Study Regulations for the Bachelor of Science in Human Resources Management

Decided on **15 October 2026** 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 Senate of Modul University Vienna decreed the following study regulations, according to Art. III §12 (12) of the University Constitution.

Preamble

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

§ 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 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 Science in Human Resources Management

The short form of this degree is:

BSc in HR Management

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§ 4 Admission to the Study Program

The following requirements qualify candidates for admission to the undergraduate study programs:

(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 (iBT): 4.5 (no sub-score below 4.0);
b) IELTS: overall band 6.5 (no sub-score below 6.0);
c) Cambridge B2 First: Grade B (minimum of 173); or
d) Duolingo English Test: 125 (no sub-scores below 110); or
e) Pearson Academic (PTE): 55

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 the 133 BSc HRM program requires the co-signature of a legal guardian.

(10) Conditional Admittance: Applicants who do not fulfill the admissions criteria for direct entry into the 133 BSc HRM program may be conditionally admitted upon discretion of the Admissions Committee if they fulfill the criteria for attending the Modul University Vienna Foundation 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 III – Quantitative Methods. Progression to the 133 BSc HRM 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 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 (including coursework, an internship, and a thesis), 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 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

Subject	Type	Format	h/w	ECTS
Module I: Business Administration				**28**
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Accounting and Management Control I	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Project Management	CC	SE	2	4
Sustainability Literacy for Business	CC	SE	2	4
Ethics in International Management & Governance	CC	SE	2	4
Module II: Human Resources Management				**40**
Human Resources Management I	CC	SE	3	6
Human Resources Management II	CC	LS21	2	4
Strategic Human Resources Management	CC	LS21	2	4
Change Management	CC	SE	2	4
Leadership and Power	CC	IL	2	4
Behavioral Economics	CC	LX21	3	6
Performance Management & Human Resources Development	CC	LX21	3	6
Labor Law	CC	LX21	3	6
Module III: Business Psychology				**22**
Social Psychology I	CC	SE	2	4
Social Psychology II	CC	SE	2	4
Applied Assessment Methods in Psychology	CC	LX21	2	4
Work and Organizational Psychology	CC	LS11	2	4
Integrated Topics in Psychology: Cognition, Development, and Personality	CC	LS21	3	6
Module IV: Quantitative Methods				**12**
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
Module V: Communication 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 VI: Specializations and Internship				**38**
Specialization Course I: Entrepreneurial Innovation	ER	IL/SE	2	4
Specialization Course II: Artificial Intelligence Applications for Human Resources Management	ER	IL/SE	2	4
Internship in Human Resources Management	CC	PT	12	28
Internship Report	CC	PT	1	1
Professional Development	CC	PT	1	1
Module VII: Principles of Science				**8**
Qualitative Methods & Analysis	CC	SE	2	4
Research Design	CC	SE	2	4
Module VIII: Bachelor Thesis				**20**
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor Thesis	CC	TH		18
TOTAL ECTS				**180**

Notes: IL = Interactive Lecture; LX = Lecture and Exercise; LS = Lecture and Seminar; SE = Seminar; PT = Practical Training; TH = Thesis; ES= Examination; 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 133 BSc HRM, students are required to earn at least 8 ECTS in Enrichment Courses for Module VI: Specializations and Internship. 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.

(3) If students register for more than the required enrichment courses, including enrichment courses from another specialization, the student will be responsible for any additional costs in accordance with MU's Rules on Additional 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) Human Resources Management I is a prerequisite for Human Resources Management II.

(3) Social Psychology I is a prerequisite for Social Psychology II.

(4) Academic Writing, Research Design, Qualitative Methods & Analysis are prerequisites for the Bachelor Thesis Tutorial.

(5) Bachelor Thesis Tutorial is a prerequisite for the Bachelor Thesis.

(6) The Professional Development Course is a prerequisite for the Internship and the Internship Report.

(7) Registration in enrichment courses will only be permitted following completion of 50 ECTS

in core courses (excluding the thesis).

§ 9 Internships

(1) The study program requires the student to complete an internship containing a minimum of 900 hours (30 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 ECTS Points

(1) ECTS credits (European Credit Transfer and Accumulation System – ECTS are allocated to each course to indicate the workload required of students to achieve the defined learning outcomes.

(2) Each ECTS credit corresponds to 25 working hours for the student.

§ 11 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 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.

§ 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 and thesis) 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 BSc in Human Resources Management is conferred after completion of all components of the curriculum (core courses, enrichment courses and the thesis).

(2) Graduates must complete a total of 180 ECTS as stated in the curriculum overview (§ 6 Curriculum Overview) in order to obtain the degree BSc in Human Resources Management. 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.

- Bachelor Diploma: The bachelor diploma is signed by the President and the Dean and is certified by the Modul University Vienna seal.
- 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.
- 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

(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 (Article XIII. §1-2).

The University Board of Modul University Vienna publicly announces these Study Regulations, which take effect on 15 February 2027