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**Study and Examination Regulations for
the Bachelor's Degree Programme
European Business Management
(Bachelor of Arts)**

The Faculty Board of the Faculty of Business, Computing and Law at the Technical University of Applied Sciences Wildau enacts the following Study and Examination Regulations for the Bachelor's Programme of European Business Management by the resolution of 09/02/2023, approved by the President of the Technical University of Applied Sciences Wildau by letter dated 20/03/2023. It is based on Secs. 19 Subs. 2, 22 Subs. 2, 72 Subs. 2 No. 1 Brandenburg Higher Education Act (BbgHG) as amended by the announcement of 28/04/2014 (GVBl.I/14, [No. 18], p.1, Decision of the German Constitutional Court GVBl.I/18 [No. 18]), last amended by law on 23/9/2020 (GVBl.I/20, [No. 26], in conjunction with § 14(3) Charter of the Technical University of Applied Sciences Wildau of 21/08/2019 (Official Notices of the Technical University of Applied Sciences Wildau No. 45/2019) as amended as by the announcement of 22/08/2022 (Official Notices No. 29/2022), as well as the provisions of the General Regulations of the Technical University of Applied Sciences Wildau of 04/06/2019 (Official Notice No. 06/2016) amended by the announcement of 31/08/2022 (Official Notices No. 31/2022):

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§ 1 Qualification Objectives of the Degree Programme

- (1) The European Business Management degree programme is a modern, internationally-oriented and competence-based business degree programme with a focus on Europe that leads to the attainment of the Bachelor of Arts degree. After successful completion of this degree programme, graduates are able to apply basic economic theories and methods in an international business context with a focus on the European economic area, based on scientific knowledge, and are able to assess the value of sources of knowledge. Graduates have specialised knowledge in business administration, can understand current economic and economic policy developments and analyse business administration problems in a European context. They possess linguistic and intercultural competences for communicating results in an appropriate manner and for working in international teams. Graduates have the willingness and ability to acquire knowledge independently employing suitable learning strategies. They can act responsibly and successfully in a changing, globalised society, taking ethical and sustainable principles into account.

Other qualification goals:

Generic competences in business studies: Graduates of the degree programme have solid professional competences in the fields of business studies, economics, business computing and law as well as methodological competences, language competences in English and professionally relevant personal and social competences.

International competence: The degree programme prepares students to support and manage economic projects in an international and especially European context. Through the international reference in courses and a study-related stay abroad, students acquire intercultural and foreign language skills. Furthermore, the university promotes the intercultural commitment of the students.

Application and practice-oriented: Graduates are tested in analysing and finding solutions to economic and social issues in organisations. They experience a consistently applied project-oriented learning-teaching approach and use internal and external learning and experimentation spaces.

Interdisciplinary: Throughout the course of study, students acquire knowledge of and skills in interdisciplinary work and are competent in successfully working in interdisciplinary contexts and teams.

Digital competences: Graduates are able to apply general methodological and specialist digital skills confidently in context and to reflect critically on their usefulness.

Employability and connectivity: Upon completion of the programme, graduates are able to take up a qualified professional activity in different functional areas of a national/international organisation or to work independently.

- (2) Students have the opportunity to pursue individual study and career paths by deepening their studies in different focus areas and expanding non-subject-specific or interdisciplinary competences.
- (3) The successfully completed bachelor's degree leads to a first higher education degree with professional qualification and the first academic degree.

§ 2

Degree Programme Schedule

The schedule of the degree programme is governed by the General Regulations of the Technical University of Applied Sciences Wildau in the currently valid version. The General Regulations can be found under the Official Notices on the homepage of the Technical University of Applied Sciences Wildau.

§ 3

Cooperating Partners of the Degree Programme

Not applicable.

§ 4

Type and Mode of Study of the Degree Programme

- (1) The degree programme is conducted mainly on campus with the possibility of on-line lessons.
- (2) The study programme is divided into the study types:
 - full-time study
 - part-time study

§ 5

Standard Period of Studies and Initial Enrolment

- (1) The standard period of study for the programme is seven semesters for the full-time study type and fourteen semesters for the part-time study type. The ratio between the standard period of study in the part-time study type and the standard period of study in the full-time study type is therefore 2.00 ($k = 14/7$).
- (2) Enrolment takes place annually in the winter semester, although enrolment in a higher semester can also take place in the summer semester.
- (3) The distribution of the study modules over the standard period of study is regulated in the respective applicable study plan of European Business Management (full-time/part-time study) in the appendix.
- (4) The time sequences for attendance studies for the full-time study type regulated in §§ 7-9 change for the part-time study depending on the time of entry into this according to the study plan for the part-time study. This applies accordingly in the case of a change from part-time to full-time study.

