



Study course regulation /
Regulations pertaining to study programmes and examinations
for the Bachelor's degree in International Business Administration
at the University of Applied Sciences Landshut
dated 23 February 2008 as amended (seventh version) on 9 February 2016

Based on sections 13 (1) (2), 58 (1) (1), 61 (2) (1) and 66 (1) (1) of the Bavarian Higher Education Act (BayHSchG) of 23 May 2006 (law and ordinance gazette GVBl p. 245, Bavarian collection of laws BayRS 2210-1-1-WFK), last amended by section 1 no. 212 regulation of the Act of 22 July 2014 (law and ordinance gazette p. 286), the University of Applied Sciences Landshut enacts the following by-laws:

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Purpose of the regulations pertaining to study programmes and examinations

These regulations pertaining to study programmes and examinations complete and supplement the framework examination regulations for universities of applied sciences in Bavaria (RaPO) dated 17 October 2001 (law and ordinance gazette GVBl p. 686, Bavarian collection of laws BayRS 2210-4-1-4-1-WFK), last amended by section 1 of the Act of 6 August 2010 and the general examination regulations (APO) of the University of Applied Sciences Landshut dated 21 June 2012 in the current applicable version.

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Study objective

- (1) ¹The study programme prepares students for international careers in business and administration where it is necessary to apply knowledge, skills and methodologies from economics and business studies. ²This includes interdisciplinary qualifications. ³Particular attention is paid to the internationalisation of business.
- (2) Graduates are able to support the management of various business areas within international companies and international organisations and, after suitable training, are able to take on leadership roles themselves in business and administration or to become entrepreneurs or self-employed.
- (3) Balanced in-depth knowledge and interdisciplinary skills and competencies are acquired in a choice of compulsory electives and specialisation modules.

- (4) Options in the final two semesters of theory (specialisation courses) enable students to tailor the course to their preferences, aptitudes and professional goals.

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Structure of the study programme

- (1) ¹The study programme is provided as a full-time course. ²The standard period of study is seven semesters. ³To complete the study programme successfully, a total of 210 ECTS points are required, i.e. academic credits in accordance with the European Credit Transfer and Accumulation System (ECTS).
- (2) ¹The study programme includes six semesters of theory and a practical semester (placement) and is divided into two phases. ²The first phase covers the first four semesters which are completed at the University of Applied Sciences Landshut. ³These provide a broad grounding in the subject and foundation knowledge. ⁴The second phase (fifth, sixth and seventh semester) builds on the first phase and is completed abroad. It comprises two semesters of theory at a non-German-speaking university and a practical semester (placement). ⁵The students choose in which semester of the second phase to complete their placement.
- (3) ¹In order to pass the Bachelor's degree at the University of Applied Sciences Landshut, students at the partner university must demonstrate 210 ECTS points – of which at least 60 ECTS points must have been acquired in accordance with these regulations pertaining to study programmes and examinations at Landshut. ²Further details are specified for each of the partner universities in the study and assessment plan.
- (4) The partner university is to be accredited and cooperates with the University of Applied Sciences Landshut on an ongoing basis; other decisions are made by the examination board.

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Modularisation, modules

- (1) ¹The study programme is modular by design. ²A module is a group of temporally connected and self-contained teaching and learning units which are put together and can be assessed with subject and methodology-specific aspects in mind. ³A module may consist of sub-modules. ⁴ECTS points are assigned to modules and sub-modules.
- (2) ¹The compulsory and compulsory elective modules, their credit hours and ECTS points, the type of teaching events, the examinations and course assessments accompanying the study programme are defined in the annex to these regulations pertaining to study programmes and examinations. ²Further details are specified in the study and assessment plan; it does not form part of these regulations pertaining to study programmes and examinations.

- (3) All modules are either compulsory, compulsory elective or elective modules:
1. Compulsory modules are the modules on a study programme which are mandatory for all students.
 2. Compulsory elective modules are offered as individual or group alternatives. Each student must make a certain selection in accordance with these regulations pertaining to study programmes and examinations. The chosen modules are treated as compulsory modules.
 3. Elective modules are not officially required in order to meet the study objective. Students are also able to choose modules from across the university's entire programme.

5

Study and assessment plan

- (1) ¹The Faculty of Business Administration produces a study and assessment plan to secure programme provision and for the information of students. This outlines the progression of the study programme in detail. ²The study and assessment plan does not form part of these regulations pertaining to study programmes and examinations. ³It is agreed by the Business Administration faculty council and made known within the university. ⁴Changes must be announced at the latest by the start of the teaching time for the semester to which they apply for the first time.
- (2) In particular, the study and assessment plan contains regulations and information about:
1. the allocation of credit hours and ECTS points per module/sub-module and semester;
 2. the list of specialised compulsory elective modules with credit hours and the ECTS points that can be obtained;
 3. the type of teaching events in the individual modules/sub-modules if not conclusively defined in the annex;
 4. further provisions regarding course assessments and proof of participation, as well as examinations for individual modules;
 5. the language of teaching and assessment, provided if this is not German.
- (3) ¹There is no requirement for all intended compulsory elective modules and elective modules to actually be offered. ²There is likewise no requirement that teaching events are carried out as offered if the number of participants is too low. ³Furthermore, there is no right to participate if the maximum number of participants for a teaching event is exceeded; where applicable, participation is decided based on the order of registration.

