at the hwtk
University of Applied Sciences
Bachelor’s and Master’s Degrees in Berlin and Baden-Baden
Contents

Foreword ................................................................................................................. 3

Study Models ...................................................................................................... 4

Degrees and Specializations ............................................................................. 5

Berlin Campus .................................................................................................... 6

Baden-Baden Campus ...................................................................................... 7

hwtk Study and Test Centers ........................................................................... 8

Bachelor’s
  ● BA Business Administration ........................................................................ 9
  10 Business Administration Specializations .................................................. 10-14
  ● BA International Management ................................................................. 15
  ● BSc Business Informatics ......................................................................... 16

Pre-Master’s Course in Management ................................................................. 17

Master’s
  ● MA Business Management & Development .............................................. 18
  ● MA Organization Development & Business Coaching ............................ 19

International Matters ......................................................................................... 20-21

Why Choose Us ................................................................................................. 22

Education Partners ........................................................................................... 23

Applications, Fees, and Financing .................................................................... 24-25

Contact Details and Advising Information ....................................................... 26

Where to Find Us .............................................................................................. 27

hwtk Hochschule für Wirtschaft, Technik und Kultur
University of Applied Sciences
Bernburger Straße 24-25, 10963 Berlin
Tel: +49 30 206176-70, Fax: +49 30 206176-71, info@hwtk.de, www.hwtk.de/en
Responsible body: Internationale Hochschule für Wirtschaft, Technik und Kultur gGmbH
Dear Prospective Student,

We would like to invite you to study at the hwtk in the heart of Berlin or in beautiful Baden-Baden. Success to us at the hwtk is when you are successful in your studies as well as your professional and personal life. That is why we emphasize personal development and provide you with the competencies you need to craft an independent life, achieve success in your career, and participate in twenty-first century society. Four major trends of our times, namely globalization, digitalization, and individualization, all linked with increasing heterogeneity, demand more than just theoretical knowledge. Accordingly, our programs provide theory to ground and orientate you and combine it with cognitive, social, and communication skills, as well as intercultural competence – including foreign language instruction and experience abroad.

Knowledge and skills of this nature cannot be gleaned only from theoretical sources. That is why our teaching and learning processes have a dual character. They combine theory and practice, fundamental knowledge and problem-solving skills, analog and digital learning methods, autonomous and collaborative learning, independent and team-oriented work, and of course your own cultural background with intercultural understanding.

To meet all these requirements, we work closely with our students, providing advice and counsel whenever necessary. We want your studies to be the springboard for your personal development and a successful professional career.

We hope you enjoy your academic endeavors and we wish you much success that will put you on the path to shape your future.

In this spirit: Welcome to the hwtk.

Prof. Dr. Wolfgang Schuster
President of the hwtk
Study Models

With its unique concept, the hwtk stands for innovative and efficient degree programs that offer as much flexibility as possible. That is why most of our degrees can be pursued in three ways: as full-time on campus studies, with integrated theory and practice in the dual work-study model, or through distance learning. Should your circumstances change and you want to switch to another model during your studies, we’re happy to assist.

**Dual Work–Study Model**

A dual work-study degree is typically structured so that months of study time alternate with similar amounts of time spent working at a company. But the hwtk takes a different approach! Our dual work-study model incorporates practical experience into your studies by splitting the week: You spend 20 hours per week with us at the university and 20 hours – the other half of your week – working at a cooperating company, your second place of learning. This optimal mix of study and practical application has an important advantage: The cooperating company you work at can give you responsibilities or include you in projects at any time, because you work together continually.

**Some of our cooperating companies:**

- Zoologische Garten Berlin
- fiveandfriends
- Hampton by Hilton
- Visit Berlin
- Park Inn

**Full-Time On-Campus Studies**

If you would like to complete your studies quickly while enjoying maximum flexibility, our full-time model with its two consecutive days of on-campus classes per week are the perfect option for you! On campus in Berlin or Baden-Baden, you will benefit from both an excellent education and our network of local and international partners. Add to that all the advantages of studying at a private university, such as compact learning units, small study groups, and strong support structures. Full-time on-campus studies at the hwtk are characterized by a close-knit interrelationship between knowledge and practice. In addition to the professors, experienced lecturers from industry impart their insider knowledge to the students. Internships serve to deepen and consolidate knowledge further.

**Distance Learning**

Do you want to decide when and where to dedicate time to your studies? Then our distance learning model is perfect for you! With self-study you work through the course material at your own pace. You can write your exams at a hwtk study and test Center that is conveniently located near you (see page 8). The distance learning model’s blended learning approach includes materials that are available online and the attendance of real-time online classes. The use of multimedia tools for the transfer of knowledge creates a distance learning experience that need not stand back for on-campus studies.

