



FH MÜNSTER  
University of Applied Sciences

Münster  
School of  
Business

## VERSION IN ENGLISH LANGUAGE

Only the version in German language  
publicly announced by Münster University  
of Applied Sciences is legally valid.

Special Provisions of the Examination Regulations for the European Business Programme  
Bachelor's Degree at Münster University of Applied Sciences (as amended by the second  
amendment order of 3 July 2018)

On the basis of Section 2(4) and Section 64(2) of the Higher Education Act of the Federal  
State of North Rhine-Westphalia (Higher Education Act – HG) of 16 September 2014 (Official  
Gazette of North Rhine-Westphalia, p. 547), as last amended on 17 October 2017 (Official  
Gazette of North Rhine-Westphalia, p. 805), and of Section 1 of the General Part of the  
Examination Regulations for Bachelor's and Master's Programmes at Münster University of  
Applied Sciences, Münster School of Business of Münster University of Applied Sciences  
has passed the following regulations:

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## **Section 1**

### **Scope of Application**

These Special Provisions are applicable to the European Business Programme (EBP) Bachelor's degree at Münster University of Applied Sciences; together with the General Part of the Examination Regulations for Bachelor's and Master's Programmes at Münster University of Applied Sciences (AT PO), they constitute the Examination Regulations for this degree programme.

## **Section 2**

### **Objective of Programme, Purpose of Examination, Bachelor's Degree**

- (1) The Bachelor's examination marks the end of the programme, qualifying graduates to enter a profession.
- (2) Taking into account the general study objectives (Section 58 HG NRW), the programme leading up to the Bachelor's examination is designed to convey especially practice-related contents of the subject on the basis of scientific knowledge, enabling graduates to analyse processes and problems from the occupational area of international business and to methodically develop solutions, whilst considering wider references. In particular, the objective of the degree programme is to prepare students from the Federal Republic of Germany and other EU countries, whilst teaching them the language of their host country and a Foreign Language or German as a Foreign Language, for an occupation in an internationally operating company in the Federal Republic of Germany or other EU countries. The programme is intended to develop students' analytical, structuring and problem-solving skills, and to prepare them for the Bachelor's examination.
- (3) Graduates possess competencies for planning and evaluating comprehensive technical tasks and problem sets, as well as competencies for autonomous management of processes within subareas of business administration and – after initial training – within fields of occupational activity for business economists. The structure of requirements is characterised by complexity and change.
- (4) On account of the Bachelor's examination passed by a candidate, Münster University of Applied Sciences awards the degree of "Bachelor of Arts", or "B.A." for short, in accordance with Section 66 HG. The degree certificate states the name of the degree programme.
- (5) In addition, the partner university selected by the candidate awards its degree once its requirements have been met.

### **Section 3**

#### **Admission Requirements**

- (1) The requirement for entry to or continuation on the European Business Programme (EBP) Bachelor's degree at Münster University of Applied Sciences is an entrance qualification for studies at universities of applied sciences (*Fachhochschulreife*), or a qualification recognised as being equivalent to this, as well as evidence demonstrating special aptitude for the degree programme referred to in Paragraph 2.
- (2) The special aptitude required for the degree programme under Paragraph 1 is determined in a test. Details are given in the Regulations for Determining Special Aptitude for the European Business Programme (EBP) Bachelor's degree, which are passed by Münster School of Business of Münster University of Applied Sciences
- (3) Admission shall be refused, subject to Paragraph 5, if the requirements under Paragraphs 1 and 2 have not been met or if the candidate has been awarded a definitive fail on the chosen degree programme in an examination required in accordance with the Examination Regulations at a higher education institution within the area in which the Basic Law applies. This applies equally to degree programmes that are very similar in content to the previous degree programme.
- (4) Otherwise, admission may only be refused if the candidate has lost his or her right of examination re-entry in the same degree programme by missing a resit deadline within the area in which the Basic Law applies.
- (5) By way of derogation, students who have duly enrolled on a Business Administration degree programme at one of the partner universities in accordance with the cooperation agreements concluded with these universities are entitled to continue their studies at Münster University of Applied Sciences in accordance with these Examination Regulations, under the cooperation agreements concluded between these partner universities and Münster University of Applied Sciences.

