



Information for your study in the program
Master of Business Administration (MBA)
at University of Applied Sciences Darmstadt,
Darmstadt Business School

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Darmstadt University of Applied Sciences is one of the largest universities of applied sciences in Germany with approx. 16.000 students, 340 professors, and over 50 degree programs. In winter semester 2017, around 1.000 students attend our MBA and part-time Bachelor and Master degree programs, as well as our advanced education certification programs.

With this information catalogue, we would like to help you getting started with your studies. Please use this guide for your first orientation.

For any further questions, please do not hesitate to contact us.

[Department of Advanced Education, h_da](#)

[Academic Director and Deans Office, Darmstadt Business School, h_da](#)

[Lecturers of the MBA](#)



Your contact persons during your study

Administration

Elena Böhm

Phone: 06151-16.30074

E-mail: elena.boehm@h-da.de

Office hours: **Mo. Tu. und Th.**: 07:00 – 16:00

We: 09:00 – 18:00

Fr: 07:00 – 13:00

The administration is your first contact for your studies. She is in charge for exams, grades, certificates, degrees, etc.

Student Advisory service

Professional study advisors support you during your studies. The offers of the Student Service Center are free of charge and open to all interested students. Please find more information on the h_da homepage

<https://www.h-da.com/academics/student-services/advisory-service/>

Program Management

Anna Herbst

Phone: 06151-16.38396

E-mail: anna.herbst@h-da.de

Academic Director

Prof. Dr. Ralf Schellhase

E-mail: ralf.schellhase@h-da.de

Accountancy

Sandra Nemec

Tel.: 06151-16.36068

Email: Sandra.nemec@h-da.de

Ms Nemec is your contact person for all questions regarding fees, invoices, etc.

Examination Board

Prof. Dr. Matthias Knoll

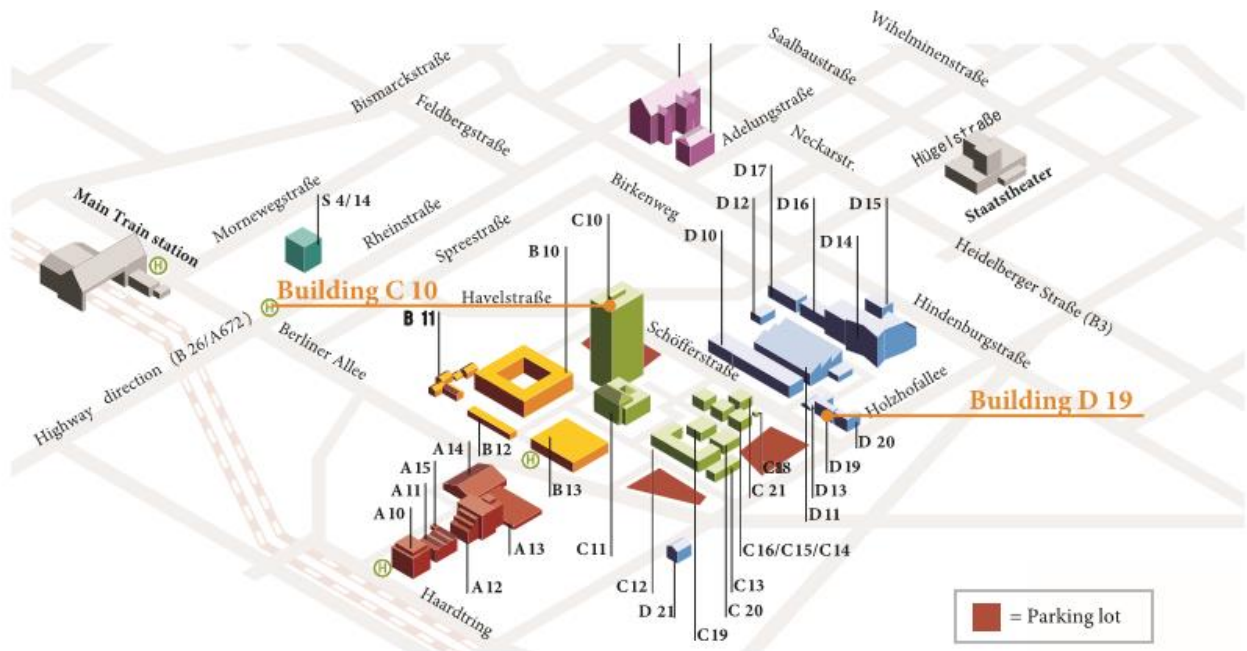
(Head of examination board)

