

# **ANNUAL REPORT**

## **2020/2021**

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## 1. The University's development

2020/2021 was another year of navigating the hazards of the COVID-19 pandemic, while undergoing the process for the renewal of Modul University Vienna's accreditation by AQ Austria, alongside with the accreditation of two new study programs.

If 2019/2020 was the year of preparation of the reaccreditation of the University and the accreditation of two new BSc study programs, 2020/2021 was the year of the different virtual on-visits for those different accreditation processes and of the actual accreditation of the two new BSc study programs, a BSc in International Management with Professional Experience and a BSc in Applied Data Science. The accreditation of those two study programs was confirmed on February 10, 2021, by the Board of AQ Austria and their introduction approved by the University Council on March 8, 2021. The reaccreditation of Modul University Vienna was confirmed in the Fall 2021. These different accreditation processes led to changes in several quality management processes and regulations based on the feedback from the reviewers.

Alongside those accreditation processes, a revision of the University Constitution, which had been in the works for many years, was finally approved by the University Council on September 16, 2020.

Modul University Vienna underwent different organizational changes with the arrival of a new Managing Director, MU's majority owner, Mr. Suresh Sivagnanam, and the implementation of a new organization of MU's administration to streamline and improve processes and communication. The University Board also nominated a Head of Modul Advisory Services (Prof. Dr. Dimitris Christopoulos) and a Director of Continuing Education (Prof. Dr. Horst Treiblmaier).

2020/2021 was also a year of elections at Modul University Vienna with the election of a new Work's Council in January 2021, the election of new student representatives during the national ÖH elections in May 2021 and the election of a new University Senate in June 2021.

In Fall 2020, students affected by visa issues, travel restrictions, students with health or other safety concerns were given the possibility to study online, with the possibility to change their study format once during the Fall semester. However, due to the increasing number of COVID-19 cases, the University went into online teaching mode on November 3, 2020, for the remainder of the Fall 2020 semester, unless on-campus teaching was indispensable. All services, except Cafeteria, stayed open during the lockdown.

In the Spring 2021 semester, as online teaching was still an option, students could also choose to study online, while only on campus students were entitled to switch to online. The Spring semester started in hybrid teaching mode until March 30, when the University Board decided to switch to online teaching because of a new lockdown. On May 17, the University went back to hybrid teaching mode until the end of the semester.

Student satisfaction was assessed throughout the year thanks to the course evaluations at the end of each semester, as well as a separate Covid-related student satisfaction survey conducted each semester, which showed an overall high satisfaction rate.

## 2. Study Programs and Students

### 2.1. Overview of the Study Programs

In the academic year 2020/2021, Modul University offered thirteen study programs in Vienna, Dubai<sup>1</sup> and Nanjing. Basic information on these programs can be found in the following table. The current curricula and study regulations can be found on the [University's website](#).

In Spring 2020, applications for the accreditation of two new study programs (BSc in Applied Data Science and BSc in International Management with Professional Experience) were submitted to AQ Austria. These two new study programs were successfully accredited in 2021 and students were recruited as of Fall 2021 for the BSc in International Management with Professional Experience, while the start of the BSc in Applied Data Science was delayed to Fall 2022.

Name	Degree	ECTS	Min. duration	Tuition fee
<b>Modul University campus in Vienna</b>				
Bachelor of Business Administration in Tourism and Hospitality Management	BBA	180	3 years	€ 12,833 p.a. (€38,500 total)
Bachelor of Business Administration in Tourism, Hotel Management. and Operations	BBA	240	4 years	€ 13,375 p.a. (€53,500 total)
Bachelor of Science in International Management	BSc	180	3 years	€ 12,833 p.a. (€38,500 total)
Master of Business Administration (MBA) ('Universitätslehrgang')	MBA	90	1.5 years	€ 17,000 p.a. (€ 25,500 total)
Master of Science in International Tourism Management	MSc	120	2 years	€ 9,750 p.a. (€19,500 total)
Master of Science in Sustainable Development, Management and Policy	MSc	120	2 years	€ 9,750 p.a. (€19,500 total)
Master of Science in Management	MSc	120	2 years	€ 9,750 p.a. (€19,500 total)
Doctor of Philosophy in Business and Socioeconomic Sciences	PhD	240	4 years	€ 45,500 total
<b>Modul University campus in Nanjing</b>				
Bachelor of Business Administration in Tourism and Hospitality Management	BBA	180	3 years	RMB 25,000 p.a. (RMB 75,000 total)
<b>Modul University campus in Dubai (teach-out program as of February 13, 2019)</b>				
Bachelor of Business Administration in Tourism and Hospitality Management	BBA	180	3 years	AED 53,950 p.a. (AED 161,847 total)

<sup>1</sup> The accreditation of the study programs at the Dubai campus was withdrawn by AQ Austria on February 18, 2019.

Name	Degree	ECTS	Min. duration	Tuition fee
Bachelor of Science in International Management	BSc	180	3 years	AED 56,518 p.a. (AED 169,554 total)
Master of Science in Sustainable Development, Management and Policy	MSc	120	2 years	AED 43,352 p.a. (AED 86,704 total)
Master of Business Administration (MBA) ('Universitätslehrgang')	MBA	90	1.5 years	AED 68,078 p.a. (AED 102,118 total)

**Note:** The Master of Business Administration (MBA) in New Media and Information Management, for professionals ('Universitätslehrgang') in Vienna and the Master of Business Administration (MBA) in Tourism Management, for professionals ('Universitätslehrgang') in Vienna were outbound study programs. Their accreditation was withdrawn in September 2020, after the last students enrolled in these study programs graduated.

## 2.2. Changes in the study and examination regulations

In 2020/2021, the study regulations of all study programs were revised, as well as the examination regulations and the university Constitution. The details of these changes which do not require accreditation are displayed in Annex II. The following table gives an overview of the changes of the study and examination regulations, as well as the Constitution, and their explanations.

Revised regulation	Changes and explanations
<b>Study Regulations of the Bachelor of Business Administration in Tourism, Hotel Management and Operations</b>	<ul style="list-style-type: none"> <li>A grading scheme, instead of the pass/fail system, was introduced for the compulsory internship program, so that students receive more informative feedback on their performance and this could also be reflected in the weighted average grade. A transition period of one academic year, in 2020/2021, during which students could choose between pass/fail and actual grading, was foreseen.</li> </ul>
<b>Study Regulations of the Bachelor of Business Administration in Tourism and Hospitality Management</b>	<ul style="list-style-type: none"> <li>A grading scheme, instead of the pass/fail system, was introduced for the compulsory internship program, so that students receive more informative feedback on their performance and this could also be reflected in the weighted average grade. A transition period of one academic year, in 2020/2021, during which students could choose between pass/fail and actual grading, was foreseen.</li> <li>The transition to only two possible specializations ("Hotel Management" and "Tourism and Event Management") was completed.</li> </ul>
<b>Study Regulations of the Bachelor of Science in International Management with Professional Experience</b>	<ul style="list-style-type: none"> <li>A grading scheme, instead of the pass/fail system, was introduced for the compulsory internship program, so that students receive more informative feedback on their performance and this could also be reflected in the weighted average grade. A transition period of one academic year, in 2020/2021, during which students could choose between pass/fail and actual grading, was foreseen.</li> <li>The total number of ECTS needed for the program (which had been indicated incorrectly) and some of the wording of the Study Regulations had to be revised.</li> <li>The total number of ECTS to be completed at MU was also revised to 150 ECTS, as the BSc in International Management with Professional Experience has 210 ECTS. Hence, no more than 60</li> </ul>

Revised regulation	Changes and explanations
	ECTS can be completed at other institutions to guarantee the quality of the program.
<b>Study Regulations for the BSc in Applied Data Science</b>	<ul style="list-style-type: none"> <li>• The formats of some classes were adjusted (LX, LS).</li> <li>• Some prerequisites were adjusted and amended.</li> </ul>
<b>Study Regulations for the Master of Science Programs and for the Master of Business Administration Program</b>	<ul style="list-style-type: none"> <li>• The admissions criteria were slightly adjusted to address the concern of the increasing number of applicants applying to the MSc or MBA study programs who have completed a degree from a foreign university that is not subject to Austrian higher education law (§ 27 HS-QSG). The proposed change in the Study Regulations should provide a vehicle to allow for an even more thorough check of previous degrees completed by these applicants.</li> <li>• One course title was also changed in the MSc program.</li> </ul>
<b>Examination Regulations and Student Code of Conduct</b>	<ul style="list-style-type: none"> <li>• The wording was adjusted in several instances.</li> <li>• The number of units in a semester (14) was included.</li> <li>• An article on “Behavioral misconduct” was introduced to foresee a procedure in case of misbehavior of a student or staff.</li> <li>• An article on “Dean’s List Award” was added to outline the conditions of obtention of this distinction for academic excellence.</li> <li>• A change was made to the storage of exam documentation.</li> <li>• The wording “academic misconduct” was adjusted throughout the document.</li> <li>• The responsibility in cases of academic misconduct in a group work was adjusted.</li> <li>• A change of procedure was adopted on who is responsible for reporting and deciding on the cases of academic misconduct. The SEC is to act as an appeal instance. Hence, the lecturer is responsible for deciding. The appeals of the students are directed to the ACO, and then the SEC gets active. The specification of minor/major was revised, the lecturer decides in the first instance. Further clarification was provided as to when a lecturer has to grade a case of academic misconduct.</li> <li>• A new point system was established in order to avoid a student being terminated while not being on academic probation before.</li> <li>• A new paragraph was introduced to withdraw a title obtained because of wrong information or academic misconduct.</li> <li>• The 16 ECTS per semester rule, which applied for the entire duration of the studies, was adjusted to not apply in the last stages of the study program, i.e., when the thesis is being written.</li> <li>• The conditions of appeal were also clarified.</li> </ul>
<b>Temporary Amendments to the Examination Regulations and Code of Conduct</b>	<ul style="list-style-type: none"> <li>• A change in the switch of study mode during the semester was introduced.</li> <li>• More details on distribution and copyright for material produced by the lecturers were included.</li> <li>• An obligation for students to inform lecturers about the time zone they are in and to turn on their camera if required by their lecturer in classes of 30 students or less was introduced.</li> <li>• Details on the testing strategy in place during Spring 2021 were introduced.</li> </ul>

Revised regulation	Changes and explanations
<b>University Constitution</b>	<p>Following the change of ownership of the university in Summer 2020, a revision of the University Constitution was approved by the University Council in September 2020.</p> <ul style="list-style-type: none"> <li>• A paragraph on the legal status (§0) to outline the legal commitments of MU.</li> <li>• The responsibilities of the University Board (§I), of the University Council (§II) and of the University Senate (§V) were more clearly defined.</li> <li>• The Gender and Diversity Committee was renamed to Inclusion and Diversity Committee (§XI).</li> <li>• The wording was improved in some paragraphs (§III, §IV, §VI-X, §XII-XIX).</li> </ul>

Additionally, the Study Regulations of the Foundation Programs (not accredited) were revised to include the new Foundation Program for the BSc in Applied Data Science.

A new Guidelines on the Entrance Examination for Students who do not have any school-leaving examination was also introduced and approved by the University Senate on January 27, 2021.

Finally, several revisions of the study contracts of students took place: On November 6, 2020, the University Board decided on a revision of the study contracts of students to address GDPR issues and provide clarifications about the publication of thesis. On June 2, 2021, the University Board decided on a revision of the MBA study contract to reflect the change of the MBA study program structure from terms to semesters. On July 23, 2021, the University Board approved another revision of the study contracts to include clearer references to different university regulations.

## 2.2. Figures of the Study Programs

	BBA THM	BBA THO	BSc IM	MSc ITM	MSc SDMP	MSc MGT	MBA	PhD	Total MU Vienna	Change to last year	MU Nanjing
Students <sup>1</sup>	164	106	346	34	37	74	107	26	894	+14.5%	117
New Students 2020/2021	45	12	126	18	17	35	30	5	288	+7.6%	34
Female students' rate	70.1%	65.1%	43.1%	76.5%	54.1%	43.7%	53.3%	46.2%	54.0%	+3.0%	71.8%
Students per faculty <sup>2</sup>	7.1	4.6	15.0	1.5	1.5	3.2	4.7	1.1	39.0	+10.8%	N/A
International students' rate <sup>3</sup>	72.6%	86.8%	71.7%	82.4%	86.5%	73.0%	78.7%	80.8%	75.8%	+0.6%	0.0%
Graduates	43	32	78	3	5	11	35	1	208	+212.2%	54
Female graduates' rate	74.4%	62.5%	41.0%	66.7%	40.0%	45.45%	51.4%	100%	53.9%	-3.3%	72.2%
Average duration of studies at MU <sup>4</sup> (graduates, semester)	7.1	8.9	6.9	5.7	6.4	5.2	8.3 (in terms)	12.0	N/A	N/A	6.0
Withdrawal rate <sup>5</sup>	1.8%	3.8%	2.6%	5.9%	2.7%	0%	2.8%	0%	2.5%	-0.5%	7.1%
Expulsion rate <sup>6</sup>	1.8%	1.9%	7.2%	2.9%	5.4%	6.8%	3.7%	0.0%	4.7%	+0.8%	0.0%

<sup>1</sup>This figure includes all students that have been enrolled at some point from 01/09/2020 to 31/08/2021.

<sup>2</sup> Counted are all Full, Associate and Assistant Professors.

<sup>3</sup> Counted are all students with a non-Austrian citizenship. For details on the outgoing students and their destinations, see table "Student Exchanges".

<sup>4</sup> Number of semesters for the graduates (does not include the duration of studies at previous universities/programs).

<sup>5</sup> Rate of students who left the university on their own accord without graduating in relation to the total number of students in the study program.

<sup>6</sup> Rate of students expelled by the university in relation to the total number of students in relation to the total number of students in the study program.

## 2.3. Figures of the Study Programs: Comparison over 5 years at the Vienna campus

	BBA THM					BBA THO					BSc IM				
	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21
Students	181	154	133	143	164	112	135	138	119	106	169	184	217	266	346
New Students	40	38	43	53	45	33	33	37	10	12	58	68	79	105	126
Female students' rate	68.0%	68.2%	70.7%	69.9%	70.1%	71.4%	65.9%	67.4%	61.3%	65.1%	44.4%	40.8%	39.2%	41.7%	43.1%
Students per faculty <sup>1</sup>	9.0	6.7	6.3	6.5	7.1	5.6	5.9	6.6	5.4	4.6	8.4	8	10.3	12.1	15.0
International students <sup>2</sup>	71.8%	68.8%	69.2%	71.3%	72.6%	67.9%	73.3%	79.0%	83.2%	86.8%	63.3%	66.8%	68.7%	72.9%	71.7%
Graduates	62	48	31	12	43	13	20	25	18	32	43	30	33	27	78

Female graduates' rate	61.3%	60.4%	77.4%	100%	74.4%	76.9%	75.0%	84.0%	61.1%	62.5%	53.5%	30.0%	36.4%	51.9%	41.0%
Avg duration of studies <sup>3</sup>	7.6	7.4	6.9	6.9	7.1	7.0	8.1	8.7	8.4	8.9	6.0	6.6	6.7	7.0	6.9
Withdrawal rate <sup>4</sup>	1.7%	3.2%	3.8%	3.5%	1.8%	1.8%	4.4%	1.4%	2.5%	3.8%	2.4%	6.5%	3.2%	1.9%	2.6%
Expulsion rate <sup>5</sup>	3.3%	8.4%	3%	4.9%	1.8%	1.8%	5.2%	2.9%	1.7%	1.9%	7.1%	8.7%	5.0%	3.4%	7.2%

	MSc ITM					MSc SDMP					MSc MGT				
	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21
Students <sup>1</sup>	24	21	20	24	34	8	10	13	24	37	16	27	34	52	74
New Students	6	8	5	14	18	4	4	8	14	17	16	12	19	23	35
Female students' rate	79.2%	76.2%	85.0%	83.3%	76.5%	37.5%	40.0%	46.2%	54.2%	54.1%	75.0%	81.5%	61.8%	53.8%	43.7%
Students per faculty <sup>2</sup>	1.2	0.9	1.0	1.1	1.5	0.4	0.4	0.6	1.1	1.5	0.8	1.2	1.6	2.4	3.2
International students <sup>3</sup>	83.3%	81.0%	80%	79.2%	82.4%	62.5%	80.0%	84.6%	87.5%	86.5%	75.0%	77.8%	61.8%	65.4%	73.0%
Graduates	7	6	7	6	3	1	4	1	1	5	-	9	5	9	11
Female graduates' rate	87.5%	50.0%	85.7%	83.3%	66.7%	100%	25%	100%	0.0%	40.0%	-	88.9%	60%	66.7%	45.5%
Avg duration of studies	4.3	5.3	5.7	6	5.7	4.8	4.3	7	4	6.4	-	3.9	4.8	5.1	5.2
Withdrawal rate <sup>4</sup>	8.3%	9.5%	15.0%	4.2%	5.9%	0.0%	0.0%	0.0%	8.3%	2.7%	6.3%	1.1%	2.9%	5.8%	0%
Expulsion rate <sup>5</sup>	8.3%	0.0%	0%	4.2%	2.9%	12.5%	20.0%	15.4%	4.2%	5.4%	0.0%	0.0%	0%	1.9%	6.8%

	MBA <sup>6</sup>					PhD					Total				
	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21
Students <sup>1</sup>	66	81	96	115	107	13	13	16	22	26	589	625	667	765	894
New Students	13	30	30	41	30	3	4	4	6	5	173	196	225	266	288
Female students' rate	56.1%	43.2%	45.8%	47.8%	53.3%	46.2%	53.8%	50.0%	54.5%	46.2%	60.3%	56.5%	55.1%	53.7%	54.0%
Students per faculty <sup>2</sup>	3.3	3.5	4.6	5.2	4.7	0.6	0.6	0.8	1.0	1.1	29.4	27.2	31.8	34.8	39.0
International students <sup>3</sup>	74.2%	70.4%	76.0%	76.5%	78.7%	84.6%	76.9%	68.8%	77.3%	80.8%	69.6%	70.2%	72.3%	75.2%	75.8%
Graduates	7	13	18	25	35	1	1	2	0	1	134	130	122	98	208
Female graduates' rate	85.7%	61.5%	55.6%	32.0%	51.4%	0%	0%	0%	N/A	100%	62.7%	51.5%	63.1%	57.1%	53.9%
Avg duration of studies	11.6	10.1	11.1	8.1	8.3	7.9	10	9	N/A	10.33	N/A	N/A	N/A	N/A	N/A
Withdrawal rate <sup>4</sup>	0%	0%	1.0%	2.6%	2.8%	7.7%	0%	0%	4.5%	0%	2.2%	4.5%	2.8%	3.0%	2.5%
Expulsion rate <sup>5</sup>	13.6%	13.6%	2.1%	7.8%	3.7%	0%	0%	0%	0.0%	0.0%	5.4%	7.8%	3.4%	3.9%	4.7%

<sup>1</sup> Counted are all Full, Associate and Assistant Professors.

<sup>2</sup> Counted are all students with a non-Austrian citizenship. For details on the outgoing students and their destinations, see table "Student Exchanges".

<sup>3</sup> Number of semesters for the graduates (does not include the duration of studies at previous universities or programs).

<sup>4</sup> Rate of students who left the university on their own accord without graduating in relation to the total number of students.

<sup>5</sup> Rate of students expelled by the university in relation to the total number of students.

## 2.4. Student Mobility

### 2.4.1. On the Vienna campus

Modul University Vienna maintains exchange agreements with several universities across the world in 2020/2021.

<b>Erasmus partners</b>	<b>Location</b>
Boğaziçi University	Istanbul, Turkey
Cologne Business School	Cologne, Germany
Dublin Institute of Technology	Dublin, Ireland
ISAG European Business School	Porto, Portugal
IULM University - Milan	Milan, Italy
La Rochelle Business School	La Rochelle, France
TSI Ramon Llull	Barcelona, Spain
Università della Svizzera Italiana	Lugano, Switzerland
University of Barcelona, Faculty of Economics and Business	Barcelona, Spain
University of Southern Denmark	Odense, Denmark
University of Surrey	Surrey, UK
University of West London, London College of Hospitality and Tourism	London, UK
<b>Other partners</b>	<b>Location</b>
City University of Macau	Macau, People's Republic of China
Hong Kong Polytechnic University, School of Hotel and Tourism Management	Hong Kong
Taylor's University	Selangor, Malaysia
Temple University, School of Tourism and Hospitality Management	Philadelphia, Pennsylvania, USA
San Francisco State University	San Francisco, California, USA
Universidad Internacional del Ecuador	Quito, Ecuador
Universidad Anahuac Mayab	Mexico
Universidade Europeia	Lisbon, Portugal
University of Central Florida	Orlando, Florida, USA
University of Florida	Gainesville, Florida, USA
Virginia Tech University	Virginia, USA

In 2020/2021, following exchanges took place:

<b>Fall 2020</b>	<b>INCOMING</b>	<b>OUTGOING</b>
University of Southern Denmark	1	0
La Rochelle Business School	2	0
Cologne Business School	0	1
University of Barcelona	1	0
IULM University, Milan	0	1
Università della Svizzera Italiana, Lugano	1	0
<b>Total Fall 2020</b>	<b>5</b>	<b>2</b>

Spring 2021	INCOMING	OUTGOING
La Rochelle Business School	2	0
University of Central Florida, Orlando, USA	1	0
University of Surrey, UK	2	0
Taylors University Malaysia	1	0
TSI Barcelona, Spain	2	0
Cologne Business School	2	0
University of Barcelona	1	0
IULM University, Milan	2	0
Universidade Europeia	12	0
<b>Total Spring 2021</b>	<b>25</b>	<b>0</b>
<b>Total 2020/21</b>	<b>30</b>	<b>2</b>

#### 2.4.2. On the Nanjing campus

Due to the still on-going pandemic, no student from the Modul School Nanjing participated in any exchange program.

### 3. Staff

#### 3.1. Academic Staff

	Research	Teaching Responsibility <sup>1</sup>	Transfer Services <sup>2</sup>	Administration and SDGs <sup>3</sup>
<b>Faculty<sup>4</sup></b>				
<b>Full Professor (FProf)</b> Habilitation or equivalently qualified	40%	30% (10 WSHY)	10%	20%
<b>Associate Professor (AcProf)</b> Habilitation or equivalently qualified	40%	30% (10 WSHY)	10%	20%
<b>Associate Professor/Senior Lecturer (AcProf/SL)</b> Habilitation or equivalently qualified	0-20%	60% (20 WSHY)	10-30%	10-30%
<b>Assistant Professor (AsProf)</b> Post-Doc	50%	30% (10 WSHY)	10%	10%
<b>Assistant Professor/Senior Lecturer (AsProf/SL)</b> Post-Doc	0-20%	60% (20 WSHY)	10-30%	10-30%
<b>Researcher and Lecturer (RL)</b> Pre-Doc, studying at MU's PhD program	50%	25% (1 <sup>st</sup> /2 <sup>nd</sup> yr: 2/6 WSHY)	0%	25%
<b>University Lecturer (L)</b> Post- or Pre-Doc	0%	50-100%	0-50%	0-50%

<b>Other Academic Employees<sup>4</sup></b>				
<b>Senior Researcher (SR)</b> Post-Doc	0-100%	0%	0 -100%	0%
<b>Researcher (R)</b> Pre-Doc	0-100%	0%	0 -100%	0%
<b>Scholarship Students<sup>5</sup></b>				
<b>PhD Student (PhDS)</b>	85%	15% (2 <sup>nd</sup> /3 <sup>rd</sup> yr: 2/4 WSHY)	0%	0%
<b>Graduate Assistantship Student (GAS)</b>	0-10 hours/week			

<sup>1</sup> WSHY = weekly semester hours per year as defined in the labor contracts; the percentage of teaching responsibilities includes preparation time for classes.

<sup>2</sup> including time for applied (industry) research.

<sup>3</sup> e.g. participation in committees of academic self-administration, marketing events, and projects for further developing the University; tasks that are considered a contribution to sustainable development are, for instance, the participation in projects by the Sustainability Committee.

<sup>4</sup> Researchers are academic employees without teaching obligations who are financed exclusively by third party funds. Their responsibilities are defined in the labor contract, HR and quality management guidelines.

<sup>5</sup> Responsibilities defined in the study contract, study regulations and quality management guidelines.

<b>Modul University Nanjing Campus</b>			
	<b>Teaching Responsibility<sup>1</sup></b>	<b>Research<sup>2</sup></b>	<b>Administration and Services<sup>3</sup></b>
<b>Faculty (funded by Pujiang IHD resources)</b>			
<b>Full Professor (FProf)</b> Post-Doc, habilitated or equivalently qualified academic employee	40% (12 WSHY)	25%	35%
<b>Associate Professor (AscProf)</b> Post-Doc, habilitated or equivalently qualified academic employee	40% (12 WSHY)	25%	35%
<b>Assistant Professor (AssProf)</b> Post-Doc, non-habilitated academic employee, basic and applied research	45% (15 WSHY)	35%	20%
<b>Senior Lecturer (SL) / Assistant Professor</b> Post-Doc, non-habilitated academic employee, applied research	90% (30 WSHY)	0%	10%
<b>Researcher and Lecturer (RL)</b> Pre-Doc currently studying	25% 3/8 WSHY (1 <sup>st</sup> /2 <sup>nd</sup> year)	50%	25%
<b>Lecturer (L) Type A</b> Post- or Pre-Doc without administrative tasks	100% 34 WSHY	0%	0%
<b>Lecturer (L) Type B</b> Pre-Doc with substantial administrative tasks	60% 20 WSHY	0%	40%
<b>Other Academic Staff</b>			
<b>Senior Researcher (SR) / Assistant Professor</b>	0%	50-100%	0-50%

Post-Doc, non-habilitated academic employee, basic and applied research			
<b>Researcher (R)</b> Post- or Pre-Doc	0%	50-100%	0-50%

<sup>1</sup> WSHY = Weekly semester hours per year; approximate percentage of total hours of employment; the percentage of teaching responsibilities includes preparation time for classes.

<sup>2</sup> including time for applied (industry) research.

<sup>3</sup> Tasks that are considered a contribution to sustainable development are, for instance, the participation in the Sustainability Committee, or the involvement in projects approved by the Sustainability Committee (e.g., creating a life cycle assessment for the university, implementing sustainable improvements in the university's food and beverage concept).

Broken down in departments, the academic staff of Modul University at the Vienna campus and at the Nanjing campus included in 2020/21:

	ADS	IM	NMT	SGM	TSM	Total Vienna	Total Nanjing
Full Professors	0	2	1	2	5	10	1
Associate Professors	0	0	0	2	1	3	0
Assistant Professors	1	1	0	1	3	6	1
Lecturers	0	4	0	2	0	6	1
Researchers	0	0	5	1	3	9	0
Researchers/Lecturers	0	1	0	1	2	4	0
SL-Asc/Prof	0	1	0	0	0	1	0
SL-Ass/Prof	1	1	0	1	1	4	0
<b>Total</b>	<b>2</b>	<b>10</b>	<b>6</b>	<b>10</b>	<b>15</b>	<b>43</b>	<b>3</b>

### 3.1.1. Functions, Teaching Load and Work Time of the Academic Core Staff

No.	Surname	Name	Acad. Degree	Function <sup>4</sup>	Department	Teaching 2020/2021 <sup>2</sup>		Work Time
						Class hours	Thesis & exam supervision	
<b>Modul University Vienna Campus (Modul University and Modul Technology)</b>								
1	Avdullahi	Arlind	MSc	R	NMT	0.0 h	0.0 h	20 h
2	Brasoevanu	Adrian	MSc	R	NMT	0.0 h	0.0 h	38 h
3	Chekembayeva	Gaukhar	MSc, MBA	RL	IM	5.0 h	0.5 h	40 h
4	Christopoulos	Dimitris	Dr. habil.	AscProf	SGM	6.75 h	0.9 h	40 h
5	Dan	Daniel	PhD	AssProf	ADS	15.5 h	3.7 h	40 h
6	Dickinger	Astrid	Dr. habil.	FProf, Dean, Dep. Head	TSM	7.7 h	3.0 h	40 h
7	Drury	Cornelia	MBL	L	IM	20.0 h	0.5 h	20 h
8	Garaus	Marion	Dr. habil.	SL-AscProf, Dean	IM	7.0 h	4.8 h	40 h
9	Gibbs	Davis	MSc	L	SGM	7.75	0.6	40 h
10	Gunter	Ulrich	Dr. habil.	AscProf, Dean	TSM	10.50 h	0.4 h	40 h
11	Hibbert	Simon	MBA	L	IM	26.0 h	0.3 h	25 h
12	Hrankai	Richard	PhD	RL	TSM	17.0 h	0.8 h	40 h
13	Kerschner	Christian	PhD	AssProf	SGM	11.6 h	0.5 h	40 h
14	Kolomoyets	Yuliya	PhD	RL	TSM	7.5 h	2.0 h	40 h
15	Lalicic <sup>1</sup>	Lidija	PhD	AssProf	TSM	1.5 h	1.05 h	40 h
16	Leonard	David	PhD	L	SGM	20.0 h	1.10 h	25 h
17	Loisch <sup>1</sup>	Ursula	Dr.	SL-AssProf	IM	0.0 h	0.0 h	20 h
18	Lord	Maria	Mmus	L	IM	28.8 h	1.2 h	20 h
19	Lund-Durlacher <sup>1</sup>	Dagmar	Dr.habil	FProf (emeritus)	TSM	0.0 h	0.0 h	20 h
20	Maier	Gunther	Dr. habil.	FProf	SGM	5.0 h	0.0 h	20 h
21	Marr	Kimberley	MSc	RL	TSM	8.0 h	1.3 h	40 h
22	Matteucci <sup>1</sup>	Xavier	PhD	R	TSM	0.0 h	1.4 h	10 h
23	Mazanec	Josef	Dr. habil.	FProf	TSM	3.0 h	0.0 h	20 h

No.	Surname	Name	Acad. Degree	Function <sup>4</sup>	Department	Teaching 2020/2021 <sup>2</sup>		Work Time
						Class hours	Thesis & exam supervision	
24	Munoz	Mario Diaz	MSc	R	SGM	0.0 h	0.0 h	40 h
25	Nixon	Lyndon	PhD	SL-AssProf	ADS	8.75 h	1.2 h	40 h
26	Osho	David	MBA	L	IM	13.4 h	2.4 h	40 h
27	Ponocny	Bertram	MSc	R	TSM	0.0 h	0.0 h	6 h
28	Ponocny	Ivo	Dr. habil.	FProf, Dean	SGM	14.25 h	1.8 h	40 h
29	Schäfer	Tobi	Dipl.-Red.(FH)	R	NMT	0 h	0 h	10 h
30	Scharl	Arno	DDr. habil.	FProf, Dep. Head	NMT	3.05 h	0.0 h	40 h
31	Sedlacek	Sabine	Dr. habil.	AscProf, Vice P., Dep. Head	SGM	8.7 h	5.7 h	40 h
32	Skwara	Agnieszka	MSc	Project Manager	NMT	0.0 h	0.0 h	35 h
33	Smeral	Egon	Dr. habil.	FProf	TSM	2.0 h	0.0 h	20 h
34	Spiegel	Nina	BSc	R	NMT	0 h	0 h	25 h
35	Steixner	Jacob	MA	R	NMT	0 h	0 h	40 h
36	Stienmetz	Jason	PhD	AssProf	TSM	10.6 h	2.1 h	40 h
37	Treiblmaier	Horst	Dr. habil.	FProf, Dep. Head	IM	8.0 h	2.5 h	40 h
38	Trettel Silva	Gabriel	MSc	RL	SGM	8.0 h	0.0 h	4 h
39	Weinmayer	Karl	PhD	AssProf	IM	11.5 h	0.5 h	40 h
40	Weismayer	Christian	Dr.	SL-AssProf	SGM	19.0 h	1.8 h	30 h
41	Wöber	Karl	Dr. habil.	FProf, President	TSM	2.25 h	0.0 h	40 h
42	Zekan	Bozana	PhD	AssProf	TSM	12 h	1.4 h	40 h
43	Zumbusch (von)	Jennifer	MSc	R	TSM	5.0 h	0.0 h	34 h
44	Wagner <sup>1</sup>	Udo	DDr. habil.	FProf	IM	0.0 h	0.0 h	20 h
<b>Total actual teaching load:</b>						<b>378.55 h</b>		
<b>Modul University Nanjing Campus</b>								
1	Durmusoglu	Serdar Salih	PhD	FProf	TSM/MSN	5.0 h	3.4 h	40 h
2	Hrankai	Richard	PhD	RL	TSM	2.0 h	-	40 h
3	Huang	Amily (Jiexin)	MA	L	TSM/MSN	0.0 h	1.0 h	40 h

No.	Surname	Name	Acad. Degree	Function <sup>4</sup>	Department	Teaching 2020/2021 <sup>2</sup>		Work Time
						Class hours	Thesis & exam supervision	
4	Li	Rick (Xiongkun)	BBA	Staff	MSN	1.0 h	-	40 h
<b>Total actual teaching load:</b>						<b>12.4 h</b>		

<sup>1</sup> partly on maternity leave/not employed during the whole reporting period, left university or started during the period

<sup>2</sup> in accredited study degree programs only, incl. supervision of theses

<sup>3</sup> promoted/elected during the reporting period

<sup>4</sup> RL: Researcher/Lecturer; SL: Senior Lecturer; AscProf: Associate Professor; R: Researcher; FProf: Full Professor; L: Lecturer; AssProf: Assistant Professor; Dep. Head: Department Head; Vice P.: Vice President.