**Master’s Distance Learning PLUS**

Visit weekly tutorials at one of our many study and test centers in Germany (see page 8) to consolidate what you’ve learned through self-study and online. Prepare for tests and exams, review complex content, and meet up with classmates who are just as goal-oriented as you in achieving their master’s degree as quickly as possible. Find out more about our master’s programs from page 18 onwards.
### Degrees and Specializations

<table>
<thead>
<tr>
<th>Page</th>
<th>Study Model</th>
<th>Language of Instruction</th>
<th>Qualification</th>
<th>Semester</th>
<th>ECTS</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>BA Business Administration</td>
<td>Full-time on campus, dual work-study</td>
<td>German</td>
<td>Bachelor of Arts</td>
<td>6 or 8</td>
<td>180 or 240</td>
</tr>
<tr>
<td>10</td>
<td>Hotel and Tourism Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Marketing Communications and Digital Media</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Event, Trade Fair, and Convention Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sports Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Human Resources Management and Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Gastronomy Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Health Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Tax and Auditing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Financial Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Industry and Trade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>BA International Management*</td>
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<td>16</td>
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<td>German</td>
<td>Bachelor of Science</td>
<td>6 or 8</td>
<td>180 or 240</td>
</tr>
<tr>
<td>17</td>
<td>Pre-Master's Course in Management</td>
<td>Preparatory Course for Master's Studies</td>
<td>English</td>
<td>Certificate</td>
<td>3 months</td>
<td>30</td>
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<tr>
<td>18</td>
<td>MA Business Management &amp; Development</td>
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<tr>
<td>19</td>
<td>MA Organization Development &amp; Business Coaching***</td>
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</tr>
</tbody>
</table>

SuSe = summer semester, WiSe = winter semester

*Accreditation in process; **The master's program in the distance learning model is only offered with German as the language of instruction; ***Accreditation in preparation

Instruction in German Instruction in English
Berlin Campus: Study in Germany’s Cosmopolitan Hotspot

The City
International, dynamic, creative! As a European metropolis with over 3.5 million inhabitants, Berlin has much to offer. With its eventful history, the cosmopolitan city uniquely brings together politics, science, arts, and culture with multicultural events, culinary diversity, countless shopping options, and legendary music venues and trendy clubs. Berlin is also gaining notoriety as a dynamic place of business, especially for aspiring startups. It’s the perfect setting for your next step into student life!

The Campus
The hwtk in Berlin is ideally located right in the heart of the city, near Potsdamer Platz and the government district. Our spacious international educational campus has much to offer:

- Large, bright seminar rooms with professional equipment
- In-house library with access to thousands of electronic resources and a reading room with computers to work on
- International student residence on campus
- Stable Wi-Fi throughout the building and in the computer lab
- Comfortable courtyard and a garden area behind the building
- Excellent public transport connections: Potsdamer Platz (S/U), Anhalter Bahnhof (S), Mendelssohn-Bartholdy-Park (U)
- Potsdamer Platz, Mall of Berlin, Tiergarten, Brandenburg Gate, the Reichstag, Friedrichstraße, and Gendarmenmarkt all within walking distance
- In-house cafeteria as well as multiple cafés and restaurants in the area

Would you like to see our campus for yourself?
Then call us on +49 30 206176-85 or drop in at Bernburger Straße 24-25 in Berlin. We look forward to meeting you in person!
Baden-Baden Campus: Study in one of the Most Beautiful Regions in Germany

The City
Located in one Germany's most beautiful regions, Baden-Baden stands for art, culture, and recreation. This city with its rich history, right on the edge of the Black Forest, wins over students with attractions such as the Black Forest National Park, Caracalla Spa, and inviting shopping, lifestyle, and sporting options. The excellent transportation network also opens up possibilities for spontaneous weekend trips to nearby cities in and outside of Germany, including in the neighboring Alsace region.

The Campus
The hwtk in Baden-Baden is housed on the grounds of the EurAka Baden-Baden gGmbH. The large campus offers:
- Large, bright seminar rooms with professional equipment
- In-house library with computers to work on, thousands of electronic resources
- Wi-Fi throughout the university building
- Additional program of courses and sport
- Bus stops right by the campus and Hbf Baden-Oos train station within walking distance
- Free parking on campus
- Diverse meal options in the F3 cafeteria on campus
- The in-house F2 event lounge
- In-house event venue with recording studio
- Accommodation in furnished apartments in the academy’s own residence hall
- Shopping Cité center and Cineplex movie theater right around the corner

Would you like to see our campus for yourself?
Then call us on +49 7221 931329 or drop in at Jägerweg 10 in Baden-Baden. We look forward to meeting you in person!
BA Business Administration

Qualified personnel with well-grounded, practical business skills are a key resource in running a successful company. The Bachelor’s in Business Administration provides students with practical business know-how, the techniques and methods of business management, and solid social skills, creating the ideal foundation for a career in middle and upper management.

Students in the German-language BA Business Administration program can choose from ten attractive specializations (see pages that follow) to develop workplace-relevant expertise early on.

