

Study Regulations

Bachelor of Business Administration in Tourism, Hotel Management, and Operations

Decided on 07 October 2025 by the University Senate

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 according to Art. I §6 (5) or (6) University Constitution.

Preamble

These Study Regulations apply to all versions of curricula in place for the Bachelor of Business Administration in Tourism, Hotel Management and Operations study program. The current curriculum of this program is referred to with the abbreviation 117 BBA THO.

§ 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 Business Administration degree is awarded at the completion of the tourism, hotel management, and operations curriculum and signifies career qualifications. Examinations taken throughout the program, practical trainings, an internship, and the evaluation of a bachelor thesis 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, the following academic degree will be conferred:

Bachelor of Business Administration in Tourism, Hotel Management, and Operations

The short form of this degree is:

BBA in Tourism, Hotel Management, and Operations

§ 4 Admission to the Study Program

The following requirements qualify candidates for admission to this study program:

(1) All applicants must meet the general university entrance qualifications as specified by the Austrian Federal Ministry of Education, Science and Research

(2) Proof of a secondary school leaving certificate 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 start. Applicants need to present relevant certificates as originals before the commencement of studies otherwise the admission is void.

(3) All applicants whose first language is not English must provide a proof of their English proficiency 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 exemptions.

(4) The application must include the following documents:

- Curriculum vitae (personal data sheet)
- Letter of motivation
- Copy of passport
- Passport-size photograph

(5) Applicants may optionally submit a letter of recommendation.

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

(7) 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.

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

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

(10) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry into this 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 require the completion of the Foundation Program course 'Mathematics' as a condition of admittance. In this case, a positive assessment of the course 'Mathematics' is required before students can enroll into the courses of Module V – Quantitative Methods. Progression to this program 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 eight semesters.

(2) All lectures, course work and examinations are held in the English language.

(3) The study program requires the student to complete an internship containing a minimum of 960 hours.

(4) The BBA THO program requires the student to complete 240 ECTS (including coursework, an internship, and either a thesis or a consultancy project and additional enrichment courses), as outlined in § 6 Curriculum Overview.

(5) Parts of the curriculum, in particular the practical courses, will be held at another location in Vienna or in collaboration with an international partner at a location outside of Vienna.

(6) 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.

(7) 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 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

#	CI	Subject	Type	Format	FT	ST	Both	h/w	ECTS
Module I: Hotel Management and Operations									28
1	FCMG 1362	Facility Management	CC	LS21	2	3		3	6
2	HBSM 1248	Hotel Business Simulation	CC	SE	2	3		2	4
3	HTMO 1364	Hotel Management and Operations	CC	IL	2	3		3	6
4	RDMG 1363	Rooms Division Management	CC	LX11	2	3		4	6
5	HOSP 1364	The Hospitality Industry	CC	IL	1	2		3	6
Sum Module I								15	28
Module II: Foodservice Management									26
6	CUL1 1468	Culinary Theory and Practice I	CC	PT	1	2		4	6
7	CUL2 2468	Culinary Theory and Practice II	CC	PT	2	3		4	6
8	FBMC 1362	Food & Beverage Management and Controlling	CC	LS12	1	2		3	6
9	RMG1 1348	Restaurant and Service Management I	CC	PT	1	2		3	4
10	RMG2 2348	Restaurant and Service Management II	CC	PT	2	3		3	4
Sum Module II								17	26
Module III: Business Administration									50
11	AMC1 1363	Accounting and Management Control I	CC	LX21	3	1	Yes	3	6
12	AMC2 2363	Accounting and Management Control II	CC	LX21	4	4	Yes	3	6
13	EIBP 4362	Entrepreneurship, Innovation and Business Planning	CC	LS12	7	7	Yes	3	6
14	HRMG 2362	Human Resource Management and Management Development	CC	LS21	5	6		3	6
15	MCBG 1364	Marketing and Consumer Behavior	CC	IL	4	1	Yes	3	6
16	MREP 4483	Marketing Research and Empirical Project	CC	LX11	5	6	Yes	4	8

