



南京工业大学浦江学院
NANJING TECH UNIVERSITY PUJIANG INSTITUTE



**MODUL School of
Tourism and Hospitality Management
College of
International Hospitality and Dietary Culture
Nanjing Tech University Pujiang Institute**

Academic Handbook

学 生 手 册

Academic Year 2018/19



International Hospitality
& Dietary Culture College

Manual for 2018 Students

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Mission Statement

The globalization of economic development provides a wide range of employment opportunities for the society, at the same time, promotes the growth of the society and the enterprises' international demands for the high qualified educational products, and speeds up the flow of cross-border education resources, services and products. International cooperation in education has become the objective trend of the world education development, and international cooperation in running schools has become a trend. According to "the People's Republic of China Sino Foreign Cooperation Ordinance in Running Schools" and the spirits of "Advice on Promoting the Sino Foreign Cooperative Education Work" by Jiangsu Education Department, as a developing opportunity of promoting the present undergraduate education, we adhere to the school mission of "Work and Study Oriented", accelerate the implementation of the international education strategy, and provide more talents for enriching the people and strengthening the province and "The Two Firsts".

Nanjing Tech University Pujiang Institute signed a cooperation agreement with MODUL University Vienna, Austria, to jointly offer study programs in English language in the field of business and tourism. The first project that is ready to start in September 2016 is a dual-degree Bachelor program in Hospitality and Tourism Management, accredited by Chinese Ministry of Education. Furthermore, it is subject to accreditation by the Austrian Government. The Austrian party provides the 100% curriculum of the core majors and undertakes the teaching task of the main core curriculum. The students complete the full-time learning task at Nanjing Tech University Pujiang Institute. Students who complete their studies and are academically qualified, will be awarded the graduation certificate of the bachelor of business administration degree of Nanjing Tech University Pujiang Institute and the bachelor of business administration degree of MODUL University Vienna.

MODUL University Vienna (MU Vienna) is an internationally oriented organization for research and education on tourism, sustainable development, international management, new media and information management, and public governance. It was established by the Vienna Economic Chamber of Commerce and approved by the Austrian Accreditation Council in 2007. MODUL combines a strong academic foundation with a commitment to sustainability and innovation – key drivers of long-term success. The University aims to foster independent and original research and to bring the benefits of innovation to the research community and the general public. MODUL builds upon an international network of partner universities, commercial enterprises, and public institutions. Its faculty is comprised of renowned Austrian and international scholars who have a strong commitment to developing this young organization into a leading research platform in its areas of specialization.

In pursuit of its mission, the University will respond creatively to local, national, and global change. It will initiate and support internationalization, lifelong learning, equity, and social justice. MU Vienna applies rigorous standards of scholarship and promotes the principles of freedom of scientific thought and teaching as well as equal opportunity. Following the tradition of the MODUL training center for

vocational education, the university commits itself to continuous quality improvement and the extension of its educational programs.



Welcome to the MODUL School of Tourism and Hospitality Management Nanjing

As the Director of this international study program I welcome prospective students, parents and particularly industry representatives to get involved in this new highly practically oriented study program.

The 4-year Bachelor of Business Administration (BBA) degree program builds on the 3-year BBA in Tourism and Hospitality Management program, which has been developed and fine-tuned for more than 10 years, with additional courses related to operations, culinary arts, restaurant and service management as well as hotel management and courses in personal development and business communications. All courses are taught in English by international faculty and national faculty with an international experience.

This dual-degree program provides students with state of the art management competencies and leadership skills, paired with a practical training experience in culinary theory and practice as well as restaurant and service management. Sound academic education is perfectly combined with business related training, for only a mind rooted in the real world can solve the current and future problems of the industry. In addition to conveying a sense of service delivery and hospitality, this exclusive 4-year BBA program aims at preparing students for taking leading positions in the hotel and tourism industry at home and worldwide, as well as to run their own businesses profitably.

Prof. Dr. Andreas H. Zins
Director of the dual-degree Program

What MODUL School Nanjing offers

- A study program with a focus on the tourism and hospitality industry with an emphasis on innovative subjects such as information communication technology and sustainable management, which is not commonly found at many other universities.
- A study program with an emphasis on quality and the personal development of its students, rather than quantity and anonymity. MODUL School Nanjing strives for a very attractive student to lecturer ratio.

- Lecture series and events with a broad variety of top managers of the industry.
- Lecturers with proven practical and international experience.
- A no-distance learning experience in highly interactive classrooms.
- A School that promotes global citizenship and engages its students in social activities with the objective to make them responsible leaders and stewards for a better world.
- A large top-class international network through our international faculty and the strategic links to the home base MODUL University Vienna, Austria.
- A career center as the hub for starting a career in the international tourism and hospitality industry.

The entire team of the College of International Hospitality and Dietary Culture at the Nanjing Tech University Pujiang Institute is looking forward to an exciting study period at our campus.

Organizational Structure

Nanjing Tech University Pujiang Institute is governed by the President and a Board of Vice-Presidents. The university comprises 10 colleges at present. These colleges are supported by main administrative departments and different service units such as the main library and IT department, dormitories, restaurants, sports facilities among others.

The International Hospitality and Dietary Culture College is led by the following persons:

- Dean: Nancy Zhang
- Executive Dean: Gangye Fu
- **Director of the dual-degree Program:** Andreas Zins

Bodies for the International Program at IHD

The MODUL School of Tourism and Hospitality Management Nanjing (MSN) is organized according to the values of academic autonomy. Decisions are made by various academic bodies, of which most have student representatives as members. It is important for students to have an understanding of the various activities carried out by the university bodies, as defined in the guidelines of academic collaboration between IHD and MODUL University Vienna, since some of these activities have a direct impact on students as well the educational environment at the MODUL School Nanjing.

The Semester Conference

The purpose of the Semester Conference is to give faculty a platform for discussion and reflection at the end of a semester. The Semester Conference also decides on a case-by-case basis about some particular student study related issues. In addition to the teaching staff, the Dean of the study program and two student representatives join in making the final decisions. For more information on the semester conference and its procedures see the examination regulations in the Appendix I of this academic handbook.

The Study Program Conference

The goal of the Study Program Conference is to monitor the implementation of the quality standards of MODUL University Vienna and to further develop the quality of the studies at the MODUL School Nanjing. The Study Program Conference monitors, discusses and decides on instruments that ensure similar standards of evaluation of students in Vienna and Nanjing. The Study Program Conference makes recommendations for changes in academic regulations of the university, like study regulations, examination regulations, and conduct of examinations to the University Senate of MODUL University Vienna. If required by cultural or legal requirements, the Study Program Conference may also make suggestions for adjustments of Study and Examination Regulations to the IHD Dean and the Study Affairs Office of NJPJI. It serves as a platform for information and is an important tool for the further development of the quality of learning and teaching at the university.

The members of the Study Program Conference are the Director of the dual-degree Program, all Program Area Directors of the MODUL School Nanjing or two faculty members (associate or assistant professor, senior lecturer or lecturer) if no Program Area Directors are installed, two Nanjing student representatives, all Deans of MODUL University Vienna of the studies offered in Nanjing, and the Head of Quality Management of MODUL University Vienna

Studies and Examinations Committee

The Studies and Examinations Committee ensures that studies and examinations processes are organized in compliance with the specific program's Studies and Examinations Regulations. It also hears and decides on appeals and decisions made by the Semester Conference or the Director of the study program. The Committee considers cases of cheating and plagiarism and decides on the punitive actions to be taken in such instances. It consists of 1 professor representative (Full, Associate Professor or Assistant Professors), 2 other faculty members, 2 student representatives, and optionally 1 representative of the Teaching Affairs Department of NJPJI.