Classes on economics and law, seminars on academic research, and language training complete the bachelor’s program and provide students with promising career prospects.

In Brief

- **Qualification:** Bachelor of Arts (BA)
- **Models:** Dual work-study | Full-time on campus
- **Language:** German
- **Duration/credits:** 6 semesters / 180 ECTS
- **Fees:** Dual: no fees (usually covered by cooperating company), Full-time: EUR 580 per month
- **Places of study:** Berlin | Baden-Baden
- **Start date:** Summer semester (1 April) | Winter semester (1 October)

Admission Requirements

- German Abitur or Fachhochschulreife, or an attestation issued by uni-assist (university application service for international students, www.uni-assist.de/en/), which confirms the equivalence of foreign qualifications with the above-mentioned German qualifications
- Submission of application documents online with your CV, letter of motivation, and Abitur or equivalent graduation diploma (https://www.hwrk.de/en/application-form/)
- German level B2 and English level B1 according to CEFR
Hotel and Tourism Management

Innovation in the tourism market is speeding up and is increasingly driven by global developments. Suppliers, service providers, and operators need to be flexible and have lots of creative ideas to keep up with new trends. At the same time, competent, individual consultation with clients as well as the realization of their wishes are of central importance. The specialist training in this management-oriented degree efficiently prepares students to tackle such tasks. Lecturers from the field provide lively current content and integrate industry trends into their classes. Graduates from this specialization are prepared for an exciting international work environment and promising career prospects.

**Fields of Application:** International hotel industry; marketing and sales; planning and organization; aviation management; event management; human resources; management control

**Businesses:** Hotels; travel agencies; tour operators; gastronomy; airlines; event planners; destination management

Marketing Communications and Digital Media

Marketing communications and digital media are essential elements in modern business communication. With the increasing internationalization of markets and the presence of strong competition, purpose-driven communication determines the success or failure of organizations and characterizes their public image. Many corporations have already positioned themselves well in this regard and have interesting job prospects to offer graduates. Small and medium-sized enterprises are also cottoning on to the importance of marketing communications and the growing significance of digital media and are looking for qualified personnel in these areas.

**Fields of Application:** Marketing and sales; public relations; advertising; consulting; management

**Businesses:** Medium-sized enterprises; PR and marketing departments; associations; organizations; research institutes; PR and advertising agencies; consulting firms; market and opinion research institutes; city marketing

Josefa Schiele
Student, BA Business Administration, Marketing Communications and Digital Media

“The hwtk’s dual work-study model with the split week makes it possible for me to make goal-oriented connections between theory and practice that can be seamlessly integrated into day-to-day business. The combination of business administration and aspects of marketing communications provide me with a solid foundation and open many doors for launching my career.”
Events, functions, and conventions are essential parts of modern marketing communications. In these times, ruled by new media and information overload, it’s vital to make products and services come alive for the client. It’s the only way to create a sustainable, positive image. Suppliers and service providers are thus called upon to be creative, flexible, and budget conscious.

The Bachelor’s in Business Administration with the specialization Event, Trade Fair, and Convention Management provides students with methods and key competencies that help them to develop and effectively implement client-oriented communication that is brought across in experiences.

**Fields of Application:** Marketing and sales; planning and organization; event management; human resources; management control; city marketing

**Businesses:** Event agencies and planners; trade fair and convention planners and centers; culinary experiences; all kinds of large companies with event departments; holiday and theme parks

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**Sports Management**

Sports as a business sector shows continuous growth. Sports management and sports marketing have become complex international industries. This means that there is growing demand for managers who not only understand sporting systems inside out but also possess the relevant business expertise. Against the backdrop of current trends such as digitalization, entirely novel business models are emerging. With its emphasis on practical applications, this specialization in the dual work-study model optimally prepares students for dealing with the specific characteristics of the sporting industry. The program imparts key skills that students will need in their future work as well as industry-specific management methods with a focus on organization, marketing, finance, and management control.

**Fields of Application:** Marketing and sales; planning and organization; event management; public sporting events; human resources; management control

**Businesses:** Sports clubs, associations and federations; commercial leisure and sporting facilities; health and wellness centers; health insurance funds and companies; rehabilitation centers; health resorts; specialist sporting goods and equipment retailers; advertising and event agencies with a focus on sport; fitness centers
Human Resources Management and Services

In countries poor in natural resources, personnel are of key importance in creating a productive information and knowledge economy. It is essential to adapt human resources management to various conditions, including changing demographics and work demands and the nature of the globalized marketplace. The concise and management-oriented specialization Human Resources Management and Services prepares students for present and future roles in operational and strategic work with personnel. Lecturers from industry appropriately outline the work in HR departments or consulting firms and deepen acquired knowledge by analyzing concrete examples from the workplace with the students.

