

Regulations Governing Studies and Examinations for the Bachelor's degree programme in International Business at the East Bavarian University of Applied Sciences Amberg-Weiden



dated 11 January 2019

Pursuant to Article 13(1), second sentence, second clause; (2), second sentence; Article 58; and Article 61(2)

sentence 1 of the Bavarian Higher Education Act (BayHSchG) of 23 May 2006 (GVBl p. 245, BayRS 2210-1-1-WFK), the OTH Amberg-Weiden hereby adopts the following regulations:

§ 1

Purpose of the Study and Examination Regulations

These Study and Examination Regulations serve to implement the Framework Examination Regulations for Universities of Applied Sciences of 17 October 2001 (GVBl p. 686, BayRS 2210-4-1-4-1-WFK) and the General Examination Regulations of OTH Amberg-Weiden of 1 December 2007 (Amtsblatt 4, p. 33), as amended.

§ 2

Aims of the Programme

- (1) The aim of the programme is to impart intercultural competence to employees operating internationally in a dynamic environment. Graduates of the Bachelor's programme possess, in particular, expertise in international business and the relevant economic-geographical regions, underpinned by in-depth foreign language skills, which enable them to work on a cross-border, problem-oriented basis and to network effectively within their respective fields of business. This objective is also served by the practical placement integrated into the programme, during which the learning environment is temporarily shifted from the university to foreign companies and other professional organisations.
- (2) Students are to be equipped to analyse processes and problems in business practice, develop practical solutions and, in doing so, take international contexts into account ('business problem-solving competence'). To this end, they are provided with the necessary tools at a subject-specific, methodological and personal-social level. Furthermore, students are to be guided to reflect on values and norms from a cross-cultural perspective within today's economic landscape.
- (3) Upon completion of their studies, students should be able to take on specialist and managerial roles in business and public administration, pursue entrepreneurial or freelance careers, and continue to apply new academic findings effectively in practice.
- (4) The Bachelor's degree qualifies graduates to practise as business economists and enables them to progress to further consecutive or continuing education Master's programmes.

§ 3

Admission, standard duration of study, structure of the programme

- (1) Applicants who have completed their secondary education at a school abroad are advised to submit a certificate of recognition of their school-leaving qualification, issued by a certified body (e.g. uni-assist), by the end of the application period. The decision on admission to the degree programme is made by the Examinations Board.
- (2) Sufficient knowledge of the English language must be demonstrated by means of a language certificate corresponding to level B2 in accordance with the Common European Framework of Reference for Languages. This can be demonstrated by a valid/current IBT (Internet-Based Test) Test of English as a Foreign Language (TOEFL) with a score of at least 80, the IELTS Cambridge Test with a score of 6, the Test of English for International Communication (TOEIC) with a score of at least 780, or equivalent evidence, e.g. through relevant modules on the final certificate. Proof is not required if the university entrance qualification or the higher education degree was obtained in English.
- (3) Basic knowledge of German must be demonstrated at A2 level within one year (Section 3(4) of the OTH Amberg-Weiden Enrolment Regulations).
- (4) The standard duration of study is seven semesters, including the practical placement and the Bachelor's thesis.
- (5) The programme has a modular structure and operates on a credit point system. The teaching content of each module is coordinated thematically and chronologically with a view to achieving a partial qualification. Modules are assigned credit points and are concluded with an examination.
- (6) The degree programme comprises a total of 210 credit points, with each module generally comprising 5 credit points. A workload of 30 hours per credit point is assumed for students.
- (7) The programme is divided into stages that document academic progress:
 - the first stage, comprising semesters 1 to 5
 - the second stage of study, comprising semesters 6 and 7.
- (8) The practical phase takes place during the second stage of study.

§ 4

Programme structure and assessment

- (1) The programme comprises the following structure:

- Foundation modules (20 credit points)
- Basic Business Administration Modules (35 credit points)
- Specialisation modules (60 credit points)
- Intercultural skills (20 credit points)
- Language (one language over 4 semesters (20 credit points)
- Key skills modules (15 credit points)
- Practical module (25 credit points)
- Bachelor's thesis (12 credit points) plus colloquium (3 credit points)

- (2) All modules offered are either compulsory or compulsory-elective modules:

- 1) Compulsory modules are mandatory for all students. Credit points, lecture formats, examinations and continuous assessment are set out in the annexes to these regulations.