17	ORGB 2244	Organizational Behavior and Corporate Social Responsibility	CC	IL	4	1		2	4
18	SVOM 4244	Service Operations Management	CC	IL	7	8		2	4
19	SLBS 1241	Sustainability Literacy for Business	CC	SE	3	6		2	4
Sum Module III								25	50
Module IV: Information Management									6
20	NMEA 2363	New Media and E-Business Applications	CC	LX21	5	8		3	6
Sum Module IV								3	6
Module V: Quantitative Methods									12
21	MTH1 1363	Mathematics and Statistics I	CC	LX21	3	1	Yes	3	6
22	MTH2 2363	Mathematics and Statistics II	CC	LX21	4	4	Yes	3	6
Sum Module V								6	12
Module VI: Economics and Financial Management									14
23	FMIP 3363	Financial Management and Investment Planning	CC	LX21	5	6		3	6
24	MACR 3244	Macroeconomics	CC	IL	5	6		2	4
25	MICR 1244	Microeconomics	CC	IL	4	1		2	4
Sum Module VI								7	14
Module VII: Law									8
26	PBLW 2482	Principles of Business Law	CC	LS11	8	7		4	8
Sum Module VII								4	8
Module VIII: Communication Skills									18
27	ACWR 2241	Academic Writing	CC	SE	4	4	Yes	2	4
28	ABCM 1241	Advanced Business Communication	CC	SE	3	1	Yes	2	4
29	CTPS 1241	Critical Thinking and Problem Solving	CC	SE	3	4		2	4
30	HRPD 1261	Human Relations and Personal Development	CC	SE	1	2		2	6
Sum Module VIII								8	18
Module IX: Tourism and Hospitality Management									10
31	LTHE 4128	Latest Trends in Tourism, Hospitality and Events	CC	PT	7	6		1	2
32	THBA 2482	Tourism and Hospitality Business Analysis	CC	LS11	3	4		4	8
Sum Module IX								5	10
Module X: Advanced Tourism and Hospitality Management (courses subject to change)*									26
33	CMRS 4241	Crisis Management & Resilience	ER	SE	7	8		2	4
34	HAPD 4241	Hotel Asset Management and Property Development	ER	SE	8	7		2	4
35	HBDS 4241	Hotel Business Development Strategies	ER	SE	8	7		2	4

36	PMTH 4241	Project Management for Tourism, Events and Hotels	ER	SE	7	8		2	4
37	RMGD 4241	Revenue Management & Distribution	ER	SE	7	8		2	4
38	THCP 4361	Tourism, Event and Hotel Management Capstone Project	ER	SE	8	7		3	6
Sum Module X								13	26
Module XI: Internship									30
39	IT29 3008	Internship (900 h)	CC	INTS	6	5			28
40	ITRP 3019	Internship Report	CC	EX	6	5			1
41	INTP 3118	Professional Development	CC	PT	5	4	Yes	1	1
Sum Module XI								1	30
Module XII: Bachelor Thesis									12
42	TH10 4009	Bachelor Thesis	CC	TH	8	8			10
43	BTTU 4121	Bachelor Thesis Tutorial	CC	SE	7	7	Yes	1	2
Sum Module XII								1	12
Total sum								105	240

Notes: IL = Interactive Lecture; LX = Lecture and Exercise; LS = Lecture and Seminar; SE = Seminar; PT = Practical Training; ES= Examination; TH = Thesis; CC = Core Course; ER = Enrichment Course.