**Fields of Application:** General human resources management; human resources consulting; personnel support and recruitment; personnel diagnostics and selection; project and services management; personnel and organizational development; leadership development

**Businesses:** HR departments in companies; personnel and management consulting firms; temporary employment and recruitment agencies; training and professional development companies

Gastronomy Management

Current developments in the global tourism market are making a big impact on the hotel and gastronomy industries. Businesses need to integrate these trends into their management, in line with both market and service requirements. In this practical and up-to-date Gastronomy Management specialization, students are prepared for diverse challenges at the highest level. Beyond comprehensive subject and methodological knowledge, the program also provides participants with the social skills they need to work with international clients. Additionally, current trends in the field are taken up in innovative concepts, which the students can implement practically.

**Fields of Application:** Management assistance in food and beverage industry; marketing and sales; planning and organization; event management; guest relations; human resources; management control

**Businesses:** Gastronomy; culinary experiences and catering industry; trade fairs and convention catering; event planners and incentive organizers; health resort industry; cruise ships; catering and facility management; leisure hospitality; holiday and theme parks
Transformation in the healthcare sector poses new challenges for all parties involved. The social insurance system wants to limit expenditure, whereas demographic developments and medical advancements lead to increases in costs. One institution’s medical advancement, in isolation, is no longer significant. Ever-increasing emphasis is placed on business aspects such as competitiveness, process optimization, and cost control while maintaining quality and effectiveness or making improvements. This requires more well-qualified young leaders who base their thoughts and actions on specialized as well as interdisciplinary knowledge. The hwtk lecturers, who have proven themselves in the field, impart the relevant knowledge by means of current case studies, so that students can gain extensive insight into their future work environment during their studies.

Fields of Application: Financial control in hospitals and hospital administration; case management and reimbursement specialist; auditing and consulting firms; Medizinischer Dienst der Krankenkassen (MDK) (German medical service to the health insurance funds); key account management in the pharmaceutical and healthcare industries; quality management and healthcare project management; managerial level of health insurance funds and companies

Businesses: Hospitals (all operators or patrons); practice networks (medical care centers); private and public health insurance funds and companies; auditing and consulting firms; pharmaceutical industry; medical devices industry (healthcare industry); medical tourism; supplementary healthcare services

Daniel Naumann
Graduate, BA Business Administration in Health Management
“The Health Management specialization offers students a comprehensive overview of all the fundamental aspects of the German health sector. I was interested in the intersection between health and business even before my studies started.”

Tax and Auditing

This complex course is aligned with international law and prepares hwtk students for a wide range of interesting work in various fields. Beyond fundamentals such as tax, accounting, and auditing, students also advance their understanding of macroeconomics, which is supported by pertinent case studies.

Fields of Application: Finance; internal auditing; accounting; management control; bookkeeping; consulting; tax law

Businesses: Tax consultants; auditors; business consultants
Financial Services

Banks and insurers have to meet ever-higher demands: Clients expect individual guidance from experts in the field at a time when competitive pressure is increasing in the sector. Offers and services must do justice to the growing complexity of the global financial markets and contain sophisticated solutions for clients. At the same time, the continuous changes in the market must be mediated and conveyed to the institution’s target market in a comprehensible manner. This means that workers in the sector are faced with both varied tasks and constant challenges. The hwtk prepares students for these tasks with a concise and management-oriented course that is up to date with industry. Specialists from the field present theoretical knowledge with practical case studies to create a connection to the professional arena.

Fields of Application: Retail banking; investment consulting; corporate banking and business loans; selling finance and insurance services; marketing; international business; finance and accounting; management control; business planning

Businesses: Major and commercial banks; regional banks; insurance companies in all sectors; insurance agencies; savings banks; credit unions; financial advisers; bank headquarters and branches

Industry and Trade

Businesses in trade and industry are increasingly orienting themselves according to customer value, which means that employees in the sector are faced with new challenges. Process optimization, higher demands from international markets, and more competitors from abroad also intensify competition. Flat hierarchies as well as deeper consideration of cost and utility determine the course of business in the globalized world. The hwtk provides students with comprehensive insight into businesses in the industrial context to prepare and qualify them for leadership functions. Professionally experienced experts provide insight into business operations and deliver practical knowledge through relevant case studies.

Fields of Application: Human resources and personnel development; marketing and sales; logistics; management control; business planning; management; finance and accounting

Businesses: Firms in the consumer and capital goods sectors; manufacturing-related service providers; large corporations; medium-sized enterprises with open apprenticeships; wholesale and retail sectors
Today, leaders and experts must be equipped with intercultural competencies and the capacity to think and act on a global level. With the BA in International Management, the hwtk offers a compelling, internationally oriented, and equally broad and practical undergraduate business degree.

It is especially suited to candidates who are interested in aspects of business management that cut across disciplines and who want to work for companies with international operations. This includes small and medium-sized enterprises as well as nonprofit organizations with international activities and connections.