Appealing Decisions

MODUL School Nanjing offers its students the possibility to appeal decisions on **formal grounds** that were taken by a conference or committee. Students may submit an appeal in the following situations:

- Appeal against the accusation of academic misconduct
- Appeal against the violation of the process of examination

Appeals are processed and assessed by the Studies and Examination Committee (SEC).

Student Representatives

Two student representatives per study program and study class/group are elected during the first two months of the academic year by the entire student body of the respective study program for a period of one year.

Rules and Regulations

Examination Regulations and Student Code of Conduct

The Examination Regulations and Student Code of Conduct answers all questions related to examinations. Please note that all regulations are subject to change and it is your responsibility to keep up to date with the most recent regulations. The current version is available in Appendix II of this handbook. When significant examination changes have been implemented, IHD will make a resolute effort to announce these changes to students and provide further explanations if necessary.

Among other things the regulations:

- Provide very detailed instructions on how examinations/assessments are structured
- Publish a listing of the rules regulating the examinations
- Explain how different types of courses are assessed
- Provide information regarding the grading scale
- Define academic misconduct and explain the consequences related to it (fraud, cheating, plagiarism, etc.)
- List the reasons and consequences for termination of the study

Failing a Course and Study Delay

If you are struggling with your studies at IHD/MODUL School Nanjing and you feel like you need further support, please contact us as soon as possible! We recommend you to seek advice at the beginning of the semester and not at the end when it is almost impossible to assist!

If you fail a course for the 1st time, you will automatically be granted a 2nd attempt at the course in the following year (exceptionally next semester, if the course is offered). In total, students have up to 5 attempts as long as the entire study period is not exceeding the regular study period of 4 years plus 4 semesters.

Only valid for 2016 students:

If the average IELTS-iBT score is lower than 6.0 (with sub-scores below 5.5) the candidate cannot continue with any courses of the second year of the double-degree program. He/she has to take additional language courses for improving the language skills. In all other cases, candidates are admitted to the 4-year English speaking program subject to proving a sufficient English proficiency level by the end of the 4th study semester at the latest.

If the results of the second study semester English language courses show evidence of an average IELTS-iBT equivalent score of lower than 6.0 (with no sub-scores below 5.5) students are allowed to continue the English speaking program. They are not allowed to register for 5th semester or higher courses (3rd semester of higher courses of the MU program) until they show evidence for an average IELTS-iBT equivalent score of 6.0 or higher (with no sub-scores below 5.5).

Only valid for 2017 and later students:

If the results for the English language proficiency at the end of the second study semester show evidence of an average IELTS-iBT equivalent score of lower than 6.0 students are not allowed to enter the English speaking MODUL program.

However, students with an average IELTS-iBT equivalent score of lower than 6.0 (with no sub-scores below 5.0) are allowed to register for courses offered by IHD in English language and elective courses offered in Chinese or Chinese and English. Courses in English are eligible for internal Credit Transfer as long as equivalence of contents and course type can be proven.

Grading Scale

For students enrolled in study programs commencing in 2016 and after, the following grades are possible, according to the Austrian grading scale: 1 (Excellent); 2 (Good); 3 (Average), 4 (Sufficient) and 5 (Fail).

Grade		%
1	<i>Excellent</i>	90-100
2	<i>Good</i>	80-89
3	<i>Average</i>	70-79
4	<i>Sufficient</i>	60-69
5	<i>Fail</i>	≤ 59

Your grades are entered by the IHD Academic Office (ACO) at the end of the semester and should be visible in My Grades on the Online Campus System within two week after the end of the semester. If you require detailed grades or partial grades you can obtain these from the respective lecturer.

Academic Misconduct

One single definition for academic misconduct often does not suffice for practical purposes. When talking about academic dishonesty, people commonly refer to cheating; claiming the words or ideas of another person as your own (plagiarism); not properly acknowledging the source of information used in an academic work (plagiarism); making up information that is not factual; or any attempt to gain an unfair advantage over others in an assessment.

The students, faculty, staff, and administration of MODUL School Nanjing strive to promote an environment that fosters the professional growth and development of students while maintaining a high academic standard. Honesty and integrity are essential to this environment. It is absolutely necessary that all students adhere to the Examination Regulations and Student Code of Conduct so that all members of the student body can fully engage in the pursuit of their academic goals. The adapted MU Examination Regulations and Student Code of Conduct (see Appendix II) are used to determine the consequences for different degrees of academic misconduct, including measures such as failing the course or terminating the study in very severe cases.

The MODUL School Nanjing Examination Regulations and Student Code of Conduct outlines (in addition to the university-wide rules) matters of academic dishonesty as follows:

- Cheating on assignments or examinations and/or support of such activity
- Plagiarizing
 - (1) submitting another's work, formulations, or ideas as one's own or
 - (2) failure to use proper referencing techniques

- Altering, forging, or misusing an academic record
- Acting alone or in cooperation with others to falsify records or obtain falsified grades, honors, awards, or professional endorsements

The University especially calls your attention to plagiarism. Please familiarize yourself with what plagiarism is, how to avoid it, and the University's policy towards it. Carefully read MODUL University Vienna's Guide to understanding Plagiarism, available at the IHD Academic Office in hardcopy or online at <http://en.modul.njpij.cn> as well as a very useful document about referencing techniques which is also available at the Academic Office or online at <http://en.modul.njpij.cn>. Please do not hesitate to ask your professors or mentor for advice at any time on how to effectively create and submit academic work while avoiding plagiarism.

Course Types

Undergraduate students will participate in lectures, seminars, practical trainings, or combinations such as lecture-exercise courses. More detailed explanations about these course types can be found in the Study Regulations or Examination Regulations and Student Code of Conduct.

Course type	Assessment	Attendance policy	Program
Seminar (SE)	*Course with continuous assessment At least three assessments of performance, e.g. quiz, written report, and presentation	Attendance mandatory	BBA
Practical Training (PT)	*Course with continuous assessment Courses designed to integrate practical training into the curriculum	Attendance mandatory	BBA
Lecture and Seminar (LS)	*Course with continuous assessment Course which combines an interactive lecture with a more project orientated	Attendance is mandatory	BBA

Course type	Assessment	Attendance policy	Program
	seminar both of which are assessed together		
Interactive Lecture (IL)	Course with multiple assessment of performance	Attendance is mandatory	BBA
Lecture and Exercise (LX)	*Course with continuous assessment Course which combines an interactive lecture with a more practically orientated exercise course both of which are assessed together	Attendance is mandatory	BBA
Enrichment (ER)	*course with continuous assessment See your specific curriculum for the number of ER courses to be completed	Attendance is mandatory	BBA

Attendance Policy

Attendance is mandatory in all courses at MODUL School Nanjing. If you miss more than 30% of the course sessions, it will negatively impact your final grade. When missing course sessions, the ACO strongly recommends students to complete the **special consideration form immediately after the missed session** in order to provide the lecturers of the affected courses with proof regarding the reason of absence. **Absences are generally only excused for significant issues beyond a student's control (i.e. medical reasons).** Note that overlaps with other courses are not considered valid reasons for missing course sessions!

Attendance in class is monitored by our lecturers. The Academic Office does not retain any information on your attendance. Should you have questions regarding your attendance, please get in touch with your lecturers!

Academic Services

Academic Office

The Academic Office (ACO) team works closely together with the staff as well as the faculty of the University to provide a variety of student-centered services. For matters related to your courses, please use the Academic Office as a resource for both information and advice. It is very important to keep in touch with the teaching secretary who is responsible for scheduling courses, development of the academic calendar, distributing study materials, and managing academic records and grades. Please visit the ACO to learn more about the curriculum, your study plan or a contact session with staff and faculty about how to get the most out of your study program.

