Study and Examination Regulations

for the Bachelor's Degree Programme

Business Administration and Service Management

at Deggendorf Institute of Technology

Dated 20 March 2024

Based on to Art. 9 (1) in connection with 89 (2) and (4) of the Bavarian Higher Education Act (BayHIG) of 5 August 2022 (GVBl. p. 2022, Bay RS 2210-1-3-WK), last amended by Section 2 of the Act adopted on 24 July 2023 (GVBl. p. 455), Deggendorf Institute of Technology hereby enacts the following by-laws:

Section 1
Aim of the degree programme

The programme aims to provide students with broad-based professional skills and methods expertise through practice-oriented teaching based on economic principles and methods.

Key qualifications, implementation skills and innovative skills are developed in addition to business administration expertise and service-specific expertise. The cooperative study model enables students to acquire extensive practical skills.

Students also acquire social and international competencies that help them operate confidently and work competently in a complex and inter-cultural environment.

International aspects and development of language skills are of great importance against the background of the increasing internationalisation.

Overall, the programme is designed to deliver a broad-ranging, qualified and cross-disciplinary vocational education course that enables successful graduates to work in a variety of professions in the service industry.

Specialisation in different major subjects provides expertise in the respective fields. Due to the cooperative study mode, students learn the application of their acquired knowledge in the company in addition to the theoretical foundation. This enables them to work in senior positions in their day-to-day business.

The aim of the programme is to qualify students for middle management positions in companies in the hotel, catering and service industries.

Section 2
Structure of the programme, standard period of study

(1) The standard period of study for the programme is seven semesters.

(2) A total of 210 ECTS points must be attained.

(3) Students may proceed to the third semester only if proof of language skills has been provided in accordance with Section 3 of these by-laws and at least 30 ECTS points have been earned from the examinations of the first semester and if they are able to present a completed work contract with a training company by the end of the second semester.

(4) The modules in semesters 1, 2 and 3 are taught in English. The modules in higher semesters are taught in German.

(5) The modules in semesters 1 and 2 are taught exclusively online.

(6) Students are to choose their field of specialisation before starting the programme. It is still possible to change the specialisation before entering the third semester.

Section 3
Proof of language proficiency

(1) English language skills at level B2 of the Common European Framework of Reference for Languages are required for enrolment in the programme.

(2) By the start of the third semester, German language skills at level A2 of the Common European Framework of Reference for Languages must be proven.

Regarding the proof, the regulations set out in Section 3 of the general examination regulations for additional qualification in foreign languages and compulsory elective subjects of a general academic nature (AWP) of Deggendorf Institute of Technology shall apply as amended.

Section 4
Modules and courses

(1) The degree programme consists of modules, which can be made up of thematically related courses. Each module is assigned ECTS points which reflect the time of study required of the students.

(2) The compulsory and elective modules, the lectures, their number of hours, the type of courses, the examinations and the ECTS points are specified in the Appendix to these by-laws. The regulations of subject-specific compulsory elective modules and compulsory elective subjects of general academic nature are supplemented by the curriculum.

(3) All modules comprise compulsory modules, compulsory elective modules or elective modules:
   1. Compulsory modules are those modules held during the degree programme which are binding for all students.
   2. Compulsory elective modules are the modules that are offered as alternatives, either individually or in groups. Students must select certain modules from these in accordance with these study and examination regulations. The selected modules will be treated as compulsory modules.

3. Optional modules are modules that are not mandatory for the achievement of the study objective. They may be additionally selected from the courses offered by the Institute.

(4) There is no guarantee that the scheduled specialisations, compulsory elective modules and optional modules will actually be offered. Likewise, there is no claim that the accompanying courses will be held when the number of participants is insufficient.

Section 5
Curriculum

The responsible faculty, currently the ECRI, prepares a curriculum for the purpose of securing the teaching provision and to provide information to students. This shows the course of studies in detail.

The curriculum is approved by the Faculty Council and announced to the public before the start of the semester. The announcement of changes and/or new regulations must be made no later than at the beginning of the lecture period of the semester in which these changes are to be applied for the first time. In particular, the curriculum will contain regulations and information regarding:
1. the time allocation of the weekly semester hours per module and study semester incl. ECTS points
2. the names of the compulsory and compulsory elective modules as well as their respective number of weekly semester hours;
3. the subject-related compulsory elective modules, including the number of hours involved;
4. the teaching format in the individual modules, provided this has not been conclusively defined in Appendix 1,
5. the examination format and exam duration;
6. the lectures accompanying the internship during the practical semester as well as their form of instruction and organisation

Section 6
Basic Modules

Study and examination achievements up to a scope of 60 ECTS points, which were acquired in a similarly named or related bachelor's degree programme at a state or state-recognised university of applied sciences in Bavaria in basic modules of the degree programme, shall be credited upon application without further examination to the basic modules in a bachelor's degree programme at the admitting university. The basic modules of this degree programme are marked with an * in the curriculum (Appendix 1).

