

Programme and examination regulations for the Bachelor's programme in International Business at the Technical University of Applied Sciences Amberg-Weiden



from 11.01.2019  
(in the version of the amended statute of 21-08-2019)

On the basis of Art. 13 (1) sentence 2 half-sentence 2, (2) sentence 2, Art. 58 and Art. 61 (2) sentence 1 of the Bavarian Higher Education Act (BayHSchG) of 23<sup>rd</sup> May 2006 (GVBl. p. 245, BayRS 2210-1-1- WK), the OTH Amberg-Weiden issues the following statute:

§ 1

Purpose of the programme and examination regulations

These programme and examination regulations serve to fill out the framework examination regulations for the universities of applied sciences of 17<sup>th</sup> October 2001 (GVBl. p. 686, BayRS 2210-4-1-4-1-WK) and the general examination regulations of the OTH Amberg-Weiden of 1<sup>st</sup> December 2007 (Official Gazette 4 p. 33) in their respective versions.

§ 2

Study objective

- (1) <sup>1</sup>The aim of the degree programme is to impart intercultural competence for internationally active employees in a dynamic environment. <sup>2</sup>Completion of the Bachelor's programme will give graduates particular competence in international business and the respective economic and geographical areas, backed up by in-depth knowledge of foreign languages, which will enable them to work on cross-border problems and to network effectively in their respective business areas. <sup>3</sup>This goal is also served by the practice phase integrated into the programme, through which the learning location is temporarily shifted from the university to foreign companies and other institutions of professional practice.
- (2) <sup>1</sup>The students will be enabled to analyse processes and problems in business practice, to work out practical solutions to problems and to also take international references into account ("business problem-solving competence"). <sup>2</sup>To this end, they are provided with the necessary tools on a professional, methodological, and personal social level. In addition, the students will be instructed to reflect on values and norms in a comparative cultural context in today's economic area.
- (3) After completing their studies, students should be able to take on material and management tasks in companies and administration, to work in an entrepreneurial or freelance capacity and to continue to gain new scientific knowledge in practice in a useful way.
- (4) The Bachelor's degree leads to a professional qualification as a business economist and qualifies for further consecutive and continuing Master's programmes.

### § 3

#### Admission, standard period of study, structure of the programme

- (1) Applicants with a school leaving certificate from a foreign school are recommended to submit a certificate of recognition of the school leaving certificate issued by a certified institution (e.g. uni-assist) by the end of the application period. <sup>2</sup>The decision on admission to the course of study is made by the examination board.
- (2) <sup>1</sup>Adequate knowledge of the English language must be proven by a language certificate corresponding to level B2 in accordance with the Common European Framework of Reference for Languages. <sup>2</sup>This proof can be provided by a valid / current IBT (Internet-Based Test) Test of English as a Foreign Language (TOEFL) with a score of at least 71, IELTS Cambridge Test with 6, the Test of English for International Communication (TOEIC) with a score of at least 780, or equivalent proof, e.g. by means of appropriate modules in the final certificate. <sup>3</sup>A proof is not required if the university entrance qualification or the university degree was acquired in English.
- (3) Basic knowledge of German must be proven within one year on level A2 (§3 section 4 Matriculation Statutes of the OTH Amberg-Weiden).
- (4) The standard period of study is seven semesters including the practice phase and the Bachelor thesis.
- (5) <sup>1</sup>The programme is modular in structure and equipped with a credit point system. <sup>2</sup>The course contents of a module are coordinated thematically and chronologically with regard to the achievement of a partial qualification. <sup>3</sup>Modules are awarded credit points and are concluded with an examination.
- (6) <sup>1</sup>The course of study comprises a total of 210 credit points, whereby a module generally comprises 5 credit points. <sup>2</sup>For each credit point, a workload of 30 hours is assumed for the students.
- (7) The programme is divided into study sections that document the progress of the studies:
  - the first stage of studies with the semesters 1 to 5
  - the second stage of studies with the semesters 6 and 7.
- (8) The practical phase is in the second study phase.

