

## **MBA Articulation Agreement - Addendum I**

The purpose of Addendum I is to establish the terms, conditions and agreement between University of the Incarnate Word of San Antonio, TX, USA (hereinafter referred to as UIW) and SRH Hochschule Heidelberg (hereinafter referred to as SRH) pertaining to the creation of a platform for SRH students transferring into UIW to complete a Master of Business Administration (MBA).

### **1. Program Description and Process for Participation**

The MBA Articulation program is designed to offer SRH graduate students the opportunity to transfer to UIW in order to complete a UIW MBA degree. It is anticipated that SRH students will require one (1) academic year of study at UIW to complete the MBA degree program; however, students who require additional time to complete the MBA program shall adhere to the same conditions and arrangements stated on this Addendum.

The following process shall govern participation of SRH students in the program. It specifies the responsibilities of UIW, the participating institution (SRH), and students wishing to participate in the program. The requirements are as follows:

- a. Candidates shall be identified by SRH and reported to UIW's Office of International Affairs.
- b. Candidates shall provide documentation of their completed undergraduate and completed MBA coursework from SRH.
- c. Candidates shall provide documentation of the term in which they intend to begin study at UIW. The identification of term shall be used by UIW for planning purposes.
- d. Candidates shall provide transcripts of all previous college/university coursework, from both accredited U.S. and foreign college and universities. All transcripts shall be translated into English for the purpose of initial assessment by UIW.
- e. The Office of International Affairs shall make an initial assessment of candidate suitability for participation in the program based on the candidate's submitted documents. This review document shall serve as a preliminary tract for admission to the MBA Articulation Program.
- f. Candidates shall complete all preliminary requirements prior to formal admission to UIW.
- g. Candidates shall complete all required undergraduate courses or pre-requisites prior to being fully admitted to the MBA Articulation Program.
- h. Candidates shall formally apply for admission to MBA program following the normal procedures outlined for international students specified in the graduate bulletin (see below). Candidates shall apply with sufficient time to enable normal review and processing. Students are advised to apply no later than June 1 for the Fall term, October 1 for the Spring term, and March 1 for the Summer term.
- i. Candidates completing all preliminary requirements shall be admitted to the MBA program.
- j. Candidates are expected to complete the MBA program within twelve months to eighteen months of arrival at UIW.
- k. Candidates shall register in courses that are offered for the semester they are planning to attend.

### **2. Graduate Admission Requirements - MBA Admissions**

All MBA Articulation Program candidates shall be evaluated and will adhere to Tier I graduate admission standards and requirements.

#### **Tier I Admissions**

Admission to the MBA program (Tier I) will be granted to applicants satisfying the following:

- All general requirements for admission to graduate studies, including:
- Required English language proficiency score (i.e., TOEFL)
- Baccalaureate degree with a minimum GPA of 3.0 or better on a 4.0 GPA scale,

- Official transcripts of all undergraduate and graduate work,
- An evaluation by the graduate program advisor, and
- A completed application with a writing sample.
- Common Professional Components (CPCs); an adequate foundation in:
  - Accounting I & II
  - Management Information Systems
  - Economics (Macro and Micro)
  - Statistics and Quantitative Techniques
  - Finance
  - Global Environment
  - Marketing
  - Legal Environment
  - Management
- Successful completion of courses as stated on the UIW-SRH MBA Articulation Course Plan found on pages 6 and 7 of this document.

Common Professional Components (CPCs) areas of business study and their equivalent UIW courses numbers and descriptions follow. UIW anticipates that all candidates for the program will complete these requirements prior to formal admission to UIW.

### Accounting

#### *2311 Principles of Accounting I*

The basic principles, concepts, and methods used in the generation of accounting data for financial statement preparation and interpretation. Asset, liability, and owner's equity valuation and their relationship to income determination. (Fall, Spring)

#### *2312 Principles of Accounting II*

Continuation of ACCT 2311 with emphasis on the use of accounting information for management planning, leading, controlling, and decision making through budgeting, cost and variance analysis, and responsibility accounting. Prerequisite: ACCT 2311. (Fall, Spring)

### Management Information Systems

#### *2321 Introduction to Information Systems*

Theory, concepts, methods, and practice in the application of information systems management, methods and technologies to achieve business goals and objectives. (Fall, Spring)

### Economics

#### *2301 Principles of Macroeconomics*

Introduction to economics and the economy. Monetary and fiscal policies of the Federal government as means of achieving full employment without inflation. Alternate macroeconomic approaches to current issues. (Fall, Spring, Summer)