The Academic Office may support students with:

- Learn more about the curricula and course of studies
- Appeal university decisions
- Stay informed about consequences of repeated courses failures
- Inquire about internal scholarships and grants
- Help succeed with their studies at IHD
- Questions regarding university procedures and regulations
- Graduation

Contact

BBA Program Manager – Ms. Helen (Bingqin) Yan

Office Hours: 2016 cohort, 14:00-15:00

2017 cohort, 13:30-14:30

Contact details: see webpage

Assistant to the Dean –Mr. Andy (Ren) Wang

Office Hours and contact details: see webpage

MSN student service center and

Internship coordinator and career service – Mr. Rick (Xiongkun) Li

Office Hours and contact details: see webpage

Course Transfer Credit

Students who have attended another higher education institution prior to coming to MODUL School Nanjing *might* qualify to have some of their coursework and/or their internship transferred to their curriculum at MODUL School Nanjing.

To have previous coursework or an internship transferred for credit, eligible students must apply by pre-determined deadlines to allow enough time for the administration involved. Once an application and supporting documents have been submitted, the Dean of the study program will decide if the course/internship can be transferred. Details regarding this process have to be discussed with ACO and the Dean for International Programs respectively.

Special Consideration

Students may apply for Special Consideration on a range of medical or compassionate grounds where they experience unexpected or extenuating circumstances, which prevented them from attending an examination or a course with mandatory attendance (SE, PT, LX, LS, IL). The form can be downloaded from [our website http://en.modul.njpi.cn](http://en.modul.njpi.cn).

Special Consideration addressed to the attention of the lecturer

- ✓ excusing your absence from missed course meetings
- ✓ applying for assignment modifications

Dean's List – Undergraduate Level

As part of our Excellence Program, the Dean's list Award is given only to our best bachelor students in recognition of outstanding academic performance.

Dean's List Award Requirements:

- Students must obtain a minimum of 24 ECTS or more during the respective semester at MODUL School Nanjing.
- Students must obtain a GPA of 90% or above and cannot have a final grade below 80% in any course in the respective semester.
- Only course grades obtained at IHD / MODUL School Nanjing qualify for the GPA calculation.
- Only first attempts will be counted (if a student fails a course the first time and then retakes it, it will not be taken into account)
- Only students free of plagiarism and academic misconduct are entitled to receive this award!

Dean's List Award Benefits:

- Recognition: Students who have made the Dean's List will receive a certificate and are invited to attend an annual breakfast/lunch with the Dean at a luxury hotel in Nanjing.
- Free Course: Each time a student makes the Dean's List, he/she is eligible to enroll in an additional Elective Course of their choice at no extra cost.
- Scholarship: Students who made the Dean's List twice during their undergraduate program are eligible to receive a scholarship for their study program at MODUL University Vienna.

Confidentiality Agreement

We value the privacy of your data and treat sensitive information regarding your academic performance strictly confidential. Should you wish to give someone access to your data, please complete and sign the confidentiality agreement and submit to us!

Graduation

Graduation ceremonies take place every June. The Academic Office will contact students regarding the graduation ceremony during March/April every year. To avoid confusion or disappointment it is advisable to, during your last semester, ensure that you understand the MODUL School Nanjing graduation requirements.

Open Office

The Open Office serves to complement and enhance the educational experience of all undergraduate students at MODUL School Nanjing. The Open Office Advisors are the class monitors assigned at the very beginning of the study period here at Pujiang. The role of The Open Office is to both support and academically advise students during their time at IHD College. Students may approach The Open Office Advisors with issues regarding academic issues (non-administrative) and/or personal issues such as:

- Advice on continuing higher education after the program at MODUL School Nanjing
- Issues with lecturers
- Issues concerning choice of study programs
- Advice for discussions such as the Semester Conference, plagiarism cases, etc.
- Balancing academic and work life

- Improving academic performance
- Issues with integration in the university and/or new environment
- Special needs

Students are very much encouraged to make use of this valuable program to express their issues. The Open Office Advisors will listen to students' experiences throughout their studies and provide helpful feedback. Most importantly, advisors will respect the confidentiality of all students. Please understand, however, that the advisors are not authorized to make any formal decisions related to the degree program or personal study plan. Please keep in mind that The Open Office is the perfect contact for matters in which other offices (e.g. Academic Office, Student Service Center, Administration Office, Career Service Center, etc.) may not be appropriate.

Students who wish to make use of The Open Office can contact their advisors to make an appointment with them via telephone/e-mail/WeChat.

IHD Student Service Center

Students come to the SSC for:

- University forms such as credit transfers or special consideration forms
- Help with accommodation and "settling-in" essentials
- The latest on university events, extracurricular and volunteer opportunities
- Any question they don't know whom to ask

Student Services Coordinator: Mr. Ivan (Qiyao) Zeng /Mr. Michael (Zhao) Guan

Office Hours: 9:00-21:00 Monday to Sunday

E-Mail: zengqiyao-ihd@njpi.cn

Phone: 025-60205176

Facilities

Computer Lab

The computer lab is available for students to have courses. The dates and times of courses taking place in the computer lab will be posted on the door of the lab. If you need the computer lab for a specific event please book it through the IHD academic office.

Library Services

The Nanjing Tech University Pujiang Institute Library is a great resource for students. The library aims to have relevant updated literature available to students and to provide an environment conducive to studying. In addition to the library's book collection and the reading packs, you will find a copier, outlets for plugging in notebooks and computer workstations. The library is continually increasing its offering of electronic resources, many of which are available from home via virtual private networks (VPNs).

You find a separate bookshelf with English books that are partly compulsory course reading material and partly reading material beyond.

For periodicals (academic journals), please, consult the 4 dedicated PCs for ScienceDirect-Elsevier SDOS in the library and from any campus PC for EBSCOHost Business Source Premier Collection of digital resources.

Remember, please:

- Keep the noise to a minimum
- Turn your cell phone off or on silent mode and answer it outside the library
- Do not bring food or drinks (except water in a resealing container) into the library
- Return books to the place you took them from or the librarian's counter

Librarians: Ms. Ma Meihua Curator of Library

Opening Hours: 8:30-21:30 Monday to Sunday

E-Mail: njpjlibrary@163.com

Phone: 025-66205292

Website: <http://lib.njpji.cn/>

Classroom Environment

The language of instruction at the MODUL School Nanjing is English. Students are encouraged to communicate with each other in English in order to practice the language as much as possible. Please be respectful towards your instructor and your fellow students by showing up on-time for classes, avoiding texting/surfing/checking WeChat on your notebook or cell phone, and leaving the class room to answer calls.

Appendix I: Study Regulations for the Bachelor of Business Administration in Tourism and Hospitality Management offered in collaboration with the International Hospitality and Dietary Culture College of Nanjing Tech University Pujiang Institute, Nanjing, China

12 September 2017

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 Board of MODUL University Vienna (MUV) decreed the study regulations for the 3-year BBA program in Tourism and Hospitality Management on April 25, 2017 based on § 3(1) of the Private University Law. The program delivery is extended to Nanjing Tech University Pujiang Institute (NJPJI) by the verdict of the AQ Austria issued on July 25, 2017. The MODUL School of Tourism and Hospitality Management Nanjing (MSN) as a subdivision of the International Hospitality and Dietary Culture College (IHD) of NJPJI is responsible for the program delivery. This three-year bachelor program is integral part of the 4-year dual degree bachelor program offered by NJPJI, which got accreditation by the Chinese Ministry of Higher Education by decree August 12, 2015. The following study regulations were decreed by the Dean of the IHD College on September, 27, 2017 to be valid for 2017 intake students onwards with the consent of NJPJI to incorporate both the current MUV study regulations and necessary adaptations to local conditions.