§ 6

Admission Requirements and Admission Criteria

- (1) For admission to this degree programme, applicants must prove their language proficiency and ability to study in the English language. This proof is provided by applicants,
 - a) who present relevant recognised evidence of language proficiency (recognised documents and certificates as in the valid version of the "Proof of English Language Skills for Enrolment at TH Wildau") corresponding to at least B2.2 level of the Common European Framework of Reference for Languages (GER), or
 - b) whose certificate of general higher education entrance qualification or advanced technical college entrance qualification from a German school shows at least 11 points in English "basic course" (Grundkurs) or at least 8 points in an English "advanced course" (Leistungskurs).
- (2) If the degree programme is subject to admission restrictions, the regulations of the Technical University of Applied Sciences Wildau for the selection of students in degree programmes subject to admission restrictions, as amended from time to time, must be taken into account.

§ 7

Specific Degree Programme Schedule

- (1) The degree programme has a modular structure. The modular study programme consists of modules for which corresponding "credit points" (CP) are awarded according to the "European Credit Transfer System" (ECTS). A total of 210 CP are awarded for all modules.
- (2) The full-time programme is structured as follows:
 - general studies, which comprise the first to third semesters, 90 CP
 - advanced studies in the fourth and fifth semesters, 60 CP
 - final study period in the sixth and seventh semesters, 60 CP

The first to fifth semesters consist of study periods of 15 weeks each and a subsequent examination period of two weeks each. The examinations of the modules of the fifth semester are already conducted within the lecture period of the fifth semester in order to enable an early start of the final study period.

In part-time studies, the study periods are shifted according to the factor k and are presented in more detail in the study plan.

There are two options for the final study period: Option I "Academic Track" or Option II "Practical Track":

- Option I "Academic Track"

The sixth semester is completed as a semester abroad. The seventh semester is followed by a 10-week internship period, as well as the preparation of a bachelor's thesis and the module "Empirical Research Methods." The choice of option I requires that students can present a study place at a partner university or a host university accepted by the TH Wildau and that a learning agreement confirmed by

the degree programme director is available. The modules specified in the Learning Agreement should meet the qualification objectives of the degree programme in terms of content and level. The International Office is to be involved by the student in the planning and implementation of the corresponding study place abroad. If the examination achievements agreed upon in the Learning Agreement have not been completed in full through no fault of the student, an equivalent examination achievement must be agreed upon with the degree programme director and confirmed by the Examinations Board. Details on the internship period are regulated by §8 in conjunction with the internship regulations of the degree programme.

- Option II “Practical Track“

The sixth semester includes a 20-week internship period. In the seventh semester, the courses of the three modules from the field of International Management in European Contexts II take place during the first eight weeks. This is followed by a one-week examination period. The first repeat examination period is in the last week of lectures of this semester. Furthermore, the bachelor’s thesis is written in the seventh semester and the module Empirical Research Methods is completed. Details on the internship period are regulated by §8 in conjunction with the internship regulations of the degree programme.

Part-time students must take Option II in the final study period.

If students take elective modules or specialisations from other degree programmes, the course and examination times of the selected elective module or specialisation apply.

- (3) The appendix to these Study and Examination Regulations contains the study plans for full-time and part-time study.
- (4) The study plan shows the modules to be completed for successful completion of the degree programme. The study plan contains the semester allocation, module type, type of examination, form of teaching, hours per week and credit points for each module.
- (5) By resolution of the Examinations Board, the sequence and the type of examination specified in the study plan may be changed for compelling reasons for the study year in consultation with the degree programme director. Temporary changes to the curriculum beyond this require the approval of the Faculty Board. Permanent changes to the study plan require a decision by the Faculty Board and publication in the Official Notices of the Technical University of Applied Sciences Wildau.
- (6) The Faculty Board decides on a list of permissible compulsory elective modules. The list of permissible compulsory elective modules for the winter semester must have been decided by the Faculty Board at the end of the winter semester of the previous year and that for the summer semester must have been decided by the Faculty Board at the end of the summer semester of the previous year. In the event that the Faculty Board has not passed a resolution, the existing compulsory elective modules previously offered shall continue to apply. Several compulsory elective modules can be assigned to one compulsory elective module group named in the curriculum. Within this compulsory elective module group, the student must take one compulsory elective module.

Students may only take a compulsory elective module once in the course of their studies. Each compulsory elective module group is assigned the semester, the hours per week and the credit points. The compulsory elective modules shown in the compulsory elective module groups are identified with the module name, the language of instruction and the type of examination. The number of participants for individual compulsory elective modules can be limited by the dean if this is necessary for their proper implementation. Compulsory elective modules only have to be taught if at least five students have enrolled.

The choice of compulsory elective modules takes place during the lecture period of the previous semester. The students are obliged to participate in this process. The students first give their preferences regarding the permissible compulsory elective modules within the compulsory elective module group. On the basis of these preferences, internal university resources and criteria for the selection of participants, an allocation to modules takes place. The criteria for the selection of participants must be announced before the choice is made. This information is published on the faculty's website.

Students whose first preference relates to a compulsory elective module to which they cannot be assigned for the reasons stated above shall be assigned to another compulsory elective module. The other preferences of the students are to be taken into account as far as possible. Further details on the selection procedure are regulated by the corresponding information issued by the faculty, which is published on the faculty's website.

The deadlines of §20 (6) General Regulations also apply in the case of non-selection. In this case, the examination date according to sentence 1 of §20 (6) is the last day of the semester in which the respective compulsory elective module group is scheduled in the Study and Examination Regulations. If compulsory elective module groups can be taken in more than one semester, the last day of the last possible semester applies.