#### *2302 Principles of Microeconomics*

Continuation of ECON 2301. Theory of product markets and resource markets. Alternate market structures are identified and evaluated, and policy for dealing with them is debated. Market theory used to develop policy for current economic problems. Prerequisite: ECON 2301. (Fall, Spring, Summer)

## Quantitative Techniques

### *3370 Business Statistics*

Introduction and application of statistical analysis in a business context. Topics covered in the course include: Descriptive Statistics, Discrete Probability Distributions, Continuous Probability Distributions, Sampling Methods, Confidence Intervals, and Hypothesis Testing. Prerequisite: MATH 1304 or equivalent. (Fall, Spring, Summer)

### *3371 Management Science*

Introduction and application of Management Science models used in the analysis of operational process. Course topics include: Optimization Models, Forecasting, Markov Analysis, Decision Theory, PERT/CPM Models, Inventory Analysis, and Queue Theory. Prerequisite: BMDS 3370. (Fall, Spring)

## Finance

### *3321 Principles of Financial Management*

Basic financial concepts employed by management. Emphasis is on the decision-making processes followed by corporate financial managers. Topics include the time value of money, financial planning, capital budgeting, cost of capital. Prerequisite: ACCT 2311, ECON 2301, and ECON 2302. (Fall, Spring)

## International Business

### *3331 International Business*

Analysis of business opportunities and political climates, trade barriers, government incentives, currency flow and financial systems and trade practices. Emphasis on current issues and readings. Prerequisites: ECON 2302. (Fall, Spring)

## Marketing

### *3331 Principles of Marketing*

Introductory course providing comprehensive coverage of marketing concepts and strategies. A managerial approach is used that focuses on the practices, problems and decisions of the marketing manager. May be taken as a Cultural Studies elective. (Fall, Spring)

## Business Law

### *3317 Business Law*

General principles of Business Law to include contracts, torts, agency, business organizations, and government regulation of business. (Fall, Spring)

## Management

### *3340 Management Theory and Practice*

Introduction to the theories, concepts and functions of management. Topics include planning, organizing, leading, staffing, controlling, business and managerial ethics and decision-making. (Fall, Spring, Summer)

Adequacy in any or all of the CPCs may be demonstrated by relevant undergraduate and graduate coursework.

### **3. International Admission Requirements**

As there are a number of components to your application, the timing of the submission your application is critical. In short, apply as early as possible to ensure a smooth application process. International students must apply to the University by the following dates:

#### **Application Deadlines:**

<u>Term</u>	<u>Date</u>
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Fall	June 1
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Spring	October 1
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Summer	March 1
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An application is considered ready for decision when it contains the following:

#### ***Required Elements***

- Completed International Student Application for Admission
- Twenty (\$20.00) U.S. Dollar Application Fee
- Signature Document (only needed if completing online application)
- Immigration and Financial Declaration documents
- Copy of passport and any visa you hold for the U.S.
- 2 letters of recommendation
- Proof of Meningitis Vaccination
- An official Transcript from the University Granting the Highest Degree  
*If the original transcript is not in English, a certified English translation must be submitted with the original document.*
- An official transcript (in English) from all universities attended, reflecting all graduate-level work completed.
- Test of English Language Proficiency
  - A TOEFL score of 83, an IELTS score of 6.5 or completion of ELS level 110 English for Academic Purposes is required prior to registering for university courses.

#### **4. Number of Participants**

- i) Subject to the availability of suitable candidates, UIW and SRH will agree to accept a maximum number of 10 qualified MBA candidates each year.
  - i.1) Graduate students wishing to attend summer sessions will be considered on a case by case basis.
- ii) In principle, the number of graduate student participants will assist in balancing the number of undergraduate exchange students between UIW and SRH. This number may vary in any given year, but over a fixed period of five years the total number of undergraduate/graduate students participating shall be balanced. Each institution shall reserve the right to reduce the number of exchange students when the number of exchange students becomes unbalanced.

#### **5. Financial Responsibilities of Institutions**

Exchange students will be provided with the following by the host institution, at no cost to the student:

- tuition

**6. Financial Responsibilities of Exchange Students**

Exchange students will be financially responsible for:

- travel to and from the host institution
- books, stationery, etc.
- travel documentation, visas, etc.
- accommodations and living expenses
- health coverage relevant to the exchange institution and country (International students on the UIW campus are required to hold the campus-approved insurance for students.)
- personal travel within the host country
- university fees, such as parking fees, laptop fees, etc.

The home institution shall satisfy itself that a candidate for exchange has the ability to meet all of his or her financial responsibilities as detailed above before the student application is sent to the host institution.

