

Study Regulations for the Bachelor Professional in Hotel Management

Decided on September 18, 2023, by the University Senate

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 2022 based on § 10a of the Private Higher Education Law (PrivHG).

Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor Professional (BPr) in Hotel Management study program. The current curriculum of this program is referred to with the abbreviation 150 BPr. The Bachelor Professional is a joint program with the Österreichische Hoteliervereinigung Touristik Service GmbH.

§ 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 BPr degree is awarded at the completion of academic studies for hotel management and the (partial) completion of the Unternehmerakademie of the ÖHV and signifies career qualifications. Examinations taken throughout the program, practical trainings, and an internship 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 Professional

the degree will be acquired in the field of **Hotel Management**

The short form of this degree is: **BPr in Hotel Management**

§ 4 Admission to the Study Program

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

- (1) The prerequisite for admission to BPr is a minimum of three years of relevant professional experience or a relevant professional qualification (e.g.,: Gastronomiefachmann/-frau, Betriebsdienstleistungskaufmann/-frau (BDL-Kaufmann/-frau; Hotelfachschulen (HFS); Gastgewerbefachschulen; Tourismusfachschulen (TFS); Hotelfachlehrgang für Erwachsene).
- (2) Certificates of employment or a social security statement serve as proof for the professional experience. A reference letter from an employer needs to be submitted together with the certificate of employment/social security statement. Applicants need to present relevant certificates of employment as originals before the commencement of studies otherwise the admission is void.
- (3) Diploma or school leaving certificates serve as proof for relevant professional qualification.
- (4) All applicants whose first language is not English must provide a 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 they have completed at least two years of professional experience in the English language or has passed another language proficiency test with scores at least equivalent to the above. The Admissions Committee may decide upon the recognition of other evidence of language skills if they are at the same level.

- (5) 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 an employer)

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

(7) 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 their knowledge of English are in line with what the program offers.

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

Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry to an undergraduate program may be conditionally admitted upon discretion of the Admissions Committee.

§ 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. Previous professional experience can be used to apply for credit transfer for the internship.

(4) The study program requires the student to complete 180 ECTS comprising 150 ECTS at Modul University and 30 ECTS at the ÖHV. The 150 ECTS at Modul University include an internship module of 30 ECTS (eligible for credit transfer based on professional experience) and 30 ECTS from an elective module (eligible for credit transfer based on additional trainings or qualifications).

(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) The study degree program may be offered in hybrid study format: Students have to notify the lecturer at the beginning of the semester whether they will participate online or on campus. However, on-campus presence of all students is required for examinations (exceptions can be made by the lecturer). Remote students will have the same learning and studying conditions as on-campus students, except that they will attend classes via an online

collaboration tool instead of being physically present in class. Remote students' participation in class is recorded and counts in the same way as for on-campus students.

§ 6 Curriculum

- **Overview**

| Overview | ECTS |
|--|------------|
| Mandatory module I - ÖHV | 30 |
| Mandatory module II - Modul University Vienna | 60 |
| Mandatory Module III - Internship (eligible for credit transfer) | 30 |
| Elective Module I | 30 |
| Elective Module II (eligible for credit transfer) | 30 |
| Total ECTS | 180 |

- **Detailed Curriculum**

| Mandatory Module I Subjects | | Type | Format | h/w | ECTS |
|---|--|------|--------|-----|------|
| ÖHV courses | Equivalent MU Course | | | | |
| Mensch & Leadership | Human Resource Management and Management Development | CC | LS21 | 3 | 6 |
| Strategisches Hotel Management | Tourism, Event & Hotel Capstone Project | ER | SE | 3 | 6 |
| Markt & Gäste | Marketing and Consumer Behavior | CC | IL | 3 | 6 |
| | Revenue Management & Distribution | ER | SE | 2 | 4 |
| Finanzen & Investitionen | Financial Management and Investment Planning | CC | LX21 | 3 | 6 |
| Experten-Talk / Case Studies / Rahmenprogramm | Latest Trends in Tourism, Hospitality and Events | CC | PT | 1 | 2 |

| Subject | Type | Format | h/w | ECTS |
|---|------|--------|-----|------|
| Mandatory Module II – Modul University Vienna | | | | |
| Sub-Module I: Business Administration | | | | |
| Organizational Behavior and Corporate Social Responsibility | CC | IL | 2 | 4 |
| Entrepreneurship, Innovation and Business Planning | CC | LS12 | 3 | 6 |
| Service Operations Management | CC | IL | 2 | 4 |
| Sustainability Literacy for Business | CC | SE | 2 | 4 |
| Sub-Module II: Information Management | | | | |
| New Media and e-Business Applications | CC | LX21 | 3 | 6 |
| Sub-Module IV: Economics and Financial Management | | | | |
| Microeconomics | CC | IL | 2 | 4 |