- (7) The Faculty Board decides on a list of permissible specialisations for each matriculation no later than six months before the start of the matriculation. The list of concrete modules of a specialisation can be changed in justified exceptional cases at the latest before the end of the 7th week of lectures of the 2nd semester. In the event that the Faculty Board does not make a decision, the existing, previously decided specialisations shall continue to apply. A specialisation takes place in the fourth and fifth semester and comprises two compulsory elective modules of 5 CP each semester.

Students choose a specialisation within the lecture period of the third semester.

Students may only take each specialisation module once in the course of their studies. The number of participants may be limited by the dean for individual specialisations if this is necessary for their proper implementation.

The choice of specialisations takes place during the lecture period of the previous semester. The students are obliged to participate in this process. The students first indicate their preferences regarding the permissible specialisations. On the basis of these preferences, internal university resources and criteria for the selection of participants, an allocation to modules takes place. The criteria for the selection of the participants are to be announced before the selection. This information is published on the faculty's website.

Students whose first preference relates to a specialisation to which they cannot be assigned for the reasons stated above will be assigned to another specialisation. The other preferences of the students are to be taken into account as far as possible. Further details on the selection procedure can be found on the faculty's website.

The deadlines of §20 (6) General Regulations also apply in the case of non-selection. In this case, the examination date according to sentence 1 of §20 (6) is the last day of the first semester in which the specialisations are provided for in the Study and Examination Regulations.

If the university's internal resources permit, students have the option of changing the specialisation once within the first week of lectures of the fourth semester, stating subject-related reasons that were not yet available at the time of the choice, upon written application to the Examinations Board.

- (8) Each module included in the curriculum is described by means of a module description in the module handbook. The module handbook is published on the programme website. The module descriptions form the basis for the implementation of the modules; the lecturer designs the teaching on this basis.
- (9) The modules "Internship", "Personal and Professional Skills", "Team Development and Team Coaching", "Interdisciplinary Module" and "Empirical Research Method" are practical modules in the sense of §9 (2) RO and are completed accordingly with the assessment "pass / fail".
- (10) The examiner decides on the admission of permitted aids for the module examination. If a repeat examination takes place together with students of later years, then the examination form and the examination scheme in the repeat examination can be adapted to that of the later years.
- (11) Multiple examinations on one day are permitted in connection with repeat examinations.
- (12) In justified cases, a one-time change from full-time to part-time study is possible for students. The change from part-time to full-time study is possible only once and only if the first enrolment in part-time study took place. In principle, the change is only made in the winter semester and at the earliest after the fourth part-time semester. Entry into full-time studies is only granted if all modules of the previous semester have been successfully completed. Students must apply to the Examinations Board for a change.
- (13) Students also have the option of completing a further semester abroad in addition to the one prescribe in in (2) above. At the latest during the lecture period of the previous semester, before starting the semester abroad, a "Learning Agreement" must be confirmed in writing by the degree programme director on the initiative of the student. The modules specified in the Learning Agreement should meet the qualification objectives of the degree programme in terms of content and level.

The International Office is to be involved by the student in the planning and implementation of the corresponding study place.

§ 8 Internships

In the degree programme, an internship as a practical module in the sense of §9 (2) General Regulations with a duration of 10 weeks (Option I) or 20 weeks (Option II) is obligatory (cf. §7 (2)). In full-time studies it is in the sixth or seventh semester and in part-time studies in the twelfth and thirteenth semesters. The internship must be carried out abroad in Option II. Students who have acquired their higher education entrance qualification abroad may also complete the internship within Germany.

Further details are regulated by the internship regulations for the degree programme European Business Management B.A. at Wildau University of Applied Sciences in their currently valid version as well as the Internship module description.

§ 9 Thesis

- (1) In the last semester according to the curriculum, a bachelor's thesis is to be written. The application for the thesis is made online via the Thesis Planner at the Examinations Board of the faculty.
- (2) The processing period for the bachelor's thesis is 12 weeks (12 CP).

§ 10 Final Examination

Not applicable.

§ 11 Double Degree Agreements

- (1) A "double degree" on this and another, similar degree programme at another higher education institution is awarded if a corresponding double degree agreement is in place with the other higher education institution.
- (2) The award of the double degree requires that this degree programme and at least one academic year in the other, similar degree programme have been successfully completed. Further details are regulated by the respective valid double degree agreement.

§ 12 Academic Degree

Once the programme has been successfully completed, the academic degree "Bachelor of Arts" (B.A.) is awarded.

§ 13 Entry into Force

Regulations of the General Regulations remain unaffected by these Study and Examination Regulations. These Study and Examination Regulations come into force after approval by the President of the Technical University of Applied Sciences Wildau on the day after publication in the Official Notices of Technical University of Applied Sciences Wildau and apply to all enrolment years of the degree programme European Business Management from winter semester 2023/24.

Wildau, 20. 03.2023

Signed by Prof. Dr Ulrike Tippe
President

Appendix

- *Curricula: full-time and part-time study – see official Study and Examinations Regulations published in German.*