

Study Regulations for the Master of Science Programs at MODUL University Vienna (ITM 123, SDMP 224, MGMT 323)

26 June 2017

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 master 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.

(3) It is possible to apply without the completion of an undergraduate university degree if the applicant has completed all the coursework of a 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) Academic documents that are not in the German or English language need to be accompanied by a certified translation.

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

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

(10) 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 maximum of 24 ECTS may be accumulated as prerequisites.

- 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 Rules on Additional 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 following courses: Public Policy Analysis and Evaluation, Applied Environmental Economics, and Ecological 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 initiated by the University Board.

§ 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) As part of the internship, the student must attend the internship preparation seminar prior to starting the internship.
- (3) The internship can be completed domestically or abroad.
- (4) The selection of the organization providing the internship placement must be given written approval by the Dean.
- (5) MODUL University Vienna reserves the right to supervise the internship.
- (6) 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 internship 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”.
- (7) The Dean can confer the tasks of (4) and (6) to the internship coordinator.
- (8) 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.
- (9) 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.
- (10) 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.

§ 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.

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 § 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).

§ 14 Taking Effect

These MSc Study Regulations take effect on 1 August, 2017 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
MODULE I Management and Research Fundamentals				
Advanced Economics	CC	SE	3	6
Business Ethics and CSR	CC	SE	2	6
Advanced Data Analysis and Decision Making	CC	SE	3	6
Research Design and Methods in Practice	CC	SE	3	6
Total Module I			11	24
MODULE II International Tourism				
Global 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	CC	SE	2	6
Tourism Business Project	CC	SE	2	6
Total Module II			10	30
MODULE III Innovation and Change Management				
Applied Innovation Management	CC	SE	2	6
Emerging Tools for New Media and Information Management	CC	SE	2	6
Total Module III			4	12
MODULE IV Environmental Systems				
Environmental Management and Sustainability	CC	SE	2	6
Total Module IV			2	6
MODULE V Enrichment Courses/Certificates				
A2: "Sustainable Management and Governance" Certificate	ER	SE	7	18
A3: "Digital Marketing and Social Media" Certificate	ER	SE	7	18
A5: "Real Estate Management and Hotel Development" Certificate	ER	SE	7	18
A6: "Innovation and Design for Tourism" Certificate	ER	SE	7	18
A7: A choice of enrichment courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module V			7-9	18
MODULE VI Master Thesis				
Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2
Total Module VI			2	30
MODULE VII Internship* optional				
Graduate Internship	ER	PT	2	6
Industry Excellence Program	ER	PT	2	6
Total Module VII			2	6
TOTAL			37.5	120

*If a student successfully completes an internship or the Industry Excellence Program the student can choose 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
MODULE I Management and Research Fundamentals				
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
Total Module I			13	30
MODULE II Sustainable Development and Policy				
Principles of Sustainability and Economic Development	CC	SE	2	6
Principles of Environmental Sciences and Systems	CC	SE	2	6
Public Policy Analysis and Evaluation	CC	SE	2	6
Ecological Economics	CC	SE	2	6
Total Module II			9	24
MODULE III Professional Application of Sustainable Development				
Applied Environmental Economics	CC	SE	2	6
Sustainable Metrics Seminar	CC	SE	2	6
Measuring and Assessing Sustainability	CC	SE	2	6
Total Module III			8	18
MODULE IV Enrichment Courses/Certificate				
A1: "Tourism and Services Management" Certificate	ER	SE	7	18
A2: "Sustainable Management and Governance" Certificate	ER	SE	7	18
A4: "Advanced Management" Certificate	ER	SE	7	18
A5: "Real Estate Management and Hotel Development" Certificate	ER	SE	7	18
A6: "Innovation and Design for Tourism" Certificate	ER	SE	7	18
A7: A choice of Elective courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module IV			7-9	18
MODULE V Master Thesis				
Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2
Total Module V			2	30
MODULE VI Internship* optional				
Graduate Internship	ER	PT	2	6
Industry Excellence Program	ER	PT	2	6
Total Module VII			2	6
Total			36.5	120

*If a student successfully completes an internship or the Industry Excellence Program the student can choose 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
MODULE I Economics and Research Methods				
Advanced Economics	CC	SE	6	6
Advanced Data Analysis and Decision Making	CC	SE	3	6
Research Design and Methods in Practice	CC	SE	3	6
Total Module I			9	18
MODULE II Integrated Management				
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			8	24
MODULE III Innovations and ICT				
Applied Innovation Management	CC	SE	2	6
Emerging Tools for New Media and Information Management	CC	SE	2	6
Total Module III			4	12
MODULE IV Leadership and Personal Skills*				
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			6	18
MODULE V Electives / Certificates** (4 Alternatives)				
A1: "Tourism and Services Management" Certificate	ER	SE	7	18
A2: "Sustainable Management and Governance" Certificate	ER	SE	7	18
A3: "Digital Marketing and Social Media" Certificate	ER	SE	7	18
A5: "Real Estate Management and Hotel Development" Certificate	ER	SE	7	18
A6: "Innovation and Design for Tourism" Certificate	ER	SE	7	18
A7: A choice of enrichment courses summing up to 18 ECTS	ER	SE	7-9	18
Total Module V			7-9	18
MODUL VI Master Thesis				
Master Thesis Seminar	CC	SE	2	3
Master Thesis	CC	TH		25
Master Thesis Defense	CC	TH		2
Total Module VI			2	30
MODUL VII Internship (optional) *				
Graduate Internship	ER	PT	2	6
Total Module VII (optional)				6
Total				120

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