



Guideline of Academic Collaboration between the International Hospitality and Dietary Culture College, Nanjing Tech University Pujiang Institute, Nanjing, China and MODUL University Vienna

Accredited by the Agency for Quality Assurance and Accreditation Austria (AQ Austria) on July 25, 2017.

I. General

§1. MODUL University Vienna (MU) and the Nanjing Tech University Pujiang Institute (short: NJPJI) at Nanjing, China, signed a Milestone Agreement on May 2, 2016 to entitle the partner in Nanjing to offer English academic programs developed by MU at their Nanjing Pujiang Campus and accredited by the Austrian Council of Accreditation of Austria.

§2. The aim of the cooperation is to provide quality education on the undergraduate and – at a later stage – postgraduate level equivalent to the study degree programs at the home Campus in Vienna. All academic diplomas issued at the Nanjing Campus have to be signed by the President of MODUL University Vienna and the Dean of the MODUL School Nanjing.

§3. This Guideline defines the academic organization and administration of the collaboration. If not stated differently in this guideline, following regulations and guidelines of MODUL University Vienna apply to the NJPJI subsidiary to the regulations decreed by local bodies in charge:

- i. The Examination Regulations and Student Code of Conduct
- ii. The Study Regulations of the study programs offered at the Nanjing Campus
- iii. Credit Transfer

§4. The bodies at NJPJI are:

- The Dean for International Programs
- Program Area Directors
- Semester Conference

- Admissions Committees
- Study Program Conference
- Studies and Examination Committee

II. The Dean for International Programs

§1. The Dean for International Programs is appointed by the Dean of IHD and confirmed by the University Board of MODUL University Vienna from among the Full and Associate Professors employed at the MODUL School of Tourism and Hospitality Management Nanjing. He/she is responsible for directing all academic affairs conferred by the cooperation agreement, in particular, in implementing the study degree programs as decided by the University Board of MODUL University Vienna, the quality management of teaching and research, and the management of human resources among faculty.

§2. The Dean for International Programs has signatory authority over the functions assigned.

§3. If prevented from performing his/her duties, the Dean for International Programs is deputised by the longest serving Program Area Director.

§4. The Dean for International Programs is particularly responsible for the following functions:

- i. Preparation of the annual budget and annual financial statements related to the study programs offered for approval by the NJPJI University Board.
- ii. Drafting proposals for resolutions for making adjustments to the collaboration agreement between MODUL University Vienna and NJPJI.
- iii. Initiating rules and administrative processes related to the academic affairs of the MU programs in compliance with the requirements of the local authorities in China.
- iv. Appointing members of the Admissions Committees for the study programs offered in Nanjing.
- v. Appointing staff and faculty members with a work load dedication to the MU programs of 50% or more, where Full and Associate Professors are only appointed upon previous recommendation by a search committee and external teaching staff upon recommendation by the respective Program Area Director.
- vi. Implementation of MODUL University Vienna quality-assurance measures and instruments.

- vii. Representing NJPJI on campus-wide academic committees and other bodies.
- viii. Approving the content of PR and advertising material of the MODUL School Nanjing.
- ix. Preparing an annual report on the activities of NJPJI MODUL School Nanjing programs following the requirements of the Austrian Accreditation Council.
- x. Preparing an annual quality management report to the University Board of MODUL University Vienna.
- xi. Preparing an annual activities' and accreditation report to the NJPJI board in accordance with the Chinese Ministry of Education.
- xii. Deciding on changes for MU study and exam regulations, which are necessary due to cultural differences or legal requirements at the MODUL School Nanjing.
- xiii. Drafting proposals for resolutions by the University Board of MODUL University Vienna and NJPJI concerning amendments to the guidelines of academic collaboration.

III. Program Area Directors

§1. The study programs offered by MODUL University Vienna are organized in modules. The Dean for International Programs can assign modules with similar content to a Program Area and appoint a director among the faculty with a doctorate. Each Program Area Director is responsible within the scope of their authority for all matters concerned with the instruction within their study program modules.

§2. Program Area Directors' functions are in particular:

- i. Representing and developing the subject area and associated research fields with respect to the development plan and to other university bodies;
- ii. Ensuring that the teaching program complies with the curriculum;
- iii. Assuring the quality of teaching within the corresponding study program modules;
- iv. Assigning the internal teaching staff to the courses following consultation with the Dean for International Programs;
- v. Selection of the external teaching staff;
- vi. Responsibility for the resources at their disposal.

IV. Studies and Examinations Committee

§1. The Studies and Examinations Committee is responsible for performing the functions assigned in the examination regulations. It consists of 1 professor representative (Full, Associate Professor or Assistant Professors), 2 other faculty members, 2 student representatives, and optionally 1 representative of the Teaching Affairs Department of NJPJI.

§2. The Dean for International Programs appoints the representatives of the professors and the other faculty on the Studies and Examinations Committee. At its initial meeting, the committee elects one of the faculty members as the chairperson.

§3. The duration of the members' term of office is three years. If one of the members of the Studies and Examinations Committee resigns their office, a new member is appointed by the Dean for International Programs for the rest of the term. Re-election is possible.