### **Section 4**

#### **Standard Period of Study, Total Credit Hours, Credit Points, Beginning of Studies, Rotation Rule**

- (1) The standard period of study for the degree programme, including all examinations, is seven semesters, during which students earn a total of 210 credit points in modules to be completed and in the Bachelor's thesis at Münster University of Applied Sciences and the partner universities. By way of derogation from the third sentence of Section 3(1) AT PO, no provision is made for a colloquium. The Examination Committee shall decide which students will be assigned to which partner university, based on the wish expressed by the student under Section 2(4) FO-EBP, the results of the assessment procedure, and the cooperation agreements.

- (2) Students who begin the programme in Münster shall earn between 90 and 120 credit points in total for modules and the Bachelor's thesis at Münster University of Applied Sciences. Depending on the partner university, students of Münster University of Applied Sciences must earn a minimum of 60 credit points and a maximum of 90 credit points at the partner university, whereby the Bachelor's thesis may also be written at the partner university.
- (3) If students start the programme at one of the partner universities, then they should spend two or three semesters of the second or third academic year studying at Münster University of Applied Sciences, depending on the partner university. In this case, by way of derogation from Paragraph 2, the volume of study comprises 60 or 90 credit points at Münster University of Applied Sciences and 120 or 90 credit points at the relevant partner university. In duly substantiated exceptional cases, the semesters spent at Münster University of Applied Sciences and at the partner university may be allocated differently. Irrespective of where students started the programme, the placement semester may be completed at Münster University of Applied Sciences or at the partner university, increasing the credit points to be earned at the relevant university by 30.
- (4) In individual cases, deviating arrangements may be made in cooperation agreements with a foreign partner university concerning the allocation of credit points for credit earned in the modules and for the Bachelor's thesis. The Examination Committee shall use the notice board or the internet to state for which partner universities such an agreement exists.
- (5) The following applies to candidates who continue the programme at a partner university: students must have passed all of the necessary examinations at Münster University of Applied Sciences before they may change to the partner university.

## Section 5

### Module Examinations within the Programme

- (1) The European Business Programme (EBP) Bachelor's degree at Münster University of Applied Sciences comprises the basic stage, the intermediate stage and the specialisation stage.
- (2) The following modules are completed at the basic and intermediate stages by taking module examinations:

Module	Time of module	CP	Admissions requirements
Management Processes	1 <sup>st</sup> semester	8	Performance record according to Section 17 AT PO

Mathematics	1 <sup>st</sup> semester	6	
Microeconomics	1 <sup>st</sup> semester	3	
Legal Frameworks and Accounting	1 <sup>st</sup> semester	6	
1 <sup>st</sup> Business Language I	1 <sup>st</sup> semester	4	Regular and active participation in the courses of the module
2 <sup>nd</sup> Business Language I	1 <sup>st</sup> semester	3	Regular and active participation in the courses of the module
Macroeconomics	2 <sup>nd</sup> semester	5	
Financial Business Administration	2 <sup>nd</sup> semester	6	
Primary Business Processes	2 <sup>nd</sup> semester	6	
Statistics and Financial Maths	2 <sup>nd</sup> semester	6	
1 <sup>st</sup> Business Language II	2 <sup>nd</sup> semester	4	Regular and active participation in the courses of the module
2 <sup>nd</sup> Business Language II	2 <sup>nd</sup> semester	3	Regular and active participation in the courses of the module
European Integration: Foundations of Economics	3 <sup>rd</sup> semester	6	
1 <sup>st</sup> Business Language III or Business German or German as foreign language	3 <sup>rd</sup> semester	4	Regular and active participation in the courses of the module
Intercultural Management	3 <sup>rd</sup> semester	4	Regular and active participation in the courses of the module "Intercultural Management"
Business Management	4 <sup>th</sup> semester	7	
International Economy and Sustainable Economy	4 <sup>th</sup> semester	7	
1 <sup>st</sup> Business Language IV	4 <sup>th</sup> semester	4	Regular and active participation in the

			courses of the module
Business German (with transfer work) or German as foreign language (with transfer work) or Business English	5 <sup>th</sup> semester	6	Regular and active participation in the courses of the module