Students are prepared for the seamlessly integrated semester abroad, which takes place in the fifth semester of full-time studies, with language training and intercultural modules, and their time abroad is also followed up with applicable courses. Current topics in business administration and economics are meaningfully complemented by seminars focused on sociology and psychology as well as sustainability and ethics.

Students can, in accordance with their personal needs and language skills, choose from and switch between the hwtk’s three study models: full-time on-campus studies or the dual work-study model, both with English as the language of instruction, or distance learning, with German as the language of instruction. They can of course also apply to continue with the consecutive Master’s in Business Management & Development (page 18).

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**In Brief**

- **Qualification:** Bachelor of Arts (BA)
- **Models:** Dual work-study | Full-time on campus | Distance learning
- **Languages:** English (dual work-study, full-time), German (distance learning)
- **Duration/credits:** 6 semesters / 180 ECTS
- **Fees:**
  - Dual: no fees (usually covered by cooperating company),
  - Full-time: EUR 620 per month,
  - Distance: EUR 320 per month
- **Place of study:** Berlin
- **Start date:** Winter semester (1 October)

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**Admission Requirements**

- German Abitur or Fachhochschulreife, or an attestation issued by uni-assist (university application service for international students, [www.uni-assist.de/en/](http://www.uni-assist.de/en/)), which confirms the equivalence of foreign qualifications with the above-mentioned German qualifications
- Submission of application documents online with your CV, letter of motivation, and Abitur or equivalent graduation diploma ([https://www.hwtk.de/en/application-form/](https://www.hwtk.de/en/application-form/))
- Dual work-study, full-time on campus: English level B2 according to CEFR
- Distance: German level B2 and English level B1 according to CEFR
The study of business informatics provides students with a future-proof, broad, and solid foundation based on the fields of computer science and business administration. Electives relevant to our times, such as the modules on Industry 4.0 and web technologies, allow students to determine their own particular focus. This expertise as well as the knowledge and skills acquired during the degree are excellent preparation for positions in businesses, the public sector, corporate networks, and institutions, where business informatics has a wide range of possible applications.

Spheres of activity include:
- Analysis, design, and redesign of processes
- Planning, development, implementation, operation, and maintenance of information and communication systems (especially software) in the context of diverse business applications
- Applying innovative technologies for the creation of new functionality and novel fields of business

**In Brief**

- **Qualification:** Bachelor of Science (BSc)
- **Models:** Dual work-study | Full-time on campus
- **Language:** German
- **Duration/credits:** 6 semesters / 180 ECTS
- **Fees:** Dual: no fees (usually covered by cooperating company), Full-time: EUR 580 per month
- **Place of study:** Berlin
- **Start date:** Summer semester (1 April)

**Admission Requirements**

- German Abitur or Fachhochschulreife, or an attestation issued by uni-assist (university application service for international students, www.uni-assist.de/en/), which confirms the equivalence of foreign qualifications with the above-mentioned German qualifications
- Submission of application documents online with your CV, letter of motivation, and Abitur or equivalent graduation diploma (https://www.hwtk.de/en/application-form/)
- German level B2 and English level B1 according to CEFR
Pre-Master’s Course in Management

Preparatory Course for the MA in Business Management & Development

The hwtk’s Pre-Master’s Course in Management, presented in English, is a continuing education master’s preparatory course for graduates who are interested in master’s studies at the hwtk but do not yet meet all the admission requirements.

The aim of the Pre-Master’s Course in Management is to introduce or provide a refresher in all relevant business administration basics, thus eliminating the final hurdle to starting master’s studies at the hwtk. Applicants to the hwtk who successfully complete the course and meet all other admission requirements are entitled to enter the MA in Business Management & Development program, with either German or English as the language of instruction. Attractive additional options, such as language courses, accommodation, and training for job applications, enable participants to design the pre-master’s course experience according to their needs.

In Brief

| Qualification: | Certificate for Pre-Master’s Course in Management |
| ECTS: | Equivalent to 30 ECTS |
| Language: | English |
| Duration: | 3 months (July–September) |
| Time: | Afternoons; language course in the morning (Additional Package 1) |
| Fees: | EUR 3,500 (+ optional additional packages) |
| Place: | Berlin |
| Addit. packages: | Intensive Course in German (EUR 1,400), on-campus residence hall (EUR 1,900), training for job applications and interviews (free) |

Who is the Course for?

- National and international graduates of non-business bachelor’s programs (e.g. law, humanities, social sciences, natural sciences)
- Graduates with a business administration or related degree who want to refresh their management knowledge and competencies before embarking on their master’s studies journey
So after your bachelor’s you'd like to take a shortcut to the top? Then apply now for our Master of Arts in Business Management & Development!

You can study toward this four-semester, state-accredited degree via the full-time on-campus, dual work–study, or distance learning models. You’ll quickly and efficiently expand your academic profile, which will open doors to excellent career options and salary prospects.