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

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

§6. The Studies and Examinations Committee can be consulted by all students and examiners at the MODUL School Nanjing.

§7. Members of the Studies and Examinations Committee must recuse themselves for matters that may involve a conflict of interest. All discussions within the Committee are to be treated as confidential.

V. Semester Conference

§1. If stipulated by the Study Regulations, a Semester Conference is held for each study program at the end of every semester. If not stipulated by the Study Regulations, the functions of the Semester Conference are taken by the Dean for International Programs.

§2. The Semester Conference is the decisive body deciding on a student's termination of enrolment due to academic reasons (which will be executed by the NJPJI legally responsible

office), 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 semester conference are the Dean for International Programs, all Program Area Directors of the respective study program, all members of the teaching staff of the respective semester and study program, and two student representatives. The Dean for International Programs, the Program Area Directors 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 for International Programs and has a quorum if a minimum of three other members with a vote are present. The Semester Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as votes, which 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 for matters that may involve a conflict of interest. All discussions within the Conference are to be treated as confidential.

VI. Admissions Committee

§1. The Dean for International Programs appoints Admissions Committees for each study program offered on the Campus.

§2. Each Admissions Committee is composed of one Program Area Director or faculty member responsible for examining the academic qualifications of candidates, as well as one representative of the administrative staff who is responsible for examining the formal admissions criteria.

§3. The function of the admissions committee is to assess applicants to the study programs according to the stipulated academic and formal criteria outlined in the study regulations.

§4. The Admissions Committee makes unanimous decisions. If the members of the Committee do not agree then the decision is transferred to the Dean for International Programs.

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

§6. The Dean for International Programs is responsible for the qualification decision allowing students to continue taking courses in the enrolled program.

VII. Study Program Conference

§1. The goal of the Study Program Conference is to monitor the implementation of the quality standards of MODUL University Vienna and to further develop the quality of the studies at the MODUL School Nanjing. The Study Program Conference monitors, discusses and decides on instruments that ensure similar standards of evaluation of students in Vienna and Nanjing. The Study Program Conference makes recommendations for changes in academic regulations of the university, like study regulations, examination regulations, and conduct of examinations to the University Senate of MODUL University Vienna. If required by cultural or legal requirements, the Study Program Conference may also make suggestions for adjustments of Study and Examination Regulations to the IHD Dean and the Study Affairs Office of NJPJ. It serves as a platform for information and is an important tool for the further development of the quality of learning and teaching at the university.

§2. The members of the Study Program Conference are the Dean for International Programs, all Program Area Directors of the MODUL School Nanjing or two faculty members (associate or assistant professor, senior lecturer or lecturer) if no Program Area Directors are installed, two Nanjing student representatives, all Deans of MODUL University Vienna of the studies offered in Nanjing, and the Head of Quality Management of MODUL University Vienna (see Art. XV § 2). All members of the Study Program Conference have one vote. The Conference can invite informants with an advisory vote. The Study Program Conference may be organized in form of a teleconference.

§3. The Study Program Conference is convened by the Dean for International Programs at least once per semester. It has a quorum if a minimum of two faculty members of the MODUL School Nanjing and one faculty member of the campus in Vienna are present. The Study Program Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as votes, which have not been cast. In the event of a parity of votes, the Dean for International Programs casts the decisive vote.

VIII. Student Representatives

§1. Two student representatives per study program are elected during the first two months of the academic year by the entire student body of the respective study program.

§2. Student representatives have to be provided with office space and a budget set up by the MODUL School Nanjing to fulfil the tasks as outlined in the university regulations.

IX. Appointment Procedure for Academic Staff

§1. Each faculty post at the MODUL School of Tourism and Hospitality Management Nanjing is to be publicly advertised by the Dean for International Programs within Austria, China, and online on platforms for academic jobs. Prior to being published, every tender has to be reviewed by the Diversity Manager. The period during which the post is to be advertised must be at least three weeks.

§2. For Junior Researchers and Assistant Professors the Dean for International Programs or another Full or Associate Professor nominated by the Dean, must lead the search process. The person leading the search process prepares a written 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 Dean regarding the appointment. The Dean selects a candidate and makes the appointment.

§3. In the case of the appointment of Full or Associate Professors an Appointment Committee has to be formed. Each appointments committee consists of three Full Professors, one Associate Professor, one other member of the faculty, and one student representative. If in the starting phase not enough full and associate professors are employed yet, a lower number of members of this category can be appointed while the total number of faculty members has to be three.

§4. The Dean of International Programs appoints the professor representatives, the representatives of the other academic teaching establishment, as well as the chairperson of the appointments committee. The student member is nominated by the student representatives.

§5. The 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 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 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.

§6. In the case of the appointment of Full Professors and Associate Professors, the applicants who fulfil the formal and academic requirements must attend an appointments committee hearing. If necessary, the appointments committee can insist on an example class or lecture. The appointments committee must announce to the Dean for International Programs which applicants they would shortlist for selection.

§7. The members of the appointments 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).