Modul University Vienna is also proud to keep academic ties with its adjunct faculty and research associates<sup>2</sup>, scholars who studied at Modul University, worked there or feel connected with Modul University in some other way:

<b>Adjunct Professors</b>	Prof. Dr. Daniel Fesenmaier (University of Florida) FH-Prof. Dr. Scholz, Markus, M.Sc. (LSE) (FH-Wien) Prof. Dr. Andreas Zins Prof. Keith Straughan, PhD
<b>Adjunct Assistant Professors</b>	Dr. Xavier Matteucci
<b>Research Associates</b>	Dr. Valeria Croce (European Commission) Dr. Clemens Költringer (Vienna Tourism Board) Dr. Karin Wegenstein (University of Applied Sciences Wiener Neustadt)

<sup>2</sup> The full list is also available on the University's website: <https://www.modul.ac.at/about/faculty-and-staff/research-associates>

### 3.1.2. External Lecturers: Contracted Hours, Qualifications

In 2020/2021, the following external lecturers taught at Modul University:

No.	Surname	Name	Title	Program	Teaching h <sup>1</sup>
<b>Modul University Vienna Campus</b>					
1				MBA	1.5 h
2				MBA	1.5 h
3				MBA	0.75 h
4				UG	2.0 h
				MBA	1.5 h
				MSc	4.0 h
5				MBA	2.0 h
6				UG	2.0 h
7				MBA	1.5 h
8				MSc	2.0 h
9				MBA	1.5 h
10				MBA	1.5 h
11				UG	6.0 h
12				MSc	2.0 h
13				UG	4.0 h
14				UG	12.0 h
15				UG	2.0 h
16				UG	6.0 h
17				MBA	1.5 h
18				UG	13.0 h
				MSc	4.0 h
19				MBA	1.5 h
20				UG	6.0 h
21				MBA	1.5 h
22				UG	1.0 h
23				UG	2.0 h
24				UG	3.0 h
25				UG	3.0 h
26				MBA	1.5 h
27				UG	3.0 h
28				MBA	1.5 h
29				MSC	4.0 h
30				MBA	1.5 h
31				UG	2.0 h
32				UG	3.0 h
33				MBA	1.5 h
34				UG	1.0 h

No.	Surname	Name	Title	Program	Teaching h <sup>1</sup>
35				UG	1.0 h
36				MBA	1.5 h
37				MBA	1.5 h
38				UG	1.5 h
39				MBA	1.5 h
40				UG	12.0 h
41				UG	12.0 h
42				MBA	1.5 h
43				UG	1.0 h
44				MBA	1.5 h
45				MSc	2.0 h
46				UG	2.0 h
47				MBA	1.5 h
48				MBA	1.5 h
49				UG	6.0 h
50				UG	4.0 h
51				UG	2.0 h
52				UG	2.0 h
53				MBA	1.5 h
54				UG	9.0 h
				<b>Total</b>	<b>175.25 h</b>
<b>Modul University Nanjing Campus</b>					
1				BBA THM	11.0 h
2				BBA THM	8.0 h
3				BBA THM	4.0 h
4				BBA THM	7.0 h
5				BBA THM	8.0 h
6				BBA THM	2.0 h
7				BBA THM	2.0 h
8				BBA THM	12.0 h
9				BBA THM	7.0 h
10				BBA THM	2.0 h
				<b>Total</b>	<b>63.0 h</b>

<sup>1</sup> including supervision of thesis

### 3.1.3. Ratio between internal and external lecturers

The ratio between internal and external teachers is displayed in the next table:

	BBA & BSc	MBA	MSc	PhD	Vienna Total	Nanjing Total	MU Total
h total <sup>1</sup>	374.9	30.1	112.2	16.0	<b>533.2</b>	<b>75.4</b>	<b>608.6</b>
h internal <sup>1</sup>	252.9	14.4	74.7	16.0	<b>357.9</b>	<b>12.4</b>	<b>370.3</b>
h external <sup>1</sup>	122	15.8	37.5	0.0	<b>175.3</b>	<b>63.0</b>	<b>238.3</b>
<b>Internal ratio</b>	<b>67.5%</b>	<b>47.7%</b>	<b>66.6%</b>	<b>100.0%</b>	<b>67.1%</b>	<b>16.4%</b>	<b>60.8%</b>

<sup>1</sup> in accredited study degree programs; including supervision of thesis (in Vienna only).

### 3.1.4. Documentation of the Selection and Promotion Procedures

In 2020/2021, one new faculty member started working at Modul University Vienna. In Spring 2021, a call for a Full Professor in Marketing was launched by the University Senate and a Search Committee was elected during the Senate meeting of January 27, 2021. A new part-time Full Professor in Marketing, Udo Wagner, was consequently hired and started in the Department of International Management in July 2021.

In 2020/2021, two new faculty members were hired at the Nanjing Campus: Amily Jiexin Huang, as Lecturer as of Spring 2021, and Helen Summer as Assistant Professor from Summer 2021. This should allow to increase the internal teaching on the Nanjing campus, so that it nears 50.0% in 2021-2022.

There was no promotion procedure at Modul University in 2020/21, neither on the Vienna campus, nor on the Nanjing campus.

### 3.1.5. Activities to Promote Young Researchers and Other Human Resource Development Activities

During the reporting period, Modul University Vienna offered **five positions for young researchers and lecturers**, giving them not only the possibility to focus on their doctoral thesis, but also including them in the scientific community, encouraging them to visit international congresses and to take part in research projects. Also, nine young researchers were included in the scientific community at Modul University as researchers on projects.

Modul University also supports publications in renowned peer-reviewed journals for all faculty with premiums for publications. The premium for A-rated journal amounts to € 1,000 (for a single author), the premium for B-rated journals to € 500 (for a single author).

In 2020/2021, 38 premiums for A-rated journals and 20 for B-rated journals were given for the total sum of 17,838 EUR.

Since spring 2015, Modul University Vienna also publishes its “Working Papers Series” (<https://www.modul.ac.at/research/publications/working-paper-series/>), which help young (and senior) researchers to get feedback on their papers before submitting them. Modul University Vienna also uses a research publication documentation database (PURE). Both platforms help to make Modul University’s research success more visible.

### 3.2. Administrative staff

In 2020/2021, 37 administrative staff in Vienna and 3 in Nanjing were working at Modul University in the different administrative organizational units. The following table presents the administrative staff working for Modul University as of August 2021.

Department	Position	Name	Head-count	Full time equiv.
<b>Modul University (Vienna Campus)</b>				
<b>Academic Office</b>	Head of Academic Office	Calhoun, Benjamin	1	1,00
	Study Program Managers	Abazovic, Ana	3	0,75
		Dalton, Glen		1,00
		Loscher, Katherine		1,00
<b>Accounting &amp; Finance</b>	Project Administrator	Bondare, Zane	1	1,00
	Accountant	Eder, Yasemin	1	1,00
	Human Resources Manager	Karacsony, Linda	1	0,80
	Head of Accounting and Administration	Krasser, Isabella	1	1,00
	Controller	Nussbaumer, Matthias	1	0,75
<b>Events &amp; Facility Management</b>	Cafeteria helper	Aliou, Andre	1	0,63
	Team Assistant	Aliou, Tina-Maria	1	0,63
	House technician	Friedelt, Jürgen	1	1,00
	Facility Staff	Cirlan, Mirela	1	1,00
	Facility Staff	Jovanovic, Adriana	1	1,00
	Head of Cafeteria	Krautz, Bernhard	1	1,00
	Kitchen helper	Simon, Gabriela	1	0,63
	Head of Event & Facility Management	Straube, Michael	1	1,00
<b>Information Systems Services</b>	Team Leader Software Developer	Dasarathy, Padmanabhan	1	1,00
	Software Developer	Mansouri, Armin	1	1,00
	Customer Support & Inhouse Services Officer	Rakic, Marina	1	1,00
<b>Library</b>	Librarian	Buchmayer, Claudia	1	0,63
		Weidinger, Martin	1	0,63
<b>Marketing &amp; Communications</b>	Design & Marketing Manager	Lehensteiner, Lisa	1	1,00
	Assist. to Marketing for Soc. Med.	Mylocopos Ross, Samantha	1	0,50
<b>Non-Degree Center</b>	Non-Degree Program Content Manager	Jungwirth-Edelmann, Eva	1	1,00
<b>Student Services &amp; Admissions</b>	Head of Student Services and Admissions	Hörmann, Jürgen	1	1,00
	Team Leader Student Journey	Nel, Ebenaezer	1	1,00
	Student Journey Advisors	Dogan, Melike	5	1,00
		Fernandez Aguilera, Eduardo		1,00
		Gaal, Stefania		1,00

		Hahn, Eric Edward		1,00
		Malcheva, Katrin		1,00
	Student Accounts Officer	Ortmayr, Clarissa	1	0,63
		Babic, Sanela	1	0,63
UB office	Chief Operating Officer	Aigner, Johanna	1	1,00
	Chief Academic Officer	Aubet, Clotilde	1	1,00
	Executive Assist. to the Managing Director	Doherty, Rachel	1	1,00
<b>Total</b>			<b>37</b>	<b>32,93</b>
<b>Modul University (Nanjing Campus)</b>				
MSN	Assistant to Program Director	Ren Wang	1	1
	Academic Office	Maggie Wang	1	1
	Student and Career Service	Xiong Kun Li	1	1
<b>Total</b>			<b>3</b>	<b>3</b>

### 3.3. Measures for gender equality

Modul University is committed to ensuring gender equality among its staff and faculty members as a responsible employer and in respect of the law.

Already in 2015, the Inclusion and Diversity Committee (IDC) was established in order to deepen Modul University Vienna's commitment to diversity management, including all issues related to gender equality, special needs, religious freedom, etc. Elected by the University Senate, the IDC also reviews the implementation of the [Affirmative Action Plan for Managing Inclusion and Diversity](#), which was last reviewed in November 2020, by guaranteeing its respect. This document states the commitments and guiding principles of Modul University Vienna in terms of gender equality and more generally, of diversity.

## 4. Finances and Resources

In order to improve transparency, as well as the global quality management of Modul University, the annual accounts are being checked by an external auditor. The financial report for 2020/2021 will be provided as soon as it is available, as it has not been finalized at the submission deadline for the annual report 2020/2021.

## 5. Research

### 5.1. Modul University's Research Profile

Modul University Vienna is a genuine international university. Therefore, it is vital to further develop the quality of research and teaching at a parallel pace. Research is determined to be the prerequisite of high-quality teaching and the University pursues a research-led teaching approach. As a result, researchers at Modul University Vienna are committed to conducting contemporary, as well as future-oriented basic and applied research. The University's research profile is characterized by a dynamic

development of research activities, where researchers of various disciplines are highly innovative and meet the criteria for cutting-edge research. Interdisciplinary research activities shape the research profile of the institution. For example, the areas of information systems, management, tourism, and sustainable development clearly focus on entrepreneurial and societal challenges that are faced in current fast-changing environments.

In 2020/2021, Modul University Vienna was organized into one Research Center in New Media Technology and four academic departments in Applied Data Science, International Management, Tourism and Service Management, Sustainability, Governance, and Methods. Through these bodies, researchers of several disciplines are actively contributing to the institution's research output.

As any other research university, Modul University must cope with an increasingly competitive environment. Accordingly, it is crucial to identify and design research foci and to assemble a supportive research environment that procures these focus areas. In order to provide such an environment, professional research management and support needs to be developed in conjunction with internal advancement programs and career path models – in line with the mission of freedom of teaching and research.

## **5.2. Research focal areas**

Modul University Vienna identified 17 core research areas that were recently merged into five research focal areas:

1. Digitalization and business transformation
2. Big Data analysis, artificial intelligence, and blockchain
3. Governance for innovation and sustainable development
4. Socioeconomic aspects of climate change
5. Travel behavior, trend, and competition analysis

More information on the 17 core research areas are included in the [Development Plan 2020-2032](#) published on the University's website.

### 5.3. Publications

In the academic year 2020/2021, in total 142 times faculty members of Modul University at the Vienna Campus have contributed to publications, in the form of journal articles, books or reports, book chapters, conference papers, contributions and others.

Department	Journal Articles	Book Chapters	Books/Reports	Conference Papers & Contributions	Other	Total
IM	35	4	1	5	1	46
NMT	1	0	1	2	1	5
SGM	16	2	2	0	0	20
TSM	53	4	7	5	2	71
<b>Total</b>	<b>105</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>4</b>	<b>142</b>
<b>Evolution to 2019/2020</b>	<b>+50,00%</b>	<b>-16,67%</b>	<b>-42,11%</b>	<b>-70,73%</b>	<b>+0,00%</b>	<b>-2,74%</b>

Note: For the publications who have co-authors of different Departments of the University, the Department of the first co-author is considered to categorize the publication.

## 5.4. Awards and Conferences

The figures refer to the participation of faculty members of the respective departments and campuses in one of these activities.

Department	Awards	Conferences and Events			Total
		Invited presentation	Participation	Presentation	
IM	0	2	1	3	6
NMT	1	1	5	2	8
SGM	0	3	4	0	7
TSM	1	7	20	5	32
<b>Total 2020-2021</b>	<b>2</b>	<b>13</b>	<b>30</b>	<b>10</b>	<b>53</b>
<b>Total 2019-2020</b>	<b>3</b>	<b>14</b>	<b>38</b>	<b>29</b>	<b>81</b>
<b>% p.y.</b>	-33,33%	- 7,14%	-21,05%	-64,51%	-34,56%

In 2020/2021, faculty members of Modul University Vienna received the following awards:

Name of the Award	Awarding Institution	Recipient
Research Council Award	Wiener Wissenschafts-, Forschungs- und Technologiefonds	Arno Scharl
Nomination for Ars Docendi Staatspreis für exzellente Lehre 2021	Modul University Vienna	Bozana Zekan

In 2020/2021, members of Modul University's Faculty participated or presented in the following conferences:

No.	Name of Conference/Event
1	2021 Frontiers in Service Conference
2	27th European Conference on Information Systems
3	2nd Webinar on Data-driven Personalization of Television
4	3rd Pre-ECIS Workshop on Blockchain Research
5	70th Jubilee conference of AIEST
6	7th international conference on time series and forecasting
7	ACM Conference on Information and Knowledge Management 2020
8	ACM Immersive Media Experiences 2021
9	ACM Multimedia Conference 2020
10	BEST MED Project Technical Workshop
11	Bologna-Tag 2020: Think Big: Institutionelle Lehrstrategien und deren Umsetzung an österreichischen Hochschulen
12	ENTER 2020 eTourism Conference
13	ENTER 2020 PhD Workshop
14	ENTER 2021 e-tourism conference
15	European Tourism Convention 2020
16	International Seminar on the Tourism Path to Recovery Post-COVID-19
17	Multi-Stakeholder Platform on Quality of Tourism Accommodation Services

18	Research & Degrowth
19	Semantics 2020 EU
20	The ECM Webinar on Meetings Statistics, Benchmarking, & Outlook
21	Travel and Tourism Research Association 2020 European Chapter Conference
22	TTRA Europe 2020
23	VHB Jahrestagung 2020
24	Workshop „Distance Learning – Lessons Learned“

## 5.5. Research Projects 2020-2021

In 2020/2021, the four academic departments and one research center of Modul University Vienna led different research projects, for some of which they collaborated with other institutions and organizations.

No.	Name of Project	Department	Other Involved Institution(s)
1	Carrying Capacity Methodology for Tourism	NMT, SGM, TSM	Österreichisches Institut für Raumplanung; University of Ljubljana, School of Economics and Business
2	Digital Tourism Experts	NMT, TSM	Universität Innsbruck
3	EcoMove	NMT, SGM, TSM	webLyzard technology; Unwired Networks GmbH; NAST Consulting ZT GmbH
4	ECM Academic Insights Newsletter	TSM	European Cities Marketing (ECM)
5	ECM Benchmarking Report	TSM	European Cities Marketing (ECM)
6	ECM Meetings Industry Report 2019-2020	TSM	European Cities Marketing (ECM)
7	ECM MICE Report	TSM	European Cities Marketing (ECM)
8	EPOCH - Extracting and Predicting Events from Online Communication and Hybrid Datasets	NMT, SGM, TSM	webLyzard technology; Ketchum Publico GmbH; KPMG Austria GmbH
9	GENTIO - Generative Learning Networks for Text and Impact Optimization	NMT	MODUL Technology GmbH; Ketchum Publico GmbH; webLyzard technology; "Observer" Medienbeobachtung & Analyse GmbH; Forschungsinstitut Rechenintensive Methoden der WU Wien
10	i-CONN: Interdisciplinary connectivity: Understanding and managing complex systems using connectivity	SGM	University of Durham; Jacobs University Bremen; AAI Scientific Cultural Services; European University Cyprus; University of Vienna; University of Natural Resources and Life Sciences, Vienna; Environment Agency; Masarykova Univerzita; Aix-Marseille Université; University of Sheffield; University of Maryland; IIASA International Institute for Applied Systems Analysis

11	Qualifikationsnetzwerk "Smart Data Analytics für die Hotellerie"	NMT, TSM	Technische Universität Wien
12	ReTV - Enhancing and Repurposing TV Content for Trans-Vector Engagement	NMT	webLyzard technology; Nederlands Instituut voor Beeld en Geluid; Centre for Research and Technology Hellas; Zattoo Deutschland GmbH (ZATTOO); Rundfunk Berlin-Brandenburg; Genistat AG
13	Schätzung der CO2-Emissionen des europäischen Städtetourismus - Wien im internationalen Vergleich	TSM	-
14	SmartCulTour	TSM	Katholieke Universiteit Leuven, NHTV Breda University of Applied Sciences, Ca' Foscari University of Venice, University of Split, University of Lapland/Lapin Yliopisto, UNESCO, Quantitas Srl, Toerisme Vlaanderen – VisitFlanders, Mediterranean Agronomic Institute of Zaragoza (IAMZ)
15	TourMIS	TSM	Austrian National Tourist Office, European Travel Commission, European Cities Marketing, Consortium of 9 Austrian Tourism Boards, Federal Chamber of Commerce, BMBWF

## 5.6. Third-party funding

Members of Modul University's Faculty of the Vienna Campus received third-party funding for different research projects in 2020/2021:

No.	Funded Project	Funding Institution	Funding for the whole project <sup>1</sup> (EUR)	Funding in 2020/2021 (EUR)
1	Carrying Capacity Methodology for Tourism	ESPON EGTC	€ 109.300,00	€ 21.222,42
2	Digital Tourism Experts	FFG	€ 72.767,00	€ 8.085,22
3	ECM Benchmarking Report	ECM and Benchmark Group (WTV represented in both) (contractor)	€ 20.700,00	€ 20.700,00
4	EcoMove	FFG	€ 98.285,50	€ 27.301,50
5	EPOCH - Extracting and Predicting Events from Online Communication and Hybrid Datasets	ICT of the Future Program BMK Bundesministerium für Klimaschutz, Umwelt, Energie, Mobilität, Innovation und Technologie	€ 227.087,00	€ 64.882,00

6	GENTIO - Generative Learning Networks for Text and Impact Optimization	ICT of the Future Program BMK Bundesministerium für Klimaschutz, Umwelt, Energie, Mobilität, Innovation und Technologie	€ 194.842,00	€ 55.669,14
7	i-CONN: Interdisciplinary connectivity: Understanding and managing complex systems using connectivity	European Commission H2020-MSCA-ITN-2019	€ 264.207,00	€ 66.051,75
8	Qualifikationsnetzwerk "Smart Data Analytics für die Hotellerie"	FFG	€ 58.747,00	€ 13.054,89
9	ReTV - Enhancing and Repurposing TV Content for Trans-Vector Engagement	European Commission H2020-ICT-20-2017	€ 578.882,00	€ 178.117,54
10	Schätzung der CO2-Emissionen des europäischen Städtetourismus - Wien im internationalen Vergleich	City of Vienna	€ 14.000,00	€ 4.666,67
11	SmartCulTour	European Commission H2020-TRANSFORMATIONS-04-2019-2020	€ 290.000,00	€ 64.444,44
12	TourMIS	Austrian National Tourism Organization; BMBWF; WKO	€ 7.000,00	€ 7.000,00
<b>Total</b>			<b>€ 1.935.817,50</b>	<b>€ 531.195,57</b>

<sup>1</sup> Modul University Vienna, Modul Technology, and Modul Research share only.

## 5.7. Other Services to Academia

This section gives a brief overview of the many ways, in which members of the faculty in Vienna supported the academic world in 2020/2021. It is a list of all the tasks that enable the academia to exist and to develop, ranging from being member of an editorial board or a reviewer of a journal, to activities that aim at presenting research outcomes to a broader public.

Function	Title
<b>Editorial Board Member and/or Journal/Conference Reviewer</b>	27th European Conference on Information Systems
	3rd Pre-ECIS Workshop on Blockchain Research
	6th International Workshop on Socio-Technical Perspective in IS Development
	Annals of Tourism Research
	Annals of Tourism Research Empirical Insights
	Apuntes del CENES
	Biophysical Economics and Sustainability

	Cambridge Journal of Economics
	Current Issues in Tourism
	Current Psychology
	Ecological economics
	Empirica
	Energy
	Environmental Values
	Forecasting
	International Journal of Contemporary Hospitality Management
	International Journal of Environmental Research and Public Health
	International Journal of Occupational Safety and Ergonomics
	International journal of sustainable development and world ecology
	Journal of Business Research
	Journal of Cleaner Production
	Journal of Information Technology & Tourism
	Journal of Qualitative Research in Tourism
	Journal of Sustainable Tourism
	Journal of Travel Research
	Leisure Sciences
	Modern Supply Chain Research and Applications
	MODUL University Working Paper Series
	Public Health
	Social Indicators Research
	Sustainability
	The International Conference on Information Systems 2021
	Tourism Economics
	Tourism Geographies
	Tourism Management
<b>Event, Conference or Workshop Organizer</b>	ENTER2020 PhD Workshop
	International Seminar on the Tourism Path to Recovery Post-COVID-19
<b>Leadership Roles (Chair, Co-Chair, Board Member)</b>	2nd Webinar on Data-driven Personalization of Television
	ACM Conference on Information and Knowledge Management 2020
	ACM Multimedia Conference 2020
	Annals of Tourism Research
	European Marketing Academy
	European Real Estate Society
	International Academy for the Study of Tourism
	International Association of Scientific Experts in Tourism
	International Federation for Information Technologies and Travel & Tourism
	International Society for Ecological Economics
	Journal of Travel Research
	Multi-Stakeholder Platform on Quality of Tourism Accommodation Services

Research & Degrowth
SAB LOCOMOTION H2020 Project
Semantics 2020 EU
The International Institute of Forecasters (IIF)
Tourism and Hospitality Group (THS)
Tourism Economics
Tourism Management

## 5.8. Library

### 5.8.1. Library on the Vienna Campus

2020/2021 was fully under the impression of the Covid-19 pandemic. For a big part of the academic year, MU library's opening hours on campus were massively reduced - from 44 hours to only a few hours per week, depending on the strictness-level of Covid-19 measures in place. A large part of the library work got done remotely. The service for students, much of it would have taken place on campus under normal circumstances, had to be adapted accordingly in order to provide students and staff with the best possible library service. The training sessions that are part of the Advanced Business Communication classes of first semester students were held either in an analog or in a digital environment. The foremost goal of those classes is to help students get acquainted with the media and library services offered. This guarantees that all students are equipped with the basic knowledge for the different research processes they will be facing throughout their studies, especially during the process of writing their final theses.

A big challenge for MU library was the change from the library cataloguing and lending system "ALEPH" to an entirely new system. The software was not being supported anymore and got replaced by the new system "ALMA" which is cloud based and also hosted by OBVSG. The librarians went through several weeks of intensive training in order to work with the new software in the most efficient way.

The change of location that took place in the summer of 2020 received very positive feedback from students, especially from those who were able to compare both locations. The fact that the library is further away from the center of the building and also lost the fantastic view over Vienna got well outweighed by the library being a less noisy and cozier place now.

MU's reporting software, PURE, as always, has been another focus in the duties of the library. The tool makes it possible for MU to keep track of the faculty's research activities and publications, the library extracts the information needed for the reporting on MU's academic activities.

MU Library is a subscriber of various electronic databases and several journals through which users have access to articles, reports, e-books etc. The number of new print media has grown as well, while on the other hand, numerous books with outdated information have been withdrawn from the collection. With the new library software it was also easier for the MU librarians to include eBooks in the collection. So far, the list of electronic titles is not very long, but it is steadily growing. Further growth in this part of the collection will be something to be carried on in the future.

Data on the library in Vienna	
Inventory print media	3843
Change in relation to last year	+ 194 / 5.3%
Newly catalogued media	204
Electronic journals	5591

## 5.8.2. Library on the Nanjing Campus

The Library runs an own English literature section for the Modul School Nanjing study program. Students and faculty members have access to the university library resources in the library premises only. The Library working hours are Monday to Sunday from 08:30 a.m. – 09:30 p.m. The Library is closed only during winter and summer holidays. Photocopying and scanning facilities are provided for student-use.

The Library has the following learning resources:

Data on the library in Nanjing	
Inventory print media	312
Electronic journals (in English)	1,109

Students and faculty members at MODUL School Nanjing have access to the online search in the catalogues from within the library premises and recently also from the campus via the following page (requires prior authentication outside the campus WIFI): <http://lib.njpi.cn>

The digital resources via EBSCO Business Premier subscription grant access to 1,109 journals covering Business, Management and Economics. EBSCO Business Premier covers only a few journals in the field of tourism, hospitality, leisure and transportation.

Additionally, individual electronic subscriptions to the following journals are available: Cornell Hospitality Quarterly; Journal of Travel Research; Tourism Economics.

## 6. Co-operations and collaborations

### 6.1. Academic Co-operations with other Universities

The academic co-operations with other Universities are listed in 2.4. Student Mobility.

### 6.2. Co-operations with Networks and Associations

As an internationally oriented university with a strong research focus, Modul University Vienna maintains strong bonds and cooperation with different partners in academia, industry and in civil society on the national and the international levels.

In 2020/2021, Modul University is cooperating with the following non-industry networks and associations, either as a university or via one of its faculty members:

Level	Name
International	AAI Scientific Cultural Services
	Advisory Board of Hong Kong Polytechnic University Tourism School
	Association of Computing Machinery (ACM)
	Big Data Value Association (BDVA)
	Building Excellence for Sustainable Tourism Education Network (BEST EN)
	Centre for Research and Technology Hellas
	China Tourism Education Association
	College Board

Deutsche Gesellschaft für Psychologie  
 ECM Benchmarking Group  
 ECM Knowledge Group Research & Statistics  
 Environment Agency (EA)  
 European Cities Marketing (ECM)  
 European Marketing Academy  
 European Travel Commission (ETC)  
 European Union of Higher Education (EUPHE)  
 European Union of Private Higher Education  
 European Universities Consortium (EUC)  
 International Academy for the Study of Tourism (IAST)  
 International Association for College Admission Counseling  
 International Association for Tourism Economics (IATE)  
 International Association of Scientific Experts in Tourism (AIEST)  
 International Federation for IT and Travel & Tourism (IFITT)  
 International Institute for Applied Systems Analysis (IIASA )  
 International Institute of Forecasters (IIF)  
 International Society for Ecological Economics  
 International Society for Quality-of-Life Studies  
 Italian Statistical Society  
 Mediterranean Agronomic Institute of Zaragoza (IAMZ)  
 Middle East Travel and Tourism Development Network Center  
 Nederlands Instituut voor Beeld en Geluid  
 New European Media Initiative (NEM)  
 Regional Studies Association  
 Research & Degrowth  
 Research Institution for Transformative Learning and Impact Assessment (RITA)  
 SAB LOCOMOTION H2020 Project  
 STI International  
 Sustainable Fast Track  
 The Council of International Schools (CIS)  
 The Cyprus Agency of Quality Assurance and Accreditation in Higher Education  
 The International Council on Hotel, Restaurant and Institutional Education (CHRIE)  
 Toerisme Vlaanderen - VisitFlanders  
 Tour Cert  
 Tourism Education Futures Initiative (TEFI)  
 Tourist Research Center (TRC)  
 Travel and Tourism Research Association (TTRA)  
 UNESCO  
 United Nations World Tourism Organization (UNWTO)  
 World Cities Tourism Forum  
 World Tourism Cities Federation  
 World Tourism Forum

<b>National</b>	Advisory Board to the Representatives of the Austrian People's Party Higher Education Member of Parliament Austrian Bologna Follow Up Group Austrian Ecolabe - Verein für Konsumenteninformation (VKI) Austrian Higher Education Conference Austrian Student Social Survey Advisory Group 2019 Board of Trustees at the Agency for Quality Assurance and Accreditation Austria Bundesinstitut für Bildungsforschung, Innovation & Entwicklung des österreichischen Schulwesens (BIFIE) Dr. Michael Häupl - Förderungsfonds (MHFF) Forum neue Medien in der Lehre (fnma) General Assembly at the Agency for Quality Assurance and Accreditation Austria klimaktiv partnership Österreich Werbung (Austrian National Tourist Office) Österreichische Computer Gesellschaft (ÖCG) Österreichische Gesellschaft für Angewandte Fremdenverkehrsforschung (ÖGAF) Österreichische Gesellschaft für Psychologie Österreichische Hoteliervereinigung (ÖHV) Österreichische Privatuniversitätenkonferenz (ÖPUK) Österreichische Statistische Gesellschaft Österreichisches Institut für Raumplanung Tourism College MODUL Vienna Tourism Board
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### 6.3. Collaboration with Professional Environment and Relevant Social Players

Modul University Vienna highly values its collaboration with the professional environment and the relevant social players. Hence, an internship is a compulsory part of the BBA programs and is optional in the MSc programs. This helps students obtaining valuable practical training and knowledge, and this also tightens the bonds between Modul University and the industry. Up to now, Modul University has maintained partnerships with more than 500 institutions and firms for internship opportunities for BBA and MSc students. Among these national and international partners are the Österreich Werbung (Austria's national tourism agency), the United Nations World Tourism Organization (UNWTO) and hotels and resorts from all over the world. The Student Services and Career Center also helps students in finding part-time jobs in their field of studies and maintains contacts with the alumni of Modul University. Moreover, the Industry Advisory Boards of the different departments also form part of the university's strategy of collaboration.

Furthermore, close ties connect the University's Department of Tourism and Hospitality Management with European Cities Marketing (ECM) and the European Travel Commission (ETC). Since fall 2013, Modul University Vienna is also chairing the Austria's Conference of Private Universities (ÖPUK), which represents all Austrian private universities.

Finally, the MU Startup Hub, which started operating in 2017/2018, acts as a bridge between academia and professional and corporate players, providing an institutional and infrastructural platform for new and existing start-ups. Further information can be found at <https://www.mustartuphub.com/>.

On the Nanjing Campus, the Career Service Center has developed ties with different organizations and companies in the hospitality field. It helps the BBA students in finding positions for their compulsory internship.

## 7. Internationalization

Modul University Vienna has had a resolute international strategy since its inception.

Located in a very international city, Modul University Vienna has an over 70% international student body and recruits students from countries all around the world. Again in 2019/2020, 75.9% of the student body was constituted of international students.

Not only is the student background very international, but also the staff and faculty background. Since the operating language is English, staff and faculty also come from many different countries, enriching the University with their cultural differences. The internationally oriented curriculum and study programs and the integration of international aspects in the teaching and learning process also manifest internationalization at Modul University Vienna. Furthermore, the incoming and outgoing mobility of students, faculty and staff is encouraged, even though it proved more difficult in 2020/2021 because of the on-going COVID-19 pandemic.

Modul University Vienna lives this intercultural and international diversity on campus by practicing *internationalization at home*. The Orientation Week, which precedes the start of each semester, helps integrate and transition new students for a smooth start to this intercultural setup. In 2020/21, the Student Services and Admissions Center was particularly active in supporting all students, but more specifically international students who were far away from home.

With research partners on the national, European and international stages, research is also very international. Research projects also address pressing issues on all of those scales.

## 8. Quality Management

### 8.1. Organization and Instruments of Quality Management

2020/2021 was marked by the continuation of the reaccreditation process with the on-site visits and their preparation. The discussions during the on-site visits led to several discussions and to some changes in terms of quality management processes which were outlined in the reaccreditation application, such as the adaptation of the admissions process where student representatives have the right to verify there has been no case of discrimination.

Modul University Vienna further developed its quality management handbook. This document defines all the various processes, stakeholders and decision-making bodies that contribute to the University's quality management strategy. As the University's quality management policies develop over time, this document will track all accompanying changes in policy and organization.

Modul University Vienna participated again in different rankings. It was ranked 1001 among the best universities in the world in the THE Impact Sustainability Ranking of Universities and #161 out of 956 universities in the GreenMetric Ranking.

## **8.2. Evaluations**

### **8.2.1. Course Evaluations at the Vienna Campus**

The results of the individual courses were made accessible to the lecturers. The respective deans received an overview of the results as well, enabling them to discuss salient outcomes with the lecturers. In order to provide an overview, the overall results of 2020/2021 are included in Annex I.

### **8.2.2. Course Evaluations at the Nanjing Campus**

Students complete course evaluation forms for their registered courses at the end of each semester. The purpose of the student course evaluation survey is to assess the course delivery, as well as the overall quality of the students' learning experience. The overall results of the course evaluation survey are communicated to the Program Director and the personal results are given to each faculty member. All faculty members teaching during the respective semester meet the Program Director to further discuss on teaching challenges and consider opportunities for course delivery improvement.

Annex I shows the summary the overall evaluation results for courses offered in 2020/2021 (scale ranges from 1 "highest positive score" to 5 "highest negative score").

## **8.3. Collaboration of Student Representatives**

### **8.3.1. On the Vienna Campus**

According to the HSG, the Austrian law on student representation, the student representatives were elected in Spring 2021. The elected representatives nominate their peers for the University Senate and the other relevant bodies, as stipulated by the University Constitution. Thus, they are involved in almost all decision-making processes and help ensuring the participation of students in all study relevant bodies of the university. The next student representatives' elections will be held in May 2023.

