

Ausführungsbestimmungen
des Fachbereichs Betriebswirtschaftslehre
zur Allgemeinen Studien- und Prüfungsbestimmung der
Provadis School of International Management and
Technology
für den
Bachelor-Studiengang
Betriebswirtschaftslehre
Jahrgang 2014

Gültig ab: 01. September 2014

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Q:\Hochschule\02 Pläne & Verordnungen & Prozesse\04 Studien- & Prüfungsordnungen\02 Aktuelle
Prüfungsordnungen\05 Telekom\131002-Provadis- Ausführungsbestimmungen
BBWL_2014.docx

Gültig ab: 1. September 2014

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1. Gemäß § 9 Abs. 3 der Studien- und Prüfungsordnung werden für erfolgreich absolvierte Module und für die Thesis unabhängig von der Note auch Credits nach dem European Credit Transfer System (ECTS) erteilt. Für den Studiengang Bachelor-Studiengang Betriebswirtschaftslehre sind folgende Credits vorgesehen:
 - Zu §§ 6-8 der Studien- und Prüfungsordnung: Im Rahmen des vorliegenden Studiengangs werden 180 Credits vergeben.
 - Alle Credits sind mit einem Workload von jeweils 25 Stunden belegt.
 - Zu §18 Abs. 2 der Studien- und Prüfungsordnung: Zur Anmeldung für die Bachelorarbeit müssen 90 Credits erbracht worden sein.

2. Die relative ECTS-Note errechnet sich gemäß den ECTS User`s Guide nach der jeweils gültigen Fassung durch den Vergleich der Einzelnote eines Prüfungskandidaten zu den Noten einer Referenzgruppe. Die Referenzgruppe wird pro Studiengang definiert. Die individuellen ECTS-Noten sowie die prozentuale Benotungsverteilung des Studiengangs werden im Diploma Supplement ausgewiesen.

Die Berechnung der ECTS-Note erfolgt mit Hilfe der ECTS-Einstufungstabelle:

ECTS-Note	Berechnungsgrundlage
A	Besten 10%
B	Nächstfolgende 25%
C	Nächstfolgende 30%
D	Nächstfolgende 25%
E	Niedrigste 10%
X	Bestanden – die Leistungen werden anerkannt
FX	Nicht bestanden – es sind Verbesserungen erforderlich, bevor die Leistungen anerkannt werden
F	Nicht bestanden – es sind erhebliche Verbesserungen