Tel: 06151-16.38501

Email: matthias.knoll@h-da.de

The examination board is, amongst other duties, in charge for the recognition of credits.





Parking, Rooms, Equipment

The MBA lectures usually take place in building D19 at Schöfferstraße 10.

During the lectures you have the possibility to park in front of the high-rise building of the university or on the areas indicated in the plan above.

You can find a lounge room on the 5th floor of building D19 in room 5.08.

In room 5.04 (Kitchen) a fully automatic coffee machine is available for you. Please use your personal MBA cup.

You can find a snack machine on the 1st floor of the building, providing small snacks and drinks.

Working group rooms are located on the 3rd floor (room 5.03) and on the 1st floor (room 1.07).

Lecture Times and Schedule

The lectures of the part-time MBA program usually take place on Thursdays and Fridays from 5:45 p.m. to 9:00 p.m. and on Saturdays from 9.00 a.m. to 4:15 p.m.

Examinations and preparation courses can also take place on other working days. You can find the current schedule with the room details on the MBA homepage:

<https://mba.h-da.de/mba/current-students/schedules/>

Changes in the schedule are announced in the "News" section of the MBA homepage. Please check this information regularly, especially in the beginning of the semester.

Short-term changes can be announced by the lecturers via moodle (page 9).

IT-Services

h_da user account

With your h_da user account, you have access to various offers of the university. For example, you can use the following services and tools:

- Webmailer for students
- University information system (see "HIS-QIS")
- Learning platform (see "Moodle")
- University WIFI network (see "WIFI")

Activating your user account

Please activate your h_da user account after receiving the login data via the self-service function for students (please switch to English version):

<https://www.h-da.de/studium/studienorganisation/selbstbedienungsfunktion/fuer-studierende/>

For the activation, you will need:

- Your h_da user ID (from the cover letter that you received along with your Campus Card)
- Your master password (separate letter from the h_da IT-services).

E-mail account

The university uses only your h_da e-mail address for official information regarding your studies. Your address has been sent to you along with your Campus Card.

Information given to you via e-mail to this address qualifies as delivered. Therefore, please make sure to check your university e-mails regularly.

The use of our webmail service gives you access to your E-mail from everywhere. You can find an instruction on the webmail homepage <https://webmail.stud.h-da.de>.

HIS-QIS

With your h_da user account, you can carry out various tasks online by using the online system QIS (also called university information system or HIS-QIS)

<https://qis.h-da.de>.

For example, you can:

- Change your contact details (postal address, telephone number, etc.)
- Configure your student e-mail
- Maintain your newsletters
- Get an overview of your examinations and grades
- Register and de-register for exams
- Get up to date transcripts of records
- Print out certificates by yourself.

WIFI

You can use the h_da Wifi network with your h_da user ID and its password. Step-by-step instructions for wifi can be found on the website <http://wlan.h-da.de>.

The information given is only available in German Language. If you need any support, please contact the IT-service.

Contact IT-Service

In case of a loss of your master password or any other technical problems concerning our IT-services, please contact the IT-Helpdesk

E-mail: it-service@h-da.de

Phone: 06151-16.38888.



Moodle

Some lectures are supplemented by the E-learning platform „Moodle“, for example to provide you with additional material. On Moodle you can also find organizational notes of your lecturers.