For candidates who start the programme at Münster University of Applied Sciences, the first business foreign language they take must be the national language or course language of the partner university assigned by the Examination Committee. In duly substantiated exceptional cases, e.g. where the candidate has been raised bilingually, the candidate may request to opt for a different language to those on offer as their first business foreign language. After consulting the Course Director, the Examination Committee shall decide on the request.

Foreign nationals and German citizens educated abroad who change to Münster University of Applied Sciences in the fifth semester after having studied at a partner university must take the examination in the Business German module (including a transfer project) or in the German as a Foreign Language module (including a transfer project). If candidates are able to prove in a placement test at Münster University of Applied Sciences that they have an adequate knowledge of German, then they can opt to take the examination in an additional intermediate module under Paragraph 3 or in the Business English module. The last sentence is also applicable to candidates who started the programme at Münster University of Applied Sciences and have completed the fifth semester of the course timetable in Münster based on an arrangement within the cooperation agreement. Cooperation agreements may contain derogations from this. In particular, they may stipulate that students may choose the Business English module in addition to the Business German module or German as a Foreign Language module (including a transfer project) instead of another intermediate module under Paragraph 3.

- (3) At the intermediate stage, candidates select four modules from those listed below, to be completed with a module examination:

<b>Module</b>	<b>Time of module</b>	<b>CP</b>	<b>Admissions requirements</b>
Financial Foundations of Business Management	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Foundations of Process Management and ERP	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	

Logistics	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Marketing	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
HR Management / Organisational Behaviour	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Quantitative Methods I	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Accounting	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Taxation	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Business Law II	3 <sup>rd</sup> /4 <sup>th</sup> semester	6	
Business game	3 <sup>rd</sup> semester	6	
Entrepreneurship	3 <sup>rd</sup> semester	6	
Project	3 <sup>rd</sup> semester	6	
Business Management	3 <sup>rd</sup> semester	6	Students from partner universities and students starting in Münster, who do not have to take the mandatory modules of the 4 <sup>th</sup> semester
Economics II: Globalisation and European Integration	3 <sup>rd</sup> semester	6	Students from partner universities and students starting in Münster, who do not have to take the mandatory modules of the 3 <sup>rd</sup> semester
International Management	3 <sup>rd</sup> semester	6	
Sustainable Management	3 <sup>rd</sup> semester	6	Students from partner universities and students starting in Münster, who do not have to take the mandatory modules of the 4 <sup>th</sup> semester
International Aspects of Law	4 <sup>th</sup> semester	6	

In addition, candidates who started the programme at a partner university may select the German Academia & Society intermediate module.

- (4) At the intermediate stage, candidates select one of the two modules listed below, to be completed with a module examination:

Module	Time of module	CP	Admissions requirements
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Business Informatics	3 <sup>rd</sup> semester	4	Performance record according to Section 17 AT PO
Law and Taxation	3 <sup>rd</sup> semester	4	

- (5) At the specialisation stage, the candidate chooses four modules, which are completed with a module examination. By way of derogation from this, the candidate may take a module examination in only three specialisation modules each if a practice-oriented Bachelor's thesis is written in accordance with Section 8(3).

Relevant examinations in intermediate stage modules under Paragraph 3 may take the place of up to two specialisation modules in the case of candidates from a partner university.

