Study Regulations
Foundation Program

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 study plans in place for the Foundation Program.

§ 1 Ambit

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

§ 2 Objectives of the Foundation Program

The Foundation Program is a preparatory program designed to enable students to satisfy specified eligibility requirements or conditions for admission to an undergraduate study program at Modul University Vienna and to prepare students for successful undergraduate-level study.

In particular, the Foundation Program aims to:

1. develop the English language and communication competencies required for university-level study;
2. strengthen students' mathematical and analytical competencies;
3. provide students with foundational knowledge and skills relevant to their intended bachelor study program; and
4. support students in developing the academic skills, study practices, and personal competencies necessary for successful university study and well-being.

Students who already possess specified competencies may satisfy individual curricular requirements through exemptions or test-out examinations in accordance with these Study Regulations.

§ 3 Admission to the Foundation Program

(1) Participation in the Foundation Program requires conditional admission to any undergraduate program offered by Modul University Vienna.

The following requirements qualify candidates for admission to the Foundation Program:

(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 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) IELTS: overall band 5.5 (no sub-score below 5.0); or
b) TOEFL Internet-Based Test (iBT): 3.5 (no sub-score below 3.0); or
c) CambridgeB2 First: Grade C (minimum of 160); or
d) Duolingo English Test: 100 (no sub-score below 85); or
e) Pearson Academic (PTE): 39.

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 or via video conference. The interview serves to clarify unanswered questions raised during the application process and to check if the applicant's expectations, 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 Foundation Program requires the co-signature of a legal guardian.

§ 4 Curriculum

(1) The Foundation Program comprises a curriculum of 30 ECTS credits, consisting of compulsory courses totaling 22 ECTS credits and elective courses totaling 8 ECTS credits.

(2) The compulsory courses are:

Compulsory Courses	**Format**	**h/w**	**ECTS**
English for Business I	SE	12	8
English for Business II	SE	12	8
Foundations of Mathematics	SE	3	4
Student Success & Well-being	IL	1	2
Total			**22**

(3) English for Business I is a prerequisite for English for Business II. A student may enroll in English for Business II only after successfully completing English for Business I or satisfying the requirement for English for Business I through an exemption granted in accordance with these Study Regulations.

(4) Students shall additionally select and satisfy the requirements of two of the following elective courses:

Elective Courses	**Format**	**h/w**	**ECTS**
Economics and Geography	SE	3	4
Basics of Computer Programming	SE	3	4

Introduction to Sociology	SE	3	4
Fundamentals of Business Administration	SE	3	4

(5) The University may provide academic advising regarding the selection of elective courses based on the student's intended bachelor study program. Unless otherwise stipulated as a condition of admission to the intended bachelor study program, the choice of elective courses shall not affect successful completion of the Foundation Program or enrolment into the subsequent bachelor study program.

(6) A curricular requirement may be satisfied through successful completion of the respective course or, where applicable, through an exemption or successful test-out examination in accordance with § 5.

§ 5 English Language Exemptions and Test-Out Examinations

English Language Exemptions

(1) Students who demonstrate English language proficiency equivalent to an IELTS overall band score of at least 6.0 (no sub-score below 5.5) shall be exempt from the requirement to complete English for Business I.

(2) Students who demonstrate English language proficiency equivalent to an IELTS overall band score of at least 6.5 (no sub-score below 6.0) shall be exempt from the requirements to complete both English for Business I and English for Business II.

(3) For the purposes of paragraphs (1) and (2), English language proficiency may be demonstrated through IELTS or another English language qualification or assessment recognized by Modul University Vienna as equivalent to the respective IELTS level.

Eligibility for Test-Out Examinations

(4) Students who demonstrate English language proficiency equivalent to an IELTS overall band score of at least 6.5 (no sub-score below 6.0) shall additionally be eligible to attempt a test-out examination for the remaining courses of the Foundation Program curriculum.

(5) Eligibility for a test-out examination does not in itself constitute an exemption from the respective course. A student must successfully pass the test-out examination in order to satisfy the corresponding curricular requirement.

(6) A test-out examination shall determine whether the student has achieved the learning outcomes of the respective course at a level equivalent to successful completion of that course.