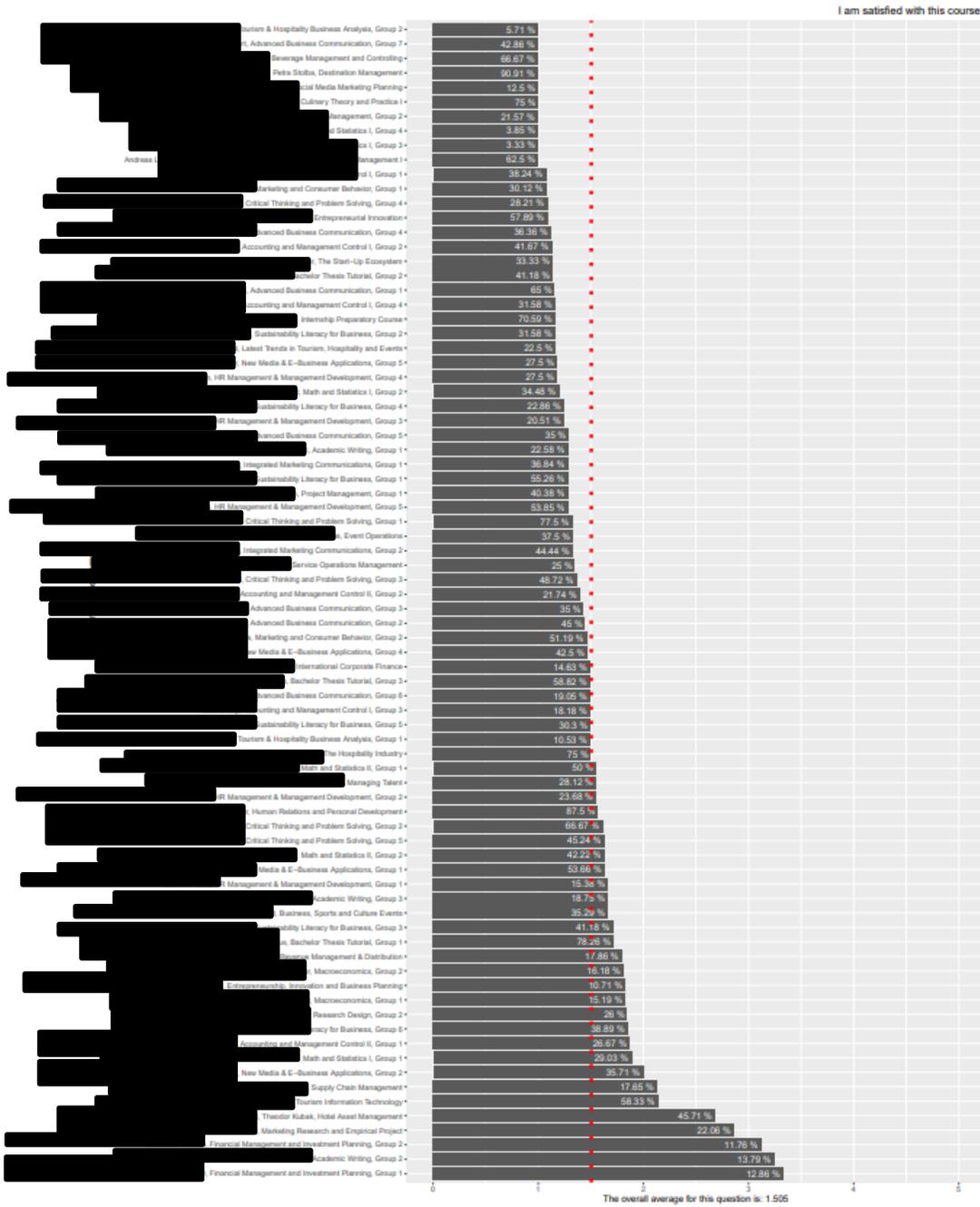
### **8.3.2. On the Nanjing Campus**

On the Nanjing Campus, the elections of student representatives took place during the first two months of every new study year. Representatives are elected for a 1-year period of service and are recognized by the Austrian student union representatives of Modul University Vienna.

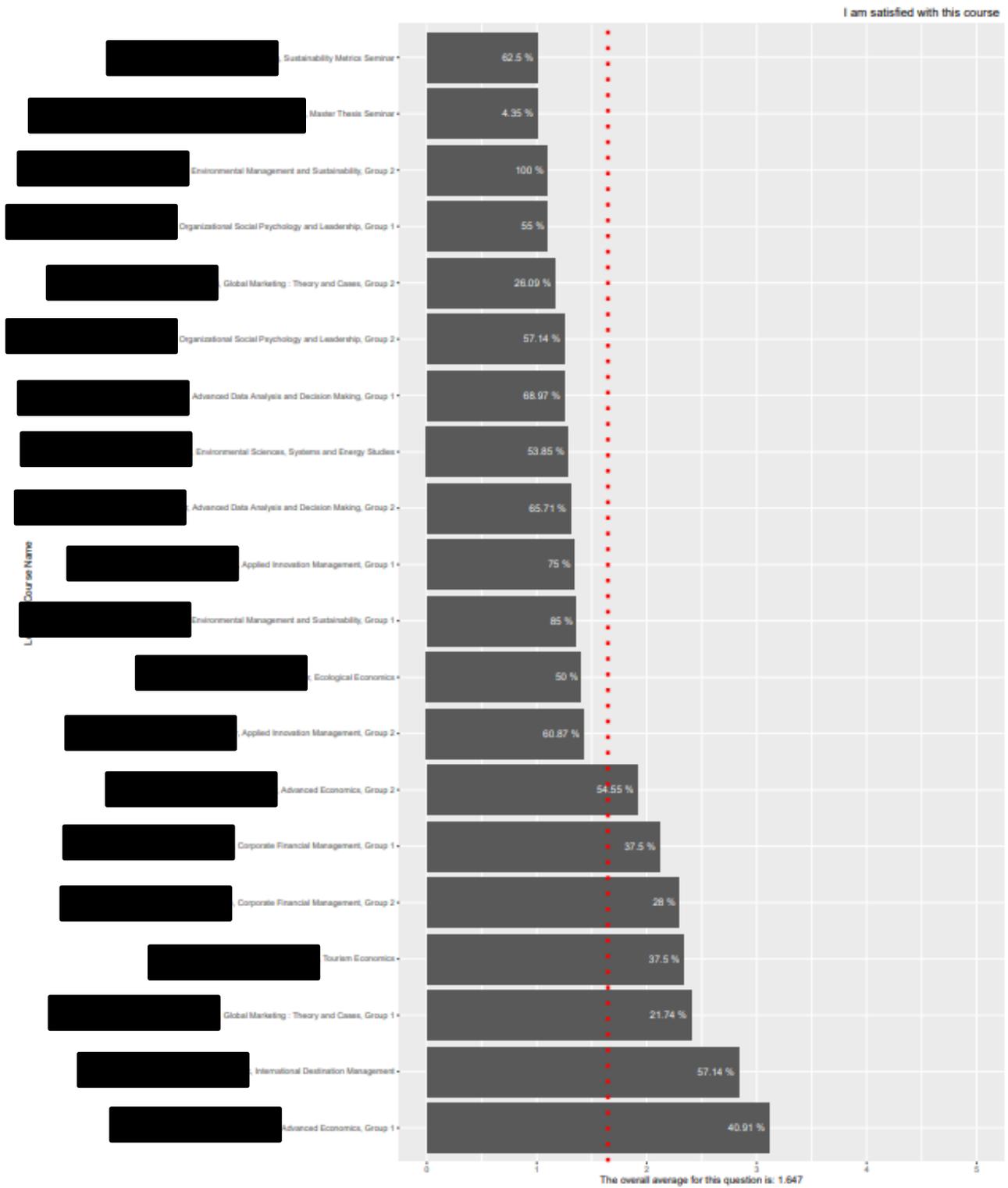
# ANNEX I – Course Evaluation Tables

## Course evaluations in Vienna

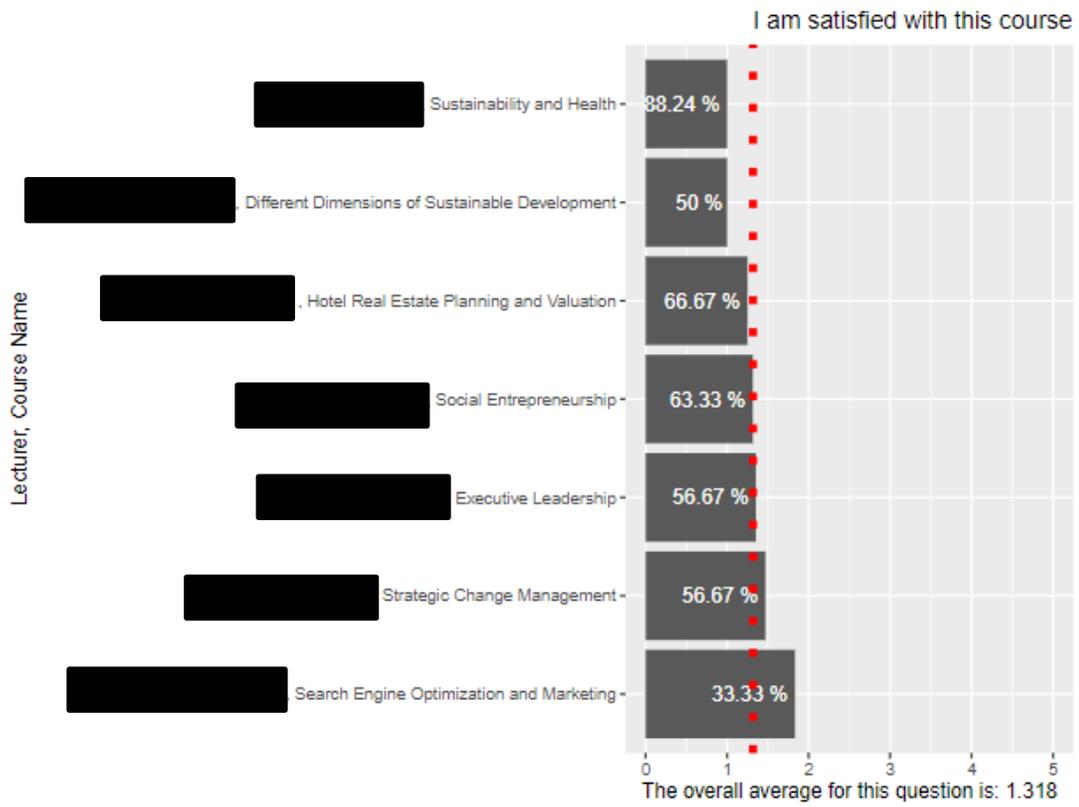
- Fall 2020
- UG



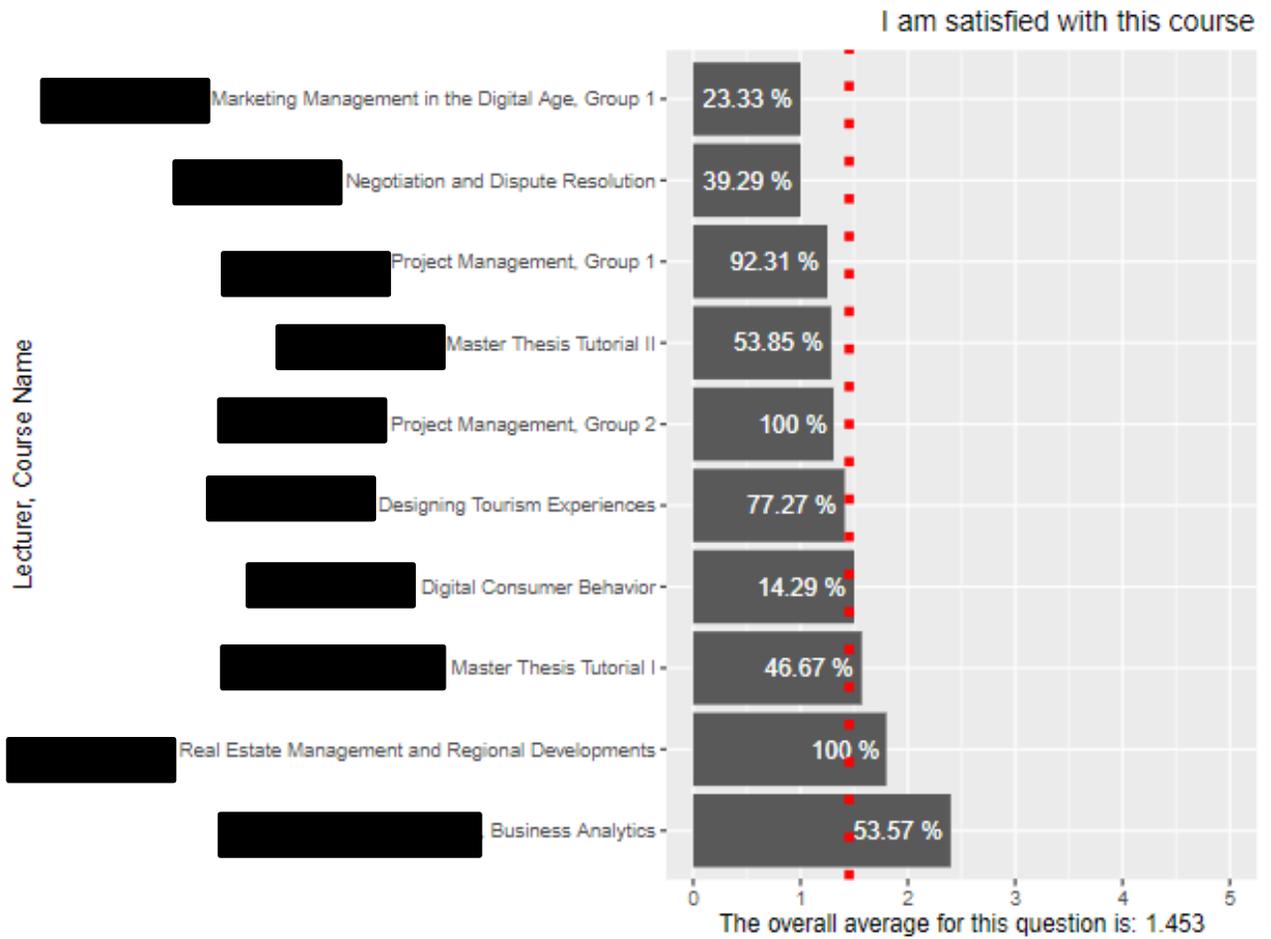
- MSc



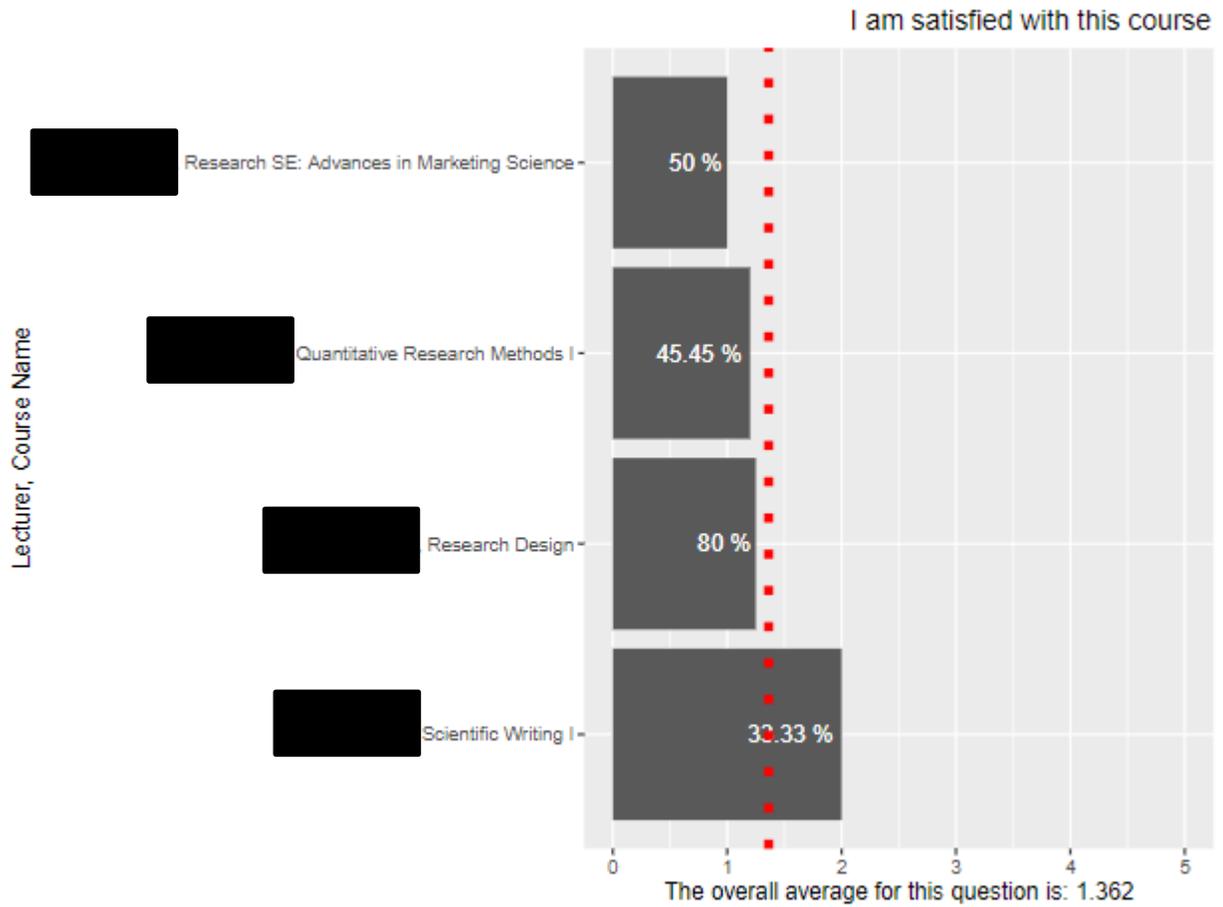
- MSc/MBA



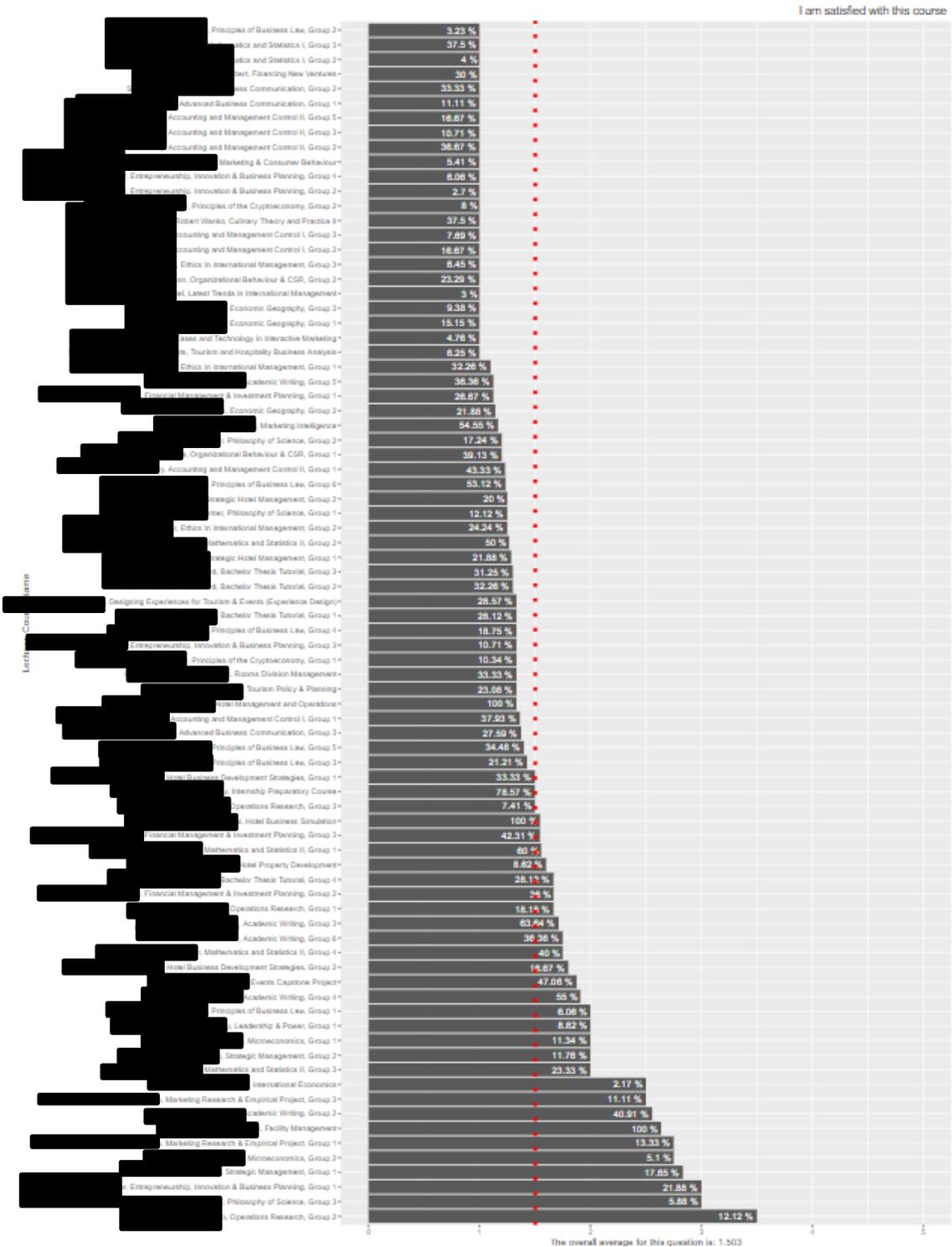
- MBA



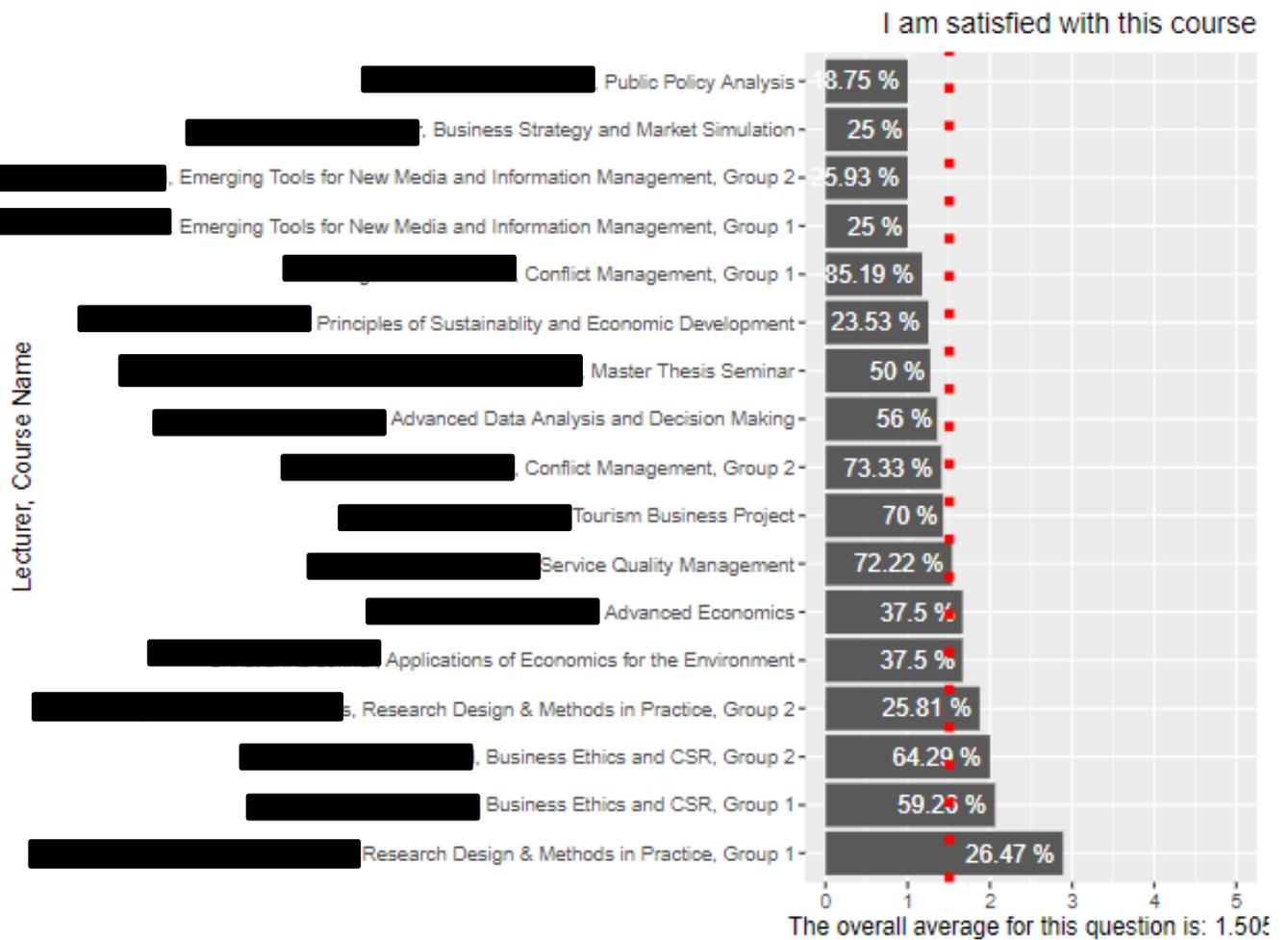
- PhD



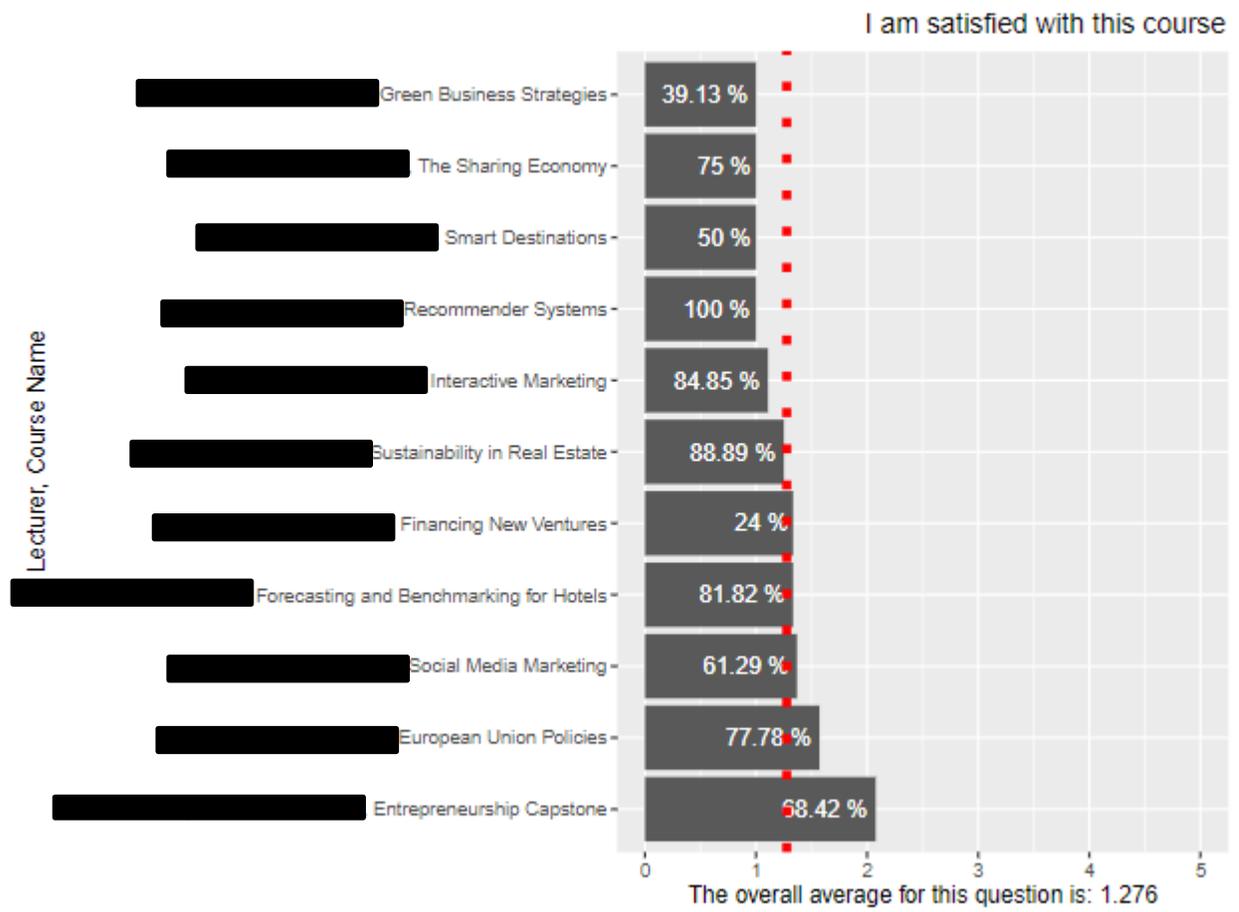
- Spring 2021
- UG



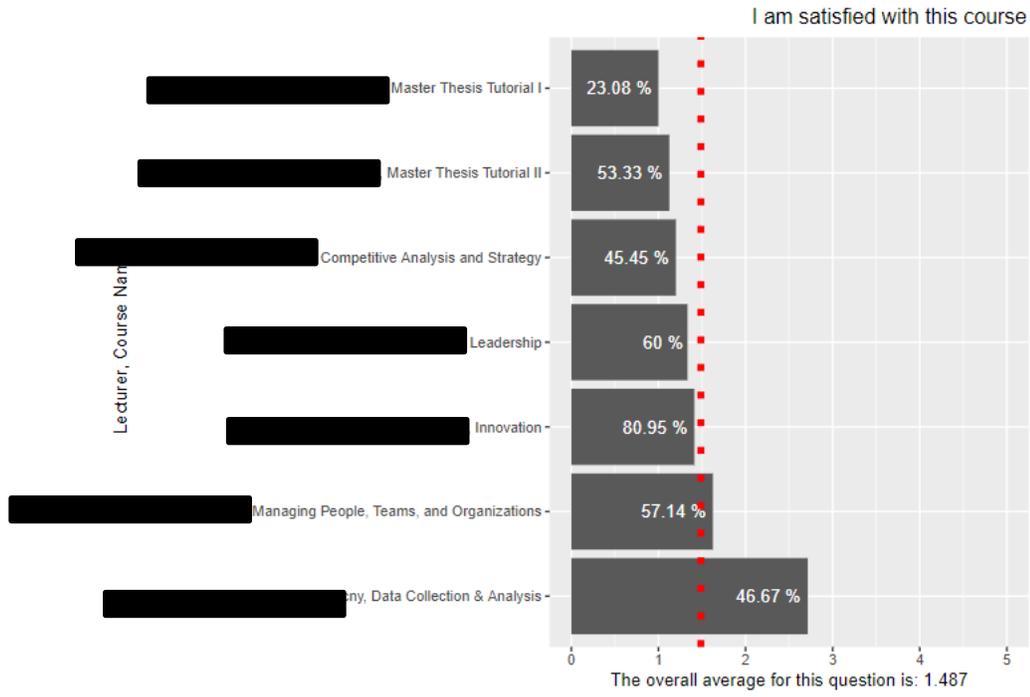
- MSc



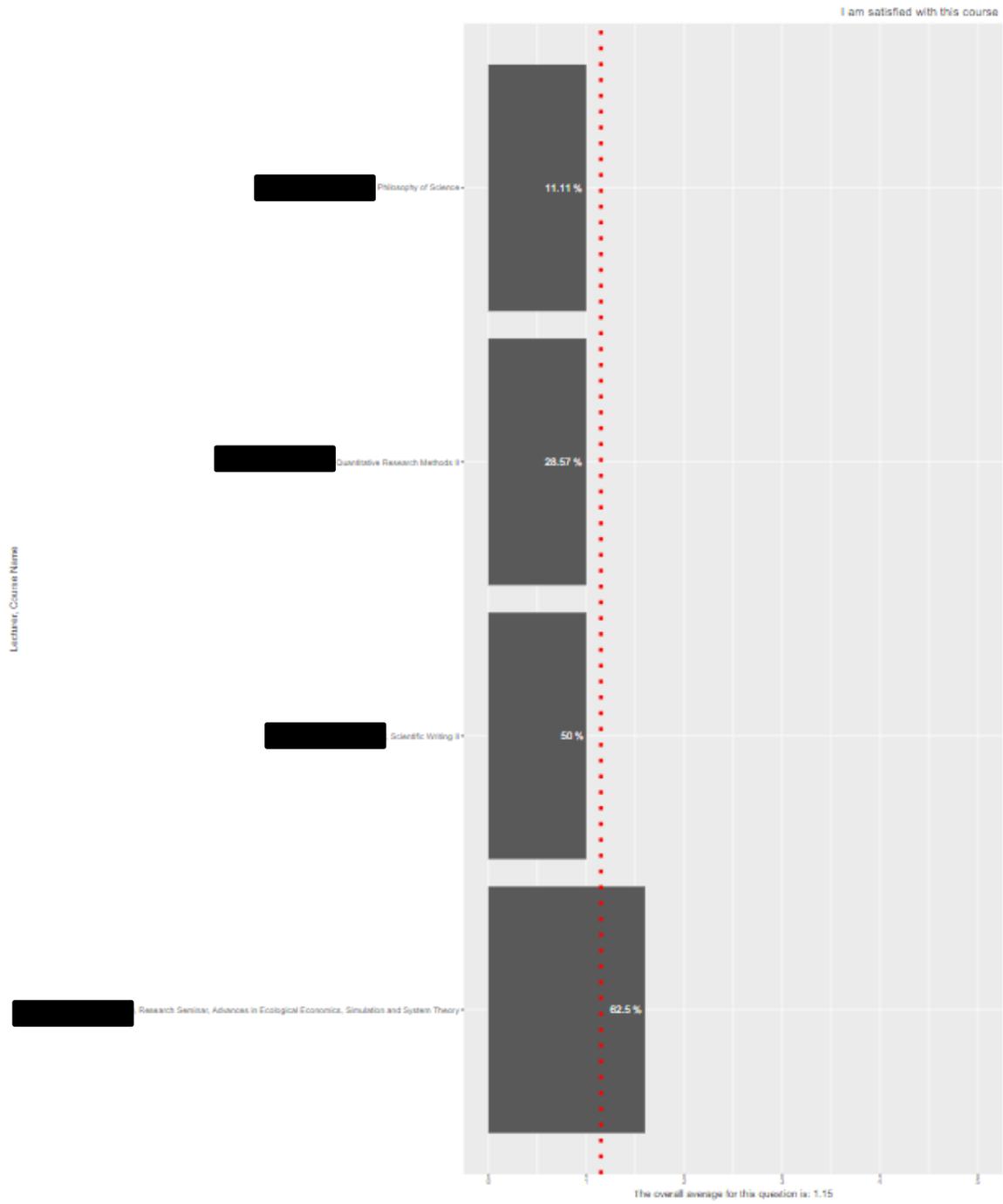
- MSc/MBA



- **MBA**



- PhD



## Course evaluations in Nanjing

The following table shows the student course evaluation results for courses offered in 2020/2021 (1=“highest positive score”; 5=“highest negative score”):

Course Title	Lecturer	# of students	# of responses	Response rate	Course Organization	Course Content	Didactics	Instructor	Overall	Average
Critical Thinking & Problem Solving		34	31	91%	1.2	1.6	1.5	1.4	1.5	1.4
Advanced Business Communication		34	31	91%	1.2	1.5	1.4	1.3	1.4	1.4
Math. and Stat. I		34	34	100%	1.2	1.3	1.4	1.2	1.3	1.3
Accounting and Mgt. Ctrl. I		34	34	100%	1.3	1.3	1.3	1.3	1.3	1.3
Organizational Behavior & CSR		34	34	100%	1.3	1.3	1.4	1.3	1.3	1.3
Sustainability Literacy for Business		34	35	100%	1.7	1.8	1.8	1.8	1.7	1.8
Sustainability Literacy for Business		34	35	100%	1.7	1.8	1.8	1.9	1.7	1.8
New Media & e-Business Applications		28	26	93%	1.2	1.5	1.4	1.4	1.3	1.4
Tourism & Hospitality Business Analysis		28	27	96%	1.4	1.4	1.3	1.4	1.4	1.4
HR Management & Management Development		34	33	97%	1.3	1.4	1.4	1.4	1.3	1.4
Financial Management & Investment Planning		28	28	100%	1.3	1.4	1.4	1.5	1.3	1.4
Macroeconomics		28	28	100%	2.1	2.2	2.3	2.1	2.2	2.2

Internship Preparatory Course		28	27	96%	1.6	1.6	1.7	1.7	1.6	1.6
Service Operations Management		54	47	87%	1.6	1.6	1.4	1.5	1.4	1.5
Managing Talent		54	44	81%	2.4	2.4	2.4	2.3	2.3	2.4
Bachelor Thesis Tutorial		54	50	93%	2	2.1	2.2	2.1	2.1	2.1
Bachelor Thesis Tutorial		54	50	93%	2	2.1	2.2	2.1	2.1	2.1
Revenue Management & Distribution		54	49	91%	1.9	2	1.9	2	1.9	1.9
Marketing Research & Empirical Project		54	48	89%	1.6	1.7	1.6	1.6	1.5	1.6
Marketing Research & Empirical Project		54	48	89%	1.6	1.7	1.6	1.6	1.5	1.6
Latest Trends in Tourism, Hospitality and Events		54	43	80%	2.4	2.3	2.3	2.3	2.3	2.3
Hotel Asset Management		54	47	87%	2.3	2.3	2.3	2.3	2.3	2.3
<b>AVERAGE</b>		<b>41</b>	<b>38</b>	<b>93%</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>

## **ANNEX II – Changes of Study and Examination Regulations**

### **Study Regulations of the Bachelor of Business Administration in Tourism, Hotel Management and Operations**

~~1 July~~ 16 September 2020

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of MODUL University Vienna decreed the following study regulations on 25 April 2017 based on § 3(1) of the Private University Law.