Gültig ab: **1. September 2014**

ECTS- Note	Berechnungsgrundlage
	erforderlich

**Anhang I: Studien- und Prüfungspläne des Studiengangs Betriebswirtschaftslehre ab
Studienjahrgang Start WS 2013/2014**

Modul	CrP	%-Anteil Modul	Lehrveranstaltung	Art	Sprache	Semester	Vorles. / Sem. Präsenzstd.	E-Learning	eLearning/ Std. Übungen/ Selbststudium	WAB / Bache- lor Thesis	Workload	Leistungs- nachweis
GL BWL	13	100%	Grundlagen der Betriebswirtschaftslehre	P	D	1	30	20	75	200	325	K/B
ReWe 1	5	100%	Externes Rechnungswesen	P	E	1	40	30	55		125	K
QM	7	71%	Wirtschaftsmathematik	P	D	1	30	20	80		130	K
SO	5	60%	Wissenschaftliches Arbeiten	P	D	1	20	10	50		80	K/AL
SO	5	40%	Selbstmanagement	P	D	1	20	0	25		45	K/AL
WEN	6	50%	Wirtschaftsenglisch 1	P	E	1	20	0	55		75	K/AL
MV 1	14	100%	Marketing und Vertrieb 1	P	D	2	40	20	90	200	350	K/B
QM	7	29%	IT für Betriebswirte	P	D	2	20	0	25		45	K/AL
VWL	9	44%	Mikroökonomie	P	D	2	35	15	50		100	K
WEN	6	50%	Wirtschaftsenglisch 2	P	E	2	20	15	45		80	K/V
Recht	7	43%	Recht 1: Einführung in das Privatrecht	P	D	2	20	10	45		75	K
PKT	4	100%	Produktion- und Kostentheorie	P	D	2	30	20	50		100	K/AL
REWE 2	14	100%	Controlling / Internes Rechnungswesen	P	D	3	40	25	85	200	350	K/B
Stat	6	100%	Statistik	P	D	3	45	30	75		150	K/AL
VWL	9	56%	Makroökonomie	P	E	3	40	25	60		125	K/B
Recht	7	57%	Recht 2: Grundlagen des Vertrags-, Wirtschafts- und Arbeitsrechts	P	D	3	30	20	50		100	K
PER	13	100%	Personalmanagement	P	D	4	30	20	75	200	325	K/B
MAT	5	100%	Materialwirtschaft / Logistik	P	D	4	35	20	70		125	K/AL
MV 2	4	100%	Marketing und Vertrieb 2	P	E	4	30	20	50		100	K/AL
BM	8	50%	Branchenspezifisches Management	P	E	4	30	20	50		100	K/AL
MS	4	60%	Projektmanagement	P	D	4	20	10	30		60	K/AL
MS	4	40%	Karrierecoaching	P	D	4	16	0	20		36	AL
BM	8	50%	Technologie- und Innovationsmanagement	P	D/E	5	35	15	50		100	K/AL
FM	15	87%	Finanzmanagement	P	D/E	5	30	15	80	200	325	K/B
FM	15	13%	Englisch-Coaching	P	E	5	0	6	45		51	AL
IB	4	100%	International Business	P	E	5	30	15	30		75	K/AL
Steu	5	100%	Steuern	P	D	5	35	20	70		125	
W	3	100%	Wahlpflichtmodul 1 Controlling / Vertrieb	P	D	5	30	20	25		75	K/AL
OG	6	57%	Organisation und Prozessoptimierung	P	D	6	30	10	45		85	KAL
OG	6	43%	Change Management	P	D	6	20	10	35		65	K/AL
UF	5	100%	Strategie- und Unternehmensführung	P	E	6	40	20	65		125	AL
W	3	100%	Wahlpflichtmodul 2 Personal / Finanzen	P	D	6	30	20	25		75	K/AL
BT	12	100%	Bachelor Thes	P	D/E	6				300	300	T
BT	3	100%	Präsentation	P	D/E	6				75	75	V

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AL = Anderer Leistungsnachweis; B = Bericht; BM = Branchenspezifisches Management; BT = Bachelor Thesis; D = deutsch; E = englisch; FM = Finanzmanagement; GL BWL= Grundlagen der Betriebswirtschaftslehre; IB = International Business; K = Klausur; MAT = Materialwirtschaft/Logistik; MS = Management Skills; MV 1 = Marketing & Vertrieb 1; MV 2 = Marketing & Vertrieb 2; OG = Organisationsgestaltung; P = Pflichtveranstaltung; PER = Personalmanagement; PKT = Produktions- und Kostentheorie; QM = Quantitative Methoden; Recht = Wirtschaftsrecht; ReWe 1 = Externes Rechnungswesen; ReWe 2 = Controlling/Internes Rechnungswesen; SO = Selbstorganisation; Stat = Statistik; Steu = Steuern; T = Thesis; TK = Teilklausur; UF = Unternehmensführung; V = Vortrag; VWL = Volkswirtschaftslehre; W = Wahlpflichtveranstaltung; WEN = Wirtschaftsenglisch

Gültig ab: **1. September 2014**

Anhang II. Bachelor-Zeugnis (Beispiel)

**Provadis School of International Management and
Technology**

**Studiengang
Business Administration**

Zeugnis

Frau/Herr _____

geb. am _____ in _____

hat am _____ die Prüfung zum Bachelor bestanden
und folgende Leistungen erbracht:

Prüfungsleistungen			
Module	Semesterwochenstunden	Noten	ECTS-Leistungspunkte
Bachelor Thesis	Thema	Note	

Gesamtnote:

Ort, Datum

Die Vorsitzende/Der Vorsitzende
des Prüfungsamtes

Siegel

Die Dekanin/Der Dekan

Gültig ab: **1. September 2014**

Anhang III. Bachelor-Urkunde (Beispiel)

**Provadis School of International Management and
Technology**

**Studiengang
Business Administration**

Urkunde

Frau/Herr _____

geb. am _____ in _____

hat am _____ die Prüfung zum Bachelor bestanden.