Section 7
Minimum ECTS score requirement (GOP)

By the end of the first semester, the examinations in the modules "Mathematics and Statistics", "Business Administration 1" and "Finance and Accounting" must have been attempted for the first time. Past this deadline, the missing examination performance in any above-mentioned basics and orientation examination not yet taken will be rated "failed".

Section 8
Practical parts of the programme

(1) Practical parts of the programme are an integral part of the entire standard period of study.

(2) The internship commissioner overseeing the degree programme will make themselves available to advise students.

(3) The competences and skills acquired in the practical parts of the programme must be presented in a written internship report of 10 DIN A4 pages. The internship report must be submitted to the internship administrator along with the internship journal.

Section 9
Assessment of examination performance; overall examination grade

(1) ECTS points are awarded for each successfully passed examination. The number of attainable points per examination is shown in the appendix.

(2) A student's overall examination grade is calculated using a weighted arithmetic average of their individual grades. The weighting of an individual grade is equal to the number of ECTS points assigned to the course for which the grade was awarded.

(3) In addition to the overall examination grade as set out in paragraph 2, a relative grade shall be shown based on the numerical value achieved according to the ECTS User Guide in accordance with the regulations in Section 8 paragraph 6 of the General Examination Regulations of Deggendorf Institute of Technology.

(4) Should an end-of-module examination comprise multiple module component examinations, a grade of "nicht ausreichend" ("insufficient") awarded in one module component examination may not be offset by a higher grade in another.

Section 10
Bachelor's Thesis

(1) When writing their bachelor's thesis, students will be required to demonstrate their ability to apply unassisted the knowledge and skills they have acquired in the course of their studies to complex tasks.

(2) Students having acquired at least 160 ECTS points are eligible to register for their bachelor's thesis.

(3) The completion time for the bachelor's thesis is six months.

(4) It should be written in German, but may also be written in English in consultation with the examiner.

Section 12
Certificate

On passing the bachelor's examination, a corresponding certificate is issued in line with the sample shown in the appendix to the General Examination Regulations of Deggendorf Institute of Technology.

Section 13
Academic degree and diploma supplement

(1) Based on the successful completion of the bachelor's examination, the academic degree "Bachelor of Engineering", abbreviated as: "B.A.", is awarded.

(2) A certificate on the awarding of the academic degree shall be issued according to the respective template given in the appendix to the General Examination Regulations of Deggendorf Institute of Technology.

(3) A diploma supplement, which describes in particular the essential course content underlying the degree, the course of studies and the qualification obtained with the degree, is enclosed with the certificate in two languages.

Section 14
Coming into effect

These Study and Examination Regulations enter into force on 20 March 2024. They apply to all students commencing the degree programme as of the 2025 summer semester.

Appendix to the study and examination regulations for the B.A. Business Administration and Service Management at Deggendorf Institute of Technology