### § 4

#### Course structure and credits

- (1) The programme comprises the following study structure:
  - Basic modules (20 credit points)
  - Basic business administration modules (35 credit points)
  - Advanced modules (60 credit points)
  - Intercultural competence (20 credit points)
  - Language **(one)** language for 4 semesters (20 credit points)
  - Soft skill modules (15 credit points)
  - Practical phase (25 credit points)
  - Bachelor thesis (12 credit points) plus colloquium (3 credit points)
- (2) All modules offered are either compulsory or optional:

1. Compulsory modules are binding for all students. Credit points, The type of lecture, examinations and course-related performance certificates are specified in the annexes to these statutes.

2. Elective compulsory modules are to be selected from predefined module catalogues. All students must make a specific selection in accordance with these statutes. The selected modules shall be treated as compulsory modules. Information on the range of elective compulsory modules will be conveniently provided in the curriculum.

## § 5

### Curriculum and module handbook

- (1) <sup>1</sup>In addition to the programme and examination regulations, the Faculty of Business Administration will draw up a module handbook and a study plan which will be decided and published by the Faculty Council. <sup>2</sup>The announcement of new regulations will be made no later than at the beginning of the lecture period of the semester in which they first apply.
- (2) The module handbook and curriculum contain in particular regulations and information on
1. the learning objectives and contents of the compulsory and optional modules,
  2. the learning objectives and contents of the practical semester as well as its form and organisation,
  3. the type of course in the individual modules, unless conclusively specified in appendix 1,
  4. the time allocation of the weekly hours per module and semester,
  5. more detailed provisions on credits and attendance certificates during studies, and
  6. the elective modules specific to the course of study which can be chosen by the students of the programme.
- (2) <sup>1</sup>A guarantee that all the compulsory and elective modules are actually offered does not exist. <sup>2</sup>Implementing modules may also depend on a sufficient number of participants.

## § 6

### Progress of studies

- (1) <sup>1</sup>The performance in the subjects "Introduction to Management" and "Intercultural Communication" is defined as basic and orientation tests. <sup>2</sup>These credits must be obtained for the first time not later than by the end of the second semester. <sup>3</sup>If this deadline is missed, the examinations are considered to have been taken for the first time but not passed.
- (2) Students who have successfully passed the two basic and orientation examinations in the subjects "Introduction to Management" and "Intercultural Communication" and who can prove that they have at least 120 credit points out of a total of 150 possible credits are entitled to enter the second study section.
- (3) <sup>1</sup>The examinations of the first and second semester must be taken for the first time in the third semester at the latest. <sup>2</sup>If this deadline is missed, the examination is considered as not passed for the first time.
- (4) The examination "Finance and Investment" can only be taken if the PC internship was passed in the previous semester.

- (5) Only those students who can prove that they have completed all modules from semesters 1 to 3 as well as having a total of 120 of the possible 150 ECTS credits of the first study section are entitled to enter the practical phase .

## § 7

### Practice phase

- (1) The practical phase integrated into the degree programme is a range of courses which is integrated into the degree programme and regulated and supervised by the university of applied sciences, and which is generally completed in a company abroad.
- (2) The practical phase lasts 18 weeks.
- (3) The practical phase is supplemented by an additional module according to the curriculum in the scope of 5 credit points.
- (4) The practical phase is successfully completed when
1. the completion of the practical phase is evidenced by a certificate from the training institution, corresponding to the form specified by the university,
  2. a practical project was carried out according to the specifications of the department,
  3. the practical project was presented in a colloquium.
- (5) It is not permissible to postpone the practical phase until the last semester.

## § 8

### Study Counselling

If the requirements for admission to the second stage of studies listed in § 6 are not achieved, the student must consult the academic counselling service.

## § 9

### Examination board

An examination board is formed with one chair and two other members appointed by the Faculty Council.

## § 10

### Examination registration and binding character

Admission to the exams requires registration in due form and time.

