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

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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,
 - 1.a who present the relevant recognised evidence of language proficiency (see Appendix) corresponding to at least B2.2 of the Common European Framework of Reference for Languages (CEFR),
 - 1.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" or at least 8 points in an "advanced course" English - in case of doubt, the degree programme director, in consultation with the management of the Language Centre of the TH Wildau, makes an individual decision to ensure that the required language level is given - or
 - 1.c whose application documents prove that they have acquired their higher education entrance qualification in English.
- 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 specializations from other degree programmes, the course and examination times of the selected elective module or specialization 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 specializations for each matriculation no later than six months before the start of the matriculation. The list of concrete modules of a specialization 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 specializations shall continue to apply. A specialization takes place in the fourth and fifth semester and comprises two compulsory elective modules of 5 CP each semester.

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

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

The choice of specializations 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 specializations. 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 specialization to which they cannot be assigned for the reasons stated above will be assigned to another specialization. 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 specializations are provided for in the Study and Examination Regulations.

If the university's internal resources permit, students have the option of changing the specialization 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 is 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 from winter semester 2021/22.

Prof. Dr Ulrike Tippe
President
Appendix

- Curricula: full-time and part-time study
- Proof of admission for the English language

European Business Management (B/Ma.) Full-time																										
Module	L	PC	LW	P	S	WiSe			SoSe			WiSe			SoSe			WiSe			SoSe			WiSe		
						1. Sem			2. Sem			3. Sem			4. Sem			5. Sem			6. Sem			7. Sem		
						HPW	PT	CP	HPW	PT	CP	HPW	PT	CP	HPW	PT	CP	HPW	PT	CP	HPW	PT	CP	HPW	PT	CP
Introduction to Business																										
Introduction to Business Administration	1	1				2	2	ETP	2																	
Introduction to Law	2	2				4	4	EEP	5																	
Marketing	1	1				2	2	ETP	3																	
Financial Accounting	2	2				4	4	EEP	5																	
Human Resources and Organisational Design	2	2				4				4	EEP	5														
Financial Statements	1	1				2				2	EEP	2														
Production and Logistics	2	2				4				4	EEP	5														
Investments and Asset Pricing	2	2				4						5	4	EEP	5											
Costs and Management Accounting	2	2				4						5	4	EEP	5											
European Law	2	2				4									4	ETP	5									
International Management in European Contexts																										
International Strategies in Theory and Practice I					4	4								4	EEP	5										
International Strategies in Theory and Practice II					4	4									4	ETP	5									
International and Institutional Economics I					4	4								4	ETP	5										
International and Institutional Economics II					4	4									4	ETP	5									
Economics																										
Introduction to Economics I	2	2				4				4	EEP	5														
Introduction to Economics II					2	2						2	EEP	2												
Methods and Fundamentals																										
Academic Methods					2	2	2	ETP	2																	
Mathematics	2	2				4	4	EEP	5																	
Statistics I	1	1				2				2	ETP	3														
Statistics II	1	1				2						3	2	ETP	3											
Information Management																										
Introduction to Information Management	2	2				4	4	EEP	5																	
Management Information Systems	2	2				4						5	4	EEP	5											
General Qualifications																										
Business English Communication Skills					4	4	2	-	0	2	ETP	5														
Business Communication and Project Management					4	4						5	4	ETP	5											
Personal and Professional Skills					4	4				2	-	0	2	ETP	5											
Team Development and Team Coaching I					2	2									2	ETP	2									
Team Development and Team Coaching II					2	2										2	ETP	3								
Empirical Research Methods					2	2																2	ETP	3		
Blectives																										
Business German / Business French / Business Spanish I ¹		4				4				4	ETP	5														
Business German / Business French / Business Spanish II ¹		2				2						3	2	ETP	3											
Elective Module		2	2			4							4	-	5											
Interdisciplinary Module ²				4		4							4	ETP	5											
Specializations³																										
Specialization - Module 1					4	4							4	-	5											
Specialization - Module 2					4	4							4	-	5											
Specialization - Module 3					4	4									4	-	5									
Specialization - Module 4					4	4									4	-	5									
Study phase Option 1																										
Semester abroad																							30			
Internship																									15	
Study phase Option 2																										
Internship																								30		
International Management in European Contexts II																										
Operational Interface Management					4	4																	4	ETP	5	
EU Taxation					4	4																	4	ETP	5	
European Identities					4	4																	4	ETP	5	
Sum of hours per week	29	35	0	4	66	134	24		24		24		26		22		0					14				
Sum of credits academic phase Option 1						183			27		30		33		32		28					30			3	
Sum of credits internship phase Option 1						15																			15	
Sum of credits academic phase Option 2						168			27		30		33		32		28								18	
Sum of credits internship phase Option 2						30																30				
Credits for Bachelor thesis						12																			12	
Sum of Credits						210			27		30		33		32		28					30			30	

¹One of the offered languages must be chosen
²The Interdisciplinary module can also be taken in the 5th semester
³A Specialization should be chosen from a catalogue

Abkürzung:
L Lecture WiSe Winter semester EEP Examination during the Examination Period
PC Practical class SoSe Summer semester ETP Examination during the Teaching Period
LW Laboratory work HPW Hours per week
P Project ET Exam type
S Seminar CP Credit Points

