

Study regulations of the BSc in Human Resources Management and Business Psychology

Draft, to be decided by the University Senate on **June 30, 2025**

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of Modul University Vienna decreed the following study regulations on **June 30, 2025**, based on § 3(1) of the Private University Law.

Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor of Science in Human Resources Management and Business Psychology study program. The current curriculum of this program is referred to with the abbreviation: 133 BSc HRBP.

§ 1 Ambit

These study regulations define the admission criteria, the structure of the study program and the examination requirements.

§ 2 Goal of the Degree

The Bachelor of Science degree is awarded at the completion of the human resources management and business psychology curriculum and signifies career qualifications. Examinations taken throughout the program, practical trainings, and an internship or professional capstone project determine whether the student has acquired the knowledge necessary for a transition to professional practice, a coherent overview of the subject matter, the ability to independently apply scientific knowledge and methods, and the theoretical foundation for a continuation of the studies in a graduate-level program.

§ 3 Degree of Completion

After the successful completion of the study program 133 BSc HRBP, the following academic degree will be conferred:

Bachelor of Science in Human Resources Management and Business Psychology

The short form of this degree is:

BSc in HR Management and Business Psychology

§ 4 Admission to the Study Program

The following requirements qualify candidates for admission to the undergraduate BSc HRBP study program:

(1) Proof of a secondary school leaving certificate or a study entrance examination equivalent to a general university entrance qualification. In case the applicant is attending the final year of secondary school at the time of submitting their application, the applicant needs to submit a mid-semester transcript or equivalent documents to show credibly that the general university entrance certificate will be received before the intended study starts. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(2) All applicants whose first language is not English must provide proof that their English proficiency is at least level B2 according to the Common European Framework of Reference for Languages through one of the following tests taken within the last two years.

- a. TOEFL Internet-Based Test: 79;
- b. IELTS: overall band 6.5 (no sub-score below 6.0);
- c. Cambridge English First (FCE): Grade B (minimum of 173); or
- d. Pearson Academic (PTE): 59

The Admissions Committee may grant exceptions if an applicant proves that they have completed at least two consecutive years of secondary or higher education in the English language at a recognized institution (e.g., International Schools with American, British, or IB curricula). The admissions committee reserves the right to request and consider any additional evidence of English proficiency, including from those claiming (3) The application must include the following documents:

- Curriculum vitae (personal data sheet)
- Letter of motivation
- Copy of passport
- Passport-size photograph
- One letter of recommendation (from academic sources)

(4) A certified translation needs to accompany all documents which are not in the German or English language.

(5) The Admissions Committee may conduct an interview with the applicant. The interview may take place either in person, via video conference, or telephone. The interview serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, personality profile, and their knowledge of English are in line with what the program offers.

(6) The Admissions Committee decides on the final admission to the study program and possible conditions once the candidate has submitted a complete application.

(7) The Study Contract of a minor accepted into the study program requires the co-signature of a legal guardian.

(8) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry into the 133 BSc HRBP program may be conditionally admitted upon discretion of the Admissions Committee if they fulfill the criteria for attending the Modul University Vienna Foundation Business Program according to the Foundation Program Study Regulations. The Admissions Committee may also decide to set the Foundation Program course 'Mathematics' as a condition. In this case, a positive assessment of the course 'Mathematics' is required before students can enroll into courses of Mathematics and Statistics I. Progression to the undergraduate 133 BSc HRBP programs is governed by the Foundation Program Study Regulations.

§ 5 Structure and Duration of the Study Program

- (1) The regular duration of the study program is six semesters.
- (2) All lectures, course work, and examinations are held in the English language.
- (3) The study program requires the student to complete 180 ECTS of courses (including an internship or professional capstone project), as outlined in § 6 Curriculum Overview.
- (4) Upon application and approval by the Dean, a study semester may be completed abroad at an accredited partner university or an international branch campus of Modul University Vienna.
- (5) Upon application of the student, the Dean may grant a leave of absence. During this period, the student's tuition fees will be suspended, and they will be unable to attend courses, accrue Internship or Capstone project hours, submit a thesis supervision request, receive ongoing supervision, or submit a final thesis. All other effects of the leave of absence are the responsibility of the student. The application for a leave of absence must include the planned duration of the leave and should be submitted at least one month prior to the start of the semester in which the leave of absence will take place. Multiple leaves of absence are permitted; however, the total maximum duration of leave allowed is 4 semesters.