## § 11

### Bachelor thesis

- (1) <sup>1</sup>Registration of the Bachelor thesis requires that the practical phase has been successfully completed. <sup>2</sup>The Bachelor thesis is part of the seventh semester of study and must be written in English.
- (2) <sup>1</sup>The students are to be given a topic for a Bachelor thesis only if they can prove their participation in 30 test person hours by means of a certificate on a special form. <sup>2</sup>One test subject hour includes participation as a test subject in a psychological or business administration examination supervised by lecturers authorised to perform examinations. <sup>3</sup>The duration of each test hour should not exceed 60 minutes. <sup>4</sup>The students are informed

about this admission requirement for the Bachelor thesis at the beginning of the programme.

- (3) <sup>1</sup>The examination board will monitor compliance with the requirements and deadlines in accordance with paragraph 1. <sup>2</sup>If students do not choose a topic in good time, the examination board shall arrange for the Bachelor thesis topic to be issued by a teacher.
- (4) <sup>1</sup>The beginning and end of the processing time are determined by this teacher and recorded together with the topic. <sup>2</sup>The (net) workload for the preparation of the Bachelor thesis comprises approx. 9 working weeks.
- (5) <sup>1</sup>The Bachelor thesis is to be submitted to the examination office. <sup>2</sup>Further provisions in this respect are found in the thesis guidelines of the Faculty of Business Administration.
- (6) In an oral examination (Bachelor Colloquium), the students must prove that they are able to discuss interdisciplinary and problem-related questions from the area of their Bachelor thesis independently and on a scientific basis.

## § 12

### Bachelor examination and overall examination grade

- (1) The examinations are carried out during the course of study and consist of
  1. the exams in accordance with the appendix
  2. the Bachelor thesis and
  3. the oral examinations (colloquia).
- (2) The Bachelor's examination is passed if all study achievements have been assessed as at least "adequate".
- (3) A total of 210 credit points will be awarded for successfully completed examination performances.
- (4) The overall examination grade is calculated as a weighted average of all examination performances according to the Appendix

## § 13

### Certificate and academic degree

- (1) A certificate shall be issued for the successfully completed Bachelor examination in accordance with the respective form in the Annex to the General Examination Regulations of the OTH Amberg-Weiden.
- (2) Upon successful completion of the programme, the academic degree "Bachelor of Arts" (short form: "B.A.") is awarded.
- (3) A certificate is issued for the award of the academic degree in accordance with the respective model in the appendix to the General Examination Regulations of the OTH Amberg-Weiden.
- (4) The certificate is supplemented by a Diploma Supplement, which describes the course content.

§ 14  
Entry into force

These programme and examination regulations enter into force on the day following their announcement.

Issued on the basis of the resolution of the Senate of the OTH - Technical University of Applied Sciences Amberg-Weiden of 19-12-2018 and the legal supervisory approval by the President of the OTH of 08-01-2019.

Amberg, 11-01-2019

Prof. Dr. Andrea Klug  
President

The programme and examination regulations for the Bachelor of International Business at the OTH - Technical University of Applied Sciences Amberg-Weiden were laid down on 11-01-2019 at the OTH - Technical University of Applied Sciences Amberg-Weiden in Amberg and Weiden. The regulation was announced on 11-01-2019 on a notice board. Day of the announcement is 11-01-2019.

Convenience Translation

## Annex 1 to the programme and examination regulations for the Bachelor's programme in International Business

1	2	3	4	5	6	7	8	Sem.
Serial no.	Module name	ECTS	SWS	Type of course	Module examination <sup>3)</sup>	Admission requirements for module examination	Grade weighting	Start in the SS (WS)
Abbr.								
1	Basic modules	20	12					
1.1	Introduction to Management	5	4	SL, EXC, INT	Test (60 min.)		1	1(2)
1.2	Principles of Economics	5	4	SL, EXC	Test		1	2(1)
1.3	Business Statistics	5	4	SL, EXC	Test		1	1(2)
1.4	Business Mathematics	5	4	SL, EXC	Test		1	2(1)
2	Basic business management modules	35	42					
2.1	Labour Law	5	4	SL, EXC	Test		1	3 2(1)
2.2	Finance & Investment	5	4	SL, EXC	Test	PC Internship	1	
2.3	Cost Accounting	5	4	SL, EXC	Test		1	3
2.4	Basic Marketing	5	4	SL, EXC	Test		1	1(2)
2.5	Basic HR	5	4	SL, EXC	Exc. and test (60 min.)		1	1(2)
2.6	Production & Logistics	5	4	SL, EXC	Test		1	1(2)
2.7	Sales Management & E-Commerce	5	4	SL, EXC	Exc.		1	3
3	Advanced modules	60	16-32 <sup>2)</sup>					

