

Students Handbook

1. General information

The Austrian System of Higher Education

The Austrian post-secondary **University Level Sector** (Hochschulsektor) consists of:

- ❖ Universities (Universitäten), maintained by the state;
- ❖ Maintainers of University of Applied Sciences Degree Programmes (Fachhochschul-Studiengänge) incorporated upon the basis of private or public law and subsidised by the state, with state accreditation;
- ❖ Private Universities (Privatuniversitäten), operated by private organisations with state accreditation;
- ❖ University Colleges of Education (Pädagogische Hochschulen) maintained by the state or operated by private organisations with state accreditation;
- ❖ Universities of Philosophy and Theology (Philosophisch-Theologische Hochschulen), operated by the Roman Catholic Church

The following text addresses exclusively the University Level sector.

Overall Structure of University Level Higher Education

There are currently two different systems of degree programmes in Austria: the old system which does not refer to the Bologna process and the new one which refers to it. Under the auspices of the **older system** of diploma degree programmes –Diplomstudien, the first degree that is awarded is the so called Diploma Degree (Diplomgrad).

An Austrian higher secondary school leaving certificate or its equivalent is the general qualification necessary for enrolling in a diploma degree programme; conclusion of a diploma degree programme entitles degree holders to enrol in Doctoral Degree Programmes.

A diploma degree (Diplomgrad) is awarded by Austrian Universities after a completed course of study that consists of 240 to 360 ECTS credits. Full degree titles are gender specific designations: Magister for men; Magistra for women. Degree titles also include a general description of the field of study in which they were obtained, e.g. Magister philosophiae. In the fields of engineering, the degree titles are Diplom-Ingenieur/in. Degrees awarded in medicine and dentistry do not apply to the above mentioned degrees. The first degrees awarded after the completion of these degree programmes consisting of 360 ECTS credits are Doctor Medicinae Universae and Doctor Medicinae Dentalis.

Graduates from the University of Applied Sciences, in programmes that consist of 240 to 300 ECTS credits