This generalist and application-oriented master’s degree has been created to meet companies’ demand for highly qualified leaders. They want candidates who know the challenges of a constantly changing business landscape and can use their flexibility to apply their management skills to various aspects of the business.

By delivering both comprehensive specialist knowledge and international leadership methods, this master’s degree qualifies and prepares graduates for the challenges of management.

In Brief

<table>
<thead>
<tr>
<th>Qualification:</th>
<th>Master of Arts (MA)</th>
</tr>
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<tbody>
<tr>
<td>Type:</td>
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<td>Duration/credits:</td>
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<td>Fees:</td>
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<td>Start dates:</td>
<td>Summer semester (1 April) or winter semester (1 October)</td>
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Admission Requirements

- A bachelor’s in business administration or a related field such as economics, commercial law, or engineering management with a credit load of 180 ECTS
- Submission of application documents online with your CV, letter of motivation, and Abitur or equivalent graduation diploma (https://www.hwtk.de/en/application-form/)
- For instruction in German: German level C1 according to CEFR
- For instruction in English: English level C1 according to CEFR

Do you have a bachelor’s degree in a different field? Then visit our Pre-Master’s Course in Management to prepare (page 17).
Organization development and coaching are becoming more and more important for businesses. The hwtk’s new MA in Organization Development & Business Coaching zooms in on the connection between these two fields in order to prepare future or current employees of companies or other organizations for novel management challenges.

Current issues in the workplace, including change management in companies with professional support, coaching methods and interventions, and assurance that quality counseling or coaching is conducted make up the degree along with the possibility to determine your own areas of focus.

Graduates are ideally prepared to deal with present-day challenges and can, for example, moderate change processes or attend to the development young talent as well as leaders.

MA Organization Development & Business Coaching

In Brief

**Qualification:** Master of Arts (MA)  
**Type:** Consecutive  
**Models:** Dual work-study | Full-time on campus  
**Language:** German  
**Duration/credits:** 3 semesters / 90 ECTS  
**Fees:** Dual: no fees (usually covered by cooperating company), Full-time: EUR 590 per month  
**Place of study:** Berlin  
**Start date:** Winter semester (1 October)

Admission Requirements

- Bachelor’s degree with a credit load of 210 ECTS  
- Submission of application documents online with your CV, letter of motivation, and Abitur or equivalent graduation diploma (https://www.hwtk.de/en/application-form/)  
- German level C1 according to CEFR

In Cooperation With:

DBVC  
Deutscher Bundesverband Coaching e.V.  
Der Business Coaching-Verband

Is your bachelor’s degree only 180 ECTS? Then visit our Pre-Master’s Course in Management beforehand (page 17).
Erasmus+

The hwtk was awarded the Erasmus+ Charter for Higher Education in May 2015. This enables hwtk students, within the Erasmus+ framework, to study abroad for a semester at a partner university or to complete an internship at a company abroad.

And with incoming Erasmus+ students, every semester at the hwtk has some international flair.

Graduates of the hwtk can also use the Erasmus+ Program to do an internship abroad after they’ve completed their studies.

A selection of our Erasmus+ cooperating universities:
• University of Clermont Auvergne (Clermont-Ferrand, France)
• Roma Tre University (Rome, Italy)
• University of Girona (Girona, Spain)
• Lillebaelt Academy (Odense, Denmark)

Contact the International Office: Bernburger Straße 24–25, 5th floor, 10963 Berlin,
Tel: +49 30 206176-63, Email: international.support@hwtk.de

Partner Universities

The hwtk maintains various cooperations with universities around the world and students can benefit from this with bilateral exchange opportunities that strengthen intercultural competence.

We have partner universities in the following locations:
• European Union
• Russian Federation
• Turkey
• People's Republic of China

For further locations, see the current list under ‘International’ on our website www.hwtk.de/en.
F+U Academy of Languages

Since 2013, the Academy of Languages (AoL) has been acting as an expansion of F+U Group of Companies’ educational portfolio with sophisticated language and computer courses tailored to the international work environment. This is part of the academy’s long tradition, which dates back to its beginnings in 1980, in Heidelberg. The Academy of Languages in Heidelberg is the main F+U language school. With over 15,000 students from more than 120 countries, it’s one of the biggest and most successful language schools in Germany. Comprising vast teaching experience and educational competence, this innovative network in Heidelberg and Berlin benefits both foreign and domestic students. Non-native speakers of German can raise their skills to the university level and hwtk students have the opportunity to improve their foreign language skills or take official language tests. Companies and diplomatic missions also rely on our flexible in-house training.

More information and special offers are available at http://www.fuu-berlin-languages.eu/

New: Start Studying with German Level A2!

