

## **Study Regulations for the Master of Business Administration Program at MODUL University Vienna (422)**

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27 June 2016

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.

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

(5) 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 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 CAE or BEC (Grade A)

The Admissions Committee decides on the recognition of other evidence of language skills.

(6) Additional Documents required for Admission:

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

(7) When deemed necessary, the Admissions Committee may conduct an interview with the applicant, either in person or on the 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 the program's offerings.

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

(9) 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 between 18 and 24 months.

(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 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 2 years.

**(7) § 6 Study Schedules**

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

<b>1. MBA Core Courses</b>	<b>69 ECTS</b>
Modul I: Managing People and Organizations	15 ECTS
Modul II: Marketing and Innovation	12 ECTS
Modul III: Quantitative and Economic Analysis	12 ECTS
Modul IV: Master Thesis	30 ECTS
<b>2. Enrichment Courses</b>	<b>21 ECTS</b>
Modul V: Enrichment Courses	21 ECTS

Subject	Type	ECTS
<b>MODUL I Managing People and Organizations</b>	<b>15</b>	
Leadership, Ethics and Corporate Social Responsibility	SE	3
Managing People, Teams, and Organizations	SE	3
Financial Management and Reporting	SE	3
Information Systems Management	SE	3
Negotiation and Dispute Resolution	SE	3
<b>MODUL II Marketing and Innovation</b>	<b>12</b>	
Entrepreneurship and Innovation	SE	3
Competitive Analysis and Strategy	SE	3
Marketing Management in the Digital Age	SE	3
Social Media Intelligence	SE	3
<b>MODUL III Quantitative and Economic Analysis</b>	<b>12</b>	
Managerial Economics	SE	6
Data Analysis and Decision Making	SE	6
<b>MODUL IV Master Thesis</b>	<b>30</b>	
Master Thesis Tutorial (incl. Academic Writing) I and II	SE	2
Master Thesis and Master Thesis Defense		28

(2) The University offers a set of Enrichment Courses (Modul V) for each of the following fields of specialization:

- a. New Media and Information Management
- b. Public Governance and Sustainable Development
- c. Tourism and Hotel Development

## **§ 7 Types of Courses**

(1) The MBA Core Courses, listed in §6 (1), Module I-IV, are mandatory for all students and must be completed with a positive assessment.

(2) Students have to complete 21 ECTS credits of Enrichment Courses in total.

(3) Students who select a minimum of 15 ECTS (5 courses á 3 ECTS) in one subject area will receive recognition of his/her 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), the student must 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) Seminars in MODUL III (‘Quantitative and Economic Analysis’) consist of 4 days of lecturing spread over two terms (8 months) and exercises that the participants must complete between the presence days; all other seminars of the program 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 can take place during the core module, which is followed by a post-module phase. Other 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 schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.

(2) One ECTS credit 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 the supervisor of the thesis and the second assessor who is selected by the Dean.. Both supervisor and second assessor need to be independent and justify their assessment in written form.

(3) One of the two assessors is required to hold a PhD. External supervisors shall be approved by the Dean.

(4) In principle, the master thesis should be written individually. Upon the approval of the supervisor, the thesis can be written by a group of students.

(5) The topic of the thesis shall be assigned or agreed on by the end of the third term.

(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 Dean 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.

(8) If a student or a group of students are unable to find a suitable topic, the Dean will assign him/her to a lecturer who will then suggest a topic.

(9) 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.

(10) 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.

(11) 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.

(12) The oral defense of the thesis is open to the public.

(13) 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 writer if information worthy of protecting is published in the master thesis. The hold has a maximum duration of 5 years and is initiated by the University Board.

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

(1) The overall assessment corresponds with the average grade percentage average of the course examinations of all courses completed at MODUL University Vienna and the 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 lower than 80% and equal or higher 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 last 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 that it was awarded. This 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 § 12 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 2016.