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Regulations on academic progress

- (1) ¹The introductory and orientation examination must be taken for the first time by the end of the second semester. ²The introductory and orientation examination consists of the modules Business Mathematics (IBB101), Economics I Microeconomics (IBB110), Introduction to Business Administration (IBB120) and External Accounting (IBB121) (see annex). Otherwise the examinations not taken will be assessed as 'not passed' for the first time.
- (2) Admission to the second phase of the study programme requires passing the introductory and orientation examination in accordance with paragraph 1 and the modules Statistics (IBB202), Economics II Macroeconomics (IBB211), Cost Accounting (IBB222) and Information Technology (IBB230) (see annex), as well as obtaining a minimum of 105 ECTS points reached in the first four full study semester.
- (3) ¹For admission to study at partner universities, the respective regulations and requirements apply. ²Partner universities are recorded in their study and assessment plan.
- (4) ¹Students who have commenced their studies at partner universities abroad (incoming students) will be admitted to the University of Applied Sciences Landshut if they are able to demonstrate that their knowledge of the English language is the equivalent of level B1 of the Common European Framework of Reference. ²More information about admission/entry requirements, particularly the number of ECTS acquired at the relevant home university (points must be substantiated), is outlined in the study and assessment plan.

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Academic advisory service

- (1) The academic advisory service should be made use of particularly at the start of study programmes, if examinations are failed, when planning to spend semesters abroad, if switching study programme or university and before choosing specialisation modules.
- (2) Students who have not passed the introductory and orientation examination by the start of the fourth semester are obliged to consult the academic advisory service.

8

Prior work experience

¹Entry to the study programme requires at least six weeks of prior relevant work experience to be demonstrated. ²If students are unable to fulfil this requirement due to circumstances beyond their control, the examination board will make a decision on the application.

9

Practical semester (placement)

- (1) ¹The practical semester is an integral part of the course. ²It comprises an internship of at least 21 weeks, which is to be spent in a non-German-speaking country and accompanied by supporting teaching. ²The form and organisation of the teaching supporting the placement is outlined in the study plan if to be attended at the University of Applied Sciences Landshut or in the partner university's study plan as appropriate.
- (2) Successful completion of the practical semester involves
1. spending the internship at a company/organisation in a non-German-speaking country and demonstrating this with a testimonial from the training provider and by writing a placement report.
 2. The course assessment for the practical seminars outlined in the regulations pertaining to study programmes and examinations must also be completed in full or,
 3. if the examination board has approved an exemption upon application, the course assessment for the practical seminars outlined in the regulations pertaining to the study programme has been completed or recognised in full.

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Examination board

¹The examination board consists of one presiding member and two further members appointed by the faculty council. ²The examination board may be responsible for other study programmes within the faculty.

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Types of assessment

¹Assessment may take the form of a written examination (duration 60 to 90 minutes), a course-related assessment without affecting the final grade (NoGA) or a course-related assessment forming the final grade (GA). ²The course assessments (NoGA and GA) may consist of a written assessment (duration 45 to 60 minutes), an oral assessment, one/multiple seminar papers, a project or a combination of these four types of assessment. ³If a module/sub-module is offered in a foreign language, the examination must likewise be taken in this foreign language either in whole or in part. ⁴Further details are specified in the study and assessment plan.

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Grading of individual assessments, final grades, overall assessment result, overall mark

- (1) ¹Individual assessments are graded in accordance with section 7 (2) (1) of the framework examination regulations (RaPO); grades may be lowered or raised by 0.3; the grades 0.7; 4.3, 4.7 and 5.3 are excluded. ²Final grades are based on the underlying assessments. ³If a final grade combines multiple assessments, the grade is derived from an arithmetic mean rounded down to one decimal place. ⁴When calculating grades, the weighting corresponds to the relevant ECTS points.
- (2) Assessments which do not form part of the final grade are evaluated as 'taken with success' or 'taken without success'.
- (3) The way that grades are formed for semesters completed at a partner university is determined by that institution.
- (4) ¹The overall assessment result is derived from an arithmetic mean rounded down to one decimal place based on the final grades of modules and the mark for the Bachelor thesis. ²When calculating grades, the weighting corresponds to the relevant ECTS points.
- (5) An overall mark is derived from the overall result of assessment as per the provisions of the framework examination regulations (RaPO).