1	2	3	4	5	6	7	8	Sem.
Serial no.	Module name	ECTS	SPPW	Type of course	Module examination <sup>3)</sup>	Admission requirements for module examination	Grade weighting	Start in the SS (WS)
Abbrev.								
3.1 - 3.12	12 in-depth modules according to module catalogue	5 each	2-4 each	SL, EXC	see 1) Test or PrW or SemP or StA or Exc	see 1)	3 each	
4	Intercultural competence	20	8-16 <sup>2)</sup>					
4.1 - 4.4	Intercultural competence: <b>four</b> country sections according to the module handbook	5 each		SL, EXC	see 1) KI or LPort or Pres or PrW or SemP or StA or Exc		2 each	
5	Language	20	8-16 <sup>2)</sup>					
5.1 - 5.4	<b>One</b> language for 4 semesters	5 each		SL, EXC	see 1) KI or LPort or Pres or PrW or SemP or StA or Exc		1 each	
6	Key qualification modules	15	6-12 <sup>2)</sup>					
6.1 - 6.3	3 key qualification modules according to module catalogue	5 each	2-4 each	SL, EXC	see 1) KL or PrW or SemP or StA or Exc	see 1)	1 each	
7	Practice phase	25						
7.1	Practical module	25		PP	PrW	Minimum 120 ECTS	2	
8	Bachelor degree	15						
8.1	Bachelor thesis	12		BA	BA	successfully completed PP	4	
8.2	Colloquium	3			Col	successfully completed PP	2	
	ECTS/SPPW total	210						



1) **Programme-specific compulsory elective modules:**

This is a module group with several compulsory elective modules, for each of which ECTS credit points are earned upon successful completion of the respective module. Overall, the ECTS credit points for each group as defined in the programme and examination regulations must be earned.

**Compulsory elective modules for the teaching of subject and methodological competences** have a close technical reference to the study programme and serve the acquisition of subject and methodological competences in selected areas (cf. HQF of 16<sup>th</sup> February 2017).

**Compulsory elective modules for the teaching of social/self-skills** serve to teach and deepen interdisciplinary competences and qualifications (cf. HQF of 16<sup>th</sup> February 2017).

The detailed qualification objectives of the elective modules are set out in the respective module descriptions. The modules assigned in each case are defined in a module catalogue, which is found in the module manual.

2) Depending on the attendance hours of the selected modules

3) The module examinations can be supplemented by a bonus system on a voluntary basis.

**Explanation of courses and examination forms as well as abbreviations**

**Course types:**

BA	Bachelor thesis	Accompaniment and supervision of independent student work within the framework of the Bachelor thesis.
PP	Practice phase	Form of teaching which is usually carried out in a company or in another institution of professional practice outside the university. The procedure and content of the practice phase are regulated by the university or have been agreed with it.
INT	Internship	Interactive form of teaching with the active participation of students in the form of practical work to be carried out, e.g. experiments.
Sem	Seminar	Small course with a significant, but differently active proportion of participants with the following characteristics: <ul style="list-style-type: none"><li>• Participants take on a significant share of active organisation; the lecturer leads, controls, distributes tasks, corrects, etc.</li><li>• Participants actively organise, present solutions to tasks or lecture on their own or other people's work</li><li>• Intensive interaction between lecturer and participants.</li></ul>
SL/Exc	Seminaristic lessons / with exercises	Interactive form of teaching with active student participation in the form of discussions, exercises, and practical work, e.g. group work, case studies.
GSt	Guided self-study	Form of teaching in which students work out the course content independently on the basis of specified sources.
StT	Study trip	Guided visits to the business practice.