#### **Preamble**

These Study Regulations apply to all versions of curricula in place for the Bachelor of Business Administration in Tourism, Hotel Management and Operations study program. The current curriculum of this program is referred to with the abbreviation 115.

#### **§ 1 Ambit**

These study regulations define the admission criteria, the structure of the study program and the examination requirements.

#### **§ 2 Goal of the Degree**

The BBA degree is awarded at the completion of academic studies for tourism, hotel management, and operations and signifies career qualifications. Examinations taken throughout the program, practical trainings, an internship, and a thesis, determine whether the student has acquired the knowledge necessary for a transition to professional practice, a coherent overview of the subject matter, the ability to independently apply scientific knowledge and methods, and the theoretical foundation for a continuation of the studies in a graduate-level program.

### **§ 3 Degree of Completion**

After the successful completion of the study program, the following academic degree will be conferred:

#### **Bachelor of Business Administration in Tourism, Hotel Management, and Operations**

The short form of this degree is:

#### **BBA in Tourism, Hotel Management, and Operations**

### **§ 4 Admission to the Study Program**

Following requirements qualify candidates for admission to the undergraduate study programs:

(1) Proof of a secondary school leaving certificate equivalent to a general university entrance qualification. In case the applicant is attending the final year of secondary school at the time of submitting his application, the applicant needs to submit a mid-semester transcript or equivalent documents to show credibly that the general university entrance certificate will be received before the intended study start. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(2) All applicants whose first language is not English must provide proof of their English proficiency level B2 according to the Common European Framework of Reference for Languages through one of the following tests taken within the last two years.

- a) TOEFL: 76 Internet-based test (IBT); or
- b) IELTS: overall band score 6.0 (no sub-score below 5.5); or
- c) Cambridge English Certificate (Cambridge English: First (FCE)): B2.

The Admissions Committee may grant exceptions, if an applicant proves that he/she has completed at least two years of secondary or higher education in the English language or has passed another language proficiency test with scores at least equivalent to the above. If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Committee.

(3) The application must include the following documents:

- Curriculum vitae (personal data sheet)
- Letter of motivation
- Copy of passport
- Passport-size photograph
- One letter of recommendation (from academic sources)

(4) A certified translation needs to accompany all documents, which are not in the German or English language.

(5) The Admissions Committee may conduct an interview with the applicant. The interview may take place either in person, via video conference or telephone. It serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and his/her knowledge of English are in line with what the program offers.

(6) The Admissions Committee decides on the final admission to the study program and possible conditions once the candidate has submitted a complete application.

(7) Minors require the approval of a legal guardian.

(8) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry to an undergraduate program but fulfill the criteria for attending the Foundation Program, may be conditionally admitted upon discretion of the Admissions Committee. The Admissions Committee may also decide to set the Foundation Program course 'Mathematics' as a condition. In this case, a positive assessment of the course 'Mathematics' is required before students can enroll into courses of Module III – Quantitative Methods. Progression to the undergraduate study programs is regulated by the Foundation Program Study Regulations.

## **§ 5 Structure and Duration of the Study Program**

(1) The regular duration of the study program is eight semesters.

(2) All lectures, course work and examinations are held in the English language.

(3) The study program requires the student to complete an internship containing a minimum of 900 hours in 115 BBA.

(4) The study program requires the student to complete 240 ECTS comprising 230 ECTS of courses (including an internship), as outlined in § 6 Curriculum Overview, and 10 ECTS for completion of a bachelor thesis.

(5) Upon application and approval by the Dean, a study semester may be completed abroad at an accredited partner university or an international branch campus of MODUL University Vienna.

(6) Upon application of the student, the Dean may grant a leave of absence. During this period, the student's tuition fees will be suspended and he/she will be unable to attend courses, accrue internship hours, submit a thesis supervision request, receive ongoing supervision or submit a final thesis. All other effects of the leave of absence are the responsibility of the student. The application for a leave of absence must include the planned duration of the leave, and should be submitted at least one month prior to start of the semester in which the leave of absence will take place. Multiple leaves of absence are permitted; however, the total maximum duration of leave allowed is 4 semesters.

## § 6 Curriculum Overview

Subject	Type	Format	h/w	ECTS
<b>MODULE HOTEL MANAGEMENT AND OPERATIONS</b>				<b>28</b>
The Hospitality Industry	CC	IL	3	6
Hotel Management and Operations	CC	IL	3	6
Rooms Division Management	CC	LX11	4	6
Hotel Business Simulation	CC	PT	2	4
Facility Management	CC	LS21	3	6
<b>MODULE FOODSERVICE MANAGEMENT</b>				<b>26</b>
F&B Management and Controlling	CC	LS12	3	6
Restaurant and Service Management I	CC	PT	3	4
Restaurant and Service Management II	CC	PT	3	4
Culinary Theory and Practice I	CC	PT	4	6
Culinary Theory and Practice II	CC	PT	4	6
<b>MODULE BUSINESS ADMINISTRATION</b>				<b>50</b>
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Entrepreneurship, Innovation and Business Planning	CC	LS12	3	6
Human Resource Management and Management Development	CC	LS21	3	6
Service Operations Management	CC	IL	2	4

Accounting and Management Control I	CC	LX21	3	6
Accounting and Management Control II	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Marketing Research and Empirical Project	CC	LX11	4	8
Sustainability Literacy for Business	CC	SE	2	4
<b>MODULE INFORMATION MANAGEMENT</b>				<b>6</b>
New Media and e-Business Applications	CC	LX21	3	6
<b>MODULE QUANTITATIVE METHODS</b>				<b>12</b>
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
<b>MODULE ECONOMICS AND FINANCIAL MANAGEMENT</b>				<b>14</b>
Microeconomics	CC	IL	2	4
Macroeconomics	CC	IL	2	4
Financial Management and Investment Planning	CC	LX21	3	6
<b>MODULE LAW</b>				<b>8</b>
Principles of Business Law	CC	LS11	4	8
<b>MODULE COMMUNICATIONS SKILLS</b>				<b>18</b>
Advanced Business Communication	CC	SE	2	4
Academic Writing	CC	SE	2	4
Human Relations and Personal Development	CC	SE	2	6
Critical Thinking and Problem Solving	CC	SE	2	4
<b>MODULE TOURISM AND HOSPITALITY MANAGEMENT</b>				<b>10</b>
Tourism and Hospitality Business Analysis	CC	LS11	4	8
Latest Trends in Tourism, Hospitality and Events	CC	PT	1	2
<b>MODULE ADVANCED TOURISM AND HOSPITALITY MANAGEMENT †</b>				<b>26</b>
<del>Specialization</del> Specialization : Hotel Management	ER	IL/SE	13	26
<b>Internship MODULE INTERNSHIP (min 450h)</b>				<b>30</b>
Internship Preparatory Course	CC	PT	1	1
Internship (900h)	CC	PT		29
<b>MODULE BACHELOR THESIS</b>				<b>12</b>
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor Thesis	CC	TH		10
<b>TOTAL ECTS</b>				<b>240</b>

IL – Interactive Lecture  
LX – Lecture and Exercise  
LS – Lecture and Seminar  
SE – Seminar  
PT – Practical Training  
TH – Thesis  
CC: Core Course  
ER: Enrichment Course

## § 7 Types of Courses

- (1) Core Courses are mandatory for all students and must be completed with a positive assessment.
- (2) Enrichment Courses are non-core courses and may vary from semester to semester. In 114 BBA a minimum of 26 ECTS from enrichment courses must be achieved in the following specialization within “Module Advanced Tourism and Hospitality Management †”:
  - Specialization †: Hotel Management<sup>2</sup>
- (3) If students register for more than the required enrichment courses, including enrichment courses from another specialization, the student will be responsible for any additional costs in accordance with MU’s Guidelines on Fees.
- (4) Elective Courses (i.e., language courses, Foundation Program courses) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however, will appear on the Transcript of Records as non-curricular ECTS.
- (5) The Dean has the discretion to determine a minimum number of participants for all courses.

## § 8 Course Prerequisites

Registration in courses will only be permitted following positive assessment in the corresponding prerequisite course(s) or completion of prerequisite requirements.

- (1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.
- (2) Accounting and Management Control I is a prerequisite for Accounting and Management Control II.
- (3) Accounting and Management Control II is a prerequisite for Financial Management and Investment Planning.
- (4) Organizational Behavior and Corporate Social Responsibility is a prerequisite for Entrepreneurship, Innovation and Business Planning.

- (5) Marketing and Consumer Behavior and Mathematics and Statistics II are prerequisites for Marketing Research and Empirical Project.
- (6) Financial Management and Investment Planning is a prerequisite for Hotel Property Development and Project Management.
- (7) Advanced Business Communication is a prerequisite for Academic Writing.
- (8) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the internship and thesis).
- (9) Academic Writing is a prerequisite for the Bachelor Thesis Tutorial.
- (10) Internship Preparatory Course is a prerequisite for the internship.
- (11) Bachelor Thesis Tutorial is a prerequisite for the Bachelor Thesis. This course must be completed prior to applying for bachelor thesis supervision.
- (12) Culinary Theory and Practice I is a prerequisite for Culinary Theory and Practice II.
- (13) Restaurant and Service Management I is a prerequisite for Restaurant and Service Management II.
- (14) Tourism & Hospitality Business Analysis is a prerequisite for the courses within the “Module Advanced Tourism and Hospitality Management” (specialization Hotel Management).

## **§ 9 Internships**

- (1) The study program requires the student to complete an internship containing a minimum number 900 hours (29 ECTS) in a field relevant to the study program. This internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.
- (2) The internship may be completed domestically or abroad.
- (3) The selection of the company requires the written approval of the Dean.

- (4) MODUL University Vienna reserves the right to supervise the internship.
- (5) The internship may be completed in two parts of equal length. The number of hours must be stated in the contract and the confirmation letter.
- (6) The completion of the internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company. In addition, the student must write a report and deliver a presentation about the internship, which will be approved by the Dean. This report must follow the relevant guidelines in the internship manual. Upon successful completion of the internship, the student will receive ~~the grade “completed”~~ a grade awarded by the internship coordinator.
- (7) The Dean can confer the tasks in ~~(5), (8), 3~~ and ~~(96)~~ to the internship coordinator.

## § 10 ECTS Points

- (1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.
- (2) Each ECTS credit corresponds to 25 working hours for the student.

## § 11 Bachelor Thesis

- (1) Students who write a bachelor thesis should write the thesis according to the University's guidelines. The thesis should be based on a career situation, a task, or a problem which the student has encountered during the program.
- (2) The student must submit an application for supervision to the prospective supervisor, including the topic and a brief outline for the thesis. The prospective supervisor and the Dean must approve the supervision of the thesis and inform the student in writing within one week.

(3) After the approval of the topic, the student has up to 4 weeks to submit the research proposal to the supervisor. If this proposal is not handed in by the set deadline, the supervisor has the right to refuse supervision of a student's thesis.

(4) The bachelor thesis may be written as an individual or group work upon the approval of the supervisor. The bachelor thesis shall be written in the English language.

(5) Eligible supervisors are faculty members or external lecturers who hold a master's degree or higher.

(6) The topic of the bachelor thesis can only be changed once and must be made within the first two months after the approval of the supervision by the Dean of the program.

(7) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.

(8) If the student misses deadlines and no substantial progress on the thesis has been made, the supervisor may withdraw from the supervision of a thesis.

(9) Bachelor theses are electronically archived in the library and may be published on the MODUL University Vienna website. Withholding a thesis can be applied for in written form by the supervisor or the thesis author if information worthy of protecting is published in the thesis. The publication will be withheld for a maximum of 5 years and is subject to approval by the University Board.

## **§ 12 Overall Result of the Study Program**

(1) The overall assessment of the bachelor degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses, internship and thesis, if applicable) completed at MODUL University Vienna, or any international branch campus of MODUL University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

### **Assessment Scheme**

- "With distinction" is awarded for an overall grade percentage average of 90% or higher.

- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 60% and 79%.

### § 13 Conferment of Degree

(1) The academic degree of BBA in Tourism, Hotel Management and Operations is conferred after completion of all components of the curriculum (core courses, enrichment courses, internship and thesis, if applicable).

(2) Graduates must complete a total of 240 ECTS as stated in the curriculum overview (§ 6 Curriculum Overview (1) or (2)) in order to obtain the degree BBA in Tourism, Hotel Management and Operations.

(3) Graduates must complete a total of 240 ECTS as stated on the curriculum in order to obtain the BBA degree in Tourism, Hotel Management, and Operations. Students may transfer course credits from their previous university or other educational institution; however, a minimum of 160 ECTS points must be completed at MODUL University Vienna. Credits completed in the foundation program will appear on the transcript as non-curricular ECTS and will not be counted towards the total number of ECTS nor weighted average grade.

(4) Graduates will receive the following documents in the English language stating the date on which the degree was awarded.

- a) Bachelor Diploma: The bachelor diploma is signed by the President and the Dean and is certified by the MODUL University Vienna seal.
- b) Diploma Supplement: A supplement, which is signed by the Dean, will be provided in addition to the diploma to explain the international allocation of the completed program.
- c) Transcript of Records: The Transcript of Records reflects all courses that have been passed, the respective ECTS credits, and the final course grades as well as the student’s weighted average grade.

(5) Where a student does not complete the study program, the student shall receive a Transcript of Records for all the course work which has been successfully completed thus far.

## **§ 14 Semester Conference**

In this program, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution, (Section VIII. §1).

## **§ 15 Taking Effect**

These study regulations take effect on ~~1 August~~[17 September](#) 2020.

# Study Regulations of the Bachelor of Business Administration in Tourism and Hospitality Management

[1 July 2020](#)

[25 June 2021](#)

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of MODUL University Vienna decreed the following study regulations on 25 April 2017 based on § 3(1) of the Private University Law.

## Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor of Business Administration in Tourism and Hospitality Management study program. The current curriculum of this program is referred to with the abbreviation 114 BBA.

## § 1 Ambit

These study regulations define the admission criteria, the structure of the study program and the examination requirements.

## § 2 Goal of the Degree

The BBA degree is awarded at the completion of academic studies for tourism and hospitality management and signifies career qualifications. Examinations taken throughout the program, practical trainings, an internship, and a thesis, determine whether the student has acquired the knowledge necessary for a transition to professional practice, a coherent overview of the subject matter, the ability to independently apply scientific knowledge and methods, and the theoretical foundation for a continuation of the studies in a graduate-level program.

### **§ 3 Degree of Completion**

After the successful completion of the study program, the following academic degree will be conferred:

#### **Bachelor of Business Administration in Tourism and Hospitality Management**

The short form of this degree is:

#### **BBA in Tourism and Hospitality Management**

### **§ 4 Admission to the Study Program**

Following requirements qualify candidates for admission to the undergraduate study programs:

(9) Proof of a secondary school leaving certificate equivalent to a general university entrance qualification. In case the applicant is attending the final year of secondary school at the time of submitting his application, the applicant needs to submit a mid-semester transcript or equivalent documents to show credibly that the general university entrance certificate will be received before the intended study start. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(10) All applicants whose first language is not English must provide proof of their English proficiency level B2 according to the Common European Framework of Reference for Languages through one of the following tests taken within the last two years.

- a) TOEFL: 76 Internet-based test (IBT); or
- b) IELTS: overall band score 6.0 (no sub-score below 5.5); or
- c) Cambridge English Certificate (Cambridge English: First (FCE)): B2.

The Admissions Committee may grant exceptions, if an applicant proves that he/she has completed at least two years of secondary or higher education in the English language or has passed another language proficiency test with scores at least equivalent to the above. If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Committee.

(11) The application must include the following documents:

- Curriculum vitae (personal data sheet)

- Letter of motivation
- Copy of passport
- Passport-size photograph
- One letter of recommendation (from academic sources)

(12) A certified translation needs to accompany all documents, which are not in the German or English language.

(13) The Admissions Committee may conduct an interview with the applicant. The interview may take place either in person, via video conference or telephone. It serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and his/her knowledge of English are in line with what the program offers.

(14) The Admissions Committee decides on the final admission to the study program and possible conditions once the candidate has submitted a complete application.

(15) Minors require the approval of a legal guardian.

(16) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry to an undergraduate program but fulfill the criteria for attending the Foundation Program, may be conditionally admitted upon discretion of the Admissions Committee. The Admissions Committee may also decide to set the Foundation Program course 'Mathematics' as a condition. In this case, a positive assessment of the course 'Mathematics' is required before students can enroll into courses of Module III – Quantitative Methods. Progression to the undergraduate study programs is regulated by the Foundation Program Study Regulations.

## **§ 5 Structure and Duration of the Study Program**

(1) The regular duration of the study program is six semesters.

(2) All lectures, course work, and examinations are held in the English language.

(3) The study program requires the student to complete an internship containing a minimum of 900 hours.

(4) The study program requires the student to complete 180 ECTS comprising 170 ECTS of courses (including an internship), as outlined in § 6 Curriculum Overview, and 10 ECTS for completion of a bachelor thesis.

(5) Upon application and approval by the Dean, a study semester may be completed abroad at an accredited partner university or an international branch campus of MODUL University Vienna.

(6) Upon application of the student, the Dean may grant a leave of absence. During this period, the student's tuition fees will be suspended and he/she will be unable to attend courses, accrue internship hours, submit a thesis supervision request, receive ongoing supervision, or submit a final thesis. All other effects of the leave of absence are the responsibility of the student. The application for a leave of absence must include the planned duration of the leave, and should be submitted at least one month prior to start of the semester in which the leave of absence will take place. Multiple leaves of absence are permitted; however, the total maximum duration of leave allowed is 4 semesters.

## § 6 Curriculum Overview

Subject	Type	Format	h/w	ECTS
<b>MODULE BUSINESS ADMINISTRATION</b>				<b>50</b>
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Entrepreneurship, Innovation and Business Planning	CC	LS12	3	6
Human Resource Management and Management Development	CC	LS21	3	6
Service Operations Management	CC	IL	2	4
Accounting and Management Control I	CC	LX21	3	6
Accounting and Management Control II	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Marketing Research and Empirical Project	CC	LX11	4	8
Sustainability Literacy for Business	CC	SE	2	4
<b>MODULE INFORMATION MANAGEMENT</b>				<b>6</b>
New Media and e-Business Applications	CC	LX21	3	6
<b>MODULE QUANTITATIVE METHODS</b>				<b>12</b>
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
<b>MODULE ECONOMICS AND FINANCIAL MANAGEMENT</b>				<b>14</b>
Microeconomics	CC	IL	2	4

Macroeconomics	CC	IL	2	4
Financial Management and Investment Planning	CC	LX21	3	6
<b>MODULE LAW</b>				<b>8</b>
Principles of Business Law	CC	LS11	4	8
<b>MODULE COMMUNICATIONS SKILLS</b>				<b>12</b>
Advanced Business Communication	CC	SE	2	4
Critical Thinking and Problem Solving	CC	SE	2	4
Academic Writing	CC	SE	2	4
<b>MODULE TOURISM AND HOSPITALITY MANAGEMENT</b>				<b>10</b>
Tourism and Hospitality Business Analysis	CC	LS11	4	8
Latest Trends in Tourism, Hospitality and Events	CC	PT	1	2
<b>MODULE ADVANCED TOURISM AND HOSPITALITY MANAGEMENT</b>				<b>26</b>
<b>Specialization I:</b> Tourism <u>and Event</u> Management	ER	IL/SE	13	26
<b>Specialization II:</b> Hotel Management	ER	IL/SE	13	26
<b>Specialization III:</b> <u>Event Management</u>	ER	IL/SE	13	26
<b>Specialization IV:</b> <u>Tourism and Event Management</u>	ER	IL/SE	13	26
<b>MODULE INTERNSHIP</b>				<b>30</b>
Internship Preparatory Course	CC	PT	1	1
Internship 900 h	CC	PT		29
<b>MODULE BACHELOR THESIS</b>				<b>12</b>
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor Thesis	CC	TH		10
<b>TOTAL ECTS</b>				<b>180</b>

IL – Interactive Lecture  
LX – Lecture and Exercise  
LS – Lecture and Seminar  
SE – Seminar  
PT – Practical Training  
TH – Thesis  
CC – Core Course  
ER – Enrichment Course

## § 7 Types of Courses

- (1) Core Courses are mandatory for all students and must be completed with a positive assessment.
- (2) Enrichment Courses are non-core courses and may vary from semester to semester. In 114 BBA, a minimum of 26 ECTS from enrichment courses must be achieved in one of the following specializations within “Module Advanced Tourism and Hospitality Management †”:

- **Specialization I:** Tourism and Event Management

- **Specialization II: Hotel Management**
- ~~Specialization III: Event Management~~
- ~~Specialization IV: Tourism and Event Management~~

(3) If students register for more than the required enrichment courses, including enrichment courses from another specialization, the student will be responsible for any additional costs in accordance with MU's Guidelines on Fees.

(4) Elective Courses (i.e., language courses, Foundation Program courses) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however will appear on the Transcript of Records as non-curricular ECTS.

(5) The Dean has the discretion to determine a minimum number of participants for all courses.

## § 8 Course Prerequisites

Registration in courses will only be permitted following positive assessment in the corresponding prerequisite course(s) or completion of prerequisite requirements.

- (1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.
- (2) Accounting and Management Control I is a prerequisite for Accounting and Management Control II.
- (3) Accounting and Management Control II is a prerequisite for Financial Management and Investment Planning.
- (4) Organizational Behavior and Corporate Social Responsibility is a prerequisite for Entrepreneurship, Innovation and Business Planning.
- (5) Marketing and Consumer Behavior and Mathematics and Statistics II are prerequisites for Marketing Research and Empirical Project.
- (6) Advanced Business Communication is a prerequisite for Academic Writing.

- (7) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the internship and thesis).
- (8) Academic Writing is a prerequisite for the Bachelor Thesis Tutorial.
- (9) Internship Preparatory Course is a prerequisite for the internship.
- (10) Bachelor Thesis Tutorial is a prerequisite for the Bachelor Thesis. This course must be completed prior to applying for bachelor thesis supervision.
- (11) Tourism & Hospitality Business Analysis is a prerequisite for the courses within the “Module Advanced Tourism and Hospitality Management” (specialization I: Tourism [and Event Management](#), [and](#) specialization II: Hotel Management ~~and specialization IV: Tourism and Event Management~~).

## § 9 Internships

- (1) The study program requires the student to complete an internship containing a minimum number of 900 hours (29 ECTS) in 114 BBA in a field relevant to the study program. This internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.
- (2) The internship may be completed domestically or abroad.
- (3) The selection of the company requires the written approval of the Dean.
- (4) MODUL University Vienna reserves the right to supervise the internship.
- (5) The internship may be completed in two parts of equal length. The number of hours must be stated in the contract and the confirmation letter.
- (6) The completion of the internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company. In addition, the student must write a report [and deliver a presentation](#) about the internship, which will be approved by the Dean. This report must follow the relevant guidelines in the internship manual. Upon successful completion of the internship, the student will receive ~~the grade “completed”~~ [a grade awarded by the internship coordinator](#).

- (7) The Dean can confer the tasks in ~~(5), (8), 3~~ and (96) to the internship coordinator.

## **§ 10 ECTS Points**

(1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.

(2) Each ECTS credit corresponds to 25 working hours for the student.

## **§ 11 Bachelor Thesis**

(10) Students who write a bachelor thesis should write the thesis according to the University's guidelines. The thesis should be based on a career situation, a task, or a problem which the student has encountered during the program.

(11) The student must submit an application for supervision to the prospective supervisor, including the topic and a brief outline for the thesis. The prospective supervisor and the Dean must approve the supervision of the thesis and inform the student in writing within one week.

(12) After the approval of the topic, the student has up to 4 weeks to submit the research proposal to the supervisor. If this proposal is not handed in by the set deadline, the supervisor has the right to refuse supervision of a student's thesis.

(13) The bachelor thesis may be written as an individual or group work upon the approval of the supervisor. The bachelor thesis shall be written in the English language.

(14) Eligible supervisors are faculty members or external lecturers who hold a master's degree or higher.

(15) The topic of the bachelor thesis can only be changed once and must be made within the first two months after the approval of the supervision by the Dean of the program.

(16) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.

(17) If the student misses deadlines and no substantial progress on the thesis has been made, the supervisor may withdraw from the supervision of a thesis.

(18) Bachelor theses are electronically archived in the library and may be published on the MODUL University Vienna website. Withholding a thesis can be applied for in written form by the supervisor or the thesis author if information worthy of protecting is published in the thesis. The publication will be withheld for a maximum of 5 years and is subject to approval by the University Board.

## **§ 12 Overall Result of the Study Program**

(1) The overall assessment of the bachelor degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses, internship and thesis, if applicable) completed at MODUL University Vienna, or any international branch campus of MODUL University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

### **Assessment Scheme**

- “With distinction” is awarded for an overall grade percentage average of 90% or higher.
- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 60% and 79%.

## **§ 13 Conferment of Bachelor Degree**

(6) The academic degree of BBA in Tourism and Hospitality Management is conferred after completion of all components of the curriculum (core courses, enrichment courses, internship and thesis, if applicable).

(7) Graduates must complete a total of 180 ECTS as stated in the curriculum overview (§ 6 Curriculum Overview (1) or (2)) in order to obtain the degree BBA in Tourism and Hospitality Management. Students may transfer course credits from their previous university or other educational institution; however, a minimum of 120 ECTS must be completed at MODUL

University Vienna. Credits completed in the foundation program will appear on the transcript as non-curricular ECTS and will not be counted towards the total number of ECTS nor weighted average grade. Graduates will receive the following documents in the English language stating the date on which the degree was awarded.

- (a) Bachelor Diploma: The bachelor diploma is signed by the President and the Dean and is certified by the MODUL University Vienna seal.
  - (b) Diploma Supplement: A supplement, which is signed by the Dean, will be provided in addition to the diploma to explain the international allocation of the completed program.
  - (c) Transcript of Records: The Transcript of Records reflects all courses that have been passed, the respective ECTS credits, and the final course grades as well as the student's weighted average grade.
- (8) Where a student does not complete the study program, the student shall receive a Transcript of Records for all course work which has been successfully completed thus far.

#### **§ 14 Semester Conference**

In this program, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution, (Section VIII. §1).

#### **§ 15 Taking Effect**

These study regulations take effect on 1 August ~~2020~~2021.

# Study Regulations of the Bachelor of Science in International Management with Professional Experience

[13 April 2021](#)

[1 July 2020](#)

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of ~~MODUL~~ [Modul](#) University Vienna decreed the following study regulations on ~~25-15~~ April ~~2017-2021~~ based on § 3(1) of the Private University Law.

## Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor of Science in International Management study program. The current curriculum of this program is referred to with the abbreviation ~~131-132~~ BSc.

## § 1 Ambit

These study regulations define the admission criteria, the structure of the study program and the examination requirements.

## § 2 Goal of the Degree

The BSc degree is awarded at the completion of academic studies for international management at the basic level with a strong academic orientation. Examinations taken throughout the program and evaluation of a bachelor thesis determine whether the student has acquired the knowledge necessary for a transition to professional practice, a coherent overview of the subject matter, the ability to independently apply scientific knowledge and methods, and the theoretical foundation for a continuation of the studies in a graduate-level program.

## § 3 Degree of Completion

After the successful completion of the study program, the following academic degree will be conferred:

**Bachelor of Science in International Management with Professional Experience**

The short form of this degree is:

### **BSc in International Management with Professional Experience**

#### **§ 4 Admission to the Study Program**

Following requirements qualify candidates for admission to the undergraduate study programs:

(1) Proof of a secondary school leaving certificate equivalent to a general university entrance qualification. In case the applicant is attending the final year of secondary school at the time of submitting his application, the applicant needs to submit a mid-semester transcript or equivalent documents to show credibly that the general university entrance certificate will be received before the intended study start. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(2) All applicants whose first language is not English must provide proof of their English proficiency level B2 according to the Common European Framework of Reference for Languages through one of the following tests taken within the last two years.

- a) TOEFL: 76 Internet-based test (IBT); or
- b) IELTS: overall band score 6.0 (no sub-score below 5.5); or
- c) Cambridge English Certificate (Cambridge English: First (FCE)): B2.

The Admissions Committee may grant exceptions, if an applicant proves that he/she has completed at least two years of secondary or higher education in the English language or has passed another language proficiency test with scores at least equivalent to the above. If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Committee.

(3) The application must include the following documents:

- Curriculum vitae (personal data sheet)
- Letter of motivation
- Copy of passport
- Passport-size photograph
- One letter of recommendation (from academic sources)

(4) A certified translation needs to accompany all documents, which are not in the German or English language.

(5) The Admissions Committee may conduct an interview with the applicant. The interview may take place either in person, via video conference or telephone. It serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and his/her knowledge of English are in line with what the program offers.

(6) The Admissions Committee decides on the final admission to the study program and possible conditions once the candidate has submitted a complete application.

(7) Minors require the approval of a legal guardian.

(8) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry to an undergraduate program but fulfill the criteria for attending the Foundation Program, may be conditionally admitted upon discretion of the Admissions Committee. The Admissions Committee may also decide to set the Foundation Program course 'Mathematics' as a condition. In this case, a positive assessment of the course 'Mathematics' is required before students can enroll into courses of Module III – Quantitative Methods. Progression to the undergraduate study programs is regulated by the Foundation Program Study Regulations.

### § 5 Structure and Duration of the Study Program

(1) The regular duration of the study program is seven semesters.

(2) All lectures, course work and examinations are held in the English language.

(3) The study program requires the student to complete 210 ECTS, comprising 160 ECTS of courses and 20 ECTS for completion of a bachelor thesis and 30 ECTS for the completion of an internship as outlined in § 6 Curriculum Overview.

(4) Upon application and approval by the Dean, a study semester may be completed abroad at an accredited partner university or an international branch campus of [MODUL-Modul University Vienna](#).

(5) Upon application of the student, the Dean may grant a leave of absence. During this period, the student's tuition fees will be suspended and he/she will be unable to attend courses, accrue internship hours, submit a thesis supervision request, receive ongoing supervision, or submit a final thesis. All other effects of the leave of absence are the responsibility of the student. The application for a leave of absence must include the planned duration of the leave, and should be submitted at least one month prior to start of the semester in which the leave of absence will take place. Multiple leaves of absence are permitted; however, the total maximum duration of leave allowed is 4 semesters.

### §6 Curriculum Overview

Subject	Type	Format	h/w	ECTS
<b>MODULE BUSINESS ADMINISTRATION</b>				<b>54</b>
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Entrepreneurship, Innovation and Business Planning	CC	LS12	3	6
Human Resource Management and Management Development	CC	LS21	3	6
Supply Chain Management	CC	IL	2	4
Accounting and Management Control I	CC	LX21	3	6
Accounting and Management Control II	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Marketing Research and Empirical Project	CC	LX11	4	8

Sustainability Literacy for Business	CC	SE	2	4
Ethics in International Management	CC	SE	2	4
<b>MODULE INFORMATION MANAGEMENT</b>				<b>6</b>
New Media and e-Business Applications	CC	LX21	3	6
<b>MODULE QUANTITATIVE METHODS</b>				<b>18</b>
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
Operations Research	CC	LS21	3	6
<b>MODULE ECONOMICS AND FINANCIAL MANAGEMENT</b>				<b>20</b>
Microeconomics	CC	IL	2	4
Macroeconomics	CC	IL	2	4
Economic Geography	CC	LS21	3	6
Financial Management and Investment Planning	CC	LX21	3	6
<b>MODULE LAW</b>				<b>8</b>
Principles of Business Law	CC	LS11	4	8
<b>MODULE COMMUNICATIONS SKILLS</b>				<b>12</b>
Advanced Business Communication	CC	SE	2	4
Academic Writing	CC	SE	2	4
Critical Thinking and Problem Solving	CC	SE	2	4
<b>MODULE INTERNATIONAL MANAGEMENT</b>				<b>18</b>
Project Management	CC	SE	2	4
International Economics	CC	IL	2	4
Latest Trends in International Management	CC	PT	1	2
Strategic Management	CC	LS11	4	8
<b>MODULE SPECIALIZATION</b>				<b>16</b>
Specialization I: Advanced International Management	ER	IL/SE	8	16
Specialization II: International Marketing	ER	IL/SE	8	16
Specialization III: Entrepreneurship and Leadership	ER	IL/SE	8	16
Specialization IV: Business Psychology	ER	IL/SE	8	16
<b>MODULE PRINCIPLES OF SCIENCE</b>				<b>8</b>
<i>Philosophy of Science</i>	CC	SE	2	4
Research Design	CC	SE	2	4
<b>MODULE BACHELOR THESIS</b>				<b>20</b>
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor Thesis	CC	TH		18
<b>MODULE INTERNSHIP</b>				<b>30</b>
Internship Preparatory Course	CC	PT		1
Internship (900 h)	CC	PT		29
<b>TOTAL ECTS</b>				<b>210</b>

IL – Interactive Lecture  
LX – Lecture and Exercise  
LS – Lecture and Seminar

SE – Seminar  
PT – Practical Training  
TH – Thesis  
CC – Core Course  
ER – Enrichment Course

## **§ 7 Types of Courses**

(1) Core Courses are mandatory for all students and must be completed with a positive assessment.

(2) Enrichment Courses are non-core courses and may vary from semester to semester. In 131 BSc, a minimum of 16 ECTS from enrichment courses must be achieved in one of the following specializations within “Module International Management”:

- Specialization I: Advanced International Management
- Specialization II: International Marketing
- Specialization III: Entrepreneurship and Leadership
- Specialization IV: Business Psychology

(3) If students register for more than the required enrichment courses, including enrichment courses from another specialization, the student will be responsible for any additional costs in accordance with MU’s Rules on Additional Fees.