You can access Moodle via <https://lernen.h-da.de/>. You will need your h_da user account for entering Moodle.

The lecturers inform you if Moodle is used for the course and they will announce any required passwords in the first day of the course.

You can find more information about Moodle on the Moodle homepage.

Examination regulations and important rules

Examination regulations

In the General Examination Regulations of the University of Applied Sciences Darmstadt (ABPO) and the Special Examination Regulations of the MBA (BBPO), you will find mandatory regulations regarding your studies. For example, they cover regulations about

- registering and registration-withdrawal of examinations,
- repeating examinations or the
- duration of the Masterthesis.

Please read the following regulations for the course of studies carefully, especially the regulations concerning your program of study:

- General Examination regulations [ABPO 2012]

https://www.h-da.de/fileadmin/h_da/Hochschule/Presse_Publikationen/Hochschulanzeiger/ABPO_Englisch_2012-04-17.pdf

- MBA examination regulations (BBPO 2018)

https://www.h-da.de/fileadmin/h_da/Hochschule/Presse_Publikationen/Hochschulanzeiger/2018/BusinessAdministration_MBA_BBPO_2017-06-27.pdf

You can find more information about the examination regulations on the MBA homepage:

<https://mba.h-da.de/mba/current-students/>

Registration for exams

It is important to register for all exams within the registration period. The registration will be proceed in the following website:

<https://qis.h-da.de>.

The registration period begins at the beginning of each semester and ends 14 days before the module's examination date.

If you have any technical problems, please contact it-service@h-da.de or call the helpdesk of our IT department under 06151-16.38888. In addition, please send an e-mail with screenshots to our service mail address mba@h-da.de.

Reminder examination registration

In order to avoid that you miss the deadlines, we recommend to register for our "reminder mail for examinations".

Please follow the link and log-in with your h_da user account:

<https://sd.h-da.de/cgi-bin/ldap/secure/persdata/stud/redirect.cgi>

After logging in, please tick "FBW Prüfungserinnerungen" in the section „Abonnierbare Verteiler ändern“.

Cancellation of exam registration

As a rule, cancellation of an exam registration is possible until 24 hours before the exam's date, without showing the reason of your withdrawal. De-registration for an exam is proceeded via QIS (<https://qis.h-da.de>), according to the registration process.

A withdrawal of an exam registration within 24 hours before the exam is only allowed if one of the following reasons applies:

- You have been ill and weren't able to attend the exam (medical certificate required)
- You haven't been able to attend the exam due to an urgent obligation in your company (certification of employer required)

Re-Registration for the next semester

Each student at h_da has to re-register for each semester by paying the respective semester fee during the re-registration period.

Further information of the Student Service Center can be found online <https://www.h-da.com/academics/student-services/re-registration-withdrawal/>.

The payment information can also be found online <https://www.h-da.de/studium/im-studium/semesterbeitrag/>. The information will be updated each semester in time before the re-registration period.

The current re-registration period is announced on the homepage, in the section "Semestertermine". <https://www.h-da.de/studium/im-studium/semestertermine/>. The re-registration period for winter term is usually between Mid-June and end of July. The re-registration period for summer term is usually between Mid-January and Mid-February.

In addition to the information given on the universities homepage, the department of Advanced Education will send you a reminder each semester, including the re-registration period as well as the amount of the semester fees.