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Bachelor thesis

- (1) In their Bachelor thesis, students should demonstrate the ability to apply the knowledge acquired during their studies to problems from the field of International Business Administration in an independent piece of work based on academic principles.
- (2) ¹If the Bachelor thesis is prepared at the University of Applied Sciences Landshut, the topic shall be issued at the start of the fifth semester at the earliest. ²As a prerequisite, the student must have obtained a minimum of 120 ECTS points in the first phase of the programme. ³The Bachelor thesis must be submitted four months after the topic is issued and must be written in English. ⁴Deadlines for issuing the topic are specified by the faculty council; these are made known within the university.
- (3) If the Bachelor thesis is completed at a partner university, their regulations shall apply.

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Academic degree

Following successful completion of the Bachelor assessment, the academic degree awarded is

Bachelor of Arts (abbreviation: B.A.).

Effectiveness, temporary or transitional arrangements

- (1) These regulations pertaining to study programmes and examinations are effective as of 1 October 2016.
- (2) For students commencing their studies prior to the 2016/2017 winter semester, existing regulations continue to apply. Deviating from sentence (1), these regulations pertaining to study programmes and examinations shall apply for students moving into the fifth semester in the 2016/2017 winter semester or after that time for the fifth, sixth and seventh semesters of the study plan.

Annex: Overview of modules and course assessments

1. Phase 1: First and second semester:

Module no.	Name of module	Type of teaching	Total		Assessment	
			Credit hours	ECTS	teaching	Credit hours
	Quantitative methods					
IBB101	Business Mathematics ⁽¹⁾	TS, T ⁽²⁾	5	7	WE	60
IBB202	Statistics	TS, T ⁽²⁾	5	7	WE	60
	Economics					
IBB110	Economics I Microeconomics ⁽¹⁾	TS, T ⁽²⁾	4	5	WE	60
IBB211	Economics II Macroeconomics	TS, T ⁽²⁾	4	5	WE	60
IBB120	Introduction to Business Administration⁽¹⁾	TS, T ⁽²⁾	4	5	WE	60
	Accounting					
IBB121	External Accounting ⁽¹⁾		4	5	WE	60
IBB222	Cost Accounting	TS, T ⁽²⁾	4	5	WE	60
IBB230	Information Technology⁽³⁾		6	7	WE	60
	IT I	TS	2	2		
	IT II	TS, T ⁽²⁾	2	2		
	IT III	TS	2	3		
IBB240	Business English ⁽⁴⁾			8		
IBB250	General Studies ⁽⁵⁾			2		
IBB420	Foreign Business Language II (Part 1) ⁽⁶⁾⁽⁷⁾			4		
	Total		36⁽⁸⁾	60		

(1) The introductory and orientation examination in accordance with section 8 (2) of the framework examination regulations (RaPO) consists of the modules Business Mathematics (IBB101), Economics I Microeconomics (IBB110), Introduction to Business Administration (IBB120) and External Accounting (IBB121). At the latest, these modules must all be taken for the first time by the end of the second semester in the study plan. Otherwise the examinations not taken will be assessed as 'not passed' for the first time.

(2) Tutorials may be offered in addition. Further details are specified in the study and assessment plan.

(3) The assessed content of the module examination is comprised of the learning content of the associated sub-modules.

(4) Business English is to be chosen from the range of courses offered by the faculty for Interdisciplinary Studies. Courses totaling 8 ECTS must be completed. Assessments are to be completed according to the regulations pertaining to study programmes and examinations for supporting study to acquire the UNICert® certificate in a foreign language and general foreign language training at the University of Applied Sciences Landshut. The average grade for the module is derived from the average grade from the courses completed.

- (5) The offerings are to be chosen from the list of modules in the regulations pertaining to study programmes and examinations for general studies at the University of Applied Sciences Landshut (in principle from the non-German-language courses) as approved by the Business Administration faculty council or from the general studies courses offered by the partner university. Sub-modules are to be completed successfully until a total of at least 6 ECTS points has been obtained. Language courses enrolled on as part of the Business English module (IBB240) or Foreign Business Language II (IBB420) may not be chosen. The course assessment is to be completed in the seventh semester of the study plan at the latest.
- (6) Incoming students must enrol for German as a foreign language. Further details are specified in the study and assessment plan.
- (7) The second foreign language is to be chosen from the range of courses offered by the faculty for Interdisciplinary Studies. Courses in a foreign language totalling 8 ECTS must be completed. Depending on the language chosen, courses may be taken over up to four semesters. Assessments are to be completed according to the regulations pertaining to study programmes and examinations for supporting study to acquire the UNIcert® certificate in a foreign language and general foreign language training at the University of Applied Sciences Landshut. The average grade for the module is derived from the average grade from the courses completed.
- (8) Excluding IBB240, IBB250 and IBB420.