**Examination forms (module examination):**

The information on the scope of an examination refers to a module size of 5 ECTS.

BA	Bachelor thesis	in writing	The written final paper in the Bachelor's programme is intended to provide evidence that the student is able to independently work on a task from his or her course of study within a specified period of time using scientific methods: Maximum processing time (= time between registration of the Bachelor thesis and submission) of 5 months / volume 50-70 pages. The scope can be extended by an appendix if necessary. The required workload results from the credit points awarded (ECTS).
Test	written exam	in writing	Written form of examination to evaluate a desired competence profile within a specified time frame, with specified aids and under supervision. It can also take the form of an online examination. The duration of a module examination is 90 minutes.
LPort	Learning Portfolio	in writing orally	A learning portfolio examines the competence profile to be aspired to by means of the written and/or oral presentation of selected work/work results with which the learning progress and the level of achievement are to be demonstrated at a specific point in time and in relation to a defined content. The selection of the work/work results, their relation to one's own learning progress and their significance for the achievement of the qualification goals must be backed up in the learning portfolio via self-reflection. The concrete components of a learning portfolio and the competences to be tested with it are listed in the module description. A learning portfolio consists of 3 to 10 elements.
OrP	Oral examination	orally	An oral examination is an examination interview for a limited period of time in which the candidate is asked to give a desired competence profile by answering specific questions. Oral examinations can be held as individual or group examinations. They have a range of 15 - 20 minutes per person.
Pres	Presentation	in writing orally	A presentation is a systematic, structured oral presentation, visually supported by appropriate media, to establish a desired competence profile. The presentation can be supplemented by a short written elaboration. It can be carried out as an individual or group performance. The contribution to be assessed as an examination performance must be clearly recognisable and assessable individually. The length of the presentation is 10 - 20 minutes. The written elaboration may have a length of approx. 5 - 25 pages.
PrW	Project work	in writing orally practically	The desired competence profile is reviewed within the framework of a project work with a specified task to be completed in a defined time, in several phases and using suitable instruments. The project work is usually a group work in which several students work on a common task in a team and present the results orally and/or in writing. Each student has to contribute individually to the joint task. The oral presentation is 10 - 20 minutes long, the written part is about 5 - 25 pages long. The written part for programming tasks, design projects, etc. is approx. 3 - 10 pages.
InR	internship report	in writing	The internship report is a written elaboration which serves to reflect on the practical professional phase carried out outside the university with reference to the university studies. The report has a maximum length of 15 pages.
InP	Internship performance	in writing orally practically	The desired competence profile is evaluated during an internship by means of experiments, programming tasks, etc., depending on the specialist discipline. Internships serve in particular for the practical application, evaluation, and knowledge acquisition of theoretical principles in a module. Internship experiments can be supplemented by a written elaboration. The concrete components of an internship and the competences to be tested are listed in the module description. The number of practical achievements is up to 10.
SemP	Seminar paper	in writing orally	The seminar paper is a term paper with oral presentation. A term paper is a text document of about 8 to 15 pages or a presentation document of about 15 to 20 pages. The oral presentation has a total duration of 10 - 20 minutes.
Exc	Exercise performance	in writing orally practically	The exercise performance evaluates the competence profile to be aspired to by working on given tasks (e.g. laboratory exercises, simulations, exercises, case study work, context-specific queries). It serves to test factual and detailed knowledge and its application. The exercises can be carried out in writing, orally or electronically. The concrete components of each exercise and the competences to be tested are listed in the module description. The number of exercises is up to 10.

Col	Colloquium	orally	The colloquium is an oral examination lasting 10 - 30 minutes in which the student has to defend the result of the of the final thesis.
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ECTS	Credit points according to the European Credit Transfer System
SPPW	Semester periods per week (number of contact hours)