

## Timetable and information about course selection and the registration procedure for summer semester 2025

### Dear bachelor students,

this information concerns all bachelor students except for students of 1<sup>st</sup> semester of Business Administration (BUS, Full-time) and International Business Administration Exchange (IBAEx).

Hereafter we arranged all important information for you about registration and assignment of courses and we wish you a successful course selection.

#### teaching period:

start of lectures:	<b>01 April 2025 (Tuesday)</b>
end of lectures:	<b>26 July 2025</b>
examination period A:	<b>14 July 2025 - 26 July 2025 (exams)</b>
examination period B:	<b>17 September 2025 - 30 September 2025 (exams and resits)</b>
non-teaching period:	<b>18 April - 21. April 2025 (Eastern)</b>
	<b>01 May 2025 (Labor Day)</b>
	<b>08 May 2025 (Holiday in Berlin)</b>
	<b>29 May - 31 May 2025 (Ascension /bridge day)</b>
	<b>07 June - 09 June 2025 (Whitsun Holiday)</b>

Students in the first subject-specific semester will be assigned a course “introduction to studying” by the timetabling team. The course is **mandatory** and will take place on the first two days of semester (in addition to further dates during the semester). Students will find the details on the assigned course in their personal timetable in our campus management system S.A.M. (Study Administration Management).

**Students of all bachelor degree programmes are to register their course preferences online** (except for students of 1<sup>st</sup> and 2nd semester Business Administration (BUS, Full-time) and International Business Administration Exchange (IBAEx)).

#### Registration period:

**Monday, 10 March 2025, 09:00 a.m. - Wednesday, 19 March 2025, 23:59 p.m.**

Before beginning their studies students have been issued with a preliminary identification code by post, which provides them with access to all HWR Berlin electronic systems. Students can use this personal access code to use their HWR e-mail, moodle account, WIFI and the campus management system S.A.M. (Study Administration Management).

Follow the link to access our (new) campus management system: **S.A.M. (Study Administration Management):**  
<https://sam.hwr-berlin.de/en>

In modules which offer multiple choices of course, students are required to choose at least two (sometimes 3) course groups, indicating their first and second / third preference.

**All students are treated equally in the assignment of courses.** The date on which your online choice is entered (first or last day) is irrelevant in this procedure. If many students wait until the last moment to make their choices, this could **overload the server**; we request that students make their choices early.

**Priority in the assignment of courses:**

Priority will be given to the following students in the award of their choices in parallel classes:

- 1) Students who are within the specifications of the intended degree completion plan
- 2) Students in a later semester than foreseen by the intended degree completion plan, especially those repeating courses

Students may only register for a maximum of 32 semester weekly hours. Students **may not** register for any further courses over this limit. The only exception is the selection of courses from the General Studies programme.

Places on courses are awarded by lottery. Some courses are taught in several groups; students admitted to these courses will **not** always be put in the exact group of their preference.

Five places per class will be reserved for students with responsibility for the care of a child under the age of 12 (proof required). Such cases can only be taken into consideration if the student in question has recorded this on their re-enrolment/enrolment form and have presented their child's birth certificate to the Admissions and Enrolment Office.

**Courses in which you have been accepted appear in your personal timetable in S.A.M. by 28 March 2025.**

Students can only sit examinations for those courses for which they have been accepted (course registration leads automatically to registration for the examination). Students are required to check their timetable **after the end of the deletion period** to verify their course status (admission/assignment). **Students can withdraw from courses to which they have been assigned and delete their entry in S.A.M. within the period 22 April - 04 May 2025.**

**General Studies programme:** Classes provided within the scope of the General Studies programme are awarded by lottery in accordance with the number of free places. The classes "Business German", "Business French", "Business Spanish" and "Chinese" are open to all students; admission is dependent upon the number of available places. Credits awarded within the scope of these classes do not count towards the award of their degree unless they are intended as mandatory or elective courses in a degree programme and part of a degree programme.

**Please consult the specifications of the relevant study and examination regulations.**

**We wish all students a successful summer semester 2025!**

**The timetabling team**

Subject to alterations