Module no.	Module name	Course no.	Course name	SWS	1. Sem.	2. Sem.	3. Sem.	4. Sem.	5. Sem.	6. Sem.	7. Sem.	ECTS points	ECTS	Type of instruction	Theory-to-practice transfer	Examination format	Examination duration
BHM01	Deutsch A1* / German A1			8	8								10	SU/Ü		schrP	120
BHM02	Mathematik und Statistik* / Mathematics and Statistics			4	4								5	SU/Ü		schrP	90
BHM03	Grundlagen der IT* / IT Basics			4	4								5	SU/Ü		schrP	90
BHM04	Finanzen & Rechnungswesen* / Finance & Accounting			4	4								5	SU/Ü		schrP	90
BHM05	Betriebswirtschaftslehre 1* / Business Administration 1			4	4								5	SU/Ü		schrP	90
BHM06	Deutsch A2* / German A2			8		8							10	SU/Ü		schrP	120
BHM07	Vertrieb & Erlösmanagement / Sales & Revenue Management			4		4							5	SU/Ü		schrP	90
BHM08	Wirtschaft & Gesellschaft* / Economy & Society			4		4							5	SU/Ü		schrP	90
BHM09	Marketing 1 - Grundlagen* / Marketing 1 - Basic Principles			4		4							5	SU/Ü		schrP	90
BHM10	Datenanalyse & Marktforschung* / Data Analysis & Market Research			4		4							5	SU/Ü		schrP	90
BHM11	Deutsch B1* / German B1			8			8						10	SU/Ü		schrP	120
BHM12	Kulturelles Bewusstsein und interkulturelle Zusammenarbeit / Cultural Awareness & Intercultural Cooperation			4			4						5	SU/Ü	x	schrP	90
BHM13	Wissenschaftliches Arbeiten* / Academic Working Methods			4			4						5	SU/Ü		PoP	
BHM14	Grundlegende Kompetenzen am Arbeitsplatz / Basic Skills for the Workplace			4			4						5	SU/Ü	x	PoP	
BHM15	Praxisprojekt 1 / Practical Project 1			4			4						5	Pr	x	PrA	
BHM16	Deutsch B2* / German B2			8				8					10	SU/Ü		schrP	120
BHM17	Präsenations- und Moderationstechniken / Presentation and Moderation Skills			4				4					5	SU/Ü	x	Präs	30
BHM18	Automatisierung und Digitalisierung von Dienstleistungen / Automation and Digitalisation of Services			4				4					5	SU/Ü	x	schrP	90
BHM19	Grundlagen des Rechts für Wirtschaftswissenschaftler / Basics of Law for Economists			4				4					5	SU/Ü		schrP	90
BHM20	Praxisprojekt 2 / Practical Project 2			4				4					5	Pr	x	PrA	
BHM21	Marketing 2 - Digitales Marketing / Marketing 2 - Digital Marketing			4					4				5	SU/Ü		schrP	90
BHM22	Ethik & Nachhaltigkeit / Ethics & Sustainability			4					4				5	SU/Ü		schrP	90
BHM23	Projektmanagement / Project Management			4					4				5	SU/Ü	x	PrA	
BHM24	Vertiefungsmodul 1 / Specialization 1			4					4				5	SU/Ü/Pr	x		
BHM25	Qualitätsmanagement für Dienstleistungen / Quality Management for Services			4					4				5	SU/Ü		schrP	90
BHM26	Praxisprojekt 3 / Practical Project 3			4					4				5	Pr	x	PrA	
BHM29	Bachelor's Thesis Tutorial / Bachelor's Thesis Tutorial			4						4			5	SU/Ü		PoP	
BHM30	Produktentwicklung & Dienstleistungsdesign / Product Development & Service Design			4						4			5	SU/Ü		PrA	90
BHM31	Betriebswirtschaftslehre 2 / Business Administration 2			4						4			5	SU/Ü	x	schrP	90
BHM32	Vertiefungsmodul 2 / Specialization 2			4						4			5	SU/Ü/Pr	x		
BHM33	Vertiefungsmodul 3 / Specialization 3			4						4			5	SU/Ü/Pr	x		
BHM34	Praxisprojekt 4 / Practical Project 4			4						4			5	Pr	x	PrA	
BHM35	Vertiefungsmodul 4 / Specialization 4			4							4		5	SU/Ü/Pr		schrP	90
BHM36	Aktuelle Themen im Dienstleistungsmanagement / Contemporary Issues in Service Management			4							4		5	SU/Ü		schrP	90
BHM37	Personalmanagement & Führung / Human Resource Management & Leadership			4							4		5	SU/Ü	x	schrP	90
BHM38	Vertiefungsmodul 5 / Specialization 5			4							4		5	SU/Ü/Pr	x		
BHM39	Bachelorseminar / Bachelor's Seminar			4							4		2	SU/Ü		PoP	
BHM40	Bachelorarbeit / Bachelor's Thesis			0							0		8		x	BA	
	Total SWS			164	24	24	24	24	24	24	20						
	Total ECTS			210	30	30	30	30	30	30	30		210				
as of	25/09/2024																

ECTS	European Credit Transfer System	schrP	Written examination									
SWS	Semester hours per week	mdlP	Oral examination		Exercise							
ZV	Admission requirements	PStA	Written assignment		Seminar-based lesson							
*	Basic modules	Präs	Presentation		Seminar							
		PB	Internship report		Internship							
		schrP/PStA	Written examination, written assignment		Project (PrA is the abbreviation for project work as type of exam)							
		Ber	Report									
		PrA	Project work									
		PrP	Practical examination									
		PoP	Portfolio examination									
		BA	Bachelor's thesis									
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	Specialisations	WS 24/25	Hospitalitymanagement									

Issued based on the resolution of the Faculty Council of the Faculty of ECRI dated 06 February 2024, the approval of the university administration dated 20 March 2024, and the regulatory approval of the Vice President of Deggendorf Institute of Technology dated 25 September 2024.

Signed
Prof. Dr. Marcus Herntrei
Vice President

These by-laws were recorded at Deggendorf Institute of Technology on 25 September 2024. They were duly posted on 25 September 2024. Their day of announcement is therefore 25 September 2024.