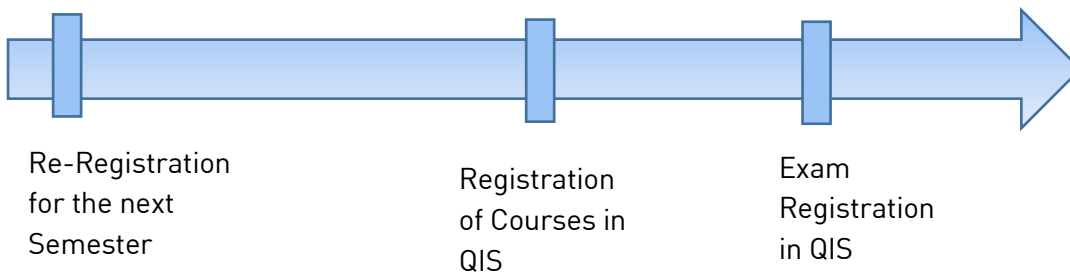
To Do's at the beginning of each Semester:

Please check the RE-Registration period at:

<https://www.h-da.de/studium/studienorganisation/semestertermine/>

Winterterm: 01.Sept. – 15.Sept.
 Summerterm: 01.May – 15. May

Winterterm: from 01st October
 Summerterm: from 01st April



Step – by –Step Guide

Course Registration:

Winter 2017/18

Help Sitemap Language

Student's Corner Courses Facilities

You are here: Home

- Eating & Housing
- Infos für Erstsemester
- Darmstadt & Environment

Du bist h_da

Username:

Password:

Please mind to change the term

Here you can change the language from German to English

Im Zeitraum von 00:00 bis 00:20 Uhr erfolgt jede Nacht eine Wartung des Online-Systems. Es können entsprechend keine Noten verbucht und keine Prüfungsanmeldungen getriggert werden. Bitte stellen Sie sicher, daß solche Funktionsaufufe bis zu diesem Zeitpunkt abgeschlossen sind.

About | Number of Current Users: 477

h_da
HOCHSCHULE DARMSTADT
UNIVERSITY OF APPLIED SCIENCES

Home | Logout | Mr. Knoll Test-90_126_180_FB (759056) | You are logged in as: Test-90_126_180_FB

My Functions **Courses**

You are here: Home → Courses → Course Overview

- Course Overview**
- Search for Lectures
- Lectures today
- Lectures cancelled today
- Hide menu

Course Overview (WiSe 2019/20)

- Vorlesungsverzeichnis
 - Fachbereich: Architektur
 - Fachbereich: Bauingenieurwesen
 - Fachbereich: Chemie- und Biotechnologie
 - Fachbereich: Elektrotechnik und Informationstechnik
 - Fachbereich: Gesellschaftswissenschaften
 - Fachbereich: Gestaltung
 - Fachbereich: Informatik
 - Fachbereich: Maschinenbau und Kunststofftechnik
 - Fachbereich: Mathematik und Naturwissenschaften
 - Fachbereich: Media
 - Fachbereich: Soziale Arbeit
 - Fachbereich: Wirtschaft**
 - Career Center
 - Graduiertenschule der Hochschule Darmstadt
 - Hochschulsport
 - International Office
 - Studentischer Trainerpool
 - Zentrum für Forschung und Entwicklung

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Home | Logout | Mr. Knoll Test-90_126_180_FB (759056) | You are logged in as: Test-90_126_180_FB

My Functions **Courses** Mod

You are here: Home → Courses → Course Overview

- Course Overview**
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- Lectures today
- Lectures cancelled today
- Hide menu

Course Overview (WiSe 2019/20)

- Vorlesungsverzeichnis
 - Fachbereich: Wirtschaft**
 - Räume/Labore Belegung
 - Studiengangübergreifende LVs (Tutorien, Kurse, Räume etc.)
 - Studiengang: Betriebswirtschaftslehre (Bachelor PO2011)
 - Studiengang: Betriebswirtschaftslehre (Bachelor PO2018)
 - Studiengang: Betriebswirtschaftslehre (Master PO2011)
 - Studiengang: Betriebswirtschaftslehre (Master PO2018)
 - Studiengang: Energiewirtschaft (Bachelor PO2011)
 - Studiengang: Energiewirtschaft (Bachelor PO2018)
 - Studiengang: Energiewirtschaft (Master PO2014)
 - Studiengang: Logistik-Management (Bachelor)
 - Studiengang: Public Management (Bachelor PO2016)
 - Institut ZNWU
 - Berufsbegleitende und duale Studienprogramme**