Auf Grund dieser Prüfung verleiht die Provadis School of International Management and Technology den akademischen Grad

Bachelor of Arts

Ort, Datum

Die Dekanin/Der Dekan

Siegel

Die Präsidentin/Der Präsident

Gültig ab: **1. September 2014**

Anhang IV. Diploma-Supplement (Beispiel)

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2 First Name
Mustermann, Marco

1.3 Date, Place, Country of Birth
31.12.1980, Musterstadt, Germany

1.4 Student ID Number or Code
2009156

• 2. QUALIFICATION

2.1 Name of Qualification (full, abbreviated; in original language)
Bachelor of Arts – B.A.

Title Conferred (full, abbreviated; in original language)
n. a – n. a

2.2 Main Field(s) of Study
Business Administration

2.3 Institution Awarding the Qualification (in original language)
*Provadis School of International Management and Technology
D-65926 Frankfurt am Main*

Status (Type/Control)
University of Applied Sciences/officially recognized private university

2.4 Institution Administering Studies (in original language)
*Provadis School of International Management and Technology
D-65926 Frankfurt am Main*

Status (Type / Control)
University of Applied Sciences/officially recognized private university

2.5 Language(s) of Instruction/Examination
German and English

• 3. LEVEL OF THE QUALIFICATION

3.1 Level
Graduate/first degree (three and a half years), with thesis

3.2 Official Length of Program
Three and a half years

3.3 Access Requirements
*Admission to universities plus employment with
a company or traineeship with a company plus
successfully completed entrance exam*

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- **4. CONTENTS AND RESULTS GAINED**
 - 4.1 Mode of Study
Part time designed to fit the schedules of working professionals
 - 4.2 Program Requirements
*Introduction into General Business Administration, Financial Reporting, Mathematics, Scientific Guidelines, Self-Management, Business English 1;
Microeconomics, Production and Cost Theory, Marketing & Sales 1, Information Technology, Business Law 1, Business English 2;
Macroeconomics, Managerial Accounting, Statistics, Business Law 2;
Material Management and Logistics, Marketing & Sales 2, Human Resources Management, Sectoral Management, Project Management, Career Coaching;
Financial management, English Coaching, International Business, Organization Design and Process Optimization, Technology & Innovation Management, Elective Modules (Controlling or Sales);
Taxation law, Strategy and Corporate Management, Change Management, Elective Modules (Finance or Human Resources), Bachelor Thesis, Bachelor Thesis Defense*
 - 4.3 Program Details
See Prüfungszeugnis 16. April 2010
 - 4.4 Grading Scheme
See Section 8.6
 - 4.5 Overall Classification (in original language)
gut
- **5. FUNCTION OF THE QUALIFICATION**
 - 5.1 Access to Further Study
Permits admission to graduate second degree programs which lead to Master degrees
 - 5.2 Professional Status
The Bachelor degree in Business Administration entitles its holder to exercise professional managerial work in companies of all branches
- **6. ADDITIONAL INFORMATION**
 - 6.1 Additional Information
The holder of this qualification has undergone a very demanding program of integrated work and study. Its successful completion recommends for challenging tasks.
 - 6.2 Further Information Sources
On institution and program: www.provadis-hochschule.de; for national information sources see section 8.8
- **7. CERTIFICATION**
*This Diploma Supplement refers to the following original documents:
Urkunde über die Verleihung des Bachelor Degrees 16. April 2010
Prüfungszeugnis 16. April 2010*
- **8. NATIONAL HIGHER EDUCATION SYSTEM**
The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education that awarded it (DSDoc 01/03.00).