**6. Accommodation**

Students who will be hosted at UIW are required to live on-campus. Students will also be made aware that they are responsible for all costs associated with accommodations, including utility accounts and rental deposits.

## UIW-SRH MBA Articulation Agreement Course Plan

The following table presents the accepted equivalencies for the 12 hours that can be transferred from SRH Heidelberg to UIW in order to complete the MBA program at UIW. Students must have successfully passed the following courses and satisfy all admission requirements before transferring to UIW.

Course SRH	ECTS	Course UIW	Credit Hours
HR & Organization Management	4	BMGT 6311- Human Resources Management	3
Crisis Management	4		
International Marketing	4	BMKT 6311- Marketing Management	3
Sales Management	4		
Accounting	4	ACCT 6311- Managerial Accounting	3
Controlling	4		
Qual. & Quant. Research	6	BMGT 6380- Quantitative Methods in Business	3
Project Management <u>or</u>	2		
General Management II	4		
Total ECTS	32	Total Credit Hours UIW	12

Once students successfully complete their first year in SRH, students are required to take the following courses (24 credit hours) during fall and spring to complete their MBA program in San Antonio, TX (students may request additional time to complete the program while adhering to the same terms and conditions set forth on this Addendum I):

Fall	
BMGT 6340	Business Research and Analysis
BINT 6311	Intl. Business Management
BFIN 6320	Financial Management
ELECTIVE I	Optional Course I (Refer to page 7 on this document)
Spring	
ECON 6311	Managerial Economics
MIS 6315	Information Systems Seminar
ELECTIVE II	Optional Course II (Refer to page 7 on this document)
BMGT/BINT 63CS	Capstone

**List of current elective courses offered for MBA-General Business students:**

ACCT 6330	International Accounting
ACCT 6339	Business Communication
ADMN 6375	Strategic Planning and Policy
BFIN 6321	International Finance
BFIN 6325	Financial Cases and Problems
BFIN 6330	Personal Financial Planning Seminar
BFIN 6340	Econometrics for Finance
BFIN 6385	Investment Seminar
BLAW 6372	International Business Law
BMKT 6355	Digital Media for Marketing
BMKT 6334	Services Marketing
BMKT 6361	International Marketing
BMKT 6365	Brand Management
BMKT 6375	Marketing Research
ECON 6312	International Economics
ORGD 6320	Organizational Behavior/Learning

**7. Period of Agreement**

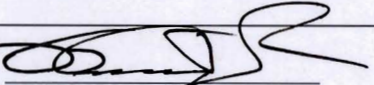
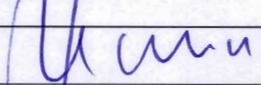

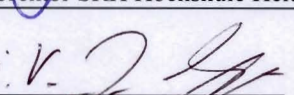
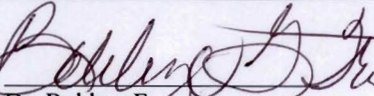
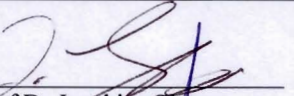
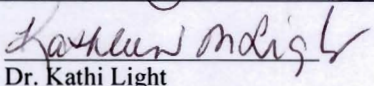
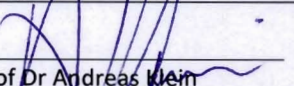
Addendum I becomes effective from the date of signature by both parties, and until such time that one or both parties wish to terminate Addendum I. Should one of the parties wish to terminate the addendum, notice of this should be given in writing at least six months prior to termination.

**8. Signatures**

This document constitutes the entire addendum I between the parties. No amendments, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by both parties.

**Representatives of  
The University of the Incarnate Word**

**Representatives of  
SRH Hochschule Heidelberg**

 Mr. Marcos Fragoso Vice President for International Affairs Date: <u>Nov 17/2015</u>	 Prof Dr Gustav Rückemann Prorektor SRH Hochschule Heidelberg Date: <u>13.11.2015</u>
 Dr. Forrest Aven Dean, HEB School of Business Date: <u>11/17/15</u>	 Prof Dr Henning Werner Dekan Fakultät Wirtschaft Date: <u>12/11/2015</u>
 Dr. Bobbye Fry Registrar Date: <u>11-18-15</u>	 Prof Dr Joachim Gläser Studiendekan und International Coordinator Fakultät Wirtschaft Date: <u>12/11/2015</u>
 Dr. Kathi Light Provost Date: <u>11/17/15</u>	 Prof Dr Andreas Klein Studiengangleitung Master Internationales Mittelstandmanagement Date: <u>12/11/2015</u>