Module	Time of module	CP	Admissions requirements
Labour Law and Social Law	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Labour Law Tax Theory I	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Labour Law Tax Theory II	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Business Information Systems	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Controlling	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Corporate Finance	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Strategies of Success on International Markets	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
External Accounting	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Functional Human Resources Management	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Leadership and Change	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
International Marketing	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	Regular and active participation in the courses of the module "Project in International Marketing"
Operational Marketing	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Organisation and	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	

information Management	semester		
Potential-oriented HR Management	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Project: Organisation, Business Informatics and Logistics	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	Intermediate Module "Foundations of Process Management & ERP" or "Logistics" or comparable module already passed at partner university
Quantitative Methods II	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Quantitative Methods III	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Strategic Marketing	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	Regular and active participation in the courses of the module "Strategic Marketing" and "Project in Strategic Marketing" (English Version of the module)
Supply Chain Management	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Auditing	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Business Law III	5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> semester	12	
Transfer Module according to Section 8 (3)			

The candidate must have already earned at least 72 credit points before they can be admitted to module examinations at the specialisation stage.

- (6) Not all intermediate and specialisation modules under Section 5(3) to (6) are offered at all times; the catalogue may be supplemented and updated as follows: the Examination Committee at Münster School of Business may permit additional modules at the Course Director's suggestion and with the Dean's consent if they are worth at least five credit points and a module description is available. The Examination Committee at Münster School of Business shall decide on admission. The actual modules offered will be announced on the notice board or the internet at the start of the semester.
- (7) Students select an intermediate or specialisation module, or a module under Section 5(4), by applying for admission to the module examination. Admission to the examination is withdrawn following the submission of a declaration of withdrawal in accordance with Section 13(5) AT PO.
- (8) Module examination results are determined by Section 10 AT PO. At the candidate's

request to the Examination Committee, the second examination resit may be held as an oral examination in a maximum of two modules. The only grounds for taking an oral examination are that there would be a delay in the course of studies if a second examination resit that has to be taken is not offered before the start of the study abroad period. In cases where the candidate must be present at the partner university for the first examination period, during which an examination can be resat, an examination may be scheduled on request to the Examination Committee during an examination period after the candidate's return to Münster University of Applied Sciences, provided that this is permitted by the cooperation agreement.

## **Section 6**

### **Examinations at Partner Universities**

The number and scope of examinations at partner universities are based on the provisions applicable at the relevant partner university and on the cooperative agreements concluded with the relevant partner university.

## **Section 7**

### **Placement Semester**

- (1) Practical training (a placement semester) lasting a minimum of 20 weeks is integrated into the degree programme. This training should be completed in the fourth semester at the earliest.
- (2) The aim of the placement semester is for candidates to be introduced to the work involved in professional practice by performing specific tasks and undertaking practical work in companies. In particular, the aim is also for candidates to apply the knowledge and skills gained previously on the study programme. The tasks may focus on an area of business administration, or may cover several areas.
- (3) Placement semesters are accompanied and evaluated by Münster University of Applied Sciences. As a rule, the professor who supervises, or supervised, the student's Bachelor's thesis will accompany the placement semester.
- (4) It may be agreed with the partner universities in the cooperation agreement that different arrangements to those under Paragraphs 1 – 3 may be made, enabling students to reduce the time spent undertaking practical training, provided that they take additional module examinations.
- (5) The candidate shall prepare a written report on the placement semester, including a description of the experience gained as well as reflection on this experience. The placement semester is assessed based on this report. Care should be taken to provide a problem-oriented presentation of the activity and the relevance of the task. Approaches, methods and solutions must be described as well as, building on this, the outcome of the placement. The candidate is urged to refer his or her experience gained to the business concepts learnt previously on the study programme.
- (6) If a candidate fails to complete the placement semester, it may be repeated once.

- (7) The result does not count towards the overall grade under Section 2(2) AT PO.
- (8) Details are specified in the Placement Semester Regulations.