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8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEM¹

8.1. Types of Institutions and Institutional Control

Higher education (HE) studies in Germany are offered at three types of *Hochschulen*²

- *Universitäten* (Universities), including various specialized institutions, comprise the whole range of academic disciplines. In the German tradition, universities are also institutional foci of, in particular, basic research, so that advanced stages of study have strong theoretical orientations and research-oriented components.
- *Fachhochschulen* (Universities of Applied Sciences): Programs concentrate in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies a distinct application-oriented focus and professional character of studies, which include one or two semesters of integrated and supervised work assignments in industry, enterprises or other relevant institutions.
- *Kunst- and Musikhochschulen* (Colleges of Art/Music, etc.) offer graduate studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

¹ The information covers only aspects directly relevant to purposes of the Diploma Supplement. All Information as of 1 Jan 2000.

² Hochschule is the generic term for higher education institutions.

HE institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to HE legislation.

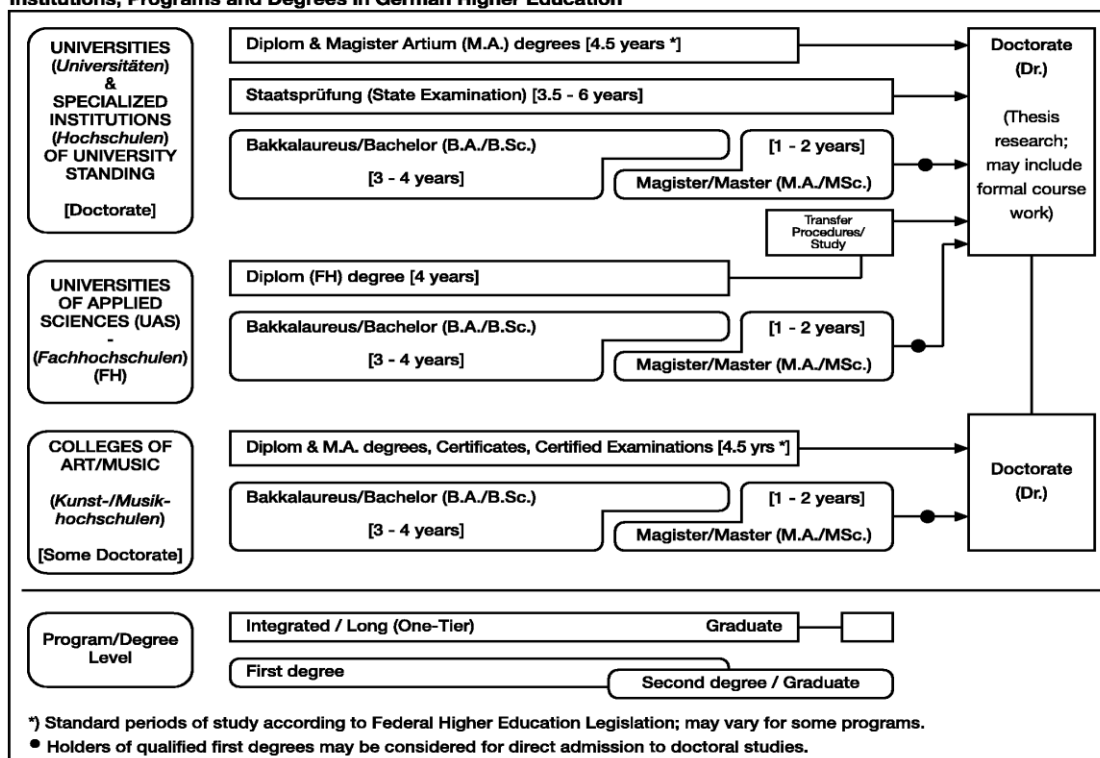
8.2 Types of programs and degrees awarded

- Studies in all three types of institutions are traditionally offered in integrated "long" (one-tier) programs leading to *Diplom-* or *Magister Artium* degrees or completion by a *Staatsprüfung* (State Examination).
- In 1998, a new scheme of first- and second-level degree programs (*Bakkalaureus/Bachelor* and *Magister/Master*) was introduced to be offered parallel to or *in lieu* of established integrated "long" programs. While these programs are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they enhance also international compatibility of studies.
- For details cf. Sec. 8.41 and Sec. 8.42, respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of Programs and Degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations jointly established by the Standing Conference of Ministers of

Institutions, Programs and Degrees in German Higher Education



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Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK) and the Association of German Universities and other Higher Education Institutions (HRK). In 1999, a system of accreditation for programs of study has become operational under the control of an Accreditation Council at national level. Programs and qualifications accredited under this scheme are designated accordingly in the Diploma Supplement.