(4) Elective Courses (i.e., language courses, Foundation Program courses) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however, they will appear on the Transcript of Records as non-curricular ECTS.

(5) The Dean has the discretion to determine a minimum number of participants for all courses.

## **§ 8 Course Prerequisites**

Registration in courses will only be permitted following positive assessment in the corresponding prerequisite course(s) or completion of prerequisite requirements.

(1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.

(2) Accounting and Management Control I is a prerequisite for Accounting and Management Control II.

(3) Accounting and Management Control II is a prerequisite for Financial Management and Investment Planning.

(4) Organizational Behavior and Corporate Social Responsibility is a prerequisite for Entrepreneurship, Innovation and Business Planning.

(5) Marketing and Consumer Behavior and Mathematics and Statistics II are prerequisites for Marketing Research and Empirical Project.

(6) Organizational Behavior and Corporate Social Responsibility and Financial Management and Investment Planning are prerequisites for Strategic Planning.

- (7) Advanced Business Communication is a prerequisite for Academic Writing.
- (8) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the thesis).
- (9) Academic Writing and Research Design are prerequisites for the Bachelor Thesis Tutorial.
- (10) Mathematics and Statistics I is a prerequisite for Operations Research.
- (11) Bachelor Thesis Tutorial and Philosophy of Science are prerequisites for the Bachelor Thesis. These courses must be completed prior to applying for bachelor thesis supervision.
- (12) Internship Preparatory Course is a prerequisite for the internship.

### **§ 9 Internships**

- (1) The study program requires the student to complete an internship containing a minimum number 900 hours (29 ECTS) in a field relevant to the study program. This internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.
- (2) The internship may be completed domestically or abroad.
- (3) The selection of the company requires the written approval of the Dean.
- (4) Modul University Vienna reserves the right to supervise the internship.
- (5) The internship may be completed in two parts of equal length. The number of hours must be stated in the contract and the confirmation letter.
- (6) The completion of the internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company. In addition, the student must write a report about the internship, which will be approved by the Dean. This report must follow the relevant guidelines in the internship manual. Upon successful completion of the internship, the student will receive a grade awarded by the internship coordinator.
- (7) The Dean can confer the tasks in (3) and (6) to the internship coordinator.

### **§ 9 ECTS Points**

- (1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.
- (2) Each ECTS credit corresponds to 25 working hours for the student.

### **§ 10 Bachelor Thesis**

- (1) The thesis must be written according to the principles of academic work. The thesis should address a research question linked to a relevant topic identified in a course of the program or through literature review. The thesis must also contain an empirical component.
- (2) The student must submit an application for supervision to the prospective supervisor, including the topic and a brief outline for the thesis. The prospective supervisor and the Dean must approve the supervision of the thesis and inform the student in writing within one week.
- (3) After the approval of the topic, the student has up to 4 weeks to submit the research proposal to the supervisor. If this proposal is not handed in by the set deadline, the supervisor has the right to refuse supervision of a student's thesis.
- (4) The bachelor thesis may be written as an individual or group work upon the approval of the supervisor. The bachelor thesis shall be written in the English language.
- (5) Eligible supervisors are faculty members or external lecturers who hold a doctoral degree. The supervision of a thesis by external lecturers or by academic staff without a doctoral degree requires approval and assessment by the Dean.
- (6) The topic of the bachelor thesis can only be changed once and must be made within the first two months after the approval of the supervision by the Dean of the program.
- (7) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.
- (8) If the student misses deadlines and no substantial progress on the thesis has been made, the supervisor may withdraw from the supervision of a thesis.
- (9) Bachelor theses are electronically archived in the library and may be published on the [MODUL Modul](#) University Vienna website. Withholding a thesis can be applied for in written form by the supervisor or thesis author if information worthy of protecting is published in the thesis. The publication will be withheld for a maximum of 5 years and is subject to approval by the University Board.

### **§ 11 Overall Result of the Study Program**

- (1) The overall assessment of the bachelor degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses and thesis) completed at [MODUL Modul](#) University Vienna, or any international branch campus of [MODUL-Modul](#) University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

#### **Assessment Scheme**

- “With distinction” is awarded for an overall grade percentage average of 90% or higher.
- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 60% and 79%.

## § 12 Conferment of Degree

(1) The academic degree of BSc in International Management [with Professional Experience](#) is conferred after completion of all components of the curriculum (core courses, enrichment courses and the thesis).

(2) Graduates must complete a total of ~~210~~[180](#) ECTS as stated in the curriculum overview (§ 6 Curriculum Overview ~~(1) or (2)~~) in order to obtain the degree BSc in International Management [with Professional Experience](#). Students may transfer course credits from their previous university or other educational institution; however, a minimum of ~~120~~[150](#) ECTS must be completed at ~~MODUL~~[Modul](#) University Vienna. Credits completed in the foundation program will appear on the transcript as non-curricular ECTS and will not be counted towards the total number of ECTS nor weighted average grade.

(3) Graduates will receive the following documents in the English language stating the date on which the degree was awarded.

- Bachelor Diploma: The bachelor diploma is signed by the President and the Dean and is certified by the ~~MODUL~~[Modul](#) University Vienna seal.
- Diploma Supplement: A supplement, which is signed by the Dean, will be provided in addition to the diploma to explain the international allocation of the completed program.
- Transcript of Records: The Transcript of Records reflects all courses that have been passed, the respective ECTS credits, and the final course grades as well as the student's weighted average grade.

(4) Where a student does not complete the study program, the student shall receive a Transcript of Records for all course work which has been successfully completed thus far.

## § 13 Semester Conference

In this program, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution, (Section VIII. §1).

## § 14 Taking Effect

These study regulations take effect on ~~15 April 2021~~[1 August 2020](#).

# Study Regulations for the BSc in Applied Data Science

7 July 2020

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of Modul University Vienna decreed the following study regulations on 7 July 2020 based on § 3(1) of the Private University Law.

## Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor of Science in International Management study program. The current curriculum of this program is referred to with the abbreviation 140 BSc.

## § 1 Ambit

These study regulations define the admission criteria, the structure of the study program and the examination requirements.

## § 2 Goal of the Degree

The BSc degree is awarded at the completion of academic studies for applied data science at the basic level with a strong academic orientation. Examinations taken throughout the program and evaluation of a bachelor thesis determine whether the student has acquired the knowledge necessary for a transition to professional practice, a coherent overview of the subject matter, the ability to independently apply scientific knowledge and methods, and the theoretical foundation for a continuation of the studies in a graduate-level program.

## § 3 Degree of Completion

After the successful completion of the study program, the following academic degree will be conferred:

### **Bachelor of Science in Applied Data Science**

The short form of this degree is:

### **BSc in Applied Data Science**

#### **§ 4 Admission to the Study Program**

Following requirements qualify candidates for admission to the undergraduate study programs:

(1) Proof of a secondary school leaving certificate equivalent to a general university entrance qualification. In case the applicant is attending the final year of secondary school at the time of submitting his application, the applicant needs to submit a mid-semester transcript or equivalent documents to show credibly that the general university entrance certificate will be received before the intended study start. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(2) All applicants whose first language is not English must provide proof of their English proficiency level B2 according to the Common European Framework of Reference for Languages through one of the following tests taken within the last two years.

- a) TOEFL: 76 Internet-based test (IBT); or
- b) IELTS: overall band score 6.0 (no sub-score below 5.5); or
- c) Cambridge English Certificate (Cambridge English: First (FCE)): B2.

The Admissions Committee may grant exceptions, if an applicant proves that he/she has completed at least two years of secondary or higher education in the English language or has passed another language proficiency test with scores at least equivalent to the above. If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Committee.

(3) The application must include the following documents:

- Curriculum vitae (personal data sheet)
- Letter of motivation
- Copy of passport
- Passport-size photograph
- One letter of recommendation (from academic sources)

(4) A certified translation needs to accompany all documents, which are not in the German or English language.

(5) The Admissions Committee may conduct an interview with the applicant. The interview may take place either in person, via video conference or telephone. It serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and his/her knowledge of English are in line with what the program offers.

(6) The Admissions Committee decides on the final admission to the study program and possible conditions once the candidate has submitted a complete application.

(7) Minors require the approval of a legal guardian.

(8) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry to an undergraduate program but fulfill the criteria for attending the Foundation Program, may be conditionally admitted upon discretion of the Admissions Committee. The Admissions Committee may also decide to set the Foundation Program course 'Mathematics' as a condition.

In this case, a positive assessment of the course ‘Mathematics’ is required before students can enroll into courses of Module I – Fundamentals of Statistics and Calculus, Module II – Fundamentals of Data Science and Engineering, and Module IV – Data Science for Business Applications. Progression to the undergraduate study programs is regulated by the Foundation Program Study Regulations.

### § 5 Structure and Duration of the Study Program

- (1) The regular duration of the study program is six semesters.
- (2) All lectures, course work, and examinations are held in the English language.
- (3) The study program requires the student to complete an internship containing a minimum of 520 hours.
- (4) The study program requires the student to complete 180 ECTS comprising 160 ECTS of courses (including an internship), as outlined in § 6 Curriculum Overview, and 20 ECTS for completion of a bachelor thesis.
- (5) Upon application and approval by the Dean, a study semester may be completed abroad at an accredited partner university or an international branch campus of MODUL University Vienna.
- (6) Upon application of the student, the Dean may grant a leave of absence. During this period, the student’s tuition fees will be suspended, and he/she will be unable to attend courses, accrue internship hours, submit a thesis supervision request, receive ongoing supervision, or submit a final thesis. All other effects of the leave of absence are the responsibility of the student. The application for a leave of absence must include the planned duration of the leave and should be submitted at least one month prior to start of the semester in which the leave of absence will take place. Multiple leaves of absence are permitted; however, the total maximum duration of leave allowed is 4 semesters.

### §6 Curriculum Overview

Subject	Type	Format	ECTS	h/w
<b>Module I: Fundamentals of Statistics and Calculus (22 ECTS)</b>				
Math and Statistics I	CC	LX <sup>21</sup>	6	3
Math and Statistics II	CC	LX <sup>21</sup>	6	3
Applied Linear Algebra	CC	SE	6	3
Time Series Analysis and Forecasting	CC	SE	4	2
<b>Module II: Fundamentals of Data Science and Engineering (50 ECTS)</b>				
Fundamentals of Computer Science and Programming	CC	LS <sup>12</sup>	8	3
Algorithms and Data Structures	CC	SE	6	3
Database Management and Design	CC	LX <sup>12</sup>	6	3
Legal Aspects of Data Science	CC	IL	4	2
Knowledge Extraction, Modelling and Visualization	CC	LX <sup>12</sup>	6	3

Subject	Type	Format	ECTS	h/w
Fundamentals of Web Programming and Application Development	CC	SE	8	4
Foundations of Artificial Intelligence	CC	IL	6	3
Societal and Ethical Impacts of Data Science	CC	IL	6	3
<b>Module III: Fundamentals of Management (18 ECTS)</b>				
Business Administration	CC	IL	6	3
Project Management and Change Management	CC	SE	4	2
Entrepreneurship, Innovation and Business Planning	CC	LS <sup>12</sup>	4	2
Critical Thinking and Problem Solving	CC	SE	4	2
<b>Module IV: Data Science for Business Applications (64 ECTS)</b> 2 out of 4 Enrichment Courses (ER) have to be selected.				
Smart Information Systems Engineering	CC	SE	8	4
Text Mining and Media Analytics	CC	IL	6	3
Blockchain Applications	CC	SE	6	3
Latest Trends in Data Science	CC	SE	4	2
Data Science for Services (ER)	ER	SE	4	2
Data Science for Businesses (ER)	ER	SE	4	2
Data Science for Sustainability (ER)	ER	SE	4	2
Data Science for Geographic Information Systems (ER)	ER	SE	4	2
Internship Preparatory Course	CC	PT	2	1
Professional Capstone Project (Internship)	CC	PT	29	520
Accompanying Capstone Project Seminar	SE	SE	4	2
<b>Module V: Bachelor Thesis (26 ECTS)</b>				
Research Design and Writing Skills	CC	SE	6	3
Bachelor Thesis Tutorial	CC	SE	2	1
Bachelor Thesis	CC	TH	18	n/a

IL – Interactive Lecture

LX – Lecture and Exercise

LS – Lecture and Seminar

SE – Seminar

PT – Practical Training

TH – Thesis

CC – Core Course

ER – Enrichment Course

## § 7 Types of Courses

- (1) Core Courses are mandatory for all students and must be completed with a positive assessment.
- (2) Enrichment Courses are non-core courses and may vary from semester to semester. In 140 BSc, a minimum of 8 ECTS from enrichment courses must be achieved.
- (3) If students register for more than the required enrichment courses, including enrichment courses from another study program, the student will be responsible for any additional costs in accordance with MU's Rules on Additional Fees.
- (4) Elective Courses (i.e., language courses, Foundation Program courses) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however, they will appear on the Transcript of Records as non-curricular ECTS.
- (5) The Dean has the discretion to determine a minimum number of participants for all courses.

## § 8 Course Prerequisites

Registration in courses will only be permitted following positive assessment in the corresponding prerequisite course(s) or completion of prerequisite requirements.

- (1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.
- (2) Foundations of Artificial Intelligence is a prerequisite for Knowledge Extraction, Modelling and Visualization and Smart Information Systems Engineering.
- (3) Fundamentals of Computer Science and Programming is a prerequisite for Database Management and Design and Algorithms and Data Structures.
- (4) Business Administration is a prerequisite for Project and Change Management and Entrepreneurship, Innovation and Business Planning.
- (5) Mathematics and Statistics II is a prerequisite for Times Series Analysis and Forecasting.
- (6) Internship preparatory class is a prerequisite for the Professional Data Science Capstone Project and the accompanying Professional Data Science Capstone Seminar.
- (7) The Professional Data Science Capstone Project and the accompanying Professional Data Science Capstone Seminar have to be attended in the same semester.
- (8) Research Design and Writing Skills is a prerequisite for Bachelor Thesis Tutorial.
- (9) Bachelor Thesis Tutorial is a prerequisite for the Bachelor Thesis.
- ~~(10) Critical Thinking and Problem Solving is a prerequisite for the Enrichment Courses.~~
- (11) Fundamentals of Computer Science and Programming, Applied Linear Algebra, and Legal Aspects of Data Science are prerequisites for Blockchain Applications.
- (12) Foundations of Artificial Intelligence, Fundamentals of Computer Science and Programming, Legal Aspects of Data Science are prerequisites for Text Mining and Media Analysis.

## § 9 Professional Data Science Capstone Project (internship)

- (1) The study program requires the student to complete a Professional Data Science Capstone Project containing a minimum number of 520 hours (30 ECTS, including the accompanying Professional Capstone Project seminar) in a field relevant to the study program. This internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.
- (2) The selection of the company requires the written approval of the Dean.
- (3) Modul University Vienna reserves the right to supervise the Professional Data Science Capstone Project.
- (4) The completion of the internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company. In addition, the student must attend the Accompanying Data Science Project Seminar, where student's progress will be continuously monitored by several assessments, including a final report of the project. This report must follow the relevant guidelines in the internship manual and will be approved by the seminar lecturer.
- (5) Upon successful completion of the Professional Data Science Capstone Project, the student will receive the grade "completed".
- (6) The Dean can confer the task in (2) to the internship coordinator or the seminar lecturers.

#### **§ 10 ECTS Points**

- (1° ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.
- (2) Each ECTS credit corresponds to 25 working hours for the student.

#### **§ 11 Bachelor Thesis**

- (1) The thesis must be written according to the principles of academic work. The thesis should address a research question linked to a relevant topic identified in a course of the program or through literature review. The thesis must either contain an empirical component or a practical data science project.
- (2) The student must submit an application for supervision to the prospective supervisor, including the topic and a brief outline for the thesis. The prospective supervisor and the Dean must approve the supervision of the thesis and inform the student in writing within one week.
- (3) After the approval of the topic, the student has up to 4 weeks to submit the research proposal to the supervisor. If this proposal is not handed in by the set deadline, the supervisor has the right to refuse supervision of a student's thesis.

(4) The bachelor thesis may be written as an individual or group work upon the approval of the supervisor. The bachelor thesis shall be written in the English language.

(5) Eligible supervisors are faculty members or external lecturers who hold a doctoral degree. The supervision of a thesis by external lecturers or by academic staff without a doctoral degree requires approval and assessment by the Dean.

(6) The topic of the bachelor thesis can only be changed once and must be made within the first two months after the approval of the supervision by the Dean of the program.

(7) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.

(8) If the student misses deadlines and no substantial progress on the thesis has been made, the supervisor may withdraw from the supervision of a thesis.

(9) Bachelor theses are electronically archived in the library and may be published on the MODUL University Vienna website. Withholding a thesis can be applied for in written form by the supervisor or thesis author if information worthy of protecting is published in the thesis. The publication will be withheld for a maximum of 5 years and is subject to approval by the University Board.

## **§ 12 Overall Result of the Study Program**

(1) The overall assessment of the bachelor's degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses and thesis) completed at MODUL University Vienna, or any international branch campus of MODUL University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

### **Assessment Scheme**

- "With distinction" is awarded for an overall grade percentage average of 90% or higher.
- "With merit" is awarded for an overall grade percentage average between 80% and 89%.
- "Passed" is given for an overall grade percentage average between 60% and 79%.

## **§ 13 Conferment of Degree**

(1) The academic degree of BSc in Applied Data Science is conferred after completion of all components of the curriculum (core courses, enrichment courses and the thesis).

(2) Graduates must complete a total of 180 ECTS as stated in the curriculum overview (§ 6 Curriculum Overview (1) or (2)) in order to obtain the degree BSc in Applied Data Science. Students may transfer course credits from their previous university or other educational institution; however, a minimum of 120 ECTS must be completed at Modul University Vienna. Credits completed in the foundation program will appear on the transcript as non-curricular ECTS and will not be counted towards the total number of ECTS nor weighted average grade.

(3) Graduates will receive the following documents in the English language stating the date on which the degree was awarded.

- a) Bachelor Diploma: The bachelor diploma is signed by the President and the Dean and is certified by the Modul University Vienna seal.
- b) Diploma Supplement: A supplement, which is signed by the Dean, will be provided in addition to the diploma to explain the international allocation of the completed program.
- c) Transcript of Records: The Transcript of Records reflects all courses that have been passed, the respective ECTS credits, and the final course grades as well as the student's weighted average grade.

(4) Where a student does not complete the study program, the student shall receive a Transcript of Records for all course work which has been successfully completed thus far.

#### **§ 14 Semester Conference**

In this program, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution, Section VIII. §1.

#### **§ 15 Taking Effect**

These study regulations take effect on July 7, 2020.

# Study Regulations for the Master of Science Programs at Modul University Vienna

~~1 July 2020~~ XX June 2021

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of MODUL University Vienna decreed the following study regulations on 5 July 2016 based on § 3(1) of the Private University Law.

## § 1 Ambit

These study regulations define admission criteria, the structure of the study program, and the examination requirements for the Master of Science (MSc) programs at MODUL University Vienna. The clauses valid for all Master of Science programs are in the proceeding text. The special clauses pertaining to each individual Master of Science program are available in the appendices.

## § 2 Goal of the Master Degree

The master degree is awarded at the completion of academic studies for the respective subject and signifies career qualifications. Examinations taken throughout the program, as well as the final master thesis and its defense, determine whether the student has acquired the necessary professional, scientific and theoretical knowledge to solve complex professional and scientific problems. Graduates of this program gain proper leadership skills, including personal and social competences. They have the ability to independently apply scientific methods and tools and to contribute to the development of the subject. The Master of Science programs at MODUL University Vienna provide the foundation and qualification for graduates to continue their studies in a PhD program.

## § 3 Degree of completion

After the successful completion of the master program, the following respective academic degrees will be conferred:

**Master of Science  
in International Tourism Management**

**Master of Science  
in Sustainable Development, Management and Policy**

**Master of Science  
in Management**

The short forms of these degrees are respectively:

**MSc in International Tourism Management (abbreviation: MSc ITM)**

**MSc in Sustainable Development, Management, and Policy (abbreviation: MSc SDMP)**

**MSc in Management (abbreviation: MSc MGMT)**

**§ 4 Admission to the Master Program**

(1) Admission to the master in Sustainable Development, Management and Policy and the Master in International Tourism Management program is granted to those individuals who have completed at least the equivalent of a bachelor's or diploma degree with a minimum duration of three years and who can demonstrate aptitude for research and basic knowledge in one or more of the natural or social sciences. Selection will be based upon transcripts of courses taken and grades received at previous universities and other educational organizations.

- a) Suitable preparation for the MSc in International Tourism Management includes courses from among tourism or hospitality management, marketing, management science, technical sciences, geography, planning, sociology, policy sciences, law, or economics.
- b) Suitable preparation for the MSc in Sustainable Development, Management and Policy includes courses from among the environmental sciences, biology, geography, planning, sociology, political science, policy sciences, law, management, or economics.

(2) Admission to the ~~M~~aster in Management Program is granted to those individuals who have completed at least the equivalent of a bachelor's or diploma degree in Business or Economic

sciences as well as Social Sciences with a minimum duration of three years and who can demonstrate aptitude for research. Selection will be based upon transcripts of courses taken and grades received at previous universities and other educational organizations.

~~(2)~~(3) If the admission to the master studies is based on a degree from another university that is not subject to Austrian higher education law (e.g., foreign educational institutions according to § 27 HS-QSG), the credits that have been transferred from another education provider during the course at this university may be checked to determine whether the qualifications acquired through credit transfer differ from the learning objectives of a comparable bachelor's degree at MU Vienna. Upon request, the applicant must provide the documents required for this verification: (a) name of institution; (b) program title; (c) hours of work; (d) course description (syllabus); (e) reading material; (f) proof of examinations. Criteria for assessing the existence of significant differences are: (a) level of qualification, (b) learning outcomes, (c) study workload and (d) quality of the program leading to a degree.

~~(3)~~(4) It is possible to apply without the completion of an undergraduate university degree if the applicant has completed all the coursework of ~~an~~ undergraduate program preparing one for university-level graduate studies. Students can finish up to two final exams from their undergraduate studies during the first year of their master studies. However, all courses with mandatory attendance and the bachelor thesis (if applicable) need to be completed prior to the start of the master studies. In this case, a written declaration, which states that he or she will presumably receive certification for university admission on graduate level in the year when he or she applies for admission, is necessary. The proof must be supported by a mid-semester transcript or equivalent documents. The proof of the definitive completion of an undergraduate degree must be presented at the latest by the end of the first study year at MODUL University Vienna.

~~(4)~~(5) Academic documents that are not in the German or English language need to be accompanied by a certified translation.

~~(5)~~(6) All applicants whose first language is not English must provide evidence of their proficiency in the English language through one of the following tests taken within the previous two years. Exceptions can be granted by the Admissions Committee if an applicant has completed at least 2 years of secondary or higher education in the English language.

The minimum scores are:

- TOEFL: 570 paper-based test (PBT) or 230 computer-based test (CBT) or 88 Internet-based test (IBT); or
- IELTS: overall band score 6.5 (no sub-score below 6.0); or
- CEFR (Common European Framework): C1+; or
- Cambridge Certificate BEC Higher – Grade A

The Admissions Committee may decide upon the recognition of other evidence of language skills.

~~(6)~~(7) Additional documents required for admission:

- a) Résumé and motivation letter
- b) Two letters of recommendation from academic references such as current or former lecturers or research supervisors.

~~(7)~~(8) When deemed necessary, the Admissions Committee may conduct an interview with the applicant, either in person or telephonically. The interview serves to clarify unanswered questions raised during the application process to ensure that the applicant's expectations are in line with the program's offerings and to aid in making a final admission decision.

~~(8)~~(9) Credit transfer applications must be submitted with the admissions documents.

~~(9)~~(10) The respective Admissions Committee decides about the admission to the study program once the candidate has submitted a complete application.

~~(10)~~(11) Conditional Admittance: Applicants who do not entirely fulfill the admissions criteria for direct entry into the graduate program may make up the missing content by either sitting the respective undergraduate course or taking a prerequisite exam. Students may simultaneously enrol in all courses of the graduate degree except for those courses for which the prerequisite course/exam is required.

- a) Upon successful completion of the prerequisites students are not required to resubmit their admission application for the respective graduate program.
- b) Conditionally admitted students must complete all required prerequisites either within the first semester of their MU studies or - in some cases where indicated - during the second semester.

- c) The prerequisites are deemed successfully completed when assessed positively according to the MU grading scale. § 12 of the MU Examination Regulations and Student Code of Conduct apply in case of negative assessment.
- d) Prerequisite exams are offered at the beginning of each semester (September and February) regardless of whether or not the undergraduate course is offered in the upcoming semester. Exam retake opportunities will not be offered; therefore, students can only attempt the exam once. Students who fail the exam will have to sit the respective course during the first available semester.
- e) The costs for participating in these additional exams and or courses are not included in the tuition of the respective study program and are outlined in the MU Guidelines on Fees § 6 and 7.

## **§ 5 Structure of the Studies, Duration of Studies**

(1) The regular duration of studies for the Master of Science programs, including the preparation of the master thesis and the completion of all coursework, is four semesters (2 years). Students who enter the program in a Spring Semester may require one additional semester of studies due to the requirements of § 8.

(2) The duration of studies can be extended according to the needs of the student as long as the student meets the University's expectations related to academic performance as outlined in the Study Contract.

(3) The total number of ECTS points and a schedule for the MSc in International Tourism Management can be found in Appendix A; the total number of ECTS points and a schedule for the MSc in Sustainable Development, Management, and Policy can be found in Appendix B; the total number of ECTS points and a schedule for the MSc in Management can be found in Appendix C.

(4) Upon application of the student, the Dean can grant a leave of absence. During this period, the student's tuition fees are suspended and he or she is not able to take exams or attend courses. All other effects of the suspended study activity are the student's responsibility. The application for the leave, which must also include the planned duration of the leave, has to be submitted at least one month prior to start of the leave's first semester. Multiple leaves of absence are possible. The maximum duration of leave allowed in total is 4 semesters.

(5) All lectures, coursework, and examinations are conducted in the English language.

## **§ 6 Types of Courses**

(1) **Core Courses:** The courses designated as CC in the study schedule (curriculum) are mandatory for all MSc students and must be passed in order to fulfill the program's graduation requirements.

(2) **Enrichment Courses** are non-core courses and offering may vary from semester to semester. Students must complete enrichment courses with a minimum number of ECTS credits based on the requirements of the study program (Appendix A, Appendix B, Appendix C). If a student chooses to attend more than the required curricular enrichment courses, the student will be responsible for any additional costs.

(3) **Personal Training:** The student can take an optional internship.

(4) **Prerequisite Undergraduate Courses:** Any student conditionally admitted to the MSc program who needs to complete prerequisite undergraduate courses has one year (two semesters) in which to do so.

(5) **Elective Courses:** Language and preparatory courses do not form part of the official curriculum, but these courses can be taken by a student, given that they do not interfere with any MSc curricular requirements.

(6) The Dean can determine a minimum number of participants for all offered courses.

## **§ 7 ECTS Points**

(1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.

(2) Each ECTS credit point corresponds to 25 working hours for the student.

## **§ 8 Course Prerequisites**

- (1) Some courses can only be taken if a passing grade was earned in its prerequisite course. Conditional registration is possible in cases where the prerequisite course was taken, but the results have not been announced prior to the start of the subsequent course.
- (2) To be able to register for (a) Advanced Data Analysis and Decision Making, (b) International Destination Management, Tourism Business Project, Organizational Social Psychology and Leadership, Global Marketing: Theory and Practice, Corporate Financial Management and (c) Advanced Economics, students must already have taken basic courses in (a) statistics, (b) management, and (c) economics or calculus, respectively. If such courses previously have not been taken, a student is required to complete with a positive assessment a basic, equivalent undergraduate course before registering for the above mentioned courses (a-c).
- (3) To be able to register for and participate in the course Research Design and Methods in Practice, the course Advanced Data Analysis and Decision Making must have been completed with a positive assessment.
- (4) To be able to register for and participate in the course Applied Environmental Economics the course Advanced Economics must have been completed with a positive assessment.
- (5) To be able to register for and participate in the Master Thesis Seminar, the course Research Design and Methods in Practice must have been completed with a positive assessment.

## **§ 9 Master Thesis**

- (1) A prerequisite for the successful completion of a master program and the acquisition of the academic degree is the completion and positive assessment of the master thesis. The master thesis serves to prove that the student is able to deal with a problem related to the respective program field in an independent manner on the basis of the gained scientific knowledge. This paper must be written in accordance with the principles of an academic work.
- (2) The master thesis will be assessed by an assessment committee comprising of the thesis supervisor and a chair of the thesis defense who is selected by the Dean. The supervisors need to justify their assessment in written form.
- (3) External supervisors and supervisors without a PhD shall be approved by the Dean.

- (4) In principle, the master thesis should be written individually. Upon the approval of the Dean, the master thesis can be written by a group of students.
- (5) The master thesis consists of a written paper and an oral defense. The master thesis and the oral defense will be assessed and need to be passed separately. In addition, the supervisor will provide an overall grade in which the paper makes up 80 percent and the defense makes up the remaining 20 percent of the overall assessment.
- (6) If a student or a group of students are unable to identify a suitable topic, the Dean will assign him/her to a lecturer who will then suggest a topic.
- (7) The topic and the initial work of the master thesis shall be announced to the respective Dean in writing, together with a supervision statement from a faculty member or an external lecturer who holds an academic doctoral degree or equivalent.
- (8) The topic of the master thesis can only be changed once and only within the first three months after the announcement of the topic to the Dean.
- (9) The master thesis must be written in the English language. One printed and hardbound copy and an electronic version of the master thesis must be submitted. The printed format must contain a written statement from the student that he or she wrote the paper independently and has not used any aids other than those referenced in the text.
- (10) The oral defense of the master thesis is open to the public.
- (11) Master theses are archived in the library and may be published on the internet by MODUL University Vienna. A hold on the master thesis can be applied for in writing through the supervisor or the thesis author if information worthy of protecting is published in the master thesis. The hold has a maximum duration of 5 years and is decided by the Dean.

## **§ 10 Internships**

- (1) Students of the ITM, SMDP and MGMT study programs may choose to complete an optional internship with a minimum of 340 hours (6 ECTS) completed in an area related to the study program. This internship is designed to provide graduate students with the opportunity to apply their acquired theoretical knowledge and gain hands-on experience. The intern must be entrusted with a project task during the internship.

- (2) The internship can be completed domestically or abroad.
- (3) The selection of the organization providing the internship placement must be given written approval by the Dean.
- (4) MODUL University Vienna reserves the right to supervise the internship.
- (5) Proof of the internship must be provided through a confirmation from the internship provider, a reference letter, and/or appraisal on behalf of the organization providing the internship placement. As part of the internship, the student additionally must provide a report approved by the Dean. This report must follow the university guidelines for internships outlined in the internship manual. The student will also be required to hold a presentation as part of the internship. Upon successful completion of the internship, the student will receive 6 ECTS and the grade “completed”.
- (6) The Dean can confer the tasks of (4) and (6) to the internship coordinator.
- (7) For ITM students who successfully complete the internship, the number of ECTS that need to be completed from Module V “Enrichment Courses” is reduced by 6 ECTS.
- (8) For MGMT students who successfully complete the internship, the number of ECTS that need to be completed from Module IV “Leadership and Personal Skills” or Module V “Enrichment Courses” is reduced by 6 ECTS.
- (9) For SDMP students who successfully complete the internship, the number of ECTS that need to be completed for Module IV “Enrichment Courses is reduced by 6ECTS.
- (10) Practical experience gained prior to the student’s enrolment in the MSc program cannot be credited towards an MSc internship.
- (11) The Dean may approve an existing work contract in place of an internship if it is deemed to fulfil the necessary requirements as defined in (1).

## **§ 11 Overall Result of the Master Program**

(1) The overall grade percentage of the master degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses and thesis) completed at MODUL University Vienna, or any international branch campus of MODUL University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

### **Assessment Scheme**

- “With distinction” is awarded for an overall grade percentage average of 90% or higher.
- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 60% and 79%.

## **§ 12 Conferment of MSc Degree**

(1) The academic degree of MSc in International Tourism Management; MSc in Sustainable Development, Management, and Policy; or MSc in Management is conferred only after the successful completion of all courses, including the master thesis, as outlined in each degree program’s curriculum.

(2) Students must earn 120 ECTS points in order to obtain an MSc degree at MODUL University Vienna. Students can transfer course credits from another university or other educational institutes; however, a minimum of 90 ECTS points must be completed at MODUL University Vienna.

(3) Graduates will receive the following documents, issued in the English language, stating the date on which the degree has been conferred.

- a) Master Diploma: The master diploma is signed by the President and the Dean and certified by the MODUL University Vienna seal.
- b) Diploma Supplement: A supplement will be provided in addition to the diploma and explain the international allocation of the completed program. It is signed by the Dean.

- c) Transcript of Records: The Transcript of Records contains all courses that have been passed, the respective ECTS credits, and the examination grades achieved. It also includes the student's overall grade point average.
- (4) The diploma certifies the awarding of the academic degree by MODUL University Vienna.
- (5) In the event that a student fails to complete the study program, the student will receive a transcript of records for the course work which he/she has completed.

### **§ 13 Semester Conference**

- (1) For the MSc programs, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by the Semester Conference, as specified by the University Constitution (Section VI. § 1).

### **§ 14 Taking Effect**

These MSc Study Regulations take effect on 1 August 2020 and are applicable to all students of following study program identification numbers: 123, 224. 323.