§ 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 BBA degree is awarded at the completion of academic studies for tourism and hospitality management and signifies career qualifications. Examinations taken throughout the program, practical trainings, an internship, and an optional 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 Business Administration in Tourism and Hospitality Management

The short form of this degree is:

BBA in Tourism and Hospitality Management

§ 4 Admission to the Study Program

The prerequisites for admission to the study program are:

- (1) Proof of a secondary school leaving certificate, GED or equivalent.
- (2) Criteria to get enrolled at a Chinese university apply
- (3) Academic documents, which are not in the Chinese or English language, must be accompanied by a certified translation.
- (4) All students enrolled for the dual-degree bachelor program 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 before they are unconditionally allowed to continue with the second year of the 4-year study program. Exceptions may be granted by the Admissions Committee if an applicant has completed at least 2 years of secondary or higher education in the English language.

The minimum scores are:

Toefl: 540 paper-based test (PBT) or 207 computer-based test (CBT) or 72 Internet-based test (IBT); or
IELTS: overall band score 6.0 (no sub-score below 5.5); or
Cambridge English Certificate (Cambridge English: First (FCE)): B2.

If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Committee.

- (5) The respective Admissions Committee decides on the final approval if the English language proficiency requirements are met.
- (6) Until he/she shows evidence for an average IELTS-iBT equivalent score of 6.0 or higher (with no sub-scores below 5.5) the candidate cannot continue with any courses of the

second year of the double-degree program. He/she has to take additional language courses for improving the language skills.

§ 5 Structure of the Program, Duration of 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. Exceptions can be specified in the Examination Regulations.
- (3) The study program requires the student to complete one mandatory internship outside of the university containing a minimum of 900 hours. The study program requires the student to complete 180 ECTS comprising:
 - (4) In 114 BBA 2017, 170 ECTS of courses (including an internship), as outlined in § 6 Curriculum Overview, and 10 ECTS for completion of a bachelor thesis.
 - (5) Upon application and approval by the Dean for International Programs, a study semester may be completed abroad at an accredited partner university or an international branch campus of or at MODUL University Vienna.
 - (6) Upon application of the student, the Dean for International Programs may grant a leave of absence. During this period, the student's tuition fees will be suspended and he/ she will be unable to take exams or attend courses. 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 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 BUSINESS ADMINISTRATION				50
Organizational Behavior and Corporate Social Responsibility	CC	IL	2	4
Entrepreneurship, Innovation and Business Planning	CC	LS12	3	6
Human Resource Management and Management Development	CC	LS21	3	6
Service Operations Management	CC	IL	2	4
Accounting and Management Control I	CC	LX21	3	6
Accounting and Management Control II	CC	LX21	3	6
Marketing and Consumer Behavior	CC	IL	3	6
Marketing Research and Empirical Project	CC	LX11	4	8
Sustainability Literacy for Business	CC	SE	2	4
MODULE INFORMATION MANAGEMENT				6
New Media and e-Business Applications	CC	LX21	3	6

Subject	Type	Format	h/w	ECTS
MODULE QUANTITATIVE METHODS				12
Mathematics and Statistics I	CC	LX21	3	6
Mathematics and Statistics II	CC	LX21	3	6
MODULE ECONOMICS AND FINANCIAL MANAGEMENT				14
Microeconomics	CC	IL	2	4
Macroeconomics	CC	IL	2	4
Financial Management and Investment Planning	CC	LX21	3	6
MODULE LAW				8
Principles of Business Law	CC	LS11	4	8
MODULE COMMUNICATIONS SKILLS				12
Advanced Business Communication	CC	SE	2	4
Critical Thinking and Problem Solving	CC	SE	2	4
Academic Writing	CC	SE	2	4
MODULE TOURISM AND HOSPITALITY MANAGEMENT				10
Tourism and Hospitality Business Analysis	CC	LS11	4	8
Latest Trends in Tourism, Hospitality and Events	CC	PT	1	2
MODULE ADVANCED TOURISM AND HOSPITALITY MANAGEMENT				26
Major I: Tourism Management	ER	IL/SE	13	26
Major II: Hotel Management	ER	IL/SE	13	26
Major III: Event Management	ER	IL/SE	13	26
MODULE INTERNSHIP				30
Internship Preparatory Course	CC	PT	1	1
Internship 900 h	CC	PT		29
MODULE BACHELOR THESIS				12
Bachelor Thesis Tutorial	CC	SE	1	2
Bachelor Thesis	CC	TH		10
TOTAL ECTS				180

IL – Interactive lecture: Course with multiple assessment of performance

LX – Lecture and Exercise: Course which combines an interactive lecture with a more practically orientated exercise course both of which are assessed together

LS – Lecture and Seminar: Course which combines an interactive lecture with a more project orientated seminar both of which are assessed together

SE – Seminar: Course with continuous assessment of performance

PT – Practical Training: Courses which focus on practical activities of the tourism and hospitality industry

TH – Thesis

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: A set of Enrichment Courses are offered per semester and may vary from semester to semester. In 114 BBA 2017, a minimum of 26 ECTS from enrichment courses must be achieved in one of the following majors within "Module Advanced Tourism and Hospitality Management I":

- Major I: Tourism Management
- Major II: Hotel Management
- Major III: Event Management

(3) If, for any reason, students register for more than the required enrichment courses in the chosen option, the student will be responsible for the extra costs.

(4) Elective Courses (i.e., language courses, Practical training courses, etc.) are not mandatory and will not be counted towards the total number of ECTS nor weighted average grade percentage, however will appear on the Transcript of Records as non-curricular ECTS.

(4) The Dean for International Programs has the discretion to determine a minimum number of participants for all courses.

§ 8 Course Prerequisites

(1) Mathematics and Statistics I is a prerequisite for Mathematics and Statistics II.

(2) Accounting and Management Control I is a prerequisite for Accounting and Management Control II.

(3) Accounting and Management Control II is a prerequisite for Financial Management and Investment Planning.

(4) Organizational Behavior and Corporate Social Responsibility and Financial Management and Investment Planning are prerequisites for Entrepreneurship, Innovation and Business Planning.

(5) Marketing and Consumer Behavior and Mathematics and Statistics II are prerequisites for Marketing Research and Empirical Project.

(6) Advanced Business Communication is a prerequisite for Academic Writing.

(7) Registration in enrichment courses will only be permitted following completion of 50 ECTS in core courses (excluding the internship and thesis).

(8) Academic Writing is a prerequisite for the Bachelor Thesis. This course must be completed prior to applying for bachelor thesis supervision.

(9) Internship Preparatory Course is a prerequisite for the internship.

(10) Bachelor Thesis Tutorial is a prerequisite for the Bachelor Thesis. This course must be completed prior to applying for bachelor thesis supervision.

§ 9 Internships

(1) The study program requires the student to complete an internship containing a minimum number of 900 hours (29 ECTS) 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 student must attend the mandatory internship preparatory course prior to starting the first internship.

(3) The internship may be completed domestically or abroad.

(4) The selection of the company requires the written approval of the Dean for International Programs.

(5) The IHD reserves the right to supervise the internship.

(6) The number of hours must be stated in the contract and the confirmation letter.

(7) The completion of the internship must be proven through a confirmation letter, reference letter, and/or appraisal on behalf of the company. In addition, the student must write a report about the internship, which must be approved by the Dean for International Programs. This report must follow the guidelines in the internship manual. Upon successful completion of the internship, the student will receive 29 ECTS and the grade "completed".

(8) The Dean for International Programs can confer the tasks in (5) and (7) to the internship coordinator.

§ 10 ECTS Points

(1) ECTS points (European Credit Transfer System – ECTS, 87/327/ECC, Official Journal no. L 166 from 25 June 1987, CELEX no. 387D0327) are allocated for each course depending on the student workload. In the schedule of studies, in addition to the numbers of hours, the corresponding ECTS points for each course are allocated.