§ 6 Curriculum Overview

Program version: 133 (BSc HRBP)				
Subject	Type	Format	h/w	ECTS
Module I: Business Administration				50
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Entrepreneurship, Innovation and Business Planning	CC	LS12	3	6
Human Resource Management and Management Development	CC	LS21	3	6
Accounting and Management Control I	CC	LX21	3	6
Accounting and Management Control II	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Leadership and Power	CC	IL	2	4
Project Management	CC	SE	2	4
Sustainability Literacy for Business	CC	SE	2	4
Ethics in International Management	CC	SE	2	4
Module II: Psychology				48
Social Psychology I	CC	SE	2	4
Social Psychology II	CC	SE	2	4
Occupational and Social Psychology	CC	LS11	2	4
Quality of Working Life	CC	SE	2	4
Applied Assessment Methods in Psychology	CC	LX21	2	4
Personality Psychology	CC	LX21	3	6
Cognitive Psychology	CC	LS21	3	6
Advanced Topics in HR Management	CC	SE	2	4
Change Management	CC	SE	2	4
Applied Research Methods in Psychology	CC	LX11	2	4
Developmental Psychology	CC	LS21	2	4
Module III: Quantitative Methods				12
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
Module IV: Communications Skills				12
Advanced Business Communication	CC	SE	2	4
Academic Writing	CC	SE	2	4
Critical Thinking and Problem Solving	CC	SE	2	4
Module V: Enrichment Courses				8
Market and Consumer Psychology	ER	SE	2	4
Entrepreneurial Innovation	ER	SE	2	4
Module VI: Capstone Project OR Internship				30
Professional Development	CC	SE	1	1
Professional Capstone Project or Internship Seminar	CC	PT	900	28
Professional Capstone or Internship Report Examination	CC	ES	1	1
Module VII: Principles of Science				8
Philosophy of Science	CC	SE	2	4
Research Design	CC	SE	2	4
Module VIII: Bachelor Thesis				12
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor-Thesis	CC	TH		10
TOTAL ECTS				180

§ 7 Types of Courses

- (1) Core Courses are mandatory for all students and must be completed with a positive assessment.
- (2) Enrichment Courses are non-core courses and may vary from semester to semester.
- (3) If students register for more than the required courses, including courses from another bachelor study program, the student will be responsible for any additional costs in accordance with MU's Guidelines on Fees.
- (4) Non-curricular courses (i.e., language courses, Foundation Program courses) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however, they will appear on the Transcript of Records as non-curricular ECTS.
- (5) The Dean has the discretion to determine the minimum number of participants for all courses.
- (6) Courses are taught on campus. In exceptional circumstances, the Dean may decide that a course can be taught online or hybrid.

§ 8 Course Prerequisites

Registration in courses will only be permitted following positive assessment in the corresponding prerequisite course(s) or completion of prerequisite requirements.

- (1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.
- (2) Accounting and Management Control I is a prerequisite for Accounting and Management Control II.
- (3) Organizational Behavior and Corporate Social Responsibility is a prerequisite for Entrepreneurship, Innovation and Business Planning.
- (4) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the thesis).
- (5) Social Psychology I is a prerequisite for Social Psychology II
- (6) Academic Writing and Research Design are pre-requisites for the Bachelor Thesis Tutorial.
- (7) Bachelor Thesis Tutorial is a pre-requisite for the Bachelor Thesis. This course must be completed prior to applying for bachelor thesis supervision.
- (8) 90 ECTS need to be completed before students can enroll in the Capstone Project or Internship in Human Resources and Business Psychology.

(9) The Professional Capstone Project or Internship in Human Resources and Business Psychology and the accompanying Capstone Project/Internship Seminar have to be attended in the same semester.

(10) The Professional Development is a prerequisite for both the Professional Capstone Project or Internship and the accompanying Professional Capstone Project/Internship Report.

§ 9 Professional Capstone Project or Internship

(1) The study program offers students the option to complete a Professional Capstone Project or Internship containing a minimum number of 900 hours 30 ECTS including the accompanying Professional Development Course and the Internship Report) in a field relevant to the study program. The Capstone Project and Internship are designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.

(2) The Professional Capstone Project or Internship may be completed domestically or abroad.

(3) The Professional Capstone Project may be completed in collaboration with a company that has a specific project related to the HRBP study program or in collaboration with a research or industry project conducted by Modul University Vienna or its affiliated organizations. Alternatively, an internship may be completed with a company that has expertise in the field of the HRBP study program. Both the Professional Capstone Project and Internship require written approval of the Dean prior to its commencement.