## Appendix A: MSc in International Tourism Management

Subject	Type	Format	Hours per week	ECTS
<b>MODULE I Management and Research Fundamentals</b>				
Tourism Economics	CC	SE	3	6
Advanced Data Analysis and Decision Making	CC	SE	3	6
Research Design and Methods in Practice	CC	SE	3	6
Total Module I			<b>9</b>	<b>18</b>
<b>MODULE II International Tourism</b>				
Tourist Behavior	CC	SE	2	6
<del>Global Tourism</del> Marketing: Theory and Practice	CC	SE	2	6
Corporate Financial Management	CC	SE	2	6
International Destination Management	CC	SE	2	6
Service Quality Management for Tourism and Hospitality	CC	SE	2	6
Tourism Business Project	CC	SE	2	6
Total Module II			<b>12</b>	<b>36</b>
<b>MODULE III Innovation and Change Management</b>				
Applied Innovation Management	CC	SE	2	6
Emerging Tools for New Media and Information Management	CC	SE	2	6
Total Module III			<b>4</b>	<b>12</b>
<b>MODULE IV Sustainability in Tourism</b>				
Business Ethics and CSR	CC	SE	2	6
Total Module IV			<b>2</b>	<b>6</b>
<b>MODULE V Enrichment Courses/Specializations</b>				
A minimum of 15 ECTS from dedicated courses is required for a specialization. An additional 3 ECTS can be taken from other enrichment courses. Students completing two (or more) specializations must take at least 3 courses that are unique to each specialization.				
A2: "Sustainable Management and Policy"	ER	SE	7	18
A3: "Digital Marketing"	ER	SE	7	18
A4: "Entrepreneurship, Innovation and Leadership"	ER	SE	7	18
A5: "Real Estate Management"	ER	SE	7	18
A6: "Innovation and Experience Design for Tourism"	ER	SE	7	18
A7: A choice of enrichment courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module V			<b>7-9</b>	<b>18</b>
<b>MODULE VI Master Thesis</b>				
Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2

Total Module VI			<b>2</b>	<b>30</b>
<b>MODULE VII Internship* optional</b>				
Graduate Internship	ER	PT	2	<b>6</b>
Industry Excellence Program	ER	PT	2	<b>6</b>
Total Module VII			2	<b>6</b>
<b>TOTAL</b>			<b>38</b>	<b>120</b>

\*If a student successfully completes an internship or the Industry Excellence Program the student can chose to a) reduce required ECTS of MODULE V by 6 or b) cancel the course Tourism Business Project.

## Appendix B: MSc in Sustainable Development, Management, and Policy

Subject	Type	Format	Hours per week	ECTS
<b>MODULE I Management and Research Fundamentals</b>				
Advanced Economics	CC	SE	3	6
Environmental Management and Sustainability	CC	SE	2	6
Organizational Social Psychology and Leadership	CC	SE	2	6
Advanced Data Analysis and Decision Making	CC	SE	3	6
Research Design and Methods in Practice	CC	SE	3	6
Conflict Management	CC	SE	2	6
Total Module I			<b>15</b>	<b>36</b>
<b>MODULE II Sustainable Development and Policy</b>				
Principles of Sustainability and Economic Development	CC	SE	2	6
Environmental Sciences, Systems and Energy Studies	CC	SE	2	6
Public Policy Analysis and Evaluation	CC	SE	2	6
Ecological Economics	CC	SE	2	6
Total Module II			<b>8</b>	<b>24</b>
<b>MODULE III Professional Application of Sustainable Development</b>				
Applications of Economics for the Environment	CC	SE	2	6
Sustainable Metrics Seminar	CC	SE	2	6
Total Module III			<b>4</b>	<b>12</b>
<b>MODULE IV Enrichment Courses/Specializations</b>				
A minimum of 15 ECTS from dedicated courses is required for a specialization. An additional 3 ECTS can be taken from other enrichment courses. Students completing two (or more) specializations must take at least 3 courses that are unique to each specialization.				
A1: "Tourism and Services Management"	ER	SE	7	18
A2: "Sustainable Management and Policy"	ER	SE	7	18
A4: "Entrepreneurship, Innovation and Leadership"	ER	SE	7	18
A5: "Real Estate Management"	ER	SE	7	18
A6: "Innovation and Experience Design for Tourism"	ER	SE	7	18
A7: A choice of Elective courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module IV			<b>7-9</b>	<b>18</b>
<b>MODULE V Master Thesis</b>				
Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2
Total Module V			<b>2</b>	<b>30</b>
<b>MODULE VI Internship* optional</b>				

Graduate Internship	ER	PT	2	6
Industry Excellence Program	ER	PT	2	6
Total Module VI			2	6
<b>Total</b>			<b>38</b>	<b>120</b>

\*If a student successfully completes an internship or the Industry Excellence Program the student can chose to a) reduce required ECTS of MODULE IV by 6 or b) cancel either Sustainable Metrics Seminar or Measuring and Assessing Sustainability.

## Appendix C: MSc in Management

Subject	Type	Format	Hours per week	ECTS
<b>MODULE I Economics and Research Methods</b>				
Advanced Economics	CC	SE	3	6
Advanced Data Analysis and Decision Making	CC	SE	3	6
Research Design and Methods in Practice	CC	SE	3	6
Total Module I			<b>9</b>	<b>18</b>
<b>MODULE II Integrated Management</b>				
Global Marketing: Theory and Cases	CC	SE	2	6
Corporate Financial Management	CC	SE	2	6
Business Strategy and Market Simulation	CC	SE	2	6
Environmental Management and Sustainability	CC	SE	2	6
Total Module II			<b>8</b>	<b>24</b>
<b>MODULE III Innovations and ICT</b>				
Applied Innovation Management	CC	SE	2	6
Emerging Tools for New Media and Information Management	CC	SE	2	6
Total Module III			<b>4</b>	<b>12</b>
<b>MODULE IV Leadership and Personal Skills*</b>				
Organizational Social Psychology and Leadership	CC	SE	2	6
Conflict Management	CC	SE	2	6
Business Ethics and Corporate Social Responsibility	CC	SE	2	6
Total Module IV			<b>6</b>	<b>18</b>
<b>MODULE V Enrichment Courses/Specializations</b>				
A minimum of 15 ECTS from dedicated courses is required for a specialization. An additional 3 ECTS can be taken from other enrichment courses. Students completing two (or more) specializations must take at least 3 courses that are unique to each specialization.				
A1: "Tourism and Services Management"	ER	SE	7	18
A2: "Sustainable Management and Policy"	ER	SE	7	18
A3: "Digital Marketing"	ER	SE	7	18
A4: "Entrepreneurship, Innovation and Leadership"	ER	SE	7	18
A5: "Real Estate Management"	ER	SE	7	18
A6: "Innovation and Experience Design for Tourism"	ER	SE	7	18
A7: A choice of enrichment courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module V			<b>7-9</b>	<b>18</b>
<b>MODUL VI Master Thesis</b>				

Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2
Total Module VI			<b>2</b>	<b>30</b>
<b>MODUL VII Internship (optional) *</b>				
Graduate Internship	ER	PT	2	6
Industry Excellence Program	ER	PT	2	6
Total Module VII (optional)			2	6
<b>Total</b>			<b>38</b>	<b>120</b>

\*If a student successfully completes an internship or the Industry Excellence Program the student can chose to a) reduce required ECTS of MODULE IV or V by 6 or b) cancel either Environmental Management and Sustainability or Business Strategy and Market Simulation.

## **Study Regulations for the Master of Business Administration Program**

1 July 2020

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of Modul University Vienna decreed the following study regulations on 5 July 2016 based on § 3(1) of the Private University Law.

### **§ 1 Ambit**

These study regulations define the admission criteria, the structure, and the examination requirements for the Master of Business Administration program at Modul University Vienna.

### **§ 2 Goal of the Master Degree**

The master degree is awarded at the completion of academic studies and signifies career qualifications. Examinations taken throughout the program and the evaluation of the final master thesis and its defense determine whether the student has acquired the necessary professional, scientific, and theoretical knowledge to solve complex professional and scientific problems. Graduates of this program have gained proper leadership skills including personal and social competences. The graduates should have the ability to both critically interpret and apply scientific findings.

### **§ 3 Degree of Completion**

After the successful completion of the study program, the following academic degree will be conferred:

#### **Master of Business Administration**

The short form of the degree is: **MBA**

#### § 4 Admission to the Master Program

The prerequisites for admission to the study program are:

(1) Proof of an undergraduate university degree with a minimum duration of three years or completion of an equivalent degree relevant to the content of the study program.

(2) A minimum of three years of professional experience in a responsible position.

(3) In exceptional cases, admission of persons who do not hold a university degree is possible if they can provide proof of an equivalent qualification due to their professional experience and achievements. In this case, proof of a secondary school leaving certificate has to be provided, additionally to extensive experience of more than eight years in a responsible position.

(4) If the admission to the study program is based on a degree from another university that is not subject to Austrian higher education law (e.g., foreign educational institutions according to § 27 HS-QSG), the credits that have been transferred from another education provider during the course at this university may be checked to determine whether the qualifications acquired through credit transfer differ from the learning objectives of a comparable bachelor's degree at MU Vienna. Upon request, the applicant must provide the documents required for this verification: (a) name of institution; (b) program title; (c) hours of work; (d) course description (syllabus); (e) reading material; (f) proof of examinations. Criteria for assessing the existence of significant differences are: (a) level of qualification, (b) learning outcomes, (c) study workload and (d) quality of the program leading to a degree.

(5) Academic documents that are not in the German or English language must be accompanied by a certified translation.

(6) All applicants whose first language is not English must provide evidence of their knowledge of the English language through one of the following tests taken within the previous two years. Exceptions to this are applicants who have completed at least two years of higher education in the English language. The minimum scores are:

- TOEFL: 570 paper-based test (PBT) or 230 computer-based test (CBT) or 88 Internet-based test (IBT), or
- IELTS: overall band score 6.5 (no sub-score below 6.0), or
- CEFR (Common European Framework): C1+, or
- Cambridge Certificate CAE or BEC (Grade A).

(7) Additional Documents required for Admission:

- a) Résumé and motivation letter,
- b) Two references from an academic or professional institution or person.

(8) When deemed necessary, the Admissions Committee may conduct an interview with the applicant, either in person, on the telephone, or via video chat. It serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and his/her knowledge of English are in line with the program's offerings.

(9) Credit transfer applications must be submitted together with the admissions documents.

(10) The Admissions Committee makes a decision regarding the admission to the study program once the candidate has submitted a complete application.

## **§ 5 Structure of the Studies, Duration of Studies**

- (1) The regular duration of studies, including the preparation of the master thesis and the completion of all exams, is three (3) semesters.
- (2) The total number of ECTS points the study program encompasses can be found in §6.
- (3) All lectures, course work, and examinations are held in the English language.
- (4) Students can transfer course credits from other universities or educational institutions; however, a minimum of 75 ECTS points must be completed at Modul University Vienna.
- (5) The degree is conferred when the scheduled courses are positively completed and the thesis and its oral defense are assessed positively.
- (6) Upon application of the student, the Dean can grant a leave of absence. During this period, the student's tuition fees are suspended and he or she is not able to take exams or attend courses. All other effects of the suspended study activity are the student's responsibility. The application for the leave, which must also include the planned duration of the leave, has to be submitted at least one month prior to start of the leave period. Multiple leaves of absence are possible. The maximum duration of leave allowed in total is four (4) semesters.

## § 6 Study Schedule

The study program encompasses a total of 90 ECTS points and is structured as following:

Subject	Type	Format	ECTS
<b>MODULE I Managing People and Organizations</b>			<b>18</b>
Leadership	CC	SE	3
Managing People, Teams, and Organizations	CC	SE	3
Financial Management and Reporting	CC	SE	3
Information Systems Management	CC	SE	3
Negotiation and Dispute Resolution	CC	SE	3
Project Management	CC	SE	3
<b>MODULE II Marketing and Innovation</b>			<b>15</b>
Entrepreneurship	CC	SE	3
Innovation	CC	SE	3
Competitive Analysis and Strategy	CC	SE	3
Marketing Management in the Digital Age	CC	SE	3
Social Media Intelligence	CC	SE	3
<b>MODULE III Quantitative and Economic Analysis</b>			<b>9</b>
Managerial Economics	CC	SE	3
Business Analytics	CC	SE	3
Data Collection and Analysis	CC	SE	3
<b>MODULE IV Master Thesis</b>			<b>30</b>
Master Thesis Tutorial (incl. Academic Writing) I and II	CC	SE	2
Master Thesis and Master Thesis Defense	CC	TH	28
<b>Total Core ECTS</b>			<b>72</b>
<b>MODULE V Specializations / Enrichment Courses</b> A minimum of 15 ECTS points from dedicated courses is required for a specialization. Additional 3 ECTS points can be taken from other enrichment courses. Students completing two (or more) specializations must take at least three courses that are unique to each specialization.			<b>18</b>
Digital Marketing	ER	SE	18
Sustainable Management and Policy	ER	SE	18
Innovation and Experience Design for Tourism	ER	SE	18
Entrepreneurship, Innovation and Leadership	ER	SE	18
Real Estate Management	ER	SE	18
General (18 ECTS points from all enrichment courses)	ER	SE	18
<b>Total ECTS</b>			<b>90</b>

## **§ 7 Types of Courses**

- (1) The MBA Core Courses, listed in §6 (1), Modul I-IV, are mandatory for all students and must be completed with a positive assessment.
- (2) Students have to complete 18 ECTS points of Enrichment Courses in total
- (3) Students who select a minimum of 15 ECTS points in a specialization area will receive recognition of their specialization in the final diploma.
- (4) For Enrichment Courses, the Dean can determine a minimum number of participants.
- (5) If students attend more than the required courses (if they fail a course or if they are interested in more than the required courses), then it is their responsibility to bear the extra costs.

## **§ 8 Types of Examinations**

- (1) All courses offered in the program have immanent examination character. They are referred to as ‘Seminars’ in the study schedule and listed with the abbreviation SE.
- (2) Courses consist of two or four days of lecturing, seminars and practical elements to be continuously assessed. Seminars consist of two days of lecturing (core module), a pre-module phase, and a post-module phase. In the pre-module phase, students are assigned tasks that are presented, discussed, and reflected on during the core module. Intensive interaction between lecturers and students takes place during the core module characterized by mandatory attendance, which is followed by a post-module phase. Assignments such as writing an essay, compiling a report, conducting a case study, etc. have to be completed during the post-module phase.

## **§ 9 ECTS Points**

- (1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the study schedule, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.
- (2) One ECTS point corresponds to 25 working hours for the student.

## **§ 10 Master Thesis**

- (1) A prerequisite for the successful completion of the study program and the acquisition of the degree is the completion and positive assessment of a thesis. The master thesis serves to prove that the student is able to deal with a problem in an independent manner on the basis of the gained scientific knowledge. This paper has to be written according to the principles of an academic work.
- (2) The master thesis will be assessed by an assessment committee comprising of the thesis supervisor and a chair of the thesis defense who is selected by the Dean. The supervisor has to justify their assessment in a written report.
- (3) External supervisors and supervisors without a PhD shall be approved by the Dean.
- (4) In principle, the master thesis should be written individually. Upon the approval of the supervisor and the Dean, the thesis can be written by a group of students.
- (5) The topic of the thesis must be assigned or agreed on before registering for the Master Thesis Tutorial II.
- (6) The master thesis consists of a written paper and an oral defense. The master thesis and the oral defense will be assessed and need to be passed separately. In addition, the supervisor will provide an overall grade in which the paper makes up 80 percent and the defense makes up the remaining 20 percent of the overall assessment.
- (7) If a student or a group of students are unable to find a suitable topic, the Dean will assign them to a lecturer who will then assign a topic.
- (8) The topic and the initial work of the master thesis shall be announced to the Dean in writing, together with a supervision statement from a faculty member or an external lecturer who holds an academic doctoral degree or equivalent.
- (9) The topic of the master thesis can only be changed once and only within the first three months after the announcement of the topic to the Dean.
- (10) The master thesis must be written in the English language. One printed and bound copy and an electronic version of the master thesis must be submitted. The printed format must contain a written statement from the student that he/she wrote the paper independently and has not used aids other than the ones stated. The rules of academic integrity of Modul University Vienna apply.
- (11) The oral defense of the thesis is open to the public.
- (12) Master theses are archived in the library and may be published on the internet by Modul University Vienna. A hold on the master thesis can be applied for in writing through the

supervisor or the student if information worthy of protecting is published in the master thesis. The hold has a maximum duration of five years and is decided by the Dean.

### **§ 11 Overall Result of the Master Program**

(1) The overall grade corresponds with the grade percentage average of the assessments of all courses completed at Modul University Vienna and the master thesis. Each course is weighted corresponding to the number of acquired ECTS points.

#### **Assessment Scheme**

- “With distinction” is awarded for an overall grade percentage average of 90% and higher.
- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 79% and equal to or greater than 60%.

### **§ 12 Final Certificate and Diploma**

(1) After the successful completion of all mandatory courses necessary for the completion of the study program according to the study schedule, the thesis submission, and the oral defense, a certificate is issued which contains the individual courses, the corresponding ECTS points, the examination grades achieved, the overall grade achieved, and the topic and assessment of the thesis.

(2) Credited courses and courses which were taken at other universities shall be marked but are not taken into consideration in the calculation of the overall grade. The certificate shall be signed by the Dean. The earliest date declared on the certificate is the day of the defense of the thesis or the day of the last examination.

(3) In case of a final failure of the study program, the student receives a certificate for the course work which he/she has accomplished with the note that these are only parts of the requirements of the program. The aforementioned is also valid if a student has only completed parts of the program and leaves Modul University Vienna.

(4) Upon successful completion and in conjunction with the certificate, the graduate will be given a diploma in the English language with the date- it was awarded. This diploma certifies the awarding of the academic degree by Modul University Vienna.

(5) The diploma is signed by the Dean and the President (or the Vice President in the event that the President serves as the Dean) and certified by the Modul University Vienna seal.

### **§ 13 International Allocation of the Diploma (Diploma-Supplement)**

A supplement in the English language showing the international allocation of the program passed (Diploma Supplement) will be enclosed with the diploma.

### **§ 14 Semester Conference**

For the MBA programs, the tasks outlined in § 9 of the MU Examination Regulations and Student Code of Conduct are carried out by the Semester Conference, as specified by the University Constitution (Section VI. § 1).

### **§ 15 Taking Effect**

These study regulations take effect on 1 August 2021

## Examination Regulations and Student Code of Conduct

[1 July 2020](#)

[25 June 2021](#)

### §1 Ambit

These regulations are valid for all study programs offered at ~~MODUL~~Modul University (MU). For ~~MODUL~~Modul University students enrolled at a Global Campus, the Dean is substituted by the respective Academic Director. Academic Office in this document refers to the administration unit of the Dean or the respective Academic Director. References to the Studies and Examination Committee, the Semester Conference, and Admissions Committee in this document refer to the respective committees on the campus where a student is enrolled.

### §2 Transfer of Credits

(1) Course credits obtained at an external institution (including, a vocational high school with a business focus, a university, a college, or any other post-secondary educational institution, or at a partner university within MU's exchange programs) may be eligible for transfer according to an equivalency evaluation that is based on a review of course contents, outline, methods, and final grade.

- (a) Course credits earned at an external institution will be transferred without the inclusion of a grade on the academic transcript of records.
- (b) All courses credited toward the study program will be labeled with the abbreviation "CT\*" on the academic transcript of records and counted toward the total ECTS of the study program.
- (c) Requests for the transfer of external course credits acquired prior to commencement of studies at MU must be submitted prior to the beginning of the first semester ~~/term~~ at MU to result in a reduction of tuition fees. In the event that such requests are submitted after commencement of studies at MU, no tuition fee reduction is possible.

- (d) In the case of credits received during an approved semester abroad, or during the course of studies at MU, an application for credit transfer must be submitted at the earliest opportunity prior to the commencement of the subsequent semester.
  - (e) All requests for credit transfer are subject to approval by the Dean of the study program or an authorized liaison officer nominated by the Dean.
  - (f) A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.
- (2) Credit Transfer of Practical Experience: Practical experience acquired by the student prior to enrollment may be credited towards an internship when in accordance with the respective Study Regulations.
- (a) Practical experience will be transferred without the inclusion of a grade on academic transcript of records.
  - (b) Practical experience will be labeled with the abbreviation “CT\*” on the academic transcript of records and counted toward the total ECTS of the study program.
  - (c) Practical experience acquired prior to commencement of studies at MU must be submitted prior to the beginning of the first semester ~~term~~ at MU and will not result in a reduction of tuition.
  - (d) Requests for credit transfer of practical experience are subject to approval by the Internship Coordinator.
  - (e) A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.
- (3) Courses, examinations and internship credits obtained at a Global Campus of MU, are automatically eligible for credit transfer upon admission at the other branch campus, and when in accordance with [§ 11 of the Examination Regulations and Student Code of Conduct regulations in place](#).
- (a) The cap of a maximum number of transferable ECTS credits (§ 2 (1) lit. ~~fe~~) does not apply.
  - (b) All courses credited towards the study program will be transferred in accordance with MU’s grading scale and counted toward the total weighted average grade and ECTS of the study program.

- (c) All courses credited toward the study program will be labeled with the abbreviation “GCT\*” on the academic transcript of records.
  - (d) Requests for credit transfers of courses not offered at the home campus are subject to approval by the Dean of the study program.
  - (e) Requests for credit transfers must be submitted prior to the beginning of the first semester /~~term~~ at the respective branch campus.
  - (f) Credit transfers from a Global Campus may result in a reduction of tuition fees as defined by the respective branch campus.
- (4) Internal Credit Transfer: Course credits obtained in a study program at MU may be eligible for internal credit transfer when changing study programs in accordance with MU’s Regulations on Changing Study Programs, or in the event of readmission at the discretion of the Admissions Committee.
- (a) All courses credited toward the study program will be transferred in accordance with MU’s grading scale and counted toward the total weighted average grade and ECTS.
  - (b) All courses credited toward the study program will be labeled with the abbreviation “ICT\*” on the academic transcript of records.
  - (c) Requests to change study programs and applications for readmission must be submitted prior to the beginning of the semester to which the change of study programs or readmission becomes effective. Where necessary students will be provided with a new study contract and contract supplement outlining the student’s financial obligations. MU’s Guidelines on Fees may apply.
  - (d) Requests to change study programs or applications for readmission are subject to approval by the Dean of the respective study program.

### §3 Course Formats

~~(1)~~ (1) A semester has 14 units.

(2) Interactive Lecture, referred to with the abbreviation IL, is a course format based on an

instructor-led teaching approach while including techniques that foster active engagement of students in class. Attendance is not mandatory. A minimum of two different, independent forms of assessment is required. ~~The typical~~Typically, the number of participants is up to 90 in Interactive Lectures – exceptions can be made by the Dean of the study program.

~~(2)~~—3 Interactive Lecture and Exercise, referred to with the abbreviation LX, combines an interactive lecture with a practically orientated exercise course. The interactive lecture is intended to provide the theoretical background of a subject, whereas the exercise focuses on the application of theoretical knowledge. The ratio between the interactive lecture and exercise component is indicated by the two digits following the abbreviation LX (e.g. ~~21=2:1~~, ~~12=1:2~~, and ~~11=1:1~~) which is laid out in the study regulations of a respective program. Attendance is mandatory in the exercise part of the course. LX courses receive a combined grade which is based on the assessment of both the interactive lecture and the exercise. A minimum of three different, independent forms of assessment is required all of which will determine the final grade. Typically, the number of participants is up to 30 in Exercises – exceptions can be made by the Dean of the study program.

~~(3)~~—4 Interactive Lecture and Seminar, referred to with the abbreviation LS, combines an interactive lecture with a project-orientated seminar course. The interactive lecture is intended to provide the theoretical background of a subject, whereas the seminar shall engage students in projects where theoretical knowledge is applied or in in-depth investigations and discussions about certain parts of the lecture. The ratio between the interactive lecture and seminar component is indicated by the two digits following the abbreviation LS (e.g. ~~21=2:1~~, ~~12=1:2~~, and ~~11=1:1~~) which is laid out in the study regulations of a respective program. Attendance is mandatory in the seminar part of the course. LS courses receive a combined grade which is based on the assessment of both the interactive lecture and the seminar. A minimum of three different, independent forms of assessment is required all of which will determine the final grade.

~~(4)~~5 Seminar, referred to with the abbreviation SE, is a course where students engage in advanced study of a subject while participating in regular discussion to exchange information. Attendance is mandatory. A minimum of three different, independent forms of assessment is required all of which will determine the final grade. ~~The typical~~Typically, the number of participants is up to 30 in Seminars – exceptions can be made by the Dean of the study program.

~~(5)~~6 Practical Training, referred to with the abbreviation PT, is a course that aims at giving students the opportunity to gain insight into practical activities of the industry through classroom teaching and excursions. Attendance is mandatory. A minimum of three different, independent forms of assessment is required all of which will determine the final grade. ~~The typical~~Typically,

the number of participants is up to 15 in Practical Trainings – exceptions can be made by the Dean of the study program.

(67) Examinations, referred to with the abbreviation ES, are used in undergraduate, graduate and postgraduate programs to represent curriculum requirements including placement tests, preliminary examinations, research proposal defenses, and thesis/dissertation defenses.

#### **§4 Academic Assessment and Grading of Courses**

(1) The criterion for successfully completing a course is based on the lecturer's final assessment.

(2) Final grades are determined by the points earned in all cumulative graded assessment components.

(3) Final grades must be based on various different, independent forms of assessments. Examples for different forms of assessment are written assignments, oral or written examinations, presentations, active course participation, group work and presentation, homework, or other forms of assessment as specified by the course lecturer.

(4) All assessments, also make-up exams or retakes as consequence of approved special consideration requests, must be held within the announced semester ~~/ term~~ dates of the academic year and may not be held during vacation time.

(5) Forms of assessment and their weight for the final grade must be outlined in the course syllabus.

(6) Lecturers are obliged to announce results of an examination and partial grades to students as quickly as possible, and no later than two weeks following the date of the examination or assignment submission.

(7) Lecturers are obliged to explain reasons for failing assignments to students, preferably in writing or in person on request.

(8) Lecturers are obliged to share the written assessment report for theses with students.

(9) Lecturers must report final grades by use of the MU grading template (alphabetical order) as a percentage to the Academic Office by a deadline announced by the Academic Office in the beginning of every academic year. Assessments with a decimal value greater than 0.5 are

rounded up; otherwise, the value is rounded down,

(10) Grade corrections may be requested during time of enrolment of a student by students a) in case a formal mistake was made by administration, b) a mistake was made in the calculation of the final grade, or c) due to consideration of special circumstances applied for within 14 days after a grade has been announced.

(11) Grade corrections may be requested by lecturers a) within 14 days after a grade has been announced or b) after having received and decided on a consideration of special circumstances submitted by a student (see § 4 (10) lit. c).

(12) For students enrolled in study programs commencing after 2013, the following grading scale is used in the assessment of examinations:

<b>%</b>	<b>Austrian</b>		<b>US GPA</b>
<b>90 – 100</b>	1	Excellent	3.5-4.0
<b>80 – 89</b>	2	Good	3.3-3.49
<b>70 – 79</b>	3	Average	2.99-3.29
<b>60 – 69</b>	4	Sufficient	Below 2.99
<b>&lt; 60</b>	5	Fail	

**Remarks:**

<sup>1</sup> Excellent - Outstanding performance with only minor errors

<sup>2</sup> Good - Generally sound work with a number of notable errors

<sup>3</sup> Average: Fair but with significant shortcomings

<sup>4</sup> Sufficient: Performance meets the minimum criteria

5 Fail: Some more work required before the credit can be awarded

(13) For courses with mandatory attendance, an absence of more than 20% of the scheduled course time will result in a final grade of 0%. In the event a student misses more than 20% of a course sessions due to reasons beyond the student's control, the student may apply for special consideration to the lecturer(s) of (the) affected course(s), explaining previous and – if already known – future absences supported by sufficient, preferably written, evidence of the claims. If this should occur, the lecturer may decide, based on the individual case, whether the student is allowed to continue attending the course. The granting of special consideration is at the discretion of the lecturer. –Exceeding the 20% limit typically entails some additional work completed by the student to compensate for any parts missed.

(14) An assessment will be graded with 0% if any of the following occur without credible reason:

A student withdraws from an examination after the proctor commenced administering the examination.

- a. A student fails to hand in the written examination within the exam's allotted time.
- b. A student interrupts the written or oral examination without credible reasons.
- c. A student acts disorderly and is prohibited to continue the examination.

## **§5 Conduct of Examinations**

- (1) The maximum duration of all written and oral examinations should not exceed the number of hours that the course lasts each week – as stipulated in the study regulations of the respective program. Preliminary exams in the PhD program or extracurricular exams are exempt from this rule.
- (2) The duration of an oral examination outside of the ordinary course setting can be between 15 and 30 minutes for each student and must be witnessed by a second lecturer. Oral examinations can be proctored as either individual examinations or group examinations consisting of a maximum of four candidates per group. In the latter case, the individual performance of each candidate during examination itself must be clearly visible and documented in the examination's assessment record.
- (3) Students enrolled in the course, as well as interested parties associated with MU who assert individual justified interests, are permitted to attend the oral examinations as observers (given the availability of adequate spatial conditions). This does not apply, however, to any private consultation between student and proctor, including the announcement of the examination results. Upon a student's request, any observer [with the exception of members of the Studies and Examinations Committee] can be asked to leave the examination site. Observers cannot be excluded from presentations. In the event that a disturbance caused by an observer occurs during an examination, the proctor is entitled to expel the observer from the examination space.
- (4) If several examiners participate in an examination, each assessor is called on to assess the overall examination performance together, as long as no other assessment method is subsequently determined. When the examiners' assessments differ, the average of the sum of the individual assessments is calculated.

- (5) Notwithstanding the lecturers' right to assess students' performance to the best of their beliefs, examination procedures need to be fair, transparent, reasonable, consistent with the announced syllabus and across students, respect the conduct of examinations (as outlined in this document), and avoid misleading instructions or discrimination-based assessment. In the event of essential, tangible and traceable violations against these requirements, a student has the right to appeal an examination assessment and apply to countermand, where the principles that are considered violated and the way they are considered violated need to be exactly specified. An appeal form must be submitted to the Academic Office within 14 days after receiving the grade.
- (6) If a student is unable to attend a written or oral examination or if the student fails to submit a required assignment by its announced deadline due to reasons beyond the student's control, the student may apply for special consideration to the lecturer and request an alternative make-up assignment or exam. The application must be submitted with minimal delay and no later than 14 days after the scheduled examination date. It is at the lecturer's discretion whether or not to accept the application for special consideration, and the lecturer must inform the student of his or her decision in writing within 14 days. If the lecturer rejects the application, the student has the possibility to appeal to the respective Dean using an appeal form, or to the president if the Dean is the lecturer.
- (7) (7) Upon request, students are entitled to access all examination documents, protocols, written tests, and result records relevant to the examination, and thus in the year following the examination. Students can also make copies of these documents at their own expense. ~~The lecturer is obliged to store and archive all~~
- (8) (8) All examination records are to be stored and archived for a minimum of one year. The examination questions, assessment criteria, and results of a written or oral course examination must be recorded in writing by the course lecturer. The lecturer must retain all aforementioned course documents in electronic format. Lecturers are expected to be at the disposal of students to answer all questions associated with course assessment.

## §6 Course Registration

- (1) Students are required to register for all courses online within the official registration period as announced by the Academic Office.
- (2) Requests for changes to course registrations after the official registration period, such as late registration, late cancellation, late group switches, are only possible in the following situations:
- (a) when an extended course registration period is available. For courses with regular sessions held throughout the semester ~~term~~, such extended registration period is course specific, decided by the lecturer(s) of a course, and announced in the course syllabus. The extended

- registration period for blocked MBA/MSc courses is up until two weeks (14 days) prior to a course.
- (b) the student has not yet participated in any course-related assessment and given that no disadvantage to other students arises.
  - (c) Late changes to course registration are processed by the Academic Office. A fee may apply as outlined in MU's Guidelines on Fees.
- (3) Students may apply for special consideration to the Dean to request late course cancellation after the official and, if available, the extended registration period based on the claim of extenuating circumstances beyond a student's control. Such requests must be supported by sufficient, preferably written, evidence of the claims. Approved late course cancellation requests will be labeled "DP", drop-out, and appear on the student's academic record. A fee may apply in accordance with MU's Guidelines on Fees.

## **§7 Academic Misconduct**

- (1) MU uses the following measures to inform students about academic misconduct and related consequences:
- (a) The definitions of commonly used terms are outlined below and explained in the *Guide to Understanding Plagiarism* drafted by the *Studies and Examination Committee*.
  - (b) A summarized version of the *Guide to Understanding Plagiarism* is available in the *Course Catalog*.
  - (c) Lecturers are encouraged to explain MU's policy on academic misconduct and related consequences at the beginning of each course. Any document submitted by a student at any time may be subject to a plagiarism check.
  - (d) An affidavit referring to the content of the *Guide to Understanding Plagiarism* is made available to all students and can be used for any written assignment at the instructor's discretion. Regardless of whether the faculty makes use of the affidavit, students are still required to adhere to university standards regarding academic misconduct and plagiarism.
- (2) Academic misconduct refers to any action or attempted action intended to give a student an unfair advantage to oneself or an unfair advantage or disadvantage to any other member(s) of the academic community. This includes fraud and acts of deception such as cheating, plagiarism, the fabrication of material or data, collusion, covert sharing, unauthorized access of materials, and the facilitation of academic dishonesty.

(a) MU defines cheating as any attempt to influence the results of academic work through fraudulent performance or the use of unapproved aids.

(b) MU recognizes the following forms of plagiarism:

- claiming authorship by failing to cite another source's words or ideas;
- claiming authorship by failing to cite one's own words or ideas;
- copying or borrowing another individual's work or structure without proper referencing;
- false paraphrasing (failing to use quotation marks, despite citing a source) or patchwork paraphrasing (splicing together parts of sentences without using quotation marks); and hiring or asking someone to write or complete work on your behalf and claiming it as your own. Additionally, copying passages from assignments previously submitted at or beyond MU without proper referencing is considered self-plagiarism, which is also a recognized form of academic misconduct.

(c) MU distinguishes between minor and major cases of ~~plagiarism~~ academic misconduct:

- The act of plagiarism itself is considered academic misconduct.
- ~~• Once the accusation of plagiarism has been confirmed through the procedure for investigating academic misconduct [§ 7 (7)], the Studies and Examination Committee will then assess whether the act is minor or major.~~
- The extent ~~of plagiarism~~, the importance ~~of the plagiarized assignment~~, and the intent behind the act of academic misconduct are factors that allow to differentiate between minor and major cases of ~~plagiarism~~ academic misconduct. For example, an act of ~~plagiarism~~ academic misconduct that is committed unintentionally may be considered minor; whereas, an act of ~~plagiarism~~ academic misconduct committed intentionally is considered to be a major case of academic misconduct.

(3) MU acknowledges the following ways of handling academic misconduct:

(a) It is at the discretion of the instructor to either informally resolve suspected academic misconduct or to report any suspected academic misconduct for further investigation to the *Studies and Examination Committee*. In cases where lecturers determine that an insignificant case of ~~plagiarism~~ academic misconduct has occurred that does not appear to present a disciplinary issue, faculty are encouraged to address the issue one on one

with the student, while taking grading consequences [§ 7 (~~135~~)] into consideration.

(b) When a faculty member (instructor, lecturer, thesis supervisor, etc.) ~~suspects~~considers that ~~there is~~ a case of academic misconduct ~~that~~ constitutes a disciplinary issue, the instructor must notify the student that a formal *notification of academic misconduct* will be filed. Along with the notification, the instructor must submit accompanying material that provides evidence for the accusation to the Academic Office within five working days of the incident and no later than ~~last day of the semester / term~~the last day of the semester. If a group work is reported as a case of academic misconduct, all the students in the group should be held as equally responsible, if it cannot be predetermined which individual students are responsible for the respective parts of the assignment.