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

§ 11 Bachelor Thesis

- (1) The course Academic Writing must have been completed with a positive assessment before a student applies for the supervision of a thesis.
- (2) Students have to write the thesis according to the principles of academic work. The thesis should be based on a career situation, a task, or a problem, which the student has encountered during the program.
- (3) The student must submit an application for supervision to the prospective supervisor and submit a topic and a brief outline for the thesis. The prospective supervisor and the Dean for International Programs must approve the supervision of the thesis and inform the student in writing within one week.
- (4) 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.
- (5) The bachelor thesis may be written as an individual or group work upon the approval of the supervisor. The bachelor thesis shall be written in the English language.
- (6) Eligible supervisors are faculty members who hold a master's degree or higher.
- (7) 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 for International Programs.
- (8) The deadline for submission of the thesis is to be agreed upon by the supervisor and the student.
- (9) 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.
- (10) Bachelor theses are electronically archived in the library and may be published on the internet. Withholding a thesis can be applied for in written form by the supervisor or the thesis author if information worthy of protecting is published in the thesis. The hold has a maximum of 5 years and is approved by the IHD.

§ 12 Overall Result of the Study Program

(1) The overall assessment of the bachelor degree is given by the grade percentage average of the final grades (core courses, enrichment courses, and thesis) completed at MODUL School of Tourism and Hospitality Management Nanjing, 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 Bachelor Degree

(1) The academic degree of BBA in Tourism and Hospitality Management is conferred after completion of all components of the curriculum (core courses, enrichment courses, internship and thesis, if applicable).

(2) Graduates must complete a total of 180 ECTS as stated on the curriculum in order to obtain the BBA degree in Tourism and Hospitality Management. Students may transfer course credits from their previous university or other educational institution; however, a minimum of 120 ECTS must be completed from the MODUL School Nanjing English program. Credits completed in the electives 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 it was awarded.

a. Bachelor Diploma: The bachelor diploma is signed by the President and the Dean for International Programs and is certified by the MODUL University Vienna and the IHD seal.

b. Diploma Supplement: A supplement, which is signed by the Dean for International Programs, will be provided in addition to the diploma to explain the international allocation of the completed program.

c. 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 overall grade point average. The transcript also exhibits the

percentage of ECTS credits passed in English language to make it transparent if a student was granted exceptions from rule stated in §5 (2).

This certifies the awarding of the academic degree by MODUL University Vienna.

(4) In the case 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

In this program, the tasks outlined in § 11 of the Examination Regulations and Student Code of Conduct are carried out by a Semester Conference.

§ 15 Taking Effect

These study regulations take effect on 1 September 2017.

Appendix II: Examination Regulations and Student Code of Conduct

12. September 2017

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 Board of MODUL University Vienna (MUV) decreed the exam regulations and the student code of conduct for all study programs at MODUL University Vienna on June 26, 2017 based on § 3(1) of the Private University Law. The International Hospitality and Dietary Culture College (IHD) of Nanjing Tech University Pujiang Institute (NJPI) decrees the following study regulations on September 27, 2017 to incorporate both the current MUV exam regulations and necessary adaptations to local conditions.

§1 Ambit

These regulations are valid for all study programs of MODUL School of Tourism and Hospitality Management Nanjing (MSN). For MODUL University students enrolled at a Global Campus, the Dean is substituted by the respective Academic Director or Dean for International Programs. Academic Office in this document refers to the administration unit of the Dean or the respective Academic Director. References to the Studies and Examination Committee, the Semester Conference, and Admissions Committee in this document refer to the respective committees on the campus where a student is enrolled.

§2 Transfer of Credits

(1) External Credit Transfer: Course and examination credits obtained at an external institution (including, a vocational high school with a business focus, a university, a college, or any other post-secondary educational institution, or at a partner university within MU's exchange programs) are eligible for transfer according to an equivalency evaluation that is based on a review of course contents, outline, methods, and final grade. Practical experience acquired by the student prior to

enrollment can be credited towards an internship when in accordance with the respective study regulations.

- (a) Course credits earned at an external institution will be transferred without the inclusion of a grade on the official MU student transcript.
- (b) All courses credited toward the study program will be labeled with the abbreviation "CT*" on the academic transcript of records and counted toward the total ECTS of the study program.
- (c) Requests for the transfer of external credits or practical experience acquired prior to commencement of studies at MSN must be submitted prior to the beginning of the first semester at MSN. In the case of credits received during an approved semester abroad, or during the course of studies at MSN, an application for credit transfer must be submitted at the earliest opportunity prior to the commencement of the subsequent semester.
- (d) All requests for credit transfer are subject to approval by the Dean of the study program or an authorized liaison officer nominated by the Dean.
- (e) A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.

(2) Courses, examinations and internship credits obtained at a Global Campus of MU, are automatically eligible for credit transfer upon admission at the other branch campus, and when in accordance with § 11 of the Examination Regulations and Student Code of Conduct.

- (a) The cap of a maximum number of transferable ECTS credits (§ 2 (1) lit. e) does not apply.
- (b) All courses credited towards the study program will be transferred in accordance with MSN's grading scale and counted toward the total weighted average grade and ECTS of the study program.
- (c) All courses credited toward the study program will be labeled with the abbreviation "GCT*" on the academic transcript of records.
- (d) Requests for credit transfers of courses not offered at the home campus are subject to approval by the Dean of the study program.
- (e) Credit transfers from a Global Campus may result in a reduction of tuition fees as defined by the respective branch campus.

(3) Internal Credit Transfer: Course credits obtained in a study program at MSN may be eligible for internal credit transfer when changing study programs in accordance with MSN's Regulations on Changing Study Programs, or in the event of readmission at the discretion of the Admissions Committee.

(a) All courses credited toward the study program will be transferred in accordance with MSN's grading scale and counted toward the total weighted average grade and ECTS.

(b) All courses credited toward the study program will be labeled with the abbreviation "ICT*" on the academic transcript of records.

(c) Requests to change study programs and applications for readmission must be submitted prior to the beginning of the semester to which the change of study programs or readmission becomes effective. Where necessary students will be provided with a new study contract and contract supplement outlining the student's financial obligations. MSN's Rules on Additional Fees may apply.

(d) Requests to change study programs or applications for readmission are subject to approval by the Dean of the respective study program.

§3 Academic Assessment and Processing Examinations

(1) Syllabi: Details of expected course performance requirements must be outlined in individual course syllabi. Students will be informed of the weighting of specific course components at the onset of a course. The assessment of individual assignments and the final course grade must be reported as a percentage. Evaluations can occur outside of regularly scheduled class time.

(2) A course syllabus must also include a summarized version of the MODUL University's Guide to Understanding Plagiarism [§9(2)].

(3) The criterion for successfully completing a course is based on the instructor's final assessment. This assessment can be based on various measures including written assignments, oral or written examinations, presentations, active course participation, or other forms of assessment as specified by the lecturer in the course syllabus

(4) Final Grade: The student's final course grade is determined by the points earned in all cumulative graded assessment components.

- (5) Examination Formalities: The maximum duration of all written and oral course examinations should not exceed the number of hours that the course lasts each week (according to the course schedule).
- (6) The duration of an oral examination outside of the ordinary course setting can be between 15 and 30 minutes for each student and must be witnessed by a second lecturer.
- (7) Oral examinations can be proctored as either individual examinations or group examinations consisting of a maximum of four candidates per group. In the latter case, the individual performance of each candidate during examination itself must be clearly visible and documented in the examination's assessment record.
- (8) Students enrolled in the course, as well as interested parties associated with NJPJI who assert individual justified interests, are permitted to attend the oral examinations as observers (given the availability of adequate spatial conditions). This does not apply, however, to any private consultation between student and proctor, including the announcement of the examination results. Upon a student's request, any observer [with the exception of members of the Studies and Examinations Committee (SEC)] can be asked to leave the examination site. Observers cannot be excluded from presentations.
- (9) In the event that a disturbance caused by an observer occurs during an examination, the proctor is entitled to expel the observer from the examination space.
- (10) Special Consideration: If a student is unable to attend a written or oral examination or if the student fails to submit a required assignment by its predetermined deadline due to reasons beyond the student's control, the student will have the opportunity to fill out a "Special Consideration Form," present it to the lecturer, and request an alternative make-up assignment or exam. If this should occur, it is at the lecturer's discretion to decide – based on the student's individual case – whether or not to allow a make-up assignment or exam.
- (11) Student Access to Examination Documents: The examination questions, assessment criteria, and results of a written or oral course examination must be recorded in writing by the course lecturer and be given to the International Hospitality and Culinary Culture College (IHD) Academic Office for storage. The lecturer must retain all aforementioned course documents in electronic format.
- (12) Upon request, the student shall be informed in writing of the reasons for a negative assessment.
- (13) All students are obliged to adhere to MSN's Examination Code of Conduct.