- 2) Compulsory elective modules must be selected from specified module catalogues. All students must make a specific selection from these in accordance with these regulations. The selected modules are treated in the same way as compulsory modules. Information on the range of compulsory elective modules is provided in the curriculum in an appropriate manner.

§ 5

Study Plan and Module Handbook

- (1) In addition to the Study and Examination Regulations, the Faculty of Business Administration produces a module handbook and a study plan, which are adopted by the Faculty Council and published university-wide. New regulations shall be published no later than the start of the lecture period of the semester to which they first apply.
- (2) The module handbook and study plan contain, in particular, regulations and information regarding
 - 1) the learning objectives and content of the compulsory and compulsory-elective modules,
 - 2) the learning objectives and content of the practical placement semester, as well as its format and organisation,
 - 3) the type of course delivery in the individual modules, unless exhaustively specified in Appendix 1,
 - 4) the allocation of weekly contact hours per module and semester,
 - 5) further provisions regarding assessments and attendance records throughout the course, and
 - 6) the programme-specific compulsory-elective modules available to students on the programme.
- (2) There is no entitlement to the actual provision of all scheduled compulsory-elective and elective modules. Furthermore, the running of such modules may be made conditional upon a sufficient number of participants.

§ 6

Progress of Studies

- (1) The examinations in the subjects 'Introduction to Management' and 'Intercultural Communication' are designated as foundation and orientation examinations. These examinations must be taken for the first time by the end of the second academic semester. If this deadline is missed, the examinations shall be deemed to have been taken for the first time and failed.
- (2) Students are eligible to progress to the second stage of the programme if they have successfully passed the two foundation and orientation examinations in the subjects 'Introduction to Management' and 'Intercultural Communication' and can demonstrate that they have earned at least 120 credit points out of a total of 150.
- (3) The examinations for the first and second half-years of study must be taken for the first time by the end of the third academic semester at the latest. If this deadline is missed, the examination is deemed to have been failed on the first attempt.
- (4) The 'Finance and Investment Management' examination may only be taken if the PC practical course was passed in the previous semester.
- (5) Only those who can provide evidence of having completed all modules from semesters 1 to 3 are eligible to enter the practical phase.

§ 7

Practical phase

- (1) The practical phase, which is an integral part of the degree programme, is a structured, supervised teaching programme regulated by the university, with a defined curriculum, which is usually undertaken at a company abroad.
- (2) The practical phase lasts 18 weeks.
- (3) The practical phase is supplemented by an additional module, as set out in the curriculum, worth 5 credit points.
- (4) The practical phase is deemed to have been successfully completed if
 - 1) proof of completion of the practical phase is provided by a certificate from the training organisation, which conforms to the template specified by the university, and
 - 2) a practical project has been completed in accordance with the department's guidelines,
 - 3) the practical project has been presented in a colloquium.
- (5) The practical phase may not be postponed to the final semester.

§ 8

Academic Advising/Study Agreement

If the specified requirements for the entry into the second cycle of study mentioned in § 6 are not met, the academic advisory service must be consulted.

§ 9

Examination Board

An Examination Board comprising a chair and two further members shall be formed; these members shall be appointed by the Faculty Council.

§ 10

Examination Registration and Binding Nature

Admission to the examinations is subject to registration being submitted in the correct form and within the specified time limit.

§ 11

Bachelor's thesis

- (1) Registration for the Bachelor's thesis is conditional upon the successful completion of the practical placement. The Bachelor's thesis forms part of the seventh semester and must be written in English.
- (2) Students will only be allocated a topic for their Bachelor's thesis if they can provide evidence of having participated in 30 subject hours, as certified on a special form. One subject hour comprises participation as a subject in a psychological or business administration study supervised by a lecturer authorised to set examinations. The duration should not exceed 60 minutes per subject hour. Students are informed of this entry requirement for the Bachelor's thesis at the start of their degree programme.
- (3) The Examination Board monitors compliance with the requirements and deadlines set out in paragraph 1. If students do not select a topic in good time, the Examination Board will arrange for a lecturer to assign a topic for the Bachelor's thesis.
- (4) The start and end dates of the writing period are set by this lecturer and recorded in the files together with the topic. The (net) workload for completing the Bachelor's thesis is approximately 9 working weeks.

- (5) The Bachelor's thesis must be submitted to the Examinations Office. Further provisions on this matter can be found in the guidelines for the final thesis issued by the Faculty of Business Administration.
- (6) In an oral examination (Bachelor's colloquium), students must demonstrate that they are able to discuss interdisciplinary and problem-based issues relating to their Bachelor's thesis independently and on an academic basis.