(4) Modul University Vienna reserves the right to supervise the Professional Capstone Project or Internship.

(5) The Professional Capstone Project or Internship may be completed in two parts of equal length.

(6) The completion of the Professional Capstone Project or Internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company.

(7) Upon successful completion of the Capstone Project or Internship, the student will receive a grade awarded by the Professional Capstone Project or Internship.

(8) After completion of the Professional Capstone Project or Internship, the student must submit a final report which follows the relevant guidelines of the Professional Capstone Project or Internship Manual. The Report will be graded by the Program Area Director.

(9) The Dean can confer the tasks in (3) to the Internship Coordinator or the Program Area Director

§ 10 Bachelor Thesis

- (1) The thesis must be written according to the principles of academic work. The thesis should address a research question linked to a relevant topic identified in a course of the program or through a literature review. The thesis must also contain an empirical component.
- (2) The student must submit an application for supervision to the prospective supervisor, including the topic and a brief outline for the thesis. The prospective supervisor and the Dean must approve the supervision of the thesis and inform the student in writing within one week.
- (3) After the approval of the topic, the student has up to 4 weeks to submit the research proposal to the supervisor. If this proposal is not handed in by the set deadline, the supervisor has the right to refuse supervision of a student's thesis.
- (4) The bachelor thesis must be an individual piece of work. Co-authorship of a bachelor thesis is not permitted. The bachelor thesis shall be written in the English language.
- (5) Eligible supervisors are faculty members or external lecturers who hold a doctoral degree. The supervision of a thesis by external lecturers or by academic staff without a doctoral degree requires approval and assessment by the Dean.
- (6) The topic of the bachelor thesis can only be changed once and must be made within the first two months after the approval of the supervision by the Dean of the program.
- (7) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.
- (8) If the student misses deadlines and no substantial progress on the thesis has been made, the supervisor may withdraw from the supervision of a thesis.
- (9) Bachelor theses are electronically archived in the library and may be published on the Modul University Vienna website. Withholding a thesis can be applied for in written form by the supervisor or thesis author if information worthy of protecting is published in the thesis. The publication will be withheld for a maximum of 5 years and is subject to approval by the University Board.

§ 11 ECTS Points

- (1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.
- (2) Each ECTS credit corresponds to 25 working hours for the student.

§ 12 Overall Result of the Study Program

(1) The overall assessment of the Bachelor of Science degree is given by the weighted average grade percentage of all final grades completed at Modul University Vienna, or any international branch campus of Modul University Vienna. Each course is weighted corresponding to the allocated ECTS credits.

Assessment Scheme

- “With distinction” is awarded for an overall grade percentage average of 90% or higher.
- “With merit” is awarded for an overall grade percentage average between 80% and 89%.
- “Passed” is given for an overall grade percentage average between 60% and 79%.

§ 13 Conferment of Bachelor of Science Degree

(1) The academic degree of BSc in Human Resources Management and Business Psychology is conferred after completion of all components of the curriculum.

(2) Graduates must complete a total of 180 ECTS as stated in § 6 in order to obtain the degree Bachelor of Science. Students may transfer course credits from their professional experience or previous educational institution; however, a minimum of 120 ECTS must be completed at Modul University Vienna. Exceptions can be made for credit transfers from recognized post-secondary educational institutions or partner universities. Credits completed in the Foundation Program will appear on the transcript as non-curricular ECTS and will not be counted towards the total number of ECTS nor weighted average grade.

(3) Graduates will receive the following documents in the English language stating the date on which the degree was awarded.

- a) Bachelor of Science Diploma: The Bachelor of Science diploma is signed by the President and the Dean and is certified by the Modul University Vienna seal.
- b) Diploma Supplement: A supplement, which is signed by the Dean, will be provided in addition to the diploma to explain the international allocation of the completed program.
- c) Transcript of Records: The Transcript of Records reflects all courses that have been passed, the respective ECTS credits, and the final course grades as well as the student’s weighted average grade.

(4) Where a student does not complete the study program, the student shall receive a Transcript of Records for all course work which has been successfully completed thus far.

§ 14 Semester Conference

In this program, the tasks outlined in § 10 of the MU Examination Regulations and Student Code of Conduct are carried out by a Semester Conference, as specified by the University Constitution, (Art. IX. § 1).

*The University Board of Modul University Vienna publicly announces these Study Regulations which take effect on **July 1, 2025***

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