	
Business English C1.1 – C1.2	BUS-MSP-F07/ BUS-MSP-F09 / BUS-MSP-F10	2 hrs	3 Credits	Each semester	

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	SG-F13 SG-F14	2	1	No prerequisites
How to discover and really reach Goals	SG-F19	2	1	No prerequisites
Academic Writing for the Thesis	SG-F15	2	1	No prerequisites

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 <https://sam.hwr-berlin.de/en/>.

Business Administration

Course	Course N°	Hours/week	Credits	Semester	Requirements: mentioned modules or courses with comparable content should be completed.
Business Administration (general)					
<u>Strategic Management</u>	IBMAN-M07-F01	4 hrs + 2 hrs tutorial	5 Credits	Each semester	
<u>Management Accounting and Controlling</u>	BUS-M08-F01	4 hrs	5 Credits	Each semester	
<u>Business Simulation</u> (waiting list)	IBMAN-M10-F01	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>	CAF-MFin-F01	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Principles of Corporate Finance</p>
<u>Financial Analysis and Valuation</u>	CAF-MFin-F02	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Principles of Corporate Finance</p>
<u>Selected Issues in Business Finance</u>	CAF-MFin-F04	4 hrs	5 Credits	Each semester	
<u>Capital Markets</u>	CAF-MFin-F03	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Principles of Corporate Finance</p>

Business Administration - Specialisation: Accounting

<u>International Business Accounting</u>	CAF-MRE-F02	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Principles of Financial Accounting</p>
<u>Group Accounting/Group Performance Management</u>	CAF-MRE-F03	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Principles of Managerial Accounting</p>

Business Administration - Specialisation: Marketing-Management

<u>Product and Distribution Management</u>	CAF-MM-F01	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Marketing</p>
<u>Communication Strategies and Consumer Behaviour</u>	CAF-MM-F03	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Marketing</p>
<u>Market Research</u>	CAF-MM-F02	4 hrs	5 Credits	Each semester	

<u>Selected Issues in Marketing</u>	CAF-MM-F04	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Marketing</p>
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Business Administration - Specialisation: Global Supply Chain and Operations Management					
<u>Production and Supply Management</u> (waiting list)	CAF-MSCOM-F01	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Operations Management</p>
<u>Distribution Management and Transportation</u>	CAF-MSCOM-F02	4 hrs	5 Credits	Each semester	<p>This is a second stage course. If you select this course, you may <u>not</u> select the following basic course and you must have already completed a similar basic course at your home university:</p> <p>Operations Management</p>
<u>Global Supply Chain Management and Information Systems</u>	CAF-MSCOM-F03	4 hrs	5 Credits	Each semester	
<u>Selected Topics in Supply Chain and Operations Management</u>	CAF-MSCOM-F04	4 hrs	5 Credits	Each semester	

Economics					
<u>National and international financial relations</u>	BA-Eco-M07-F01	4 hrs	5 Credits	Each semester	
<u>European Economic Policy</u>	BA-Eco-M13-F01	4 hrs	5 Credits	Each semester	
<u>Empirical economic research and introductory econometrics</u>	BA-Eco-M06-F01	4 hrs	5 Credits	Each semester	

Social Sciences					
<u>History, Politics and Economics of the Host Country</u>	IBMAN-M34-F01	4 hrs	5 Credits	Each semester	

Management Skills					
<u>Intercultural Communication</u>	IBMAN-M33-F01	4 hrs	3 Credits	Each semester	
<u>Communication and Interaction in a Professional Context</u>	IBMAN-M32-F01	4 hrs	3 Credits	Each semester	

Interdisciplinary Modules					
<u>Interdisciplinary Subject Field</u>	BUS-M19-F01	12 hrs	10 Credits	Each semester	

Business Administration - Specialisation: Human Resource Management and Organisational Design					
<u>Organizational Design</u>	CAF-MPO-F02	4 hrs	5 Credits	Each semester	This is a second stage course. If you select this course, you may not select the following basic course and you must have already completed a similar basic course at your home university: HR & Organisation
<u>Organisation Behavior in International Companies</u>	IBMAN-M09-F01	4 hrs	5 Credits	Each semester	This is a second stage course. If you select this course, you may not select the following basic course and you must have already completed a similar basic course at your home university: HR & Organisation
<u>Human Resource Management</u>	CAF-MPO-F01	4 hrs	5 Credits	Each semester	

Management Issues					
Management Issues: Strategy and Innovation	IBMAN-MI-F01	4 hrs	5 Credits	Every other semester	
Management Issues: International Project Management	IBMAN-MI-F13	4 hrs	5 Credits	Every other semester	
Management Issues: Entrepreneurship	IBMAN-MI-F09	4 hrs	5 Credits	Each semester	