

Study Regulations for the Foundation Program

3 June 2019

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 study plans in place for the Foundation Program.

§ 1 Ambit

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

§ 2 Goal of the Foundation Program

The foundation program serves as a non-degree program in preparation for progression to any undergraduate programs offered at MODUL University Vienna. Intensive Business and Academic English classes advance students' language proficiency to a level that meets the entry requirements of the undergraduate study programs. In addition, key aspects in Mathematics, Business Administration, Geography and Economics serve as theoretical foundations for undergraduate programs.

§ 3 Admission to the Foundation Program

(1) Participation in the Foundation Program requires conditional admission to any undergraduate program offered by MODUL University Vienna.

Following requirements qualify candidates for admission to the foundation program:

(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.

- TOEFL: 65 Internet-based test (IBT); or
- IELTS: overall band score 5.5 (no sub-score below 5.0); or
- Cambridge English Certificate (Cambridge English: First (FCE)): B2.

The Admissions Committee may grant exceptions, if an applicant has completed at least two years of secondary or higher education in the English language. 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.

§ 4 Structure and Duration of the Foundation Program

- (1) The regular duration of the Foundation Program is one semester.
- (2) All lectures, course work and examinations are held in the English language.
- (3) Applicants with English proficiency levels that meet the requirements as stipulated in the respective undergraduate program study regulations may be exempt from attending the course 'Business Communication'. Other conditions set forth by the Admission Committee remain unaffected.
- (4) The Foundation Program is deemed successfully completed once all courses in the Foundation Program from which the student is not exempt have been assessed with a 'pass' grade or above according to the MU grading scale.
- (5) In case of negative assessment, MU's Examination Regulations and Student Code of Conduct apply.
- (6) In case of negative assessment, the Dean of the Undergraduate School can decide on a partial progression to the undergraduate programs with the following limitations:
 - a) Completion of, or exemption from, the course Mathematics is required to enroll in 0101 Accounting and Management Control I, 0301 Mathematics & Statistics I, 0401 Microeconomics and 0402 Macroeconomics.
 - b) Completion of, or exemption from, the course Fundamentals of Business Administration is required to enroll into 0103 Organizational Behavior & CSR, and 0106 HR Management & Management Development, 0401 Microeconomics and 0402 Macroeconomics.
 - c) Completion of, or exemption from, the course Geography and Economics is required to enroll into 0401 Microeconomics, 0402 Macroeconomics and 0404 Economic Geography.
 - d) Completion of, or exemption from, the course Business Communication is required to enroll into 0601 Advanced Business Communication.
- (7) Attending courses from the undergraduate program curriculum does not absolve the student from fulfilling the conditions set forth by the admission committee before full admission to the undergraduate programs.

§ 5 Curriculum Overview

Subject	Type	Format	h/w	ECTS
Business Communication	EC	SE	16	15
Mathematics	EC	SE	6	5
Geography and Economics	EC	SE	6	5
Fundamentals of Business Administration	EC	SE	6	5
TOTAL h/w and ECTS			34	30

SE – Seminar

EC – Elective Course

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

§ 6 ECTS Points

(1) Non-curricular 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 as a mean to indicate the student workload.

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

(3) ECTS accumulated in the Foundation Program are not transferrable to any degree program offered by MODUL University Vienna. They appear on the Transcript of Records as non-curricular ECTS, but do not count towards the total ECTS of a degree study program nor the weighted average grade percentage of the respective degree program.

§ 7 Decision on Termination of Enrolment and Course Retake

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

§8 Completion of the Foundation Program

After a student has passed all courses listed in §5, MODUL University Vienna will issue a certificate on the successful completion of the Foundation Program.

§ 8 Taking Effect

These study regulations take effect on 1 August 2019.