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Home | Logout | Mr. Knoll Test-90_126_180_FB (759056) | You are logged in as: Test-90_126_180_FB | acting as: Student

My Functions **Courses** Modules Facilities

You are here: Home → Courses → Course Overview

- Course Overview**
- Search for Lectures
- Lectures today
- Lectures cancelled today
- Hide menu

Course Overview (WiSe 2019/20)

- Vorlesungsverzeichnis
 - Fachbereich: Wirtschaft**
 - Berufsbegleitende und duale Studienprogramme**
 - Business Administration (MBA) Part Time**
 - 1. Sem

Lect.No.	Lecture	Type	Activity
41100	Strategic Management and Leadership	Vorlesung	application currently not allowed
41200	Business Research Methods	Vorlesung	application currently not allowed
41300	Communication, Negotiation, Mediation	Vorlesung	application currently not allowed
41400	Project Management	Vorlesung	application currently not allowed
	Elective: Using Business in the US, China and Russia	Vorlesung	application currently not allowed

during course registration period : Belegen/abmelden

Exam Registration:

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Home | Logout | Mr. Musch Test-90_126_2011 (725857) | You are logged in as: Test-90_126_2011 | acting as: Student of MA Business Admin 4S |

My Functions Courses Modules Facilities

You are here: Home > Register/Deregister for exam

- Edit Personal Data
- Edit Contact Details
- Study reports for all terms
- Sonstige Dokumente
- Register/Deregister for exam**
- Info on Exams (internships)
- Exams Extract and Grade Distribution
- My Lectures
- Schedules
- My Study Log
- My Curricula Timetable
- Studiengangplan anderer Studiengänge (z.B. SuK)
- Hide menu

Register/Deregister for exam

Important information. Please read carefully!

The registration and cancelling of registration for exams by using the self service is binding. You are obliged to control the duly data registration.

Important: To continue please tick off the Accept-Field und press the "Next"-Button ...

Accept terms

I accept

Next

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UNIVERSITY OF APPLIED SCIENCES

Home | Logout | Mr. Musch Test-90_126_2011 (725857) | You are logged in as: Test-90_126_2011 | acting as: Student of MA Business Admin 4S |

My Functions Courses Modules Facilities

You are here: Home > Register/Deregister for exam

- Edit Personal Data
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- Info on Exams (internships)
- Exams Extract and Grade Distribution
- My Lectures
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- My Curricula Timetable
- Studiengangplan anderer Studiengänge (z.B. SuK)
- Hide menu

Register/Deregister for exam

Please choose the exam from the structure given below. Click on the identifiers.

- Master Business Admin MBA 2011
 - Grundstudium
 - Hauptstudium
 - 42410 Business Law [Status: NB; Note: 5,00; Credit Points: 0; Malus: 0; Versuch: 1 von max. 3]
 - 42420 Ethics [Status: NB; Note: 5,00; Credit Points: 0; Malus: 0; Versuch: 1 von max. 3]**
 - Date: 18.01.2019, Examiner: Schellhase (Fb. W), Ralf - **registration of exam**
 - Nicht zugeordnet

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Home | Logout | Mr. Musch Test-90_126_2011 (725857) | You are logged in as: Test-90_126_2011 | acting as: Student of MA Business Admin 4S |

My Functions Courses Modules Facilities

You are here: Home > Register/Deregister for exam

Register/Deregister for exam

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Business Admin MBA 4S 2011	42420	Ethics	Schellhase (Fb. W), Ralf	18.01.2019	Registration of exam

yes

You will receive an email confirmation after successful registration. If you did not receive any confirmation please send us an Email to mba@h-da.de. We will check your registration. Please mind to register early enough for Exams.



We wish you good luck!



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WEITERBILDUNG UND
DUALES STUDIENZENTRUM