Third and fourth semester:

Module no.	Name of module	Type of teaching	Total		Assessment	
			Credit hours	ECTS	Type	Duration
	Principles of Business					
IBB301	Principles of Marketing and Sales	TS	4	5	WE	60
IBB302	Principles of Human Resource Management (HRM)	TS	4	5	GA ⁽¹⁾	
IBB303	Principles of Operations and Logistics Management	TS	4	5	WE	60
IBB304	Principles of Finance and Investment	TS	4	5	WE	60
IBB401	Principles of International Management	TS	4	5	ELN ⁽¹⁾	
IBB402	Principles of Organisation	TS	4	5	WE	60
IBB410	European Law	TS	4	5	WE	60
IBB420	Foreign Business Language II (Part 2)⁽²⁾⁽³⁾			4		
IBB440	Business Administration Seminar	TS	4	6	SP	
	Compulsory Elective Modules⁽⁴⁾					
IBB331	Specialised Compulsory Elective Module 1	TS	4	5	GA ⁽¹⁾	
IBB332	Specialised Compulsory Elective Module 2	TS	4	5	GA ⁽¹⁾	
IBB433	Specialised Compulsory Elective Module 3	TS	4	5	GA ⁽¹⁾	
	Total		44⁽⁵⁾	60		

(1) Further details are specified in the study and assessment plan.

(2) Incoming students must enrol for German as a foreign language. Further details are specified in the study and assessment plan.

(3) The second foreign language is to be chosen from the range of courses offered by the faculty for Interdisciplinary Studies. Courses in a foreign language totalling 8 ECTS must be completed. Depending on the language chosen, courses may be taken over up to four semesters. Assessments are to be completed according to the regulations pertaining to study programmes and examinations for supporting study to acquire the UNiCert® certificate in a foreign language and general foreign language training at the University of Applied Sciences Landshut. The grade for the module is derived from the average grade from the courses completed.

(4) Three modules are to be chosen. Students with the University of Applied Sciences Landshut as their home university must cover at least two of the following three areas in their specialised compulsory elective modules: 'Law', 'Management' and/or 'Controlling' (meaning Management Accounting and Control). Further details are specified in the study and assessment plan.

(5) Excluding IBB420.

2. Second phase of the programme

For admission to the second phase of the study programme, students must have passed the introductory and orientation examination and the modules Statistics (IBB202), Economics II Macroeconomics (IBB211), Cost Accounting (IBB222) and Information Technology (IBB230) and acquired a minimum of 105 ECTS points.

Practical semester (placement)

Module no.	Name of module	Type of teaching	Total		Assessment		
			Credit hours	ECTS	Type	Duration	Entry requirement
	Internship Module						
IBB501	Practical seminar	TS	2	4	NoGA ⁽¹⁾		
IBB502	International Internship	PI		26			
	Total			30			

(1) The basis for providing proof of assessment is given at the end of the fourth semester. Further details are specified in the study and assessment plan.

Year of theory:

Module no.	Name of module	Type of teaching ⁽²⁾	Total		Assessment ⁽⁴⁾		
			Credit hours ⁽³⁾	ECTS	Type	Duration	Entry requirement
IBB700	Business Administration Module (Advanced level)⁽¹⁾						
	Financial Management						
	Strategic Management						
	International Management						
	Specialisation Courses						
	General Studies⁽⁵⁾						
	Bachelor Thesis⁽⁶⁾						
	Total			60			

(1) The names of individual modules/teaching events to be taken at partner universities are specified in the study and assessment plan.

(2) The type of teaching event is determined by the supervising university.

(3) The number of credit hours are determined by the supervising university (hours including student managed learning).

(4) The type and duration of assessments is determined by the supervising university.

(5) The offerings are to be chosen from the list of modules in the regulations pertaining to study programmes and examinations for general studies at the University of Applied Sciences Landshut (in

principle from the non-German-language courses) as approved by the Business Administration faculty council or from the general studies courses offered by the partner university. Sub-modules are to be completed successfully until a total of at least 6 ECTS points has been obtained. Language courses enrolled on as part of the Business English module (IBB240) or Foreign Business Language II (IBB420) may not be chosen. The course assessment is to be completed in the seventh semester of the study plan at the latest.

- (6) 12 ECTS will be awarded for the Bachelor thesis if prepared at the University of Applied Sciences Landshut.

Key to abbreviations used:

ECTS =ECTS points as per the European Credit Transfer and Accumulation System

GA =assessment forming part of the final grade

NoGA =assessment not forming part of the final grade

TE =teaching event

PI =placement

S = seminar

WE = written examination

sem. = semester

SP = seminar paper

TS = tuition in seminars

T= tutorial