§ 12

Bachelor's Examination and Overall Examination Mark

- (1) The examinations take place throughout the course of study and consist of
 - 1) the examinations as set out in the Annex
 - 2) to the Bachelor's thesis, as well as
 - 3) the oral examinations (colloquia).
- (2) The Bachelor's examination is passed if all coursework has been graded as at least 'satisfactory'.
- (3) Successfully completed examinations will be rewarded with a total of 210 credit points.
- (4) The overall examination mark is calculated as a weighted average of all examination results in accordance with the Annex.

§ 13

Certificate and academic degree

- (1) A degree certificate confirming the successful completion of the Bachelor's degree will be issued in accordance with the relevant template set out in the Annex to the General Examination Regulations of OTH Amberg-Weiden.
- (2) Upon successful completion of the degree programme, the academic degree A "Bachelor of Arts" (abbreviated to "B.A.") is awarded.
- (3) A certificate confirming the award of the academic degree is issued in accordance with the relevant template set out in the annex to the General Examination Regulations of OTH Amberg-Weiden.
- (4) In addition to the degree certificate, a Diploma Supplement shall be issued, describing the course content.

§ 14

Entry into force

These Study and Examination Regulations shall come into force on the day following their publication.

Drawn up pursuant to the resolution of the Senate of the East Bavarian University of Applied Sciences Amberg-Weiden dated 19 December 2018 and the approval by the President on 8 January 2019.

Amberg, 11 January 2019

Prof. Dr Andrea Klug President

The Study and Examination Regulations for the Bachelor's degree programme in International Business at the East Bavarian University of Applied Sciences Amberg-Weiden were filed on 11 January 2019 at the East Bavarian University of Applied Sciences Amberg-Weiden in Amberg and Weiden. The filing was announced by notice on 11 January 2019. The date of announcement is 11 January 2019.

Appendix 1: Overview of modules and certificates of achievement

1	2	3	4	5	6	7	8	Sem.
Sequence No.	Module name	ECTS	SWS	Type of course	Module examination ³⁾	Entry requirements for the module examination	Grade weighting	Start in the summer semester (winter semester)
Abbrev.								
1	Foundation modules	20	12					
1.1	Introduction to Management	5	4	Lecture, Seminar, Practical	Lecture (60 mins)		1	1(2)
1.2	Principles of Economics	5	4	Lecture, Tutorial	L (90 mins)		1	2(1)
1.3	Business Statistics	5	4	Lecture, Seminar	Lecture (90 mins)		1	1(2)
1.4	Business Mathematics	5	4	Lecture, Tutorial	L (90 mins)		1	2(1)
2	Business Administration	35	42					
2.1	Labour Law	5	4	Lecture, Seminar	Seminar (90 mins)		1	3
2.2	Finance & Investment	5	4	Lecture, Seminar	Lecture (90 mins)	Computer practical	1	2(1)
2.3	Cost Accounting (Cost /Activity-Based Costing)	5	4	Lecture, Seminar	Lecture (90 mins)		1	3
2.4	Basic Marketing (Marketing)	5	4	Lecture, Seminar	Lecture (90 mins)		1	1(2)
2.5	Basic HR (Human Resources Management)	5	4	Lecture, Tutorial	Practical sessions and tutorials (60 mins)		1	1(2)
2.6	Production & Logistics (Production and Logistics)	5	4	Lecture, Seminar	Lecture (90 mins)		1	1(2)
2.7	Sales Management & E-commerce	5	4	SU, Ü	Practical		1	3
3	Specialisation modules	60	16-32 ²⁾					

1	2	3	4	5	6	7	8	Sem.
Sequence No.	Module name	ECTS	SWS	Type of course	Module examination ³⁾	Entry requirements for the module examination	Grade weighting	Start in the summer semester (winter semester)
Abbrev.								
3.1 – 3.12	12 specialisation modules as per the module catalogue	5 each	2–4	SU, Ü	<u>Lecture, Practical, Seminar, Seminar, Exercise</u>	see ¹⁾	3 each	
4	Intercultural Competence	20	8-162)					
4.1 – 4.4	Intercultural Competence: four country groups as per the module handbook	5		SU, Ü	see ¹⁾		2 each	
5	Language	20	8-162)					
5.1 – 5.4	A language course lasting 4 semesters	5		lectures, tutorials	see ¹⁾		1 each	
6	Key Skills Modules	15	6-122)					
6.1 – 6.3	3 key skills modules as per the module catalogue	5 each	2–4 each	SU, Ü	<u>KL, PrA, SemA, StA</u> , (ÜbL1)	see ¹⁾	1 each	
7	Practical phase	25						
7.1	Practical module	25		PP	PrA	At least 120 ECTS	2	
8	Bachelor's degree	15						
8.1	Bachelor's thesis	12		BA	BA	successfully completed work placement	4	
8.2	Colloquium	3			Colloquium	Successfully completed practical placement	2	
	Total ECTS/SWS	210						