## **Section 8**

### **Bachelor's Thesis**

- (1) The candidate shall prepare either a literature-based Bachelor's thesis in accordance with Paragraph 2 or a practice-oriented Bachelor's thesis in accordance with Paragraph 3.
- (2) Eight weeks are set aside for completion of the literature-based Bachelor's thesis; six credit points are awarded. The text part of a literature-based Bachelor's thesis should be around 25 DIN A4 pages (with approx. 2,000 characters per page).
- (3) Three months are set aside for completion of the practice-oriented Bachelor's thesis; twelve credit points are awarded. The text part of a practice-oriented Bachelor's thesis should be around 40 DIN A4 pages (with approx. 2,000 characters per page). In addition, candidates may prepare a transfer project, related to the topic of the practice-oriented Bachelor's thesis, which is to be assessed separately (six credit points). At the candidate's request, an intermediate module under Section 5(3) may take the place of the transfer project. The number of credit points to be earned at the specialisation stage is reduced by twelve credit points.
- (4) Admission to the Bachelor's thesis is permitted for candidates who
  - 1. are enrolled on the on the European Business Programme (EBP) at Münster University of Applied Sciences or who are enrolled as cross-registered students and
  - 2. can provide evidence of having earned at least 96 credit points from module examinations under Section 5 or have earned them at a partner university.
- (5) Applications for admission shall be submitted in writing to the Examination Committee. Unless previously submitted, the following documents shall be enclosed with the application:
  - 1. Evidence of the requirements stated in Paragraph 4,
  - 2. A declaration concerning previous attempts to prepare a Bachelor's thesis and to take the Bachelor's examination and, where applicable, a Bachelor's preliminary examination or intermediate examination on a degree programme very similar in content to the present degree programme within the area in which the Basic Law applies or at one of the partner universities, and concerning previous attempts to prepare a *Diplom* thesis in related or comparable *Diplom* degree programmes within the area in which the Basic Law applies or at one of the partner universities,
  - 3. A declaration as to whether the candidate intends to prepare a Bachelor's thesis with eight weeks set aside for completion in accordance with Paragraph 2 or a Bachelor's thesis with three months set aside for completion in accordance with Paragraph 3. The declaration must also indicate which authorised examiner is willing to supervise the Bachelor's thesis.

- (6) The application for admission to the Bachelor's thesis may be withdrawn in writing without it counting towards the number of examination attempts available until such time as the decision on the application is announced.
- (7) The Examination Committee shall decide on admissions. Admission shall be refused if
1. the requirements stated in Paragraph 4 have not been met or
  2. the documents are incomplete or
  3. the candidate's Bachelor's thesis has been assessed as a "fail" (5.0) within the area in which the Basic Law applies or at one of the partner universities, and may not be retaken.

Otherwise, admission may only be refused if the candidate has lost his or her right of examination re-entry in the same degree programme by missing a resit deadline within the area in which the Basic Law applies or at one of the partner universities.

## **Section 9 Entry into Force**

The Special Provisions of the Examination Regulations for the European Business Programme (EBP) Bachelor's degree at Münster University of Applied Sciences shall come into force on 1 September 2016 and shall be applicable to students who enrol on the seven-semester EBP Bachelor's degree programme for the first time as of winter semester 2016/17.

They shall be published in the Official Announcements of Münster University of Applied Sciences.

The annulment of the Special Provisions of the Examination Regulations for the European Business Programme (EBP) Bachelor's Degree at Münster University of Applied Sciences of 20 October 2011 (Official Announcements of Münster University of Applied Sciences No. 88/2011), as amended most recently by the Third Order to Amend the Special Provisions of the Examination Regulations for the European Business Programme (EBP) Bachelor's Degree at Münster University of Applied Sciences of 8 May 2015 (Official Announcements of Münster University of Applied Sciences No. 36/2015) shall be regulated in an annulment order.

Executed on the basis of the resolutions passed by the Department Executive Committee of Münster School of Business on 13 April 2016, 21 December 2016 and 16 May 2018.

Münster,

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July

2018

SWS = Semester periods per week      V = Lecture      SU = Seminary Courses      Ü = Practice      S = Seminar      P = Internship      PE = Assessment factor      ME = Module Examination      TP 1 = Partial test of Module Examination  
LP = Credit Points

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