The new eight-semester version of our bachelor’s program makes it possible for applicants with elementary knowledge of German to study at the hwtk. During the first two semesters, students receive focused language training so that by the end of the second semester their German skills are at level C1 of the European Framework of Reference for Languages (CEFR). The organization of studies leaves enough room for academic work as well as the practical application of studied material. In eight semesters the program thus offers the optimal combination of effective language studies and practically relevant university coursework. The eight-semester bachelor’s degree option is offered in Business Administration and Business Informatics.

Contact Students’ Services in Berlin
Tel: +49 30 206176-85, studienberatung.berlin@hwtk.de
Why Choose Us

7 Reasons to Study at the hwtk

Our degrees are designed to be adapted to your needs. You can benefit from our flexible study models by choosing to pursue your degree full-time, through distance learning, or with practical experience integrated in the dual work-study model.

To best prepare you for your career, our excellent programs uniquely combine theoretical knowledge and methods with the acquisition of leadership skills.

The hwtk University of Applied Sciences is guided by a strong orientation to practical applications of knowledge. Academic theory and professional practice optimally complement each other in our application-oriented programs.

One key to the hwtk’s success is our attractive locations. See which one is right for you: our international campus in Germany’s capital of Berlin or our campus in the prestigious arts and culture city of Baden-Baden.

To best prepare you for entering the global labor market, the hwtk believes in offering courses with an international focus. That’s why we offer you excellent foreign language training as well as the opportunity to spend part of your studies or internship at one of our partners abroad.

As a private university, we believe in exclusivity instead of volume, offering our students the best service and strong support in dealing with any challenges or concerns. In addition, our facilities with their light and airy professionally equipped rooms offer an optimal atmosphere for learning.

The high quality of all our courses is regularly tested, accredited, and certified.
Education Partners

F+U Academy of Languages

The F+U Academy of Languages is one of the largest European language schools and has cooperating partners all over the world. While it is known for its diverse range of courses, its international character, and offering great value for money, the F+U Academy of Languages also distinguishes itself with decades of teaching experience, its state-accredited vocational college for foreign languages, its international test center, and a dense network of memberships and partnerships with other service providers.

iba University of Cooperative Education

For more than ten years, the iba University of Cooperative Education, the largest state-accredited, private vocational college, has proven its commitment to the best possible combination of academic theory and professional practice. In Berlin, iba expands the hwtk’s degrees with its Bachelor’s in Social Pedagogy and Management.

Our Shareholders

F+U Group of Companies

For more than 35 years, F+U Group, in its capacity as an accredited, private nonprofit, has shaped the German education landscape. Students can study at 18 locations and choose from more than 500 options in the comprehensive education catalog. The catalog is built up from modules and ranges from school subjects and vocational training to professional development and various university degrees.

The high quality of the courses has officially been tested and certified by DIN EN ISO 9001 and AZAV.

EurAka

EurAka Baden-Baden gGmbH (formerly the European Media and Event Academy gGmbH) is a nonprofit from the city of Baden-Baden. They have tasked themselves with the development, coordination, support, and execution of education programs in the spheres of media and events. EurAka offers vocational training, seminars, and courses in event management, audio technology, and event security and technology. In 2012, it also became possible to study toward a degree on the EurAka campus. In cooperation with the hwtk, EurAka offers a Bachelor’s in Business Administration with ten specializations.

International Society for University Development and Cooperations

The International Society for University Development and Cooperations is a subsidiary of the Kolping Educational Society Württemberg. The Society comprises about 100 schools and more than 10,000 participants take part in its programs each year, making it one of the leading education providers in southern Germany. Different types of private schools, secondary schools, and adult education, degree programs, vocational training, and professional development yield a wide variety of educational possibilities for students.
Applications, Fees & Financing

Application

Application to the hwtk is not subject to application deadlines and is possible year-round. Please use the online application form and our hwtk CareerTool at https://www.hwtk.de/en/application-form. There you will also find information on all the documents required for an application. With your application you will need to submit a tabulated CV and a motivation letter that addresses your decision to study and your choice of specialization. You must also include an application photograph and proof of a university entrance qualification (e.g. a school leaving qualification such as a German Abitur certificate). Students’ Services will gladly clarify any questions you have about your application and can provide advice on how to present the necessary documents.

In parallel with their hwtk application, applicants with a foreign university entrance qualification (foreign school leaving qualification) also need to apply via uni-assist. We recommend applying in a timely manner, starting from eight weeks before studies commence.

Tuition Fees and Financing

Studying at the state-accredited, private hwtk University of Applied Sciences is subject to a fee. For current student fees, please see the information related to studying at the hwtk at www.hwtk.de/en.

When studying in the dual work–study model, fees are usually covered by the cooperating company.

Funding for studying at the hwtk can also be obtained through BAföG, the German Federal Training Assistance Act. Stipends or a student loan such as the KfW Student Loan are further possibilities for financing your investment in your education. A combination of these options is of course also possible.

Our student advising team can support you in finding the right financing for you:
Tel. +49 30 206176-85, studienberatung.baden-baden@hwtk.de.