³⁾ *Programme-specific compulsory-elective modules are closely related to the subject area of the programme and serve to impart*

- subject-specific and methodological competences in selected areas or
- *interdisciplinary social and personal skills* (in accordance with the HQR of 16 February 2017).

The detailed learning outcomes, options and assessment methods are set out in the respective module descriptions

²⁾ Depending on the contact hours of the selected modules

³⁾ Module examinations may be supplemented on a voluntary basis via a bonus system (see Appendix 2).

Appendix 2: Course types and examination formats at OTH Amberg-Weiden

Module examinations:

1. *Module examinations* generally consist of one examination. In particularly justified cases, they may consist of *partial module examinations*.
 - a. A *module examination* is an examination that generally covers the entire competence profile intended by the module.
 - b. Partial module examinations consist of different examination formats, provided that the intended competence profile is taught using various teaching and learning methods (usually lectures and seminars) and these competences can only be assessed through differentiated examination formats.
2. *Partial module examinations* are structured in such a way that the overall examination workload for students does not exceed that of a single *module examination*. They generally result in a reduction in the examination workload for students at the end of the semester.
3. If a module examination consists of several parts, their weighting must be specified when determining the module mark. Unless the Study and Examination Regulations (SPO) specify the weighting, this must be determined shortly after the start of the semester and published in the study plan or module handbook.

Types of course:

Lecture / Tutorial	Seminar-based teaching with exercises	An interactive teaching format involving active student participation in the form of discussions, exercises and practical work, e.g. group work, case studies.
Pr	Practical	An interactive teaching method involving active student participation through practical work to be carried out, e.g. experiments.
PP	Practical phase	A form of teaching that is usually carried out in a company or another professional setting outside the university. The structure and content of the practical phase are regulated by the university or agreed with it.
Excursion	Field trip	Guided visits to businesses
Sem	Seminar	A small-scale course with a significant proportion of participants, though their levels of active participation vary, with the following characteristics: • Participants take on a significant share of active involvement; the lecturer guides, directs, assigns tasks, marks work, etc. • Participants play an active role, presenting solutions to tasks or giving presentations on their own or others' work • Intensive interaction between the lecturer and participants.
ASt	Guided self-study	A teaching method in which students work through the course content independently, using specified sources.
BA	Bachelor's thesis	Support and supervision of independent student work as part of the Bachelor's thesis.
MA	Master's thesis	Supervision and guidance of independent student work as part of the Master's thesis.

Assessment methods (module examination):

The information regarding the scope of an assessment refers to a module worth 5 ECTS. In justified cases, a different scope of assessment in relation to the examination formats specified in the Study Regulations may be explicitly stipulated.