European Business Management (B/Ma.) Parttime																											
Module	L	PC	LW	P	S	WiSe		SoSe		WiSe		SoSe		WiSe		SoSe		WiSe		SoSe		WiSe		SoSe			
						Tot.	1. Sem.	2. Sem.	3. Sem.	4. Sem.	5. Sem.	6. Sem.	7. Sem.	8. Sem.	9. Sem.	10. Sem.	11. Sem.	12. Sem.	13. Sem.	14. Sem.							
						HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT	HPW	PT		
Introduction to Business																											
Introduction to Business Administration	1	1				2	2	ETH	2																		
Introduction to Law	2	2				4	4	EEP	5																		
Marketing	1	1				2	2	ETP	3																		
Financial Accounting	2	2				4				4	EEP	5															
Human Resources and Organisational Design	2	2				4				4	EEP	5															
Financial Statements	1	1				2						2	EEP	2													
Production and Logistics	2	2				4								4	EEP	5											
Investments and Asset Pricing	2	2				4								4	EEP	5											
Costs and Management Accounting	2	2				4						4	EEP	5													
European Law	2	2				4										4	ETP	5									
International Management in European Contexts																											
International Strategies in Theory and Practice I						4	4											4	EEP	5							
International Strategies in Theory and Practice II						4	4											4	ETP	5							
International and Institutional Economics I						4	4							4	ETP	5											
International and Institutional Economics II						4	4									4	ETP	5									
Economics																											
Introduction to Economics I	2	2				4			4	EEP	5																
Introduction to Economics II						2	2					2	EEP	2													
Methods and Fundamentals																											
Academic Methods						2	2	2	ETP	2																	
Mathematics	2	2				4				4	EEP	5															
Statistics I	1	1				2						2	ETP	3													
Statistics II	1	1				2						2	ETP	3													
Information Management																											
Introduction to Information Management	2	2				4	4	EEP	5																		
Management Information Systems	2	2				4						4	EEP	5													
General Qualifications																											
Business English Communication Skills						4	4	2	-	0	2	ETP	5														
Business Communication and Project Management						4	4							4	ETP	5											
Personal and Professional Skills						4	4			2	-	0	2	ETP	5												
Team Development and Team Coaching I						2	2									2	ETP	2									
Team Development and Team Coaching II						2	2										2	ETP	3								
Empirical Research Methods						2	2																	2	ETP	3	
Electives																											
Business German / Business French / Business Spanish I ¹	4					4								4	ETP	5											
Business German / Business French / Business Spanish II ¹	2					2								2	ETP	3											
Elective Module	2	2				4												4	-	5							
Interdisciplinary Module ²			4			4												4	ETP	5							
Specializations³																											
Specialization - Module 1						4	4									4	-	5									
Specialization - Module 2						4	4									4	-	5									
Specialization - Module 3						4	4											4	-	5							
Specialization - Module 4						4	4											4	-	5							
Business Degree Phase Options³																											
Corporate Strategy																											
Internship																											
Study phase Option 2																											
Internship																											
International Management in European Contexts II																											
Operational Interface Management						4	4														4	ETP	5				
EU Taxation						4	4														4	ETP	5				
European Identities						4	4														4	ETP	5				
Sum of hours per week	29	35	0	4	##	134	16	##	12	10	8	12	12	12	14	14	14	14	14	8	12	15	0	0	2	3	
Sum of credits academic phase						168		##	15	15	10	10	15	15	15	18	17	14	18	10	12	15	0	0	2	3	
Sum of credits internship phase						30																15	15				
Credits for Bachelor thesis						12																				12	
Sum of Credits						210		##	15	15	10	15	15	15	18	17	14	18	10	15	15	15	15	15	15	15	

¹One of the offered languages must be chosen
²The Interdisciplinary module can also be taken in the 5th semester
³A Specialization should be chosen from a catalogue

Abkürzung		WiSe Winter semester		SoSe Summer semester		EEP Examination during the Examination Period		ETP Examination during the Teaching Period	
L	Lecture	HPW	Hours per week	ETP	Exam type	HPW	Hours per week	ETP	Exam type
PC	Practical class	HPW	Hours per week	ETP	Exam type	HPW	Hours per week	ETP	Exam type
LW	Laboratory work	HPW	Hours per week	ETP	Exam type	HPW	Hours per week	ETP	Exam type
P	Project	HPW	Hours per week	ETP	Exam type	HPW	Hours per week	ETP	Exam type
S	Seminar	HPW	Hours per week	ETP	Exam type	HPW	Hours per week	ETP	Exam type

English language admission requirements for the European Business Management bachelor degree

For admission to this degree programme, applicants must provide proof of their ability to study in the English language. This proof is given in the case of applicants,

a) who present appropriate recognized proof of language proficiency which corresponds to at least B2.2 of the Common European Framework of Reference for Languages (CEFR).

Accepted Proof of Common European Frame of Reference English B2.2:

LCCI English for Business, Level 2, Writing Test: Credit oder Distinction

LCCI English for Commerce, Level 2, Writing Test : Credit oder Distinction

All higher levels (Level 3, Level 4), Writing Test: Pass

IELTS Academic: 6

Cambridge English: Advanced Certificate (CAE): Pass

Cambridge English: Certificate of Proficiency (CPE): Pass

Cambridge English: Business Higher Certificate (BEC Higher): Pass

Cambridge English: First Certificate (FCE): Grade B

TOEFL iBT: 76

TOEIC

The following minimum scores must be achieved in all four skills:

Reading: 400

Listening: 420

Speaking: 165

Writing: 160

Oxford Test of English

The following minimum scores must be achieved in all four skills:

Reading: 126

Listening: 126

Speaking: 126

Writing: 126

b) whose certificate of general qualification for university entrance (Allgemeine Hochschulreife) or qualification for university of applied sciences (Fachhochschulreife) from a German school shows at least 11 points in English "Grundkurs" or at least 8 points in an "Leistungskurs" English - in case of doubt, the speaker of the study program will make a decision on a case-by-case basis in consultation with the management of the Language Centre of TH Wildau to ensure that the required language level is given - or

c) whose application documents prove that they have acquired their university entrance qualification in English.