(c) The instructor must decide if the case of academic misconduct constitutes a minor or major case of academic misconduct. The instructor can withdraw a case submitted until it has been closed by the Academic Office. The instructor cannot withdraw a case after the Studies and Examination Committee has made a decision but can support the student's appeal.

(4) The procedural steps in handling reported cases of academic misconduct are as follows:

(a) Upon receipt of the notification of academic misconduct by a faculty member, the Academic Office will notify ~~both the Studies and Examinations Committee and~~ the accused student of the ~~formal processing~~previous cases in which he/she was involved, as well as possible consequences ~~and~~pertaining to these previous cases and the options for appeal in writing with minimal delay.

(b) Students may appeal against such accusations to the *Studies and Examination Committee* in case they feel wrongfully accused or assessed within one week (7 days) after receiving notice of the alleged academic misconduct. Students shall send their appeal to the Academic Office which will redirect them to the Studies and Examination Committee. Students accused of academic misconduct that are already placed on academic probation according to §4 (f), must also be allowed to present their appeal in person, if requested.

(c) If the accused student does not appeal the accusation, the Academic Office will process the case according to the indication given by the lecturer (minor or major case of academic misconduct) and informs the student that the decision by the lecturer has been recorded and is final

(d) If the accused student appeals the accusation within the period stipulated in lit. b), the

Academic Office will inform the Studies and Examination Committee about the case and the appeal in writing with minimal delay.

⋮

~~(e)~~(e) The *Studies and Examination Committee* will investigate every reported case of academic misconduct ~~and that has been appealed by a student. It will take submitted formal appeals and/or~~ previous infractions into consideration for their decision making. Investigations of the SEC should be carried out with minimal delay and decisions should be reached as soon as practicable but no later than one month following the end of the appeal period.

~~(d)~~(f) The *Studies and Examination Committee* will decide whether ~~cases the qualification of academic misconduct are to be considered (a) no case, (b) a the case decided by the lecturer (minor case, (c) a, major case of academic misconduct) is valid and if the appeal submitted by the student is justified. The Studies and Examination Committee may decide: a) to approve the lecturer's assessment; b) to requalify the case in minor or major; c) to decide there is no case.~~ The type of case of academic misconduct as well as records of academic probation will be recorded in the student's academic record.

~~(e)~~(g) The Academic Office will notify the student in writing with minimal delay of the outcome of the SEC decision, including the type of academic misconduct and related consequences. The type of case of academic misconduct, as well as records of academic probation, will be recorded in the student's academic record and the Academic Office informs the student that the decision by the lecturer has been recorded and is final.

~~(f) One major case of academic misconduct or two minor cases of academic misconduct places a student on academic probation. Academic probation serves as a warning to alert students to the fact that they are no longer in good academic standing. When a minor case of academic misconduct is followed by a major case of academic misconduct, the Studies and Examination Committee may propose additional punitive measures, including the termination of the student's study contract.~~

(h) A minor case of academic misconduct is worth 1 point, a major case 2 points. When a student has 2 points or more, he/she is placed on academic probation. When a student has more than 3 points, his/her study contract is terminated.

(i) Students placed on academic probation when enrolled in one of MU's study program

remain on academic probation for the duration of the study program in which they are currently enrolled. If a student transfers to another study program of similar level, he/she shall remain on academic probation. However, if a student starts a new study program at Modul University Vienna at the same or a different qualification level, his/her records of academic misconduct from a previous study program shall not be considered. This also applies if a student is readmitted to the same study program.

~~(g)~~(i) Upon the disclosure of new evidence, the Studies and Examination Committee may agree to re-examine a closed case at a later time. If an incident is later determined not to be a case of academic misconduct, then the disciplinary entry on the student's academic record will be deleted, and any ~~Academic Probation~~academic probation or other consequences resulting from the original decision will be revoked. If an instance that was not found to be a case of academic misconduct is later determined to be a case of academic misconduct, the verdict may be changed to reflect the new evidence.

~~(h)~~(k) Should allegations of academic misconduct affect an academic title obtained previously to studies at Modul University Vienna, the title earned at Modul University Vienna will be withdrawn, if entry to the degree was secured by providing an earlier falsely obtained title.

(5) MU considers the following options for grading consequences:

- (a) It is at the sole discretion of the instructor to determine the consequences where a minor case of academic misconduct is suspected, especially considering any formal appeal that the accused student may have submitted.
- (b) In all minor cases, both those handled informally and those submitted to the ~~Studies and Examination Committee~~Academic Office for further processing, the student may be given the opportunity to resubmit an assignment (with or without deducting points from the grade) or accept a zero for the work, while continuing to complete the course. The option for allowing a resubmission for minor infractions is at the sole discretion of the lecturer.

This also applies if the notification of academic misconduct by the lecturer is countermanded by the SEC or considered a minor case by the SEC.

- (c) If a student has been found guilty of ~~serious~~major academic misconduct ~~(as determined by the Studies and Examination Committee),~~z the student will ~~receive a failing~~fail the course with a grade of zero.

## **§8 Behavioral misconduct**

(1) Any member of the MU community perceiving misbehavior as enumerated in §10 (1) (f-g) can report the case to the Dean, who will determine whether the case is an infraction of §10 (1) (f-g). If §10 (1) (f-g) have been violated, the Dean will begin mediation.

(2) In case the offending party is a student, the program Dean consults another program Dean, one student representative and the IDC. The Dean may decide to withdraw the student from that class that semester and/or issue a first warning. The student may appeal the decision of the Dean to the UB. If a first warning has already been issued and the Dean finds that the student has engaged in a subsequent case of disrespectful behavior, the issue is referred directly to the UB, who may decide on the student's expulsion from the University or issue another warning. The UB's decision may not be appealed. The whole procedure needs to be documented.

(3) In case the offending party is an MU employee, the Dean will refer the issue to the employee's direct supervisor, who may decide on appropriate disciplinary measures.

## **§9 Invalidity of Examinations and Final Grades**

- (1) If any work produced during an examination has been plagiarized or achieved using unauthorized aids or if the permission to enroll for an examination has been unjustly manipulated, and if these facts are not made known before the grade has been announced, the Studies and Examinations Committee-Lecturer can subsequently declare the course or examination under question as "failed." ~~Before a change in the grade,~~ The student will be given an opportunity to submit an appeal ~~form for consideration with~~ to the Studies and Examinations Committee within one week (7 days) after receiving notice about the grade change.
- (2) Upon notification of an error on the academic transcript or record, any incorrect grade reported on the academic transcript is to be declared invalid and replaced by a corrected grade.
- (3) A final academic transcript and diploma will be declared invalid as a result of a late-discovered assignment of an incorrect grade. ~~If academic misconduct is suspected following the bestowal of an academic degree and causes the degree's prerequisites to no longer be fulfilled, then the final issued academic transcript and diploma will be declared invalid and has to be returned. In cases where the degree is still valid, a new academic transcript and diploma will be issued to the student with the addition of the corrected grades, and the original inaccurate academic transcript must be returned to the Academic Office.~~

## **§910 Termination of Enrollment**

- (1) A student's enrollment may be terminated under the following conditions:
  - (a) Due to reasons related to poor academic performance, including failure to successfully complete pre-requisite courses or exams when conditionally admitted (§ [910](#) (4));
  - (b) Automatic expulsion takes effect when a student fails the same course three times;
  - (c) As a result of- academic misconduct (§ 7 (4));
  - (d) Due to failure to hand in documents required for admission to the study program;
  - (e) Due to failure to comply with financial obligations, including tuition fee and student union fee payment;
  - (f) Due to violation of MU House Rules, Fire Safety Regulations, or any other regulations as stipulated by the University Board of MU;
  - (g) Due to dishonesty, disruptive ~~and/or~~, [disrespectful](#) inappropriate behaviour such as forgery, theft, physical [or verbal](#) abuse or violence, in sexual / racial / verbal / or other forms of harassment, including stalking, or hazing.
  
- (2) The decisive bodies responsible for a student's termination of enrolment are as follows:
  - (a) for §[910](#) (1a-~~b~~) the Dean or participants of a Semester Conference (as specified in the respective Study Regulations);
  - (b) for ~~§9 (1b) the Studies and Examination Committee;~~
  - (c) ~~for §910~~ (1c) the [Academic Office](#);
  - (d) ~~for §10 (1d) the~~ Admissions Office;
  - (e) for § ~~9 (1d)~~[10 \(1e\)](#) the Accounting Office;
  - (f) for § ~~9 (1e and~~ [10 \(1f-g\)](#) the University Board.
  
- (3) Decisions for termination of enrollment become effective immediately following a decision taken.
  
- (4) Reasons for termination of enrollment qualifying under § [910](#) (1a) include the following:
  - (a) The student has failed to obtain at least 16 ECTS within the last two semesters ~~or three terms~~. [This applies only to students who have completed less than 75% of the ECTS relevant to course work.](#)
  - (b) The student has failed an Interactive Lecture (IL) or a course with continuous assessment of performance (SE, PT, LX, LS) for the second time.
  - (c) The student has had an internship contract terminated for a third time, regardless of whether or not the contract was terminated by the employer or the student.
  - (d) A graduate or post-graduate, student (MSc, PhD, MBA) who enrolled in 2013 or later

has failed ~~more~~ three or more courses. Students granted an extension by the semester conference for multiple failures are only subject to discussion at subsequent semester conferences in the event that they fail additional courses.

- (e) The student's thesis has received a failing grade for the second time.
  - (f) The student has failed required pre-requisite courses or exams for the second time.
- (5) Proceedings for termination of enrolment qualifying under §910 (1a) and §910 (4) include the following:
- (a) Students will be notified by the Academic Office in writing with minimal delay about a pending termination of enrollment, as well as decisions taken on pending terminations of enrollment, in writing by e-mail.
  - (b) Students are invited to submit a letter of justification explaining why a recommendation to the University Board for termination of enrolment should be suspended. Such letter must be sent to the Academic Office no less than three days prior to a Semester Conference, if applicable, or within two weeks of the date of the notification of the student's pending termination. Letters submitted after the deadline stated by the Academic Office will not be considered.
  - (c) Pending terminations of enrolment may be suspended under the following conditions:
    - in exceptional cases, such as when the student's overall academic performance is deemed excellent or if the student recently has shown significant progress in his or her studies.
    - events beyond a student's control that would prevent a student from reaching the required 16 ECTS per academic year for students who have completed less than 75% of the ECTS relevant to course work. (e.g., severe medical reasons, ~~a student is in the final phase of their studies and only need to complete a thesis~~, etc.).
  - (d) Students may appeal negative decisions taken by the Dean or Semester Conference to the Studies and Examination Committee by submitting an appeal form to the Academic Office within two weeks (14 days) of receipt of the notification. Appeals will only be considered on the following grounds: violations of the university regulations, substantial mistakes in the administrative or communication processes by the university, other disturbances of the procedure beyond the student's control, and essential, tangible and traceable discrimination to the student's disadvantage. In case that the appeal process reveals additional that essential information relevant for the decision-making process, which the student has not been able to submit before for reasons beyond the student's control, has not been considered by the Dean or the Semester Conference, the *Studies and Examinations Committee* will inform the respective Dean who will decide upon re-opening the case or not.

## §10

### **§11 Appeals to the Studies and Examination Committee**

- (1) The Studies and Examination Committee makes decisions regarding a student's appeal in instances stated in these Examination Regulations or the Study Regulations of the respective study program.
- (2) ~~Appeal:~~—A student that wishes to appeal ~~must be given the opportunity to~~ submit a formal statement to the Studies and Examination Committee by means of a completed appeal form, which must be submitted to the Academic Office within one week (7 days) following the notification of the pending issue. The appeal form requires students to submit details including: (a) the full name of the individual appealing; (b) the subject matter of the appeal (date and description of the decision a university authority has made); (c) the reason why the student considers the accusation of academic misconduct false. Students who make a formal appeal using other forms of written communication (without use of the form) must include the word "appeal" either in the heading or subject line of the document and include all of the same information required by the appeal form. The Dean, the lecturer, the student, and - in case of recommended termination - the University or the respective Campus Board, have to be notified in written form about a decision by the Studies and Examination Committee. Decisions by the Studies and Examination Committee are final and cannot be appealed-  
except for cases outlined in §10(5)(d).

Investigations should be carried out with minimal delay and decisions should be reached as soon as practicable but no later than one month following the end of the appeal period. The committee can countermand a previously made decision, but it cannot replace any negative assigned grade with a positive one.

~~In cases when the Dean is called on to make a decision but when there is a~~ In cases of conflict of interest for the Dean, the Studies and Examination Committee will be called upon for a resolution.

### **§1112 Readmission**

- (1) A student is eligible to apply for readmission in:
  - (a) the original study program and the original curriculum (if courses are still offered) at the same branch campus;
  - (b) the original study program with an updated curriculum at the same branch campus;
  - (c) another study program at the same or at a different branch campus;

(2) MU recognizes the following types of readmission:

- (a) Readmission Following Termination of Study Contract on Academic Grounds (§ ~~12~~ 1210 (5)): When a Study Contract has been terminated on academic grounds, a waiting period of ~~at least one full semester/~~ two terms, following the ~~date of semester~~ in which the grounds for termination took place, applies before the student may be readmitted. In addition to the application documents required for admission, as outlined in the study regulations of the respective study program, the student is required to present both evidence and documentation that the reasons for prior poor academic performance have been ameliorated. Upon readmission, as a condition of Conditional Admission (§ ~~1513~~), the student must first pass failed course(s) in question at the earliest possible time ~~before being allowed to continue with the study program~~.
- (b) Readmission Following Termination of Study Contract for Reasons of Academic Misconduct (§ 910): When a Study Contract has been terminated due to academic misconduct (e.g. violation of the University's Rules and Regulations regarding plagiarism), a waiting period of ~~at least four~~ two semesters/~~six terms~~, following the date of termination, applies before the student may be readmitted.
- (c) Readmission Following Termination of Study Contract Due To Non-Compliance : When a Study Contract has been terminated because of failure to comply with the Study Contract and / or the rules and regulations of ~~MODUL~~ Modul University (i.e. failure to submit original documents for admission, failure to comply with the financial obligations, failure to comply with the House Rules), a waiting period of ~~at least one semester/~~ two terms, following the date of termination, applies before the student may be readmitted.
- (d) ~~(d)~~ When a decision has been appealed to the Studies and Examination Committee, the committee may decide on shorter or longer waiting period as stipulated in lit a-c).
- ~~(d)~~ (e) Readmission Following Voluntary Termination of Study Contract: When a Study Contract has been terminated by an individual student due to personal reasons, no waiting period applies for readmission.
- ~~(e)~~ (f) Readmission Following Planned Termination of Study Contract: In the event that a current student applies for readmission to another branch campus in order to permanently transfer, the student must terminate current study contract before enrolling in said branch campus.

(3) Guidelines on Readmission:

- (a) Applications for readmission must be submitted to the Admissions Office and are subject to assessment of the Admissions Committee.
- (b) The official waiting period, where applicable, commences after the semester following which the student's Study Contract was terminated. Applications for readmission may be submitted up until two months prior to the end of the waiting period or, if the waiting period has already ended, two months prior to the start date of the semester.
- (c) Students will be provided with a new study contract and contract supplement outlining the student's financial obligations as outlined by the respective Global Campus.
- (d) Former or current students applying for readmission to another branch campus of MU must agree to transfer their entire Academic Record to the administration of the new campus. The Academic Record must contain the following documents:
  - An Academic Transcript of Records;
  - A Grade History including all positive and negative grades;
  - A Record of Academic or any other form of Misconduct or Misbehavior;

### **§12§13 Conditional Admission**

- (1) The MU Admissions Committee may decide on conditionally admitting students to a study program. Each conditional admission decision must include a predetermined limited timeframe indicating how long the student has before he or she must fulfill the missing criteria for full admission.
- (2) A student who has been conditionally admitted (or readmitted) to a study program has to demonstrate every effort to overcome the missing requirements for not being granted full admission.
- (3) If a student fails to fulfill the predetermined criteria accompanying conditional admission within the Admission Committee's allocated time limit, the student will not be allowed to continue with other courses, exams, or any other academic activities (e.g. internship, graduation) until he or she has completed the missing prerequisite criteria.
- (4) With the exception of the aforementioned criteria, a student's record of failed courses or examinations will no longer be considered valid.

(5) The Study Contract of a conditionally admitted student who has exceeded the predetermined time limit for fulfilling the missing criteria by more than one academic year will automatically become void, resulting in termination of the Study Contract.

(6) The Academic Office will inform students when the criteria for a student's conditional admission have been fulfilled or when a student's Study Contract becomes void.

### **§13§14 Dean's List Award & Award of Distinction**

(1) In the Undergraduate and the MSc programs, the Dean's List Award is given in **recognition of outstanding academic achievement** within one semester.

The requirements are the following:

(a) Students must complete a minimum of 24 ECTS or more during the respective semester at Modul University (only graduate courses count for graduate students).

(b) Students must obtain a semester GPA of 90% or above and cannot have a final grade below 80% in any course in the respective semester. Only courses within the student's curriculum and only course grades obtained at Modul University qualify for the GPA calculation. . Only first attempts will be counted.

(c) Students who have been found guilty of academic misconduct during their studies are not eligible for the Dean's List.

(2) Students who have made the Dean's List will receive a certificate and may receive other benefits as decided by the University Board on the university's website.

(3) In the MBA program, the Award of Distinction is given in **recognition of outstanding academic achievement** over the course of the studies at Modul University Vienna. Only students who graduate with distinction are eligible. Students who have received the Award of Distinction will receive a certificate and tuition free attendance for one MBA enrichment course (valid for two years from graduation date, courses attended under this award do not bear credit, available for enrichment courses of less than 20 registered students by the end of the enrollment period).

### **§15 Graduation Documents**

(1) Upon graduation after their studies at Modul University Vienna, graduates receive a diploma, an official copy of the diploma, a diploma supplement and two transcripts of records.

(2) All diplomas issued by Modul University Vienna must be signed by the President and the Dean of the respective study program. All diploma supplements must be signed by the Dean of the respective study program. All final transcripts must be signed electronically by the President of or by an administrative member of the University nominated by the President. In cooperative programs additional signatures are possible.

(3) Only one original copy of the diploma may be issued. For it to be replaced, the original copy of the diploma must be returned to the Registrar of Modul University Vienna and destroyed, before issuing a new copy of the diploma.

(4) Graduation documents issued by Modul University Vienna can be changed for the following reasons:

- (a) Correction of a mistake upon issuance of the graduation documents;
- (b) Change of name after graduation: An official document with the new name (passport, ID, driver's license) needs to be provided;
- (c) Change of nationality (for graduation documents issued before April 2020): An official document with the new nationality (passport, ID, driver's license) needs to be provided.

(5) In case of a loss, graduates may apply for a replacement of the diploma, the diploma supplement and the final transcript of records. Applications for renewal of these documents must include:

- (a) Notice of loss issued by an official authority (e.g. police, notary, embassy, court) including a certified translation in English or German.
- (b) Photo identification (copy of passport, ID, driver's license)

(6) Documents renewed or changed according to §§ 4-5 will be signed by the officials in charge. A fee may apply.

### **§1416 Public Announcement Taking Into Effect**

The University Board of ~~MODUL~~Modul University Vienna publicly announces these Examination Regulations which take effect on ~~1 August 2020~~DD June 2021

## Temporary Amendments to the Examination Regulations and Code of Conduct

[13 April 2021](#)

~~1 July 2020~~

### § 1 General Issues

- (1) The amendments to the MU Examination Regulations and Student Code of Conduct are valid for all study programs offered at Modul University (MU) for the duration of online and hybrid teaching.
- (2) The duration of online and hybrid teaching starts on the day these regulations take effect and ends on ~~28 February~~[1 July](#) 2021.
- (3) All members of the University as well as visitors and guests have to follow the MU health and safety instructions as announced by the University Board.
- ~~(4) All members of the University as well as visitors and guests need to provide a negative COVID-19 test result upon accessing the campus. The negative COVID-19 test needs to be approved at the official MU test street which is set up in the Cafeteria (Main Building, Floor 1) before teaching or/and working at Modul University Vienna. The required confirmation has to be approved in hardcopy and is valid for 48 hours after the test was taken and the confirmation was issued. Two forms of a negative COVID-19 tests are accepted:  
(a) [A certified negative COVID-19 test by medical professionals](#)  
(b) [An approved negative COVID-19 self-test in the Cafeteria \(official test street at MU\)](#)  
In addition, the following confirmations are accepted as exemptions:  
(a) [A medical certificate or a positive PCR test confirming an infection with SARS-CoV-2 in the past six months provided one has fully recovered \(and completed any ordered quarantine measures\) in the meantime](#)  
(b) [A certified positive test for neutralizing antibodies \(valid for six months from the date of the test\)](#)  
(c) [A medical certificate or international certificate of vaccination or prophylaxis proving that one has been fully vaccinated](#)  
All exemptions mentioned above need to be approved by MU at the official MU test street.~~
- ~~(5) The rules outlined in §4 (4) can be lifted or changed at the discretion of the University Board depending on the official safety regulations but need to be approved at the next meeting of the University Senate.~~
- ~~(4)(6) Hybrid courses are courses in which some students participate on campus and remotely.~~

~~(5)~~(7) Synchronous form of remote teaching is defined as remote teaching where the content is delivered in real-time to students.

~~(6)~~(8) Asynchronous form of remote teaching is defined as remote teaching where the content is recorded (e.g. recorded presentations with voiceover, Moodle activities, etc.) and made available to students independent from the scheduled course hours.

## § 2 Study Format Declaration

- (1) For courses offered in hybrid study format, students will have to inform the Academic Office of their chosen study format prior to the start of the semester. Students may opt for remote teaching by submitting the *Study Format Declaration Form* by an indicated deadline to the Academic Office. Not submitting the *Study Format Declaration Form* will mean that a student participates in all hybrid courses face-to-face on campus.
- (2) Students who have opted for the remote study format will not be allowed to participate in courses on campus unless special permission by a lecturer. The declaration for remote teaching is valid for all courses offered in hybrid teaching format and for the whole duration of the semester.
- (3) Students who have opted for the face to face study format must follow the standard MU attendance rules unless special permission by a lecturer.
- (4) Students may change their chosen study format only once during the semester [and only from face-to-face teaching to online teaching](#) by submitting the *Study Format Change Form* to the Academic Office. [Only students in their first semester of studies may change from online teaching to face-to-face teaching](#). Such change will come into effect seven days after submitting a request.
- (5) If a student must change her/his chosen study format for extraordinary reasons more than once during the semester, then he/she must follow the procedure outlined in (2), but provide additional justification by handing in a request for special consideration to the Dean.

## § 3 Course Formats

- (1) The format of **Interactive Lecture (IL)**, as outlined in § 3 (1) ER, will be amended: Interactive lectures will be delivered remotely. No physical presence on campus is neither required for students nor faculty. Interactive lecture sessions will be delivered through synchronous and asynchronous instruction, where a minimum of 50% of the scheduled session must be

delivered synchronously and allow interactive and collaborative activities.

- (2) The format of **Interactive Lecture and Exercise (LX)**, as outlined in § 3 (2) ER, will be amended: Lectures will be delivered remotely, while exercises will be delivered through face-to-face instruction on campus teaching and delivered simultaneously online through synchronous, virtual instruction for students participating remotely. Lecture sessions of LX combined courses will be delivered through synchronous and asynchronous instruction, where a minimum of 50% of the scheduled session must be delivered synchronously. Exercise sessions will be delivered face-to-face to all students studying on campus and simultaneously via synchronous online delivery of instruction to all students participating remotely. Students joining exercises remotely will also participate in collaborative and interactive activities during scheduled sessions. In case there are no students joining an exercise session remotely, lecturers may use face-to-face teaching only.
- (3) The format of **Interactive Lecture and Seminar (LS)**, as outlined in § 3 (3) ER, will be amended: Lectures will be delivered remotely, while seminars will be delivered through face-to-face instruction on campus teaching and delivered simultaneously online through synchronous, virtual instruction for students participating remotely. Lecture sessions of LS combined courses will be delivered through synchronous and asynchronous instruction, where a minimum of 50% of the scheduled session must be delivered synchronously. Seminar sessions will be delivered face-to-face to all students studying on campus and simultaneously via synchronous online delivery of instruction to all students participating remotely. Students joining seminars remotely will also participate in collaborative and interactive activities during scheduled sessions. In case there are no students joining a seminar session remotely, lecturers may use face-to-face teaching only.
- (4) The format of **Seminar (S)**, as outlined in § 3 (4) ER, will be amended: Seminars will be delivered through face-to-face instruction on campus teaching and delivered simultaneously online through synchronous, virtual instruction for students participating remotely. Students joining seminars remotely will also participate in collaborative and interactive activities during scheduled sessions. In case there are no students joining a seminar session remotely, lecturers may use face-to-face teaching only.
- (5) The format of **Practical Training (PT)**, as outlined in § 3 (5) ER, will be amended: Practical Training sessions will be delivered through face-to-face instruction on campus teaching and delivered simultaneously online through synchronous, virtual instruction for students participating remotely. Students joining practical trainings remotely will also participate in collaborative and interactive activities during scheduled sessions. In case there are no

students joining a practical training session remotely, lecturers may use face-to-face teaching only. The courses 1302 CTP I, 1302 CTP II, 1304 RSM I and 1305 RSM II are exempt from this rule.

(6) If necessary, the University Board of Modul University Vienna may decide at any time that all courses must be switched to an online teaching format.

(7) Courses with students joining from a time zone with a difference of at least 3 hours are strongly encouraged to be recorded by the lecturer and shared in the Moodle course. If a recording of the course is deemed not appropriate by the lecturer, the lecturer must provide replacement asynchronous material for the students joining from a time zone with a difference of at least 3 hours. If a student uploads a video of a course (partially or entirely) on the Internet without the lecturer's consent, his/her study contract will be terminated.

(8) All types of materials used during courses of all types should be regarded as the intellectual property of the lecturers. This includes in particular (but not exclusively) documents for presentations, exams, and learning as well as the right to use images and videos (incl. sound) which are recorded during a course or which reproduce it. All these materials may not be shared outside of the University and/or sold to third-parties without the permission of the respective lecturer.

(9) The students are responsible for informing the lecturers if they are staying in other time zones.

#### **§ 4 Attendance in Courses**

(1) Students who have opted for the remote teaching are exempt from the attendance obligation when stipulated in courses.

(2) If a student joins the on-campus classes during the semester, attendance, when applicable, will be tracked as soon as the student starts to take the classes on campus.

(3) Students attending a course with 30 participants or less are required to turn on their camera if asked so by the lecturer.

#### **§ 5 Academic Assessment and Grading of Courses**

(1) For online and hybrid teaching, lecturers are encouraged to include comprehensive, written

exams only when no alternative combination of assessments or form of assessment is considered feasible.

- (2) Comprehensive, written exams must not take place throughout the semester, but can only be held during the exam week following the end of the semester as announced by the Academic Office.
- (3) The amount of individual assessments should be at least 50% of the final grade.
- (4) Online quizzes may support students to check their advancements in learning. As an assessment criterium online quizzes should contribute not more than 30% of the final grade.
- (5) Open-book take-home (OBTH) exams are allowed under following conditions:
  - a. All students participating in an OBTH exam must receive an individual set of questions.
  - b. The number of minutes for an OBTH exam must not exceed 6 hours. Failure in submitting the exam in time results in a negative assessment.
  - c. OBTH exams can be handwritten or submitted in electronic format. Lecturers must run OBTH exams submitted in electronic format through a plagiarism check such as Turnitin. Students must either scan or photoshoot their exams when they submit them electronically.

## **§ 6 Conduct of Oral Examinations**

- (1) During online oral examinations, the student and the assessor must be connected via a video call to allow the assessor to determine the identity of the student during the entire examination. Further technical or organizational measures may be taken to guarantee the independent provision of examination requirements. During oral online examinations, the examiner has to take minutes.
- (2) In case regular examination conditions cannot be ensured or technical problems occur which are not the fault of the student, the examiner must stop the exam or declare it invalid. The reason for this decision must be reported in the examination's minutes.
- (3) In case of fraud or academic misconduct during an oral online examination, the examiner can stop the exam and declare it as negatively graded (0%). The reason for this decision must be reported in the examination's minutes and the incidence must be reported to the Academic Office.
- (4) The presence of a second assessor can be replaced by the recording of the examination by the first assessor. Students must give their written consent to the recording of the examination prior or latest at the time the examination is scheduled.
- (5) Observers can join oral examinations on-campus if they respect the applicable safety guidelines.

## § 7 Effectiveness and Public Announcement

The University Board of Modul University Vienna publicly announces these amendments to the Examination Regulations which take effect on 28 ~~September~~ January 20202021.

The University Senate  
~~July 1, 2020~~ April 13, 2021

## University Constitution

Accredited by the Austrian Accreditation Council on July 12, 2007 and, after consultation with the University ~~– Amended Senate, amended~~ by the University Council on the proposal of the University ~~Senate Board~~ after consultation with the University Senate on October 22, 2007, on February 27, 2009, on February 1, 2011, on July 10, 2012, on January 31, 2013, on February 2, 2015, on May 18, 2015, and on XXXX xx, 201x.

### 0. Legal Status and Entity

§1. Modul University Vienna GmbH is the legal entity of Modul University Vienna, a private university in Austria that is, accredited by the Austrian Accreditation Council according to §2 (1) lit. 1 Private University Law (PUG).

§2. The organizational structure and responsibilities of Modul University Vienna correspond to the institution's governing bodies, their mandate, and tasks in accordance with international standards. The governing bodies are:

- (a) The general assembly of the legal entity Modul University Vienna GmbH.
- (b) The University Board.
- (c) The University Council.
- (d) The University Senate.

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§3. Modul University Vienna GmbH and its governing body (general assembly) bases ~~theits~~ performance on the company agreement and on the following principles:

- (a) Freedom of science and its teaching.
- (b) Freedom of artistic creation, the mediation of art and its teaching.
- (c) Fostering the variety of scientific and artistic theories, methods, and doctrines.

§4. Modul University Vienna GmbH ~~undertakespledges~~ to ensure the operating~~on~~, maintain~~ing~~enance, and financing of Module-University Vienna ~~are~~ in compliance with the Private University Law (PUG), Private Higher Education Law (PrivHG), and affiliated regulations. The ~~responsibilities of the general assembly of the legal entity is responsible for~~include the:

- (a) Approval of the balance sheet.
- (b) Appointment, discharge, and dismissal of the managing director.
- (c) Decisions on budget allocation to the U~~n~~iversity.
- (d) Decisions about establishing subsidiaries.

- (e) Appointment of the members of the university council according to Art. II §1 lit. a and b.:
- (f) Confirmation of decisions by the University Board with significant economic impact according to Art. I §7.:

## I. University Board

§1. The University Board consists of:

- The President,
- The Vice-President,
- The Managing Director.

§2. ~~The University Board meetings take place on a regular basis. The~~ President is responsible for directing academic affairs, in particular the ~~Modul private~~ University Vienna's program of teaching and research. The Managing Director is responsible for its commercial management. The members of the University Board have signatory authority over the assigned functions ~~assigned. Resolutions are finalized by a simple majority~~ A simple majority finalizes resolutions unless another majority is stipulated within the following terms.: ~~The University Board meetings take place on a regular basis.~~

§3. If prevented from performing their duties, the President is deputised by the Vice-President, the Vice-President by the longest serving Dean, and the Managing Director by his or her managing assistant.

§4. The Managing Director is ~~appointed by MODUL University Vienna GmbH. He/she is~~ responsible for all economic, financial, and administrative matters, as well as the personnel decisions necessary for daily administrative operations.

§5. The President prepares an annual report on research and teaching activities and presents it to the University Council.

§6. The University Board is particularly responsible for: the following functions:

- (1) Drafting changes and/or amendments for resolution by the University Senate to the University's statutes regarding academic affairs ~~for resolution by the University Senate or the University Council.~~
- (2) ~~D~~Drafting and bi-annually revising, following consultation with the University Senate, the University's development and organization plan for resolution by the University Council. ~~following consultation with the University Senate.~~
- (3) ~~D~~Drafting proposals, following consultation with the University Senate, for resolution by the University Council for the introduction, change, or discontinuation of study degree ~~programs~~ programs by the University Council following consultation with the University Senate.

(4) The following decisions must be decided unanimously:

- a. Drafting changes and/or amendments, for resolution by the University Council, to the University's statutes regarding non-academic affairs for resolution by the University Council.
  - b. Passing resolutions on the appointment of new faculty upon the recommendation of the search committees, passing resolutions on the appointment of external teaching staff upon the recommendation of the Deans or Program Area Directors, and passing resolutions on the extension of the term of contracts of faculty upon the recommendation of the Department Heads. All employment contracts are concluded with the representative of Modul University Vienna GmbH and the signature of the President, confirming that the appointment procedures for academic staff meet the requirements of the University's Constitution.
  - c. Approving the content of PR and advertising material.
  - d. Submitting proposals to the University Council for offering degree study programs at different locations to the University Council.
  - e. Passing resolutions on fees, discounts, and scholarships.
- ~~(4) Administrative staff is appointed by the Managing Director after consultation with the other members of the University Board.~~
- (5) After consultation with the University Council, a Approving regulations for new degree study programs upon proposal proposed by the University Senate and after consultation with the University Council.
- (6) Approving amendments to regulations of existing degree study programs upon proposal proposed by the University Senate.
- (7) Passing resolutions on the members of the Admissions Committees and admitting students recommended by the Admissions Committees to degree study programs. upon recommendation by the Admissions Committees.
- (8) Awarding academic degrees and distinctions as defined by their study regulations decided by and in the University Senate Constitution.
- ~~Submitting proposals for offering degree study programs at different locations to the University Council.~~
- ~~(9) Preparation and submission of the annual budget and annual financial statements to the University Council.~~
- ~~(10) Submitting proposals on the setting of tuition fees to the University Council.~~

~~(11)~~(9) Passing resolutions for new non-degree ~~courses or study~~courses, study programs, or amendments to regulations of existing non-degree programs.

(10) Passing resolutions on rules and administrative processes related to the academic affairs of the ~~University which~~University that are not explicitly listed as tasks of other University bodies (e.g. setting the academic calendar, initiation of quality-assurance measures, applying for accreditation extension), ~~approving the content of PR and advertising material~~). Contracts with external organizations which that are of an academic nature require the signature of the President and the Managing Director.

~~(12)~~(11) ~~Administrative staff is appointed by the Managing Director~~The Managing Director appoints administrative staff after consultation with the other members of the University Board. ~~All other rules and administrative processes are initiated by the Managing Director~~The Managing Director initiates all other rules and administrative processes after consultation with the other members of the University Board.