(7) A student who successfully passes a test-out examination shall be exempt from attendance and further assessment requirements for the respective course, and the corresponding curricular requirement shall be deemed satisfied for the purposes of completion of the Foundation Program.

(8) A student who does not successfully pass a test-out examination shall complete the respective course in accordance with the curriculum. An unsuccessful test-out examination shall not constitute a failed examination attempt in the respective course.

(9) Test-out examinations shall be conducted in accordance with the Examination Regulations of Modul University Vienna.

(10) Test-out examinations shall be conducted in person at the Modul University Vienna campus approximately two weeks before the start of each semester and during the second week of June.

§ 6 Structure and Duration of the Foundation Program

(1) The regular duration of the Foundation Program is one semester.

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

(3) The Foundation Program is deemed successfully completed once all courses in the Foundation Program from which the student is not exempt have been assessed with a 'pass' grade or above according to the MU grading scale.

(4) In case of negative assessment, MU's Examination Regulations and Student Code of Conduct apply.

(5) In case of negative assessment, the Dean of the Undergraduate Study Programs may decide on a partial progression to the undergraduate programs with the following limitations:

a) Completion of, or exemption from, the course English for Business II is required to enroll in any undergraduate level course.

b) Completion of, or exemption from, the course Fundamentals of Business Administration is required to enroll in 0103 Organizational Behavior & CSR, and

0106 HR Management & Management Development, 0401 Microeconomics and 0402 Macroeconomics.

c) Completion of, or exemption from, the course Geography and Economics is required to enroll into 0401 Microeconomics, 0402 Macroeconomics, and 0404 Economic Geography.

d) Completion of, or exemption from, the course Foundations of Mathematics is required to enroll in 0101 Accounting and Management Control I, 0301 Mathematics & Statistics I, 0401 Microeconomics, 0402 Macroeconomics, and 1361 Applied Linear Algebra.

e) Completion of, or exemption from, the course Basics in Computer Programming is required to enroll in 1382 Fundamentals of Computer Science and Programming and 3481 Fundamentals of Web Programming and Application Development.

(6) As soon as students have successfully completed the required courses of the Foundation Program, they are required to enroll in the relevant classes of the undergraduate study program to which they were admitted.

(7) A leave of absence is not available to students enrolled in a Foundation Program. Only students who have completed at least one semester of an undergraduate curriculum may apply for a leave of absence.

§ 7 Recognition and Academic Record

(1) Courses successfully completed as part of the Foundation Program shall be recorded in the student's academic record in accordance with the applicable University regulations.

(2) An exemption from English for Business I or English for Business II pursuant to § 5 shall be recorded as an exemption and shall satisfy the respective curricular requirement.

(3) A course requirement satisfied through a successful test-out examination pursuant to § 5 shall be recorded accordingly and shall satisfy the respective curricular requirement.

(4) Exemptions shall not result in a numerical grade and shall not be included in the calculation of an average grade.

(5) Successful test-out examinations will result in a numerical grade and shall be included in the calculation of an average grade.

(6) The academic record shall distinguish between courses successfully completed through regular course assessment and curricular requirements satisfied through exemption or test-out examination.

§ 8 ECTS Points

(1) Non-curricular 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.

(3) ECTS accumulated in the Foundation Program are not transferable to any degree program offered by Modul University Vienna. They appear on the Transcript of Records as non-curricular ECTS, but do not count towards the total ECTS of a degree study program nor the weighted average grade percentage of the respective degree program.

§ 9 Decision on Termination of Enrollment and Course Retake

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).

§ 10 Completion of the Foundation Program

(1) The Foundation Program is successfully completed when the student has satisfied the requirements of all compulsory courses and two elective courses specified in § 4.

(2) For the purposes of paragraph (1), a curricular requirement is satisfied by:

a) successful completion of the respective course; or
b) an English language exemption granted in accordance with § 5; or
c) successful completion of a test-out examination in accordance with § 5.

(3) Students who have satisfied a curricular requirement through an exemption or successful test-out examination are not required to replace the corresponding course with additional Foundation Program courses or ECTS credits.

(4) Modul University Vienna shall issue a certificate confirming successful completion of the Foundation Program.

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