8.4 Organization of Studies

8.41 Integrated "Long" Programs (One-Tier):

Diplom degrees, Magister Artium, Staatsprüfung

Studies are either mono-disciplinary (single subject, *Diplom* degrees, most programs completed by a *Staatsprüfung*) or comprise a combination of either two major or one major and two minor fields (*Magister Artium*). As common characteristics, in the absence of intermediate (first-level) degrees, studies are divided into two stages. The first stage (1.5 to 2 years) focuses - without any components of general education - on broad orientations and foundations of the field(s) of study including propaedeutical subjects. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the M.A.) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements always include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*.

- Studies at *Universities* last usually 4.5 years (*Diplom* degree, *Magister Artium*) or 3.5 to 6 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the exact/natural and economic sciences. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical, pharmaceutical and teaching professions are completed by a *Staatsprüfung*.

The three qualifications are academically equivalent. As the final (and only) degrees offered in these programs at graduate-level, they qualify to apply for admission to doctoral studies, cf. Sec. 8.5.

- Studies at *Fachhochschulen* (FH) /Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom* (FH) degree. While the FH/UAS are non-doctorate granting institutions, qualified graduates may pursue doctoral work at doctorate-granting institutions, cf. Sec. 8.5.

- Studies at *Kunst- and Musikhochschulen* (Colleges of Art/Music, etc.) are more flexible in their organization, depending on the field and individual objectives. In addition to *Diplom*/Magister degrees, awards include Certificates and Certified Examinations for specialized areas and professional purposes.

8.42 First/Second Degree Programs (Two-tier):

Bakkalaureus/Bachelor, Magister/Master degrees

These programs apply to all three types of institutions. Their organization makes use of credit point systems and modular components. First degree programs (3 to 4 years) lead to *Bakkalaureus*/Bachelor degrees (B.A., B.Sc.). Graduate second degree programs (1 to 2 years) lead to *Magister*/Master degrees (M.A., M.Sc.). Both may be awarded in dedicated form to indicate particular

specializations or applied/professional orientations (B./M. of ... ; B.A., B.Sc. or M.A., M.Sc. in ...). All degrees include a thesis requirement.

8.5 Doctorate

Universities, most specialized institutions and some Colleges of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified *Diplom* or *Magister*/Master degree, a *Staatsprüfung*, or a foreign equivalent. Admission further requires the acceptance of the Dissertation research project by a supervisor. Holders of a qualified *Diplom* (FH) degree or other first degrees may be admitted for doctoral studies with specified additional requirements.

8.6 Grading Scheme

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees. Some institutions may also use the ECTS grading scheme.

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling gives access to all higher education studies. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen*/(UAS) is also possible after 12 years (*Fachhochschulreife*). Admission to Colleges of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

8.8 National Sources of Information

- *Kultusministerkonferenz* (KMK) [Standing Conference of Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany] - Lennéstrasse 6, D-53113 Bonn; Fax: +49/[0]228/501-229; with

- Central Office for Foreign Education (ZaB) as German NARIC and ENIC; www.kmk.org; E-Mail: zab@kmk.org

- "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (EURYBASE, annual update, www.eurydice.org; E-Mail eurydice@kmk.org).

- *Hochschulrektorenkonferenz* (HRK) [Association of German Universities and other Higher Education Institutions]. Its "Higher Education Compass" (www.higher-education-compass.hrk.de) features comprehensive information on institutions, programs of study, etc. Ahrstrasse 39, D-53175 Bonn; Fax: +49/[0]228 / 887-210; E-Mail: sekr@hrk.de

DSDoc 01/03.00