§8. On the basis of the reports and opinions, the appointments committee prepares a justified appointment proposal containing up to three applicants who are deemed most suitable for the post according to the appointments committee's requirements. Special reasons must be stated for a proposal containing fewer than three candidates.

§9. The Dean for International Programs makes a selection from the appointment proposal, but can refer back to the appointments committee if the proposal does not include the most suitable applicants. The successful candidate is appointed by the Dean for International Programs. The appointment of a Full or Associate Professor needs prior approval by the President of MODUL University Vienna.

§10. Upon signing their contract of employment with NJPI, 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'.

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

§12. For all other NJPI internal faculty teaching in the English MU BBA program, MODUL University Vienna issues a teaching licence for the appropriate course subjects to be taught at the MODUL School Nanjing and for the appointed time period.

X. 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 for International Programs.

XIV. Academic Staff and Responsibilities

§1. In the sense of the inseparability of research, teaching, and self-administration of academia, target agreements with the academic staff ensure a minimum teaching, research, and administrative obligations. The various types of academic staff and their expected responsibilities (approximate percentage of total hours of employment) are outlined in following table:

WSHY = Weekly semester hours per year (the percentage of teaching responsibilities includes preparation time for classes)	Teaching Responsibility	Research	Administration and Services
Faculty (funded by Pujiang IHD resources)			
Full Professor (FProf) (Post-Doc, habilitated or equivalently qualified academic employee)	40% 12 WSHY	25%	35%
Associate Professor (AcProf) (Post-Doc, habilitated or equivalently qualified academic employee)	40% 12 WSHY	25%	35%
Assistant Professor (AsProf) (Post-Doc, non-habilitated academic employee, basic and applied research)	45% 15 WSHY	35%	20%
Senior Lecturer (SL) / Assistant Professor (Post-Doc, non-habilitated academic employee, applied research)	90% 30 WSHY	0%	10%
Researcher and Lecturer (RL) (Pre-Doc currently studying)	25% 3/8 WSHY (1 st /2 nd year)	50%	25%
Lecturer (L) Type A (Post- or Pre-Doc) without administrative tasks	100% 34 WSHY	0%	0%
Lecturer (L) Type B (Pre-Doc) with substantial administrative tasks	60% 20 WSHY	0%	40%
Other Academic Staff			
Senior Researcher (SR) / Assistant Professor (Post-Doc, non-habilitated academic employee, basic and applied research)	0%	50-100%	0-50%
Researcher (R) (Post- or Pre-Doc without teaching obligations)	0%	50-100%	0-50%

§2. Researchers and Senior Researchers are academic employees without teaching obligations who are financed exclusively by third party funds.

§3. The Dean for International Programs, with the support by the Program Area Directors, regularly reviews the success of research based on the rendered output of research already carried out. In order to ensure the most objective evaluation, the criteria used by the relevant international scientific community must be applied.

XV. Quality Management

§1. The university employs mechanisms and strategies for ensuring the appropriate management of academic quality and standards, promoting good practice and enhancing the student experience. All teaching staff and student representatives have a role in assuring quality.

§2. The University Board of MODUL University Vienna will nominate a Quality Manager who will be responsible for the communication, analysis and reporting of the implementation of the MODUL University Vienna quality standards at the MODUL School of Hospitality and Tourism Management Nanjing. The Quality Manager is the primary contact person for the Dean for International Programs and he/she will report directly to the University Board of MODUL University Vienna.

§3. Within six months after each study year, the MODUL School Nanjing reports on the development of academic quality in teaching and research to the University Board of MODUL University Vienna. This quality management report includes at least following measures/chapters:

1. Research

- a. Faculty development
 - i. Faculty structure (name, type, nationality, hours of employment)
 - ii. Promotions
 - iii. Awards and prizes
 - iv. Conference participations
 - v. Research community services
- b. Research publications
 - i. Peer-reviewed articles
 - ii. Monographs
 - iii. Conference publications
- c. Research projects
 - i. Basic research (short description, funding organization, economic value)
 - ii. Industry research (short description, sponsor, economic value)

2. Education / Teaching

- a. Faculty development
 - i. Internal/external teaching ratio
 - ii. Teaching load
 - iii. Professional training
 - iv. Number of exceptions concerning Art. IX. § 1
- b. Student development
 - i. Admissions (number by course, English proficiency, SAT scores on average)
 - ii. Graduates and study time
 - iii. Grades (average, stdev by course)
 - iv. Student mobility (exchange programs)
 - v. Professional development (internships)
 - vi. Graduates leaving survey
 - vii. Alumni survey
- c. Course evaluations (by MU evaluation instrument)

- i. Overall by all lecturers in comparison and study programs

3. Other services

- a. Student Service Center
 - i. Volume of services
 - ii. Evaluation by students
- b. Library
 - i. Volume of services
 - ii. Evaluation by students
 - iii. Evaluation by faculty
- c. Information Systems Services
 - i. Volume of services
 - ii. Evaluation by students
 - iii. Evaluation by faculty and staff

4. External accreditations and audits

- a. Programs in place
- b. Planned activities
- c. Assessments (summaries, etc.)