Monthly Info Sessions

Find the upcoming dates at https://www.hwtk.de/en/event/hwtk-info-lounge
# Tuition Fees:

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>DUAL MODEL*</th>
<th>FULL-TIME STUDIES</th>
<th>DISTANCE LEARNING**</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Business Administration (6 semesters, 180 ECTS)</td>
<td>No tuition fees for students*</td>
<td>EUR 580 per month (payment terms: 36 months)</td>
<td></td>
</tr>
<tr>
<td>BSc Business Informatics (6 semesters, 180 ECTS)</td>
<td>No tuition fees for students*</td>
<td>EUR 580 per month (payment terms: 36 months)</td>
<td></td>
</tr>
<tr>
<td>BA International Management (6 semesters, 180 ECTS)</td>
<td>No tuition fees for students*</td>
<td>EUR 620 per month (payment terms: 36 months)</td>
<td>EUR 320 per month (payment terms: 36 months)</td>
</tr>
<tr>
<td>MA Business Management &amp; Development (4 semesters, 120 ECTS)</td>
<td>No tuition fees for students*</td>
<td>EUR 590 per month (payment terms: 24 months)</td>
<td>EUR 349 per month (payment terms: 24 months)</td>
</tr>
<tr>
<td>MA Organization Development &amp; Business Coaching (3 semesters, 90 ECTS)</td>
<td>No tuition fees for students*</td>
<td>EUR 590 per month (payment terms: 18 months)</td>
<td></td>
</tr>
</tbody>
</table>

*For students in the dual work-study model, fees are usually covered by the cooperating company.

**The Distance Learning PLUS option (with its accompanying tutorials, page 17) involves additional fees. For more details, contact Students’ Services on +49 30 206176-85 or studienberatung.berlin@hwtk.de.
**Contact Details and Advising Information**

**Student and Cooperating Company Services**

The all-round service of our student advising team offers you support in all matters, including:

- Choosing the right program for you
- Assistance with compiling and presenting your application documents
- Support when searching for a suitable cooperating company if you study in the dual work-study model (matching process)
- Support with any and all challenges you experience during your studies
- Information about student jobs and internships in Germany and abroad
- Information on how to finance your studies

You can visit our offices or call or email us:

**Berlin**: Bernburger Straße 24–25, 10963 Berlin, Tel: +49 30 206176-85  
Email: studienberatung.berlin@hwtk.de

**Baden-Baden**: Jägerweg 10, 76532 Baden-Baden, Tel: +49 7221 9313-25  
Email: studienberatung.baden-baden@hwtk.de

**hwtk International Office**

The hwtk is characterized by its international focus and expressly welcomes applications from prospective students from other countries. Did you achieve your university entrance qualification abroad and now you would like to study in Germany? Our International Office is a central point of contact for foreign students, whether you are a prospective undergraduate student or already studying. The staff will assist you with any questions around successfully starting your studies at the hwtk, including:

- Application via uni-assist
- Questions around admission requirements
- Proof of language proficiency
- Finding accommodation
- Information regarding visa application, health insurance, and bank matters

**Contact the International Office:**

Bernburger Straße 24–25, 5th floor, 10963 Berlin, Tel: +49 30 206176-63  
Email: international.support@hwtk.de

**Visit Us!**

Get to know the university and the programs we offer:

**Office Hours in Berlin:**
Every Wednesday  
from 14:00 to 16:00

**Office Hours in Baden-Baden:**
Every Thursday  
from 16:00 to 17:30
Where to Find Us

hwtk Berlin

hwtk University of Applied Sciences in Berlin
Bernburger Straße 24-25, 10963 Berlin
Tel.: +49 30 206176-70
info@hwtk.de, www.hwtk.de/en

Student advising: Every Wednesday from 14:00 to 16:00 or personal consultation without prior appointment.

hwtk Baden-Baden

hwtk University of Applied Sciences in Baden-Baden
Jägerweg 10, 76532 Baden-Baden
Tel.: +49 7221 9313-25
baden-baden@hwtk.de, www.hwtk.de/en

Student advising: Every Thursday from 16:00 to 17:30 or personal consultation without prior appointment.
Responsible body: Internationale Hochschule für Wirtschaft, Technik und Kultur gGmbH
Bernburger Straße 24–25, 10963 Berlin, Tel: +49 30 206176-70, Fax: +49 30 206176-71, info@hwtk.de
Based in Berlin; HRB: 136040 B, Managing Director: Hans-Dieter Sauer

We’re here to help!

**Students’ Services in Berlin:**
Every Wednesday from 14:00 to 16:00, Tel: +49 30 206176-85

**Students’ Services in Baden-Baden:**
Every Thursday from 16:00 to 17:30, Tel: +49 7221 9313-25

**Personal consultations without prior appointment.**

**International support:** Tel: +49 30 206176-63, Email: international.support@hwtk.de

More Information

www.hwtk.de/en