§ 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. In this program, students are required to earn at least 24 ECTS in Enrichment Courses for Module VIII: Advanced Tourism and Hospitality Management. Students may enroll in any non-core undergraduate courses taught at Modul University Vienna as long as they meet all of the course pre-requisites as per the relevant degree study regulations. Additionally, a student may earn one of the following degree specializations if they complete the specific enrichment courses listed below:

Specialization: Hospitality Management

Hotel Management & Operations	ER	SE	4	8
F&B Management & Cost Controlling	ER	SE	3	6
Hotel Asset Management & Development Strategies	ER	SE	2	4
Revenue Management	ER	LS21	3	6
Total				24

Specialization: Tourism Management and Development

Strategic Destination Management	ER	SE	2	4
Smart Tourism Ecosystems	ER	SE	2	4
Crisis Management and Resilience	ER	SE	2	4
Culture, Tourism, and Creative Economy	ER	SE	2	4
Sociology of Tourism (boring name)	ER	SE	2	4
Transportation and Mobility in Tourism	ER	SE	2	4
Total				24

(3) If students register for more than the required enrichment courses, including enrichment courses from another 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, 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) Accounting and Management Control II is a prerequisite for Financial Management and Investment Planning.

(4) Organizational Behavior and Corporate Social Responsibility are prerequisites for Entrepreneurship, Innovation and Business Planning.

(5) Marketing and Consumer Behavior and Mathematics and Statistics II are prerequisites for Marketing Research and Empirical Project.

(6) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the internship and thesis).

- (7) Marketing Research & Empirical Project is a prerequisite for the Bachelor Thesis Tutorial.
- (8) The Professional Development Course is a prerequisite for the Internship and the Internship Report.
- (9) Academic Writing and Bachelor Thesis Tutorial are prerequisites for the Bachelor Thesis. These courses must be completed prior to applying for bachelor thesis supervision.
- (10) Culinary Arts I is a prerequisite for Culinary Arts II.
- (11) Restaurant and Service Operations I is a prerequisite for Restaurant and Service Operations II.
- (12) Culinary Arts II and Restaurant and Service Operations II are prerequisites for Event Operations I.
- (13) Event Operations I is a prerequisite for Event Operations II.
- (14) Hospitality and Tourism Management is a prerequisite for the courses within Module VIII: Advanced Tourism and Hospitality Management.

§ 9 Internships

- (1) The study program requires the student to complete an Internship containing a minimum of 960 hours (32 ECTS including the accompanying Professional Development Course and the Internship Report) in a field relevant to the study program. This Internship is designed to provide students with the opportunity to apply their acquired theoretical knowledge and gain practical experience.
- (2) The Internship may be completed domestically or abroad.
- (3) The selection of the Internship requires the written approval of the Dean.
- (4) Modul University Vienna reserves the right to supervise the Internship.
- (5) The internship may be completed in two parts of equal length. The number of hours must be stated in the contract and the confirmation letter.
- (6) The completion of the Internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company.
- (7) Upon successful completion of the Internship, the student will receive the grade "completed" from the Program Area Director.

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

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

(10) For training students in the areas of event and F&B management at professional events that take place on the university's premises, students must have a current employment contract with MU or MU's affiliated companies.

§ 10 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.

§ 11 Bachelor Thesis

(1) Students who write a bachelor thesis should write the thesis according to the University's guidelines. The thesis should be based on a career situation, a task, or a problem which the student has encountered during the program.

(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 the 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.

§ 12 Overall Result of the Study Program

(1) The overall assessment of the bachelor degree is given by the weighted average grade percentage of all final grades (core courses, enrichment courses, internship and thesis, if applicable) 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 Degree

(1) The academic degree of BBA in Tourism, Hotel Management and Operations is conferred after completion of all components of the curriculum (core courses, enrichment courses, internship and thesis, if applicable).

(2) Graduates must complete a total of 240 ECTS as stated in the curriculum overview (§ 6 Curriculum Overview (1) or (2)) in order to obtain the degree BBA in Tourism, Hotel Management and Operations.

(3) 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.

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

- a) Bachelor Diploma: The bachelor 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.

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

§ 14 Semester Conference

- (1) 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 (Section IX. §1).

The University Board of Modul University Vienna publicly announces these Study Regulations which take effect on 1 September 2026.