Kl	Written	written	A written examination designed to assess a specified competence profile within a set time frame, using specified resources and under supervision. It may also take the form of an online examination. The duration of a module examination is 90 minutes.
mdIP	oral examination	oral	An oral examination is a time-limited examination interview designed to assess a target competence profile through specific questions requiring answers. Oral examinations can be conducted as individual or group examinations. They last between 15 and 20 minutes per person.
Pres	Presentation	written. oral.	A presentation is a systematic, structured oral presentation, visually supported by appropriate media, designed to assess a target competence profile. The presentation may be supplemented by a short written paper. It may be conducted as an individual or group task. The contribution to be assessed as part of the examination must be clearly identifiable as an individual's work and amenable to assessment. The presentation lasts 10–20 minutes. The written paper may be approximately 5–25 pages in length.
StA	Term paper	written	The intended competence profile is assessed as part of a term paper with a set task, which must be completed within a defined timeframe and using appropriate tools. The term paper is a written assignment <u>without</u> an oral presentation. A term paper comprises approximately 8 to 15 pages as a text document or approximately 15 to 20 pages as a presentation document.
Sem A	Seminar paper	written oral	The seminar paper is an assignment <u>accompanied by</u> an oral presentation. The written assignment comprises approximately 8 to 15 pages as a text document, or approximately 15 to 20 pages as a presentation document. The oral presentation lasts a total of 10–20 minutes.
PrA	Project work	written, oral, practical	The intended competence profile is assessed through a project assignment with a specified task, which must be completed within a defined timeframe, in several phases and using appropriate tools. The project assignment involves This usually takes the form of a group project in which several students work as a team on a shared assignment and present the results orally and/or in writing. Each student must make an individual contribution to the joint assignment. The oral presentation lasts 10–20 minutes, whilst the written component is approximately 5–25 pages in length. For programming tasks, design projects and similar assignments, the written component is approximately 3–10 pages in length.
PrL	Practical Course Assessment	written oral practical	During a placement, the targeted competence profile is assessed through experiments, programming tasks, etc., depending on the subject area. Practical placements serve, in particular, to apply, evaluate and gain insights into the theoretical principles covered in a module. Practical experiments may be supplemented by a written report. The specific components of a practical placement and the competences to be assessed are set out in the module description. The number of practical assessments is up to 10.
ÜbL	Practical work	written, oral, practical	The practical exercise assesses the target competence profile through the completion of specified tasks (e.g. laboratory exercises, simulations, practice exercises, case studies, context-specific questions). It serves to assess factual and detailed knowledge as well as its application. Practical assessments may be conducted in writing, orally or electronically, amongst other methods. The specific components of each practical assessment and the competences to be assessed are set out in the module description. There are up to 10 practical assessments.
LPort	Learning portfolio	written	A learning portfolio assesses the target competence profile through the written presentation of selected pieces of work or work outcomes, which demonstrate learning progress and the level of achievement at a specific point in time and in relation to

			which are intended to demonstrate a defined set of learning outcomes. The selection of the pieces of work or learning outcomes, their relevance to the student's own learning progress, and their significance in terms of achieving the qualification objectives must be justified in the learning portfolio through self-reflection. The specific components of a learning portfolio and the competences to be assessed through them are listed in the module description. A learning portfolio consists of between 3 and 10 elements.
PrB	Practical placement report	written	The work placement report is a written piece of work that serves to reflect on the practical professional phase undertaken outside the university, in relation to the university course. It must not exceed 15 pages.
BA	Bachelor's Thesis	written	The written final dissertation in the Bachelor's degree programme is intended to demonstrate that the student is capable of independently tackling a task from their degree programme within a specified timeframe, using academic methods: Maximum duration (= period between registration of the Bachelor's dissertation and submission) of 5 months / length 50–70 pages. The length may be extended by an appendix if necessary. The required workload is determined by the number of ECTS credits awarded.
MA	Master's thesis	written	The written Master's thesis is intended to demonstrate that the student is capable of independently tackling a task from their degree programme within a specified timeframe, using academic methods: maximum duration (= period between registration of the Master's thesis and submission) of 6 months / length 60–80 pages. The length may be extended by an appendix if necessary. The required workload is determined by the number of ECTS credits awarded.
Collo	Colloquium	oral	The colloquium is an oral examination lasting 10–30 minutes, during which the student defends the findings of their final thesis.

Bonus system

In a module, bonus points may be awarded for academic achievements completed during the semester. Optional academic achievements are assessed using a points-based system; the assessment of the module's examination performance is also based on points in accordance with the relevant assessment framework. The bonus points earned are credited towards the module examination. A maximum of 25 per cent of the points available for the module examination may be earned through optional coursework. Bonus points earned expire at the end of the semester in which they were earned if the module examination is not taken, unless the module examination is not offered. It is not possible to carry over bonus points to resit examinations. Participation in the bonus scheme is voluntary. The specific optional course components to be completed, their respective duration or deadline, and the number of points that can be achieved through coursework and examinations, both individually and in total, shall be announced in a binding manner in the module handbook or at the start of the relevant course in a suitable and verifiable way.

Programme-specific compulsory-elective modules:

These consist of a group of modules, each comprising several compulsory-elective modules, for which ECTS credits are awarded upon successful completion of the respective module. In total, the ECTS credits defined in the Study Regulations must be earned for each group.

Compulsory-elective modules designed to impart subject-specific and methodological competences are closely related to the degree programme and serve to develop subject-specific and methodological competences in selected areas (see HQR of 16 February 2017).

Compulsory-elective modules designed to impart social and personal competences serve to impart and deepen interdisciplinary competences and qualifications (see HQR of 16 February 2017). The detailed learning outcomes of the compulsory-elective modules are set out in the respective module descriptions.