§4 Type of courses

Interactive Lecture (IL)

(1) Interactive Lectures are courses consisting of multiple assessments of a student's performance. At least two assessment components (quizzes, assignments, presentations, or other forms of assessment specified by the instructor) which are independent from each other must be conducted. Attendance is mandatory for up to 70% of the course contact hours. According to the curriculum, this course is referred to with an abbreviation IL.

Courses with Continuous Assessment of Performance: Combined Lecture and Exercises (LX), Combined Lecture and Seminars (LS), Seminars (SE) and Practical Training (PT)

In courses designated as LX, LS, SE and PT, at least three independent assessments of performance must be conducted. For courses with continuous assessment of performance, attendance is mandatory. For courses with mandatory attendance, an absence of more than 30% of the scheduled course time will negatively impact a student's final grade. In the event that more than 30% of a course with mandatory attendance has been missed due to reasons beyond the student's control, the student has the opportunity to submit an "Application for Special Consideration – General Form" to present to the lecturer, explaining his or her previous and – if already known – future absences. If this should occur, the lecturer may decide, based on the individual case, whether the student is allowed to continue attending the course. The granting of special consideration is at the discretion of the lecturer. Exceeding the 30% limit typically entails some additional work completed by the student to compensate for any parts missed.

Lecture and Exercise (LX)

The Lecture and Exercise format combines an Interactive Lecture with a practically-orientated exercise course, both of which are assessed together. The lecture provides the theoretical background of a subject, whereas the exercise trains the application of theoretical knowledge. Positive assessment of the course is only possible if the requirements for both the lecture and the exercise have been met. The combined Lecture and Exercises is referred to in the study schedule with the abbreviation LX. The ratio between an Interactive Lecture and Exercise is expressed by the two digits following the abbreviation (e.g. 21=2:1, 12=1:2, and 11=1:1).

Lecture and Seminar (LS)

The Lecture and Seminar course format combines an Interactive Lecture with a more project orientated seminar, both of which are assessed together. The lecture provides the theoretical background of a subject, whereas the seminar engages students in projects where theoretical knowledge is applied. Positive assessment of the course is only possible if the requirements for both the lecture and the seminar have been met. The combined Lecture and Seminar is referred to with the abbreviation LS; the ratio between and interactive lecture and seminar is expressed by the two digits following the abbreviation (e.g. 21=2:1, 12=1:2, and 11=1:1).

Seminar (SE)

Seminars are courses with continuous assessment of performance. They are referred to with the abbreviation SE.

Practical Training (PT)

Practical Training courses give students the opportunity to gain insight into practical activities of the industry. Practical trainings are referred to with the abbreviation PT.

§5 Course Registration for Interactive Lectures (IL) and courses with continuous assessment of performance (LX, LS, SE, PT)

(1) Registration Period: The IHD Academic Office registers students for all courses within the official Registration Period prior to the start of the subsequent semester. Details on any special extensions to the registration period will be available on the individual course syllabus.

§6 Course Assessment and Determination of the Course Grades

(1) Grading: Courses shall be assessed using a percentage system. Percentages for the examinations are determined by the examiner.

(2) If several examiners participate in an examination, each assessor is called on to assess the overall examination performance together, as long as no other assessment method is subsequently determined. When the examiners' assessments differ, the average of the sum of the individual assessments is calculated.

(3) Assessments with a decimal value greater than 0.5 are rounded up; otherwise, the value is rounded down.

(4) For students enrolled in study programs commencing in or after 2016, the following grading scale is used in the assessment of examinations:

%	Description
90-100	1 Excellent
80 - 89	2 Good
70 - 79	3 Average
60 - 69	4 Sufficient
< 60	5 Fail

Remarks:

1 Excellent - Outstanding performance with only minor errors

2 Good - Generally sound work with a number of notable errors

3 Average: Fair but with significant shortcomings

4 Sufficient: Performance meets the minimum criteria

5 Fail: Some more work required before the credit can be awarded

(5) In the event of a violation against the process of examinations (as outlined in this document), a suspected case of a discrimination-based assessment by a lecturer, or a disturbance during the examination procedure, a student has the right to appeal an examination assessment. Students who consider themselves wrongly assessed can apply to countermand the examination assessment using the “Appeal Form.” This must be submitted to the IHD Academic Office within 7 days after receiving the grade.

§7 Disturbance of the Examination Procedure

(1) An examination will be assessed as “failed” if any of the following occur without credible reason.

(a) A student withdraws from the examination or arrives 15 minutes after the proctor already has begun administering the examination.

(b) A student fails to hand in the written examination within the exam’s allotted time.

(c) A student interrupts the written or oral examination without credible reasons.

(2) If the ongoing examination is disrupted by a student acting disorderly, the proctor can prohibit the student from continuing the examination. In this case, the examination will be assessed as “failed.”

(3) If a student is not able to fully or partially take the examination in either its prescribed form or the exam’s allocated time due to the existence of special circumstances, the student can apply (using the “Application for Special Consideration”) to either take the examination within an extended period of time or be administered an equivalent examination in an alternative format. The application must be submitted to the respective lecturer 14 days prior to the scheduled examination date. It is at the lecturer’s discretion whether or not to accept the “Application for Special Consideration,” and the lecturer must inform the student of his or her decision in writing within 14 days. If the lecturer rejects the application, the student has the possibility to appeal to the respective Dean for International Programs using the “Appeal Form.”

§8 Academic Misconduct and Related Consequences

(1) The definitions of commonly used terms below are outlined and explained in the MODUL University’s Guide to Understanding Plagiarism formulated by the Studies and Examination Committee. A summarized version of the brochure is a mandatory element of any MODUL School Nanjing course syllabus. An affidavit form referring to the content of the MODUL University’s Guide to Understanding Plagiarism is made available to students and can be assigned for any written assignment at an instructor’s discretion. Even when an instructor does not use the highly recommended affidavit form, students are still required to adhere to university standards regarding academic misconduct and plagiarism. Unless the instructor specifies otherwise, any document submitted by a student at any time may be subject to a plagiarism check.

(2) Academic misconduct refers to any action or attempted action intended to give a student an unfair advantage (or a disadvantage to others) regarding academic work. This includes fraud and acts of deception such as cheating, plagiarism, the fabrication of material or data, collusion, and the facilitation of academic dishonesty.

(3) IHD defines cheating as an individual making any attempt to influence the results of academic work through fraudulent performance or the use of unapproved aids.

(4) The covert sharing or unauthorized use of another student’s materials is also considered academic misconduct.

(5) Plagiarism: The MODUL School Nanjing recognizes four forms of plagiarism: 1) failure to cite another source's (or one's own) words or ideas, claiming authorship; 2) copying or borrowing another individual's work or structure without proper referencing; 3) false paraphrasing (failing to use quotation marks, despite citing a source) or patchwork paraphrasing (splicing together parts of sentences without using quotation marks); 4) hiring or asking someone to write or complete a work on your own behalf and claiming it as your own. If the student copies passages out of texts that already have been submitted for other assignments at MODUL School Nanjing or elsewhere without proper referencing, this is considered self-plagiarism – also a form of academic misconduct.