§7. Decisions of the University Board which have significant economic implicationsBoard that have significant economic implications require the approval by the general assembly of Modul University Vienna GmbH.

~~§78. U~~unless the University Senate is not able to make a proposal that meets the requirements of Art. V § 5 (6-7), ~~t~~The President and the Vice-President are elected by the University Council based ~~on~~upon the proposal of the University Senate. ~~unless the University Senate is not able to make a proposal that meets the requirements of Art. V § 5 (6-7).~~The duration of ~~the term of office~~the for the President and ~~the Vice-President's~~Vice President term of office is five years, ~~and the term~~which in any case, in any case, ends with the termination of employment at Modul University Vienna. Re-election is possible.

~~§89.~~ Upon the University Senate's proposal, the University Council is empowered to ~~dismiss~~discharge the President, ~~and/or~~the Vice-President ~~or the Managing Director~~ from office, with immediate effect ~~if necessary~~, on the grounds of justified loss of confidence, serious breach of duty, criminal conviction, ~~or~~ lack of physical or mental ability, ~~or other behaviour that makes further cooperation unreasonable.~~ ~~In the event that~~If the President retires from office, the Vice-President ~~will take over~~absorbs the President's duties until the next election.

~~§910.~~ In addition to their annual holiday entitlement, the President is entitled to 30 working days leave of absence for research purposes each year. The Vice-President is entitled to 15 working days leave of absence.

## II. University Council

§1. The University Council represents ~~the~~ Modul University Vienna's interests and supports the University Board with the development of Modul University Vienna.

§2. The University Council consists of the following members:

(1) Ordinary members:

- a. four representatives of the owner
- b. two representatives of the industry or public institutions
- c. two representatives of other universities or research institutions

(2) Extraordinary members with an advisory vote:

- a. the President
- b. the Managing Director
- c. ~~The~~ University Council can summon additional members with an advisory vote.

§3. ~~The owner's representatives and the industry or public institution's representatives are appointed by Modul University Vienna GmbH~~ Modul University Vienna GmbH appoints the owner's representatives and the industry or public institution's representatives for a period of five years. The University Board appoints the representatives ~~from another other~~ from other universities or research institutes ~~ss~~ for a period of five years. Reappointment is ~~permitted~~ allowed. The appointing parties are entitled to recall their appointees from office with or without cause, but they are obliged to do so with immediate effect in the event of discharge their appointees from office with immediate effect in the event of justified loss of confidence, serious breach of duty, criminal conviction, ~~or lack a~~ lack of physical or mental ability, ~~or other~~ behaviour that makes further cooperation unreasonable. They must also ensure the immediate appointment of a member of the University Council to take their place.

§4. ~~The chairperson of the University Council is elected by the University Council from among its ordinary members by a simple majority~~ From among the ordinary members of University Council, a simple majority elects the chairperson of the University Council.

§5. The University Council ~~has the following functions~~ serves to:

- (1) ~~Passing resolutions~~ Pass resolutions, proposed by the University Board, on changes and/or amendments to the U ~~university's statutes when economic or strategic interests~~ non-academic affairs are concerned, ~~upon proposal by the University Board.~~
- (2) ~~Passing~~ resolutions on the University's development and organization plan ~~upon proposal~~ proposed by the University Board.
- (3) ~~Electing~~ the President and Vice-President from among three candidates ~~each~~ proposed by the University Senate. If the University Senate is proposing less than three candidates, then the University Council is entitled to reject the proposal and to request a new list

within ~~eight~~ weeks. If the University Senate is ~~unable~~ ~~not able~~ to propose three candidates within this extended period, then the University Council can nominate a person among existing faculty or launch a public call for recruiting a new President or Vice-President. The person nominated as President or Vice-President must have the qualification of a Full or Associate Professor. After the end of the President's or Vice-President's term of ~~maximum~~ five years, the University Senate ~~again~~ has the ~~opportunity~~ ~~again to opportunity to~~ nominate candidates.

- (4) ~~Discharging~~ ~~Recalling~~ the President ~~and/or~~, Vice-President, ~~or Managing Director~~ from office ~~upon proposal~~ ~~if proposed~~ by the University Senate.
- (5) ~~Passing~~ resolutions on the introduction and discontinuation of degree study programs ~~upon proposal~~ ~~if proposed~~ by the University Board.
- (6) ~~Passing~~ resolutions on offering degree study programs at different locations.
- ~~(7) — Passing resolutions on the annual budget and annual financial statements.~~
- ~~(8) — Passing resolutions on the tuition fees.~~
- ~~(9) — Confirming decisions made by the University Board which have significant economic implications.~~

§6. Each member of the University Council is entitled to ~~a~~ one vote. The University Council has a quorum if at least 50 % of its members are present when the resolution ~~is~~ is brought to a vote ~~voted upon~~. The University Council passes ~~its resolutions~~ its resolutions by a ~~simple majority~~ simple majority of the votes ~~cast by~~ of the members present when the resolution is voted ~~upon~~. Resolutions of a strategic scope or of significant economic impact also require ~~s~~ the simple majority of the votes of the representatives of the owners in the University Council. Abstentions do not count. In the event of a parity of votes, the vote of the chairperson is decisive. The University Council is convened by its chairperson. Each member is entitled to demand that the ~~University Council be convened by the chairperson~~ chairperson convene the University Council. The invitation must be sent in writing to the other members. At least one week must elapse between the posting of the invitation and the date on which the meeting of the University Council is held.

### III. School - Dean

§1. As outlined in the development plan of the University, ~~t~~The degree study programs offered by Modul University Vienna are organized by ~~Schools as outlined in the development plan of the university.~~ Each schools. Each degree study program is assigned to one particular school.

§2. The Deans are the directors of all degree study programs of a school. The Deans are responsible within the scope of their authority for all matters concerned with instruction within their ~~school.~~ school. The University Senate elects tThe Deans for the undergraduate programs ~~are elected by the University Senate~~ from among the Full and Associate Professors and the plus

Senior Lecturers. ~~for the undergraduate programs~~ The Deans for all other programs are elected ~~and~~ from among the Full and Associate Professors ~~for all other programs~~. They are elected for a period of three years. Re-election is permitted.

§3. The Deans ~~must:~~ functions are:

- (1) ~~representing~~ Represent the school and the corresponding degree study programs with respect to the other university bodies.
- (2) ~~dealing~~ Deal with the regular affairs of the school and the corresponding degree study programs.
- (3) ~~harmonising~~ Harmonise the work of the school and the corresponding degree study programs with the university's development goals.
- (4) ~~responsibility~~ Be responsible for the academic and pedagogical orientation of the school and corresponding study programs in collaboration with the University Board.
- (5) ~~assuring~~ Assure the quality of teaching within the school and the corresponding degree study programs.
- (6) ~~ensuring~~ Ensure that the teaching program complies with the curriculum.
- (7) ~~making~~ Make decisions on the interruption of studies.
- (8) ~~selection~~ Select ~~of~~ the teaching staff who do not belong to the academic staff.
- (9) ~~assigning~~ Assign the teaching staff to the courses following consultation with the department heads.
- (10) ~~sharing~~ Share experiences and exchange best practices with their counterparts ~~sies~~ at Modul University Global Campuses and report their findings to the President on a regular basis.
- (11) ~~Responsibility~~ Be responsible for the resources at their disposal.
- (12) ~~participation~~ Participate in selecting the students according to the admissions criteria of the respective degree study programs.
- (13) ~~chairing~~ Chair degree study program relevant conferences as stipulated in Art. VII-IX.

§ 4. For ~~the selections~~ parts of the degree study programs that are connected by their content (modules), the Dean can assign the functions named in Art. III § 3 lit. 5, 6, 8, and 9 to a Program Area Director. The Dean appoints the Program Area Directors ~~are appointed by the Dean~~ from among the faculty with a doctorate.

#### IV. Academic Departments

§1. The University Board implements the academic organizational structure of the departments according to the University's development plan. The heads of the departments are, in the framework of their authority, responsible for research and human resource management development within their department. The heads of the departments are elected by the respective department's academic staff from among its Full and Associate Professors for a term of five-five years. years-by the respective department's academic staff from among its Full and Associate Professors. Re-election is permitted. Each member of the academic staff is entitled to one vote. The department has a quorum if at least 50% of its members are present when the resolution is voted upon. The department passes its resolution by a simple majority of the votes of the present members-~~present~~. Abstentions do not count. In the event of a parity of votes, the longest serving member of the academic staff makes the decisive vote.

§2. The department head's functions are:

- (1) representing the department with respect to the other university bodies
- (2) dealing with the regular affairs of the department
- (3) harmonizing the department's activities in the areas of research, services, and sustainable development with the university's development goals
- (4) being responsible for the compliance of the department's academic staff with its teaching load, in ~~co-operation~~ cooperation with the respective Deans and Program Area Directors
- (5) assuring the quality of the department's activities
- (6) responsibility for and supervision of the academic staff assigned to him/her
- (7) responsibility for the resources at their disposal

## V. University Senate

§1. The Senate is the University's central body of academic self-administration and central means of university internal communication. It has the right to participate and the obligation to contribute to the development of all academic affairs, the organization of the content of research and study degree programs, and the appointment of university bodies.

§2. The University Senate consists of

- a. six members from and elected by the group of the Full and Associate Professors;
- b. six members from and elected by the group of all other faculty members;
- c. three members from and elected by the group of all administrative staff;

- d. one member from and elected by the group of all non-faculty researchers
- e. four student representatives, nominated by the student union (ÖH) at the university;
- f. the members of the University Board.

In addition to the members of §2 a-b, Deans are also members of the University Senate. In exception to the members of the University Board, Each member of the University Senate is entitled to a vote, with exception of the members of the University Board. The University Senate has a quorum if at least 50 % of its members entitled to a vote are present when the resolution is voted upon. Unless otherwise stipulated in the University's statutes, the University Senate passes its resolutions by a simple majority of the votes of the members present when the resolution is voted upon. Abstentions do not count. In the event of a parity of votes, the resolution is voted upon by the group of the Full and Associate Professors. In the event of another parity of votes, the chairperson makes the decisive vote, even if he or she is a member of the University Board. In case of absence, the vote can be transferred to another group member. If this group member is not an elected member of the Senate, then he/she becomes a member of the Senate as long as he/she holds the transfer vote. No member of the Senate can have more than two votes. If an elected member of the University Senate leaves the University or is promoted to a different group, the remaining members of the respective group in the Senate may nominate a substitute. If there are no remaining members of the respective group in the Senate, then the chairperson will invite the longest serving member of the respective group outside the Senate in order to nominate a substitute.

§3. The members in §2 a-d are elected every three years via secret balloting by their respective peers. When the University owns more than 50% of the company, Members of the University's affiliated companies have the right to participate in the voting of the University Senate, when the University owns more than 50% of the company. The Senate can decide on further regulations related to the election.

§4. The ~~University Senate is chaired by the President~~ President chairs the University Senate.

§5. The University Senate ~~is is to be convened in~~ convened in writing by its chair at least once a year. It is also ~~to be~~ convened if at least six members, stemming from at least two groups, (§1 a-f) request this in writing. At least one week must elapse between the posting of the invitation to the University Senate and the date on which the University Senate is held.

§6. The functions include but are not limited to the following:

- (1) Passing resolutions on changes and/or amendments to the University's statutes on issues related to academic affairs ~~upon proposal~~ proposed by the University Board.
- (2) Commenting on the University's development and organization plan, which is -drafted by the University Board.
- (3) Passing resolutions on guidelines for promotion to Associate and Full Professor, which in addition to a simple majority of the University Senate, require a simple majority of the votes of the Full and Associate Professors present when the resolution is voted upon.

- (4) Passing resolutions, upon nomination by the President, for the faculty representatives on promotion, habilitation, and appointments committees, which, in addition to a simple majority of the University Senate, require a simple majority of the votes of the Full and Associate Professors present when the resolution is voted upon.
- (5) Electing the representatives of faculty and administrative staff on the Studies and Examinations Committee, the Gender and Diversity Committee, the chair of the Examination Regulation Conference, and other committees decided by the University Senate.
- (6) Proposing three candidates from among the Full and Associate Professors for ~~nomination~~ election as President.
- (7) Proposing three candidates from among the Full and Associate Professors for ~~nomination~~ election as Vice-President.
- (8) Applying to the University Council for the discharge from office of the President or the Vice-President at the end of their term of employment or with immediate effect on the grounds of justified loss of confidence, serious breach of duty, criminal conviction, ~~a~~ lack of physical or mental ability, or other behavior that makes further cooperation unreasonable.
- (9) Passing resolutions on conferring honorary awards after consultation with the University Council.
- (10) Defining the requirements for academic degrees and distinctions. Passing resolutions on regulations for new degree study programs or amendments to regulations of existing degree study programs for approval by the University Board, which, in addition to a simple majority of the University Senate, require a simple majority of the votes of the Full and Associate Professors present when the resolution is voted upon.
- (11) ~~To bring~~ Bringing information ~~of~~ important developments affecting Modul University Vienna to the attention of the University Board.

## VI. Studies and Examinations Committee

§1. The ~~s~~Studies and ~~e~~Examinations ~~e~~Committee is responsible for performing the functions assigned in the examination regulations. It consists of two professor representatives, two other faculty members, and two student representatives.

§2. The University Senate elects the representatives of the professors and the other faculty on the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee. At its initial meeting, the committee elects one of the two professors as the chairperson.

§3. The duration of the members' term of office is three years. A new member is elected by the University Senate for the rest of the term if one of the members of the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee resigns from their position. ~~office, a new member is elected by the University Senate for the rest of the term.~~ Re-election is possible.

§4. The ~~s~~Studies and ~~e~~Examinations ~~e~~Committee is convened by the chairperson and has a quorum if the chairperson and two additional members are present. The ~~s~~Studies and ~~e~~Examinations ~~e~~Committee passes its resolutions with a majority of the valid votes cast. Abstentions count as ~~votes which~~votes that have not been cast. In the event of a parity of votes, the chairperson makes the decisive vote.

§5. The ~~s~~Studies and ~~e~~Examinations ~~e~~Committee ensures that the examination regulations are complied with and reports regularly to the University Board on the development of the examination results and periods of study.

§6. All students and examiners at Modul University Vienna can consult ~~T~~the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee. ~~can be consulted by all students and examiners at the Modul University Vienna.~~

§7. Members of the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee can be excluded from dealing with matters that could involve them in a conflict of interests.

§8. The members of the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee can attend all examinations at any time.

§9. The members of the ~~s~~Studies and ~~e~~Examinations ~~e~~Committee are under an oath of confidentiality.

## VII. School Conference

§1. New academic regulations, or changes of academic regulations, related to degree study programs of the ~~U~~niversity, except the Examination Regulations and Student Code of Conduct, are discussed and proposed by the School Conference. It serves as a platform for information and as a tool of quality management for degree programs offered by the school.

§2. The members of the School Conference are the Dean, all faculty members who have taught or will be teaching in the previous, current, or next semester in any of the degree study programs covered by the school, the respective Program Managers, all Full and Associate Professors, the Internship Coordinator (if any of the degree study programs covered by the School Conference includes an internship opportunity), and two student representatives. All members of the School Conference have one vote. The Dean can invite external lecturers and other informants with an advisory vote.

§3. The School Conference is convened by the Dean and has a quorum if a minimum of three other faculty members are present. The School Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as ~~votes which~~votes that have not been cast. In the event of a parity of votes, the Dean casts the decisive vote.

## VIII. Examination Regulation Conference

§1. The Examination Regulation Conference proposes cChanges in ~~E~~examination ~~R~~regulations and the Student Code of Conduct of degree study programs. ~~are proposed by the Examination~~

~~Regulation Conference.~~ The ~~C~~onference serves as a platform for information and as a tool of quality management for all rights and duties of students related to their studies in any of the degree study programs offered by the University.

§2. The members of the Examination Regulation Conference are all Deans, a representative of the Studies and Examinations Committee nominated by its chair, the head of quality management nominated by the University Board, one representative of the Program Managers (Academic Office) nominated by the President, and two student representatives. The Deans and the representative of the Studies and Examination Committee have one vote. All other members of the Examination Regulation Conference have an advisory vote. The chair of the ~~conference~~ ~~is~~Conference is elected by the University Senate from among all Deans of Modul University Vienna ~~among all Deans of Modul University Vienna~~. The chair can invite informants with an advisory vote.

§3. The Examination Regulation Conference is convened by the chair and has a quorum if a minimum of two Deans and two other members are present. The Examination Regulation Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as ~~votes which~~ votes that have not been cast. In the event of a parity of votes, the chair casts the decisive vote.

## IX. Semester Conference

§1. If stipulated by the ~~s~~Study ~~r~~Regulations, a Semester Conference is held for each degree study program at the end of every semester. If not stipulated by the ~~S~~study ~~R~~regulations, the functions of the Semester Conference are taken by the Dean.

§2. The Semester Conference is ~~the decisive body~~ the body deciding on a student's termination of enrolment due to academic reasons (which will be executed by the University Board), subsequent readmission to a course, examination reattempts, and the waiving of retake fees in exceptional cases. ~~All further details (criteria and appeal opportunities) are regulated in the Examination Regulations.~~

§3. The members of the ~~s~~Semester ~~e~~Conference are the Dean, all members of the teaching staff ~~for~~ of the respective semester and degree study program, and two student representatives. The Dean and each member of the teaching staff have one vote; student representatives only have an advisory vote.

§4. The Semester Conference is convened by the Dean and has a quorum if a minimum of three other members of the teaching staff are present. The Semester Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as ~~votes which~~ votes that have not been cast. In the event of a parity of votes, the Dean makes the decisive vote.

§5. Members of the Semester Conference must recuse themselves ~~from~~ for matters that may involve a conflict of interest. All discussions within the Conference are to be treated as confidential.

## X. Admissions Committee

§1. The University Board appoints an admissions committee for each individual degree study program.

§2. They are comprised ~~osed~~ ~~of~~ by the Dean of the respective study program responsible for examining academic qualifications, as well as one representative of the administrative staff who is responsible for examining the formal criteria.

§3. The function of the ~~a~~Admissions ~~e~~Committee is to assess the applications for positions at the ~~u~~University according to the stipulated academic and formal criteria.

§4. If necessary, a ranking system with waiting lists ~~will~~ ~~is~~ ~~to~~ be applied.

§5. There is no right of appeal against the decisions made by the Admissions Committee.

§6. The President is responsible for the formal admission of students.

## XI. Gender Inclusion and Diversity Committee

§1. The Gender Inclusion and Diversity Committee consists of ~~5~~ ~~five~~ staff ~~members~~ ~~which~~ ~~members~~ ~~that~~ are elected by the University Senate for a period of two years. At least two of the members have to be women. The Gender Inclusion and Diversity Committee elects one of its members as its chair (Diversity Manager) by simple majority; he or she acts as the coordinator of its actions and as the primary contact person ~~for~~ ~~for~~ ~~external~~ ~~requests~~ ~~requests~~ ~~from~~ ~~outside~~. Additionally, a Special Needs Coordinator will serve as the primary contact person for issues of disability. The Commissioner is elected by simple majority.

§2. The Gender Inclusion and Diversity Committee proposes to the University Senate an Affirmative Action Plan for Managing Diversity and the Advancement of Women and monitors the plan's compliance after its approval. ~~and monitors, after its approval, the plan's compliance.~~

§3. The guidelines about the procedure for students with special needs are proposed to the University Senate by the Party and the Party additionally implements the guidelines approved by the University Senate. ~~The party proposes to the University Senate the Guidelines about the procedure for students with special needs and implements the Guidelines approved by the University Senate.~~

## XII. Election of Student Representatives

§1. The student representatives are elected according to the current regulations of the Austrian Student Union Law (Hochschülerinnen und Hochschülerschaftsgesetz) ~~in the current version.~~

## XIII. Appointment Procedure for Academic Staff

§1. Each new post at the academic establishment is to be publicly advertised by the University Board, within Austria and abroad. Exceptions are possible for temporary positions when the cumulative ~~vee~~ period of work does not exceed six months. ~~Prior to being published, e~~ Every tender has to be reviewed by the Diversity Manager prior to being published. The period during which the post is to be advertised must be at least three weeks. For Junior Researchers and Assistant Professors, the Department Head in question will prepare a report on the procedure for advertising the post (advertising text, media and period during which the post is to be advertised,

statement of the diversity manager) and a justified recommendation to the President regarding appointment. For Junior Researchers, the Dean of the PhD-School will prepare a report on the procedure for advertising the post (containing the advertising text, the medium of dissemination, and the period during which the post has been advertised, and the statement of the Diversity Manager), as well as a justified recommendation to the President regarding the appointment. For Assistant Professors, the respective Department Head will assume this task. The President selects a candidate and makes the appointment.

§2. In the case of the appointment of Full Professors and Associate Professors, the applicants who fulfil the formal and academic requirements must attend an ~~a~~Appointments ~~e~~Committee hearing. If necessary, the ~~a~~Appointments ~~C~~committee can insist on an example class or lecture. The ~~a~~Appointments ~~e~~Committee must announce to the President which applicants they would shortlist for selection.

§3. The members of the ~~a~~Appointments ~~e~~Committee must assess the suitability of the shortlisted applicants for the advertised post of Full Professor or Associate Professor and prepare a report on this. In particular, they must judge whether applicants possess the high level of academic and professional qualifications required for the advertised post (e.g. habilitation or equivalent proof).

§4. The ~~a~~Appointments ~~e~~Committee must provide all shortlisted applicants with the opportunity to present themselves in an appropriate manner ~~at least to~~ at least the department and staff in the related academic areas.

§5. ~~On the basis of~~ Based on the reports and opinions, the ~~a~~Appointments ~~e~~Committee prepares a justified appointment proposal containing up to three applicants who are deemed most suitable for the post according to the ~~a~~Appointments ~~e~~Committee's requirements. Special reasons must be stated for a proposal containing fewer than three candidates.

§6. The President makes a selection from the appointment proposal but can refer ~~back~~ to the ~~a~~Appointments ~~e~~Committee if the proposal does not include the most suitable applicants. ~~The successful candidate is appointed by the President~~ President appoints the successful candidate.

§7. Upon signing their contract of employment with Modul University Vienna, the Full Professor or Associate Professor acquires the Modul University Vienna teaching licence (venia docendi) for the subject for which they have been appointed. They are required to use the title 'Full Professor' or 'Associate Professor' with the suffix 'at the private university'.

§8. The Modul University Vienna teaching licence (venia docendi) of a Full or Associate Professor expires when he/she does not execute teaching activities.

#### **XIV. Appointments Committee**

§1. Each appointments committee consists of three Full Professors, one Associate Professor, one other member of the faculty, and one student representative.

§2. The function of the ~~appointments~~ Appointments committee ~~Committee~~ is to conduct the appointments procedure for Full Professors or Associate Professors.

§3. At the proposal of the University Board, ~~The~~ University Senate, ~~at the proposal of the University Board,~~ elects the professor representatives, the representatives of the other academic teaching establishment, as well as the chairperson of the appointments committee. The President must submit an alternative proposal as soon as possible ~~in the event that the appointments committee is not elected,~~ ~~the President must submit an alternative proposal as~~

~~soon as possible. The University's student representatives nominate The student~~ the student member ~~is nominated by the university's student representatives.~~

§4. The ~~e~~Committee reaches its decision on the basis of the reports and opinions of its members and external assessors. A minimum of three external assessors must be commissioned by the committee to evaluate, in a written report, the research and scholarly performance of the candidate ~~in a written report~~. Additional internal or external assessors may be invited by the committee to assess other areas of activities. Each member of the committee is entitled to a vote. Internal or external assessors nominated by the committee are required to submit a written report and are not considered as members of the committee. The committee has a quorum if at least two-thirds of its members are present when the resolution is put to a vote. The committee passes its resolutions by a simple majority of the votes of the members present when the resolution is voted ~~u~~pon. Voting is done via a ~~by~~ ballot. Abstentions do not count. The committee is convened by its chairperson. The invitation must be sent in writing to the other members. At least one week must elapse between the posting of the invitation and the date on which the constituent meeting of the committee is held.

## **XV. Habilitation and Promotion Committees**

§1. For a member of the academic staff with a doctorate who is particularly distinguished in their ir field of research and teaching, the President of Modul University Vienna, on application and ~~after~~ following a habilitation procedure, can grant a Modul University Vienna teaching licence (venia docendi) for an entire academic subject area. The applied for teaching licence ~~applied for~~ must fall within the scope of MODUL University Vienna's areas of specialization or usefully complement the areathis. The granting of the teaching licence is associated with the right to freely practice academic teaching ~~freely~~ at MODUL University Vienna using its facilities, as well as to supervise and assess academic theses.

§2. Any member of the academic ~~staff with~~ staff with the rank of Associate ~~Professor whose~~ Professor whose high level of performance and contributions to the mission of the University can, upon application and following an evaluation procedure, be granted promotion to the title of Full Professor by the President of Modul University Vienna.

§3. The application for the granting of the teaching licence or for being promoted to Full Professor is to be addressed ~~by~~ to the President. The President must initiate the election of a habilitation or promotion committee with the authority to make recommendations. The President must propose three Full Professors, one Associate Professor, and one Assistant Professor or Senior Lecturer for the committee. One Full Professor may hold a position at a different university. Student representatives are entitled to appoint one member who can ~~only~~ vote based only on the teaching qualifications of the applicant.

§4. Based upon the nomination of the President, ~~the~~ University Senate, ~~based upon the nomination of the President,~~ approves the habilitation or promotion committee and its chairperson. The President must submit an alternative proposal as soon as ~~possible in~~ the event that a committee is not approved, ~~the President must submit an alternative proposal as soon as possible.~~

§5. The committee reaches its decision ~~on the basis of~~ based on the reports and ~~opinions,~~ as outlined ~~opinions outlined~~ in the guidelines for habilitation and promotion committees, which are

decided on by the University Senate. However, a minimum of three external assessors must be commissioned by the committee to evaluate, in a written report, the research and scholarly performance of the candidate ~~in a written report~~. Additional internal or external assessors may be invited by the committee to assess other areas of activities. -Each member of the committee is entitled to a vote. Internal or external assessors nominated by the committee are required to submit a written report and are not considered as members of the committee. The committee has a quorum if at least two-thirds of its members are present when the resolution is put to a vote. The committee passes its resolutions by a simple majority of the votes of the members present when the resolution is voted upon. Voting is done via a ballot. Abstentions do not count. In the event of a parity of votes, the resolution is rejected. The committee is convened by its chairperson. The invitation must be sent in writing to the other members. At least one week must elapse between the posting of the invitation and the date on which the constituent meeting of the committee is held.

~~§6. More detailed guidelines regarding the process and the criteria for qualification can be passed by the University Senate~~The University Senate can pass more detailed guidelines regarding the process and the criteria for qualification.

§7. The President decides on the application for the granting approval of the teaching licence or promotion ~~on the basis of~~based on the recommendation of the habilitation or promotion committee. There is no ordinary right of appeal against this decision.

§8. The President must reject a recommendation by the committee if important principles of the procedure were infringed.

§9. The successful completion of the habilitation procedure entitles the applicant to use the professional title ~~'Associate Professor'~~ 'Associate Professor' as long as they remain employed by the ~~U~~University, thereafter 'Privatdozent'. The title 'Associate Professor' or 'Privatdozent' is to be used together with the suffix 'at the private university'. The granting of the Modul University Vienna teaching licence (venia docendi) neither establishes an employment relationship nor alters any existing employment relationship with Modul University Vienna.

§10. The successful completion of the promotion procedure entitles the applicant to use the professional title of 'Full Professor' as long as he or she remains employed by the ~~U~~University. The title 'Full Professor' is to be used together with the suffix 'at the private university'. The right to use the title of Full Professor does not automatically alter an existing employment relationship with Modul University Vienna.

## **XVI. Supervision and Assessment of Undergraduate and Postgraduate Theses**

§1. All academic staff and external lecturers may take on the supervision and assessment of bachelor and master theses. However, the supervision of a bachelor or master thesis by external lecturers or by academic staff without a doctorate requires the approval and assessment of the Dean in question.

§2. The supervision and assessment of a dissertation has to be ~~effected~~conducted~~carried out~~ by academic staff or external lecturers with a habilitation or an equivalent qualification. The supervision of a dissertation by an external lecturer requires the consent of the respective Dean.

## XVII. Non-Degree Study Programs

§ 1. ~~After consultation with the University Council, t~~he University Board may, ~~after consultation with the University Council,~~ decide on non-degree courses or non-degree study programs conferred by Modul University Vienna or any of its affiliated companies. The aim of non-degree studies ~~are~~ is to provide academically informed education with an applied focus.

§ 2. Non-degree studies may be licensed by a national or international partner and offered in different languages. The responsibilities of the partner organization and Modul University Vienna or any of its affiliated companies ~~will be outlined~~ be outlined in a collaboration agreement. The quality assurance of the teaching offered in non-degree studies in collaboration with national or international partners must be under the supervision and control of Modul University Vienna.

§ 3. ~~From among all faculty members of Modul University Vienna with a doctoral degree, the University Board appoints the Director of Non-Degree Studies that directs~~ All non-degree studies ~~are directed by the Director of Non-Degree Studies, who is appointed by the University Board among all faculty members of Modul University Vienna with a doctoral degree.~~ The Director of Non-Degree Studies may appoint a Program Director for each of the non-degree study programs. All regulations related to non-degree studies require approval by the University Board.

§ 4. The regulations of non-degree courses or programs must be published on the website of Modul University Vienna. The admissions criteria for non-degree courses or programs may include the recognition of professional experiences and/or prior learning skills.

§ 5. Offering a course or ~~a~~ portion of an accredited degree program ~~also~~ as a non-degree course or study program requires approval by the respective Dean.

§ 6. When a non-degree course or study program is offered as a foundation for a ~~another~~ degree program, then the course or program must be proposed by the respective School Conference and approved by the University Senate and the University Board.

§ 7. Students successfully completing a non-degree study program with at least 60 ECTS can receive a diploma conferring the title 'Academic Expert in ... ' affiliated with a content characteristic name as a suffix, the name of Modul University Vienna. ~~Non-degree study programs do not lead to an academic degree neither can~~ Based on the decision of the respective Dean, ~~C~~redits earned during ~~at non-degree studies can these programs~~ be transferred to a degree study program offered by Modul University Vienna. based on the decision of the respective Dean ~~unless courses are offered as a portion of an accredited degree study program (see § 5).~~

## XVIII. Policy on Honorary Awards

§1. ~~With the consent of the University Senate and after consultation with the University Council, t~~The University Board may, ~~with the consent of the University Senate and after consultation with the University Council,~~ confer honorary awards and titles.

- 1) The University may confer the degree of honorary doctor (Doktor honoris causa, Dr h.c.) upon people who have made an outstanding contribution through scholarly achievements, who have contributed in a significant way to disciplines of interest to Modul University Vienna, and who, through their work, have a relationship to Modul

University Vienna. The honorary doctor title will be awarded in an area relevant to Modul University Vienna's academic disciplines.

- 2) The University may confer the title of honorary senator upon people who have earned recognition through special measures to Modul University Vienna, and by aiding in the development of their scientific field. This title, apart from purely scholarly honors, is the highest award conferred by Modul University Vienna. Honorees have to be resolute in their extraordinary and long-term commitment to the academic and cultural mission of Modul University Vienna.
- 3) The University may confer the title of honorary citizen upon people who have performed acts of exceptional merit in respect to the design and furnishing of Modul University Vienna.
- 4) The University ~~can~~ may confer an honorary university ring upon people who have either made a significant academic contribution to any of Modul University Vienna's disciplines or who have ~~performed~~ achieved merit in respect to the development of Modul University Vienna. The honorary university ring ~~can~~ may only be awarded once a year and ~~can also~~ can be awarded to representatives of companies.
- 5) The University may re-confer an academic title upon people, especially on the occasion of the ~~50th~~ fiftieth anniversary of the day the title was first awarded, who have earned this recognition through outstanding scholarly achievements or through a special relationship to their alma mater - Modul University Vienna.

§2. Applications to confer an honor, in accordance with these guidelines, must be submitted in writing to the University Board. Members of the University C-council, the University Board, as well as the department heads at Modul University Vienna are eligible to submit an application.

§3. The honorees listed in §1 lit. 1-4 are entitled to use the title conferred upon them in their daily business and professional lives. To keep a record of names, titles, dates, and the duration of the honors, a book of honors will be maintained by the office of the President of Modul University Vienna.

§4. The re-conferring of an academic title, as well as the conferring of an honorary doctorate, honorary senator, honorary citizen title, or the honorary university ring will be performed during an academic ceremony. The honoree will receive a diploma signed by the President and stamped with the official seal of Modul University Vienna.

§5. With a two-thirds majority vote, the University Senate may recall the University Board's decision to confer an honorary title on an honoree that through subsequent actions proves

unworthy of the honor. The diploma will be revoked, and the registration in the book of honors will be deleted.

§6. Provisions will be made ~~in the budget of~~ in the Modul University Vienna budget to cover the costs of bestowing honorary medals and diplomas as proposed in §1.

## **XIX. Guidelines for the Dedication of Rooms**

§1. ~~The University Board may, a~~After consultation with the University Senate and the ~~university council~~University Council, the University ~~dedicate~~Board may dedicate a room in a person's honor.

- 1) The University may place honorary plaques in bronze, silver, or gold in honor of natural people or legal personalities who have contributed to Modul University Vienna, its organizational ~~units, or its~~units, its students ~~via~~through material support, or who have performed great acts of service to the University as an intuition and ~~in a significant way~~ supported the scholarly achievements of the University in a significant way.
- 2) The University may dedicate buildings, as well as rooms of any kind (e.g., lecture halls and seminar rooms). The dedication may make use of the name of a living or deceased natural person, or legal personality, or the name may include words that describe a specific event.
- 3) The ~~university~~University may dedicate buildings and establish monuments in honor of deceased persons who worked at Modul University Vienna, and whose reputation for outstanding scholarly achievements continues to be celebrated. Monuments of living persons are not permitted. The earliest a monument can be ~~erected~~established is ~~five~~5 years after the person's death. Plaques ~~honoring in honor of~~ specific groups of people or functionaries of Modul University Vienna, or ~~recognizing to recognize~~ a specific event in the history of the University are not considered moments in the sense of §1 lit. 2.

§2. Applications for dedications as laid out in the guidelines must be submitted in writing to the University Board. Members of the University Council, the University Board, as well as the department heads of Modul University Vienna are eligible to submit an application.

§3. Provisions will be made in the budget of Modul University Vienna to cover the costs of bestowing honorary medals and diplomas as proposed in §1 lit. 1-2. ~~In order to~~ To cover incurred additional costs ~~incurred~~ (in particular those stemming from §1 lit. 3), the applicant should submit a financing proposal.