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|--|----|------|---|----|
| Macroeconomics | CC | IL | 2 | 4 |
| Sub-Module V: Law | | | | |
| Principles of Business Law | CC | LS11 | 4 | 8 |
| Sub-Module VI: Communications Skills | | | | |
| Advanced Business Communication | CC | SE | 2 | 4 |
| Academic Writing | CC | SE | 2 | 4 |
| Critical Thinking and Problem Solving | CC | SE | 2 | 4 |
| Sub-Module VII: Tourism and Hospitality Management | | | | |
| Tourism and Hospitality Business Analysis | CC | LS11 | 4 | 8 |
| Mandatory Module III – Modul University Vienna (30 ECTS) (eligible for credit transfer) | | | | |
| Internship Preparatory Course | CC | PT | 1 | 1 |
| Internship 900 h | CC | PT | | 29 |

○ **Elective modules I & II**

60 ECTS must be completed among courses of Sub-Modules A, B, C, D. The actual list of courses offered in a semester will be published on the University learning platform (Moodle).

| Subject | Type | Format | h/w | ECTS |
|--|------|--------|-----|------|
| Sub-Module A: Advanced Hospitality Management | | | | |
| Hotel Asset Management & Property Development | ER | LS | 2 | 4 |
| Hotel Business Development Strategies | ER | SE | 2 | 4 |
| Sub-Module B: Hotel Management and Operations | | | | |
| 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 |
| Sub-Module C: Foodservice Management | | | | |
| 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 |
| Sub-Module D: Tourism | | | | |
| Conventions, Sports and Culture Events Management | ER | SE | 2 | 4 |
| Crisis Management and Resilience | ER | SE | 2 | 4 |
| Designing Experiences for Tourism and Events | ER | SE | 2 | 4 |
| Impact Analysis and Forecasting for Tourism and Events | ER | SE | 2 | 4 |
| Tourism, Event & Hotel Capstone Project | ER | SE | 3 | 6 |

IL – Interactive Lecture

LX – Lecture and Exercise

LS – Lecture and Seminar

SE – Seminar

PT – Practical Training

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.
- (3) If students register for more than the required courses as per the curriculum the student will be charged additional fees in accordance with MU's Guidelines on Fees.
- (4) Non-curricular 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) Organizational Behavior and Corporate Social Responsibility is a prerequisite for Entrepreneurship, Innovation and Business Planning.
- (2) Internship Preparatory Course is a prerequisite for the internship.
- (3) Tourism and Hospitality Business Analysis is a pre-requisite for enrichment courses offered in elective sub-modules A and D.

§ 9 Internships

- (1) The study program requires the student to complete an internship containing a minimum number of 900 hours (29 ECTS) in 150 BPr 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 by a representative 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 a grade awarded by the internship coordinator.
- (7) The Dean can confer the tasks in (3) and (6) 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 stipulated.
- (2) Each ECTS credit corresponds to 25 working hours for the student.

§ 11 Overall Result of the Study Program

- (1) The overall assessment of the Bachelor Professional Degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses, and internship) 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 Bachelor Professional Degree

- (1) The academic degree of BPr in Hotel Management is conferred after completion of all components of the curriculum (core courses, enrichment courses, internship, ÖHV courses).
- (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 BPr in Hotel Management. Students may transfer course credits from their previous professional experience and trainings; however, a minimum of 90 ECTS must be completed at Modul University Vienna. Graduates will receive the following documents in the English language stating the date on which the degree was awarded.
 - (a) Bachelor Diploma: The Bachelor Professional diplomas 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.
- (3) 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 § 10 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution (Section IX. § 1).

The University Board of Modul University Vienna publicly announces these Examination Regulations which take effect on September 20, 2023.