(6) Minor or Serious Plagiarism: The act of plagiarism itself is considered academic misconduct. If the accusation of plagiarism is confirmed through the procedure for investigating academic misconduct [§9(8)], the SEC will then assess whether the act is minor or serious. The extent of plagiarism, the importance of the plagiarized assignment, and the intent behind the act are factors that can differentiate the case as being either minor or serious. An act of plagiarism committed unintentionally may be considered minor; an act of plagiarism done intentionally is considered a serious case of academic misconduct.

(7) Informal Handling of Plagiarism: When a lecturer judges that there has been an insignificant case of plagiarism occurring in his or her course that is seemingly not a disciplinary issue, faculty involved are encouraged to address the issue one on one with the student – taking into consideration grading consequences [§9(12)]. It is entirely at the instructor's discretion to decide upon whether to informally resolve the suspected minor violation of academic misconduct or to instead forward the violation to the MODUL School Nanjing Academic Office [§9(8)].

(8) Procedures for Investigating and Processing Violations of Academic Misconduct: When an instructor or thesis supervisor detects what he or she suspects as being a case of academic misconduct that constitutes a disciplinary issue, the instructor must notify the student that a formal notification of academic misconduct will be filed. Along with the notification, the instructor must submit accompanying material that provides evidence for the accusation to the Academic Office. The MODUL School Nanjing Academic Office will create a document naming the involved parties and indicating the misconduct, and the office will inform both the Studies and Examinations Committee and the student of the formal processing of the incident. The student will be notified about the potential consequences of the accusation and informed of possibilities for an appeal. The MODUL School Nanjing Academic Office will provide instructions concerning the timeline for and process of appealing an instructor or supervisor's decision by email to the student's University account.

(9) Academic Probation: Academic Probation serves as a warning system to alert students that they are no longer considered in good academic standing, either due to lack of progress towards earning a degree or for reasons of academic misconduct.

(10) A student found guilty of any serious instance of academic misconduct or two reported minor instances of academic misconduct will be placed on Academic Probation. If a student is found guilty of two times the student will be placed on Academic Probation, and the SEC can propose additional punitive measures. This opportunity to assign punitive measures is at the sole discretion of the Studies and Examination Committee and only can be applied once during a student's NJPJI career.

(11) A student who has been placed on Academic Probation [§9(9)] will be notified about the consequences of any repeated case of academic misconduct. The Study Affairs Department has to be informed about the outcome of investigations about any case of academic misconduct.

(12) If a student on Academic Probation is accused of academic misconduct, the student may choose to appeal (using the "Appeal Form"), and the SEC must allow the student to present his or her appeal in person. If a student on Academic Probation is found guilty of another incident of academic misconduct, the Studies and Examination Committee has to recommend the termination of a student's Study Agreement and the separation from NJPJI.

(13) If a student considers himself or herself wrongfully accused by a lecturer, that student can submit an appeal within one week after the notification of being accused of academic misconduct to the MODUL School Nanjing Academic Office (§13).

(14) Grading Consequences: It is entirely at the instructor's discretion to decide upon the consequences of a suspected minor case of academic misconduct, especially considering any formal appeal that the accused student may have submitted. In all minor cases – both those informally handled and cases submitted to the SEC for further processing – the student may be given the opportunity to resubmit an assignment (with or without points being deducted from the grade) or accept a zero for the work but continue with the course. The option for allowing a resubmission for minor infractions is entirely at the lecturer's discretion. If a student has been found guilty of serious academic misconduct occurring during a course (deemed serious by the decision of the SEC), the instructor must assess the student's final course grade as "fail."

(15) Formal Investigation: The Studies and Examination Committee will investigate each notified incident of academic misconduct, especially considering

any formal appeal that the accused student may have submitted and taking into account any previous infractions. The SEC will decide on whether a suspected student has committed an act deemed to be (1) minor; (2) serious; (3) not a case of academic misconduct. The outcome of the SEC's decision must be entered onto the student's academic record.

(16) Being found guilty of any instance of serious academic misconduct carries the consequence of being placed on Academic Probation, as does being found guilty of having committed three minor infractions of academic misconduct [§9(10)].

(17) Upon the disclosure of new evidence, the Studies and Examination Committee may agree at a later time to reexamine a closed case. If an incident should not have been judged as being a case of academic misconduct, then the disciplinary entry on the student's academic record would be deleted, and any Academic Probation or other consequences having resulted from the original decision would be revoked. If evidence regarding a case originally ruled as not having been academic misconduct is later reconsidered, the verdict may be changed to reflect the new evidence.

§9 Invalidity of Examinations and Final Grades

(1) If any work produced during an examination has been plagiarized or if the permission to enroll for an examination has been unjustly manipulated, and if these facts are not made known before the grade has been announced, the Studies and Examinations Committee can subsequently declare the course or examination under question as "failed." Before a change in the grade, the student will be given an opportunity to submit an "Appeal Form" for consideration with the Studies and Examinations Committee.

(2) Upon notification of an error on the transcript or record, any incorrect grade reported on the transcript is to be declared invalid and replaced by a corrected grade.

(3) A final transcript and diploma will be declared invalid as a result of a late-discovered assignment of an incorrect grade. If academic misconduct is suspected following the bestowal of an academic degree and causes the degree's prerequisites to no longer be fulfilled, then the final issued transcript and diploma will be declared invalid and has to be returned. In cases where the degree is still valid, a new transcript and diploma will be issued to the student with the addition of the corrected grades, and the original inaccurate transcript must be returned to the Academic Office.

§10 Information on Grade Results, Certificates and Attestation

- (1) The results of an examination and final course grades are to be announced as quickly as possible. Specifically, grades should be made available to students no later than two weeks following the date of the examination or assignment submission.
- (2) Upon request, students are entitled to access all examination documents, protocols, written tests, and result records relevant to the examination. Students can also make copies of these documents at their own expense. The university is obliged to store and archive all physical examination documents for a maximum of one year. Grading results have to be stored electronically for ever.
- (3) Upon request, the positive result of a course can be certified with a certificate of participation. This document is to include the student's data, course title, number of hours of weekly participation, number of ECTS credits, and the final course grade.
- (4) In place of a confirmation of each individual course, a transcript of all positively or negatively assessed courses can be issued.

§11 Termination of Enrollment, Course Retake

- (1) The decisive body responsible for a student's termination of enrollment is the university's academic office. The decision about retake of a course is made either by the Dean for International Programs or by the participants of a Semester Conference (as specified in the respective Study Regulations).
- (2) A student's enrollment is terminated at the end of a semester after the maximum duration of study time has expired.
- (3) A student's enrollment can be terminated at any time by the IHD Dean as a result of student misconduct if the student obstructs university activities; shows disorderly conduct by violating the Campus House Rules or Fire Safety Regulations; demonstrates other forms of dishonesty; commits acts of forgery or theft; commits acts of physical abuse or violence; engages in sexual, racial, verbal, or other forms of harassment, including stalking; or participates in hazing.
- (4) Retake of an Interactive Lecture (IL) or a Course with Continuous Assessment of Performance (SE, PT, LX, LS): The Dean or the Semester Conference may grant the student in total four additional opportunities to retake the Interactive Lecture (IL) or a course with continuous assessment of performance (SE, PT, LX, LS).

(5) Thesis Reattempt: At the discretion of the Dean or Semester Conference, the student may be granted a third attempt to write and submit the final thesis, despite having received negative assessments on the first two attempts of the thesis.

(6) The MODUL School Nanjing Academic Office will inform a student regarding the decisions made in the Semester Conference or by the Dean. The students can appeal decisions made by the Dean or Semester Conference to the Studies and Examination Committee by submitting an "Appeal Form" to the Academic Office [§12(4)]. Decisions can only be appealed on formal grounds (i.e. violations of university regulations).

