



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

Institute for Distance Learning



Master European Administrative Management

part-time distance study programme

in cooperation with TFH Wildau, FH Bund,



FHSV Saarland, AMU

Poznan, LSBU London

accredited by
ACQUIN

Your intention. Our focus.

European Administrative Management

Those who think in European terms and are interested in getting ahead professionally in this area will be imparted with the necessary skills in the European Administrative Management master's study programme.

Apart from a broad professional footing, methodical tools and key qualifications are gained in areas like intercultural teamwork.

The following focal points are covered in the coursework:

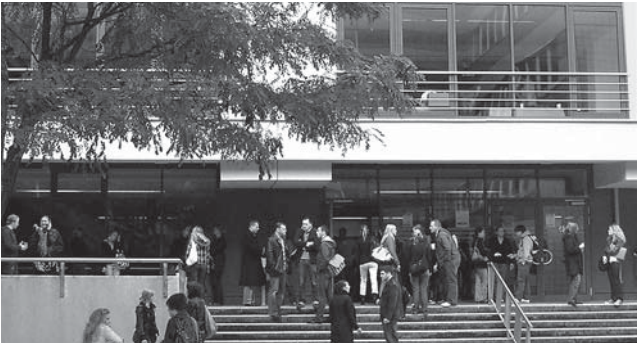
- European integration
- Institutional structures, political organisation and financing of the European Union
- European law
- European cohesion policies and funding instruments
- Intercultural teamwork
- National policy-making in a European comparison
- Economic policy and management

Graduates of this part-time distance learning programme are awarded an internationally recognised master's degree which allows them to pursue a career in upper-level public administration.

The University Network

The study programme has been offered in collaboration between the FHVR Berlin, now called the Berlin School of Economics and Law, and the TFH Wildau since 1999. Under the direction of both universities of applied sciences, two other regional study centres have been founded at the Fachhochschule des Bundes für öffentliche Verwaltung in Brühl (near Cologne) and the Fachhochschule für Verwaltung des Saarlandes in Saarbrücken (universities of applied science for administration). Collaborative contact is also maintained with the London South Bank University and Adam-Mickiewicz-University of Poznan.

Berlin School of Economics and Law



The Berlin School of Economics and Law (BSEL) is one of the largest Universities of Applied Sciences in the city. It has an academic staff of approximately 160 professors and 500 lecturers, plus nearly 230 research and administrative personnel, committed to realising over 50 study programmes.

The BSEL portfolio provides a wide range of professional qualifications. The University forms an academic centre specialised in business and administration skills for the public and private sector, as well as public security, the law and engineering. The majority of programmes lead to a Bachelor or Master degree, have been quality controlled and are accredited by a German agency.

The BSEL offers a pleasant, modern atmosphere that is ideal for studying. The programmes comprise small class courses where each student has a chance to interact with the faculty and their peers. The campus offers well equipped seminar and lecture rooms, an extensive library and several fully equipped computer rooms.

With numerous networking activities, excellent corporate contacts and a close relationship with over 100 partner universities worldwide, we guarantee that student life is enhanced by applied expertise and an international approach.

Key facts

Type of study programme

Part-time distance learning study programme

Duration

6 term standard duration of study; individual study courses from 4 to 8 semesters are possible.

Start

1 October (winter semester)

Curriculum

Students complete 14 modules in 7 areas in this study programme. Work placement is done for six weeks abroad sometime between the first and fourth term.

Languages of instruction

German and English. Five of the 14 examination credits must be done in English. An English language test is a prerequisite for admission to the final exam.

Degree

Graduates earn the academic degree “Master of Arts (M.A.)” (120 ECTS credits) from the HWR Berlin and TFH Wildau. Alternatively, students who complete an internship and selected modules with a total of at least 60 credits can earn an advanced training certificate. The study programme is accredited by ACQUIN and allows graduates to pursue a career in upper-level civil service at public administrations.

Fees*

Fees are 960 € per term for the first five terms, in the 6. term the fee is 600 €. Registration (€ 50) and student union fees (€ 57) are also due every term.

* subject to change

Part-time distance learning programme

In the distance learning study programme, students study around 20–25 hours a week from the comfort of their own homes. Written study materials are used, and students also have access to our online e-learning platform CLIX Campus, which holds all information. Discussion forums are used to exchange notes with other students or talk with teachers. Study groups work together on homework and keep in touch with one another. Self-study is supplemented by four weekends (Friday afternoon/Saturday) of attendance courses each term.

14 module examinations have to be completed to earn the master's degree, some of which are sat for at home and some in person at the university. Students can gain practical experience in the desired occupational field during a six-week internship in another European country.



Admission

Admission requirements

A college or university degree with at least 180 ECTS credits (six terms) is a prerequisite for admission.

Prospective students who hold no degree may be able to work towards the certificate in certain cases.

Solid foreign language knowledge of English is desirable, as well as Internet skills and the corresponding technical requisites.

The target group comprises staff members from public administrations at the municipal, state or national level, as well as college and university graduates who strive to pursue a career in Europe-specific fields.



Application

Application period for the winter term

Applications for all study locations can be filed up until the 30 June. Whether or not applications can be accepted after the 31st of May will be announced on the web at www.hwr-berlin.de.

Application documents

Applications are filed online at www.hwr-berlin.de. Apart from completely filling out the online application, all of the documents necessary for the application procedure must be submitted in hardcopy. Among other documents, notarised photocopies are needed of:

- Proof of first university/college degree and final note
- Birth or marriage certificate
- CV
- Proof of employment (with reference to European issues or certificate from employer about foreseen Europe-specific occupation) – optional
- Proof of English language test – optional

The latest information about the application and admission procedure, as well as dates information seminars will be held on, can be found on the web at www.hwr-berlin.de.

Contact

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Brühl study centre

Fachhochschule des Bundes für öffentliche Verwaltung

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Saarbrücken study centre

Fachhochschule für Verwaltung des Saarlandes

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