§12 Studies and Examination Committee

(1) The Studies and Examination Committee makes decisions regarding a student's appeal in instances stated in these Examination Regulations or the Study Regulations of the respective study program.

(2) Appeal: A student must be given the opportunity to submit a formal statement to the SEC by means of a completed "Appeal Form." As stated in the "Appeal Form", the appeal itself must be submitted to the MODUL School Nanjing Academic Office within 7 days following the notification of the pending issue. The "Appeal Form" requires students to submit details including: (a) the full name of the individual appealing; (b) the subject matter of the appeal (date and description of the decision a university authority has made); (c) the reason why the student considers the accusation of academic misconduct false. Students who make a formal appeal using other forms of written communication (without use of the form) must include the word "Appeal" either in the heading or subject line of the document and include all of the same information required by the "Appeal Form."

(3) The Dean, the lecturer, the student, and - in case of recommended termination - the University or the respective Campus Board, have to be notified in written form about a decision by the Studies and Examination Committee. Decisions by the Studies and Examination Committee are final and cannot be appealed.

(4) The SEC has a one-month window from the date an appeal has been submitted in which to confer and come to a decision on the appeal's outcome.

(5) The committee can countermand a previously made decision, but it cannot replace any negative assigned grade with a positive one.

(6) In cases when the Dean for International Programs is called on to make a decision but when there is a conflict of interest for the Dean, the Studies and Examination Committee will be called upon for a resolution.

§13 Public Announcement Taking Into Effect

The IHD College publicly announces these Examination Regulations, which take effect on 1 September 2017.

Study agreement – BBA THM

Study Agreement for the dual-degree program of

Bachelor of Business Administration in Tourism and Hospitality Management

Enrollment in **fall** **20**_____

(hereinafter referred to as the “Study Program”)

at the MODUL School of Tourism and Hospitality Management, Nanjing

This study agreement (hereinafter referred to as the “Agreement”) is concluded between the educational provider

Nanjing Tech University Pujiang Institute (NJPJI)
International Hospitality and Dietary Culture College
Nanjing, China
(hereinafter referred to as the “University”) and

First name and last name (family name)

Date and place of birth

Phone number

E-mail address/WeChat ID

(hereinafter referred to as the “Student”)

University and student confirm having read and agreed to the following paragraphs §1 to §12.

Place and date

Signature of the Student

Place and date

Robin Liu
Executive Dean

Place and date

Andreas Zins
Dean for International Programs

§ 1 Obligations of the University

The University undertakes

- to provide the Student with the education and learning support facilities and other services associated with the Study Program with reasonable care and skill, subject to this Agreement
- to use all reasonable means to deliver the Study Program in accordance with the description provided in the relevant curriculum
- to make available to the Student such learning support facilities, courses and other services in accordance with the curriculum as it considers appropriate and reserves the right to vary these offerings at any time
- to enable the Student to attend all courses at the University required for graduation in the chosen course of study
- to provide an appropriate substitute in the case of cancelled courses
- to educate the Student in accordance with the current program's Study and Examination Regulations with the most recent version being available on the University website
- to provide the infrastructure necessary for due and proper completion of the Study Program
- to issue a certificate confirming the time period and contents of the Study Program, as well as final grades, graduation diplomas and academic degrees to the Student upon fulfillment of the required conditions
- to do its utmost to consider specific needs of students (e.g. physical or psychological disability) within the scope of its possibilities. However, special needs of students will not be taken into consideration unless the university is informed about those special needs before starting in the study program or, if unknown at that point in time, immediately after emerging.

§ 2 Obligations of the Student

The Student undertakes:

- to comply with the most recent Study and Examination Regulations for the Study Program, in particular, to attend lectures, classes, courses, tutorials, examinations and any other activities that form part of the Study Program, except in the case of absence for genuine medical reasons, previously agreed upon absences or other exceptional circumstances, and to follow the instructions of the lecturers and other persons responsible for the lessons, in particular to submit course work and other assignments for the Study Programs by the published deadlines and in the prescribed manner
- to follow the University's regulations and House Rules (published on the University website), in particular, to conduct him/herself in an orderly manner, both in the

academic and extracurricular activities, while in attendance at the University or engaged in any University activity

- to update his/her personal data in particular his study and home address for delivery of urgent and important university documents as well as his phone number(s) in case of emergency situations
- to notify the University authorities immediately in the case of an interruption or discontinuation of studies
- to notify the University of any changes to the information submitted on the Student's application or registration, in particular, regarding the Student's personal data
- to agree to the publication of papers written by the Student without compensation
- to comply with the University's safety regulations
- to handle the provided infrastructure with due care.

§ 3 Curriculum and Timetable

(1) The University reserves the right, at its sole discretion, with timely advance notification

- to alter the timetable, location, number of classes, tutorials, courses, lectures, examinations and methods of delivery of the Study Program;
- to make variations to the content and curriculum of the Study Program, or to merge or combine the Study Program with other study programs, if such action is considered necessary by the University in the context of its wider purposes
- to discontinue the Study Program, or an element of the Study Program

(2) Claims against the University cannot be derived from such measures.

§ 4 Amendments to the Study Regulations

(1) The regular duration of studies for the Study Program *is eight semesters* (= four academic years).

(2) The studies shall be deemed completed when all the performance records required in accordance with the study regulations have been obtained.

§ 5 Validity of the Agreement

(1) In order for this Agreement to become effective, this Agreement needs to be signed and returned to the University no later than 3 weeks from the date the Agreement was signed by the University.

§ 6 Interruption of the Study Program

In exceptional cases, an application for leave of absence from the Study Program may be submitted to the Academic Office of NJPJI. The decision to grant such an interruption shall be at the discretion of the Dean and the university offices.

§ 7 Communication

Information published by the University by means of the following communication tools are considered to be delivered and noted by the Student:

- Publications made on the University's website
- Electronic messages (e-mails or WeChat or QQ) sent to the Student's University account

Students have the possibility to access their grades in the grade book throughout the course of their studies as well as request a transcript of records any time for submission at official authorities.

§ 8 Liability

The Student shall be held personally liable for any damage caused by deliberate or negligent conduct.

§ 9 Rescission from the Agreement

(1) The University shall be entitled to withdraw from this Agreement with notice in writing to the Student:

- As long as the student has not signed and returned this Agreement and has not paid the first installment of the study fee (see § 5).

(2) The Student shall be entitled to withdraw from this Agreement with notice in writing to the University:

- Without cause until the last working day before the start of the academic year.

§ 10 Termination of the Agreement

(1) The University may terminate this Agreement at any time and with immediate effect in the case of important reasons, in particular:

- If the student is found to be in serious violation of the University's rules and regulations;
- If the student has exhausted the maximum duration of study semesters allowed for this particular study program.

(2) The Student may terminate this Agreement at any time and with immediate effect without cause.

§ 11 Personal Data

(1) The University and the Student undertake to comply with the terms and conditions of the Chinese Data Protection Act.

(2) The Student hereby agrees that the University will process his personal data (name, photographic image, biography) for marketing purposes, in particular for the publication of a yearbook and in order to send him information and advertising material about services and events of the university via e-mail. The Student may revoke that consent at any time.

(3) The University respects the privacy of its students and will not share any of their personal information with unauthorized third parties. In particular, the faculty will not share information about the student's performance with parents, relatives or other people unless the student has agreed in writing or is participating in such a meeting.

§ 12 Applicable Law and Jurisdiction

This Agreement shall be governed by, and construed in all respects in accordance with, the laws of China without the provisions regarding the conflict of laws.

Appendix IV: 3-year BBA in Tourism and Hospitality Management (= year 2 to 4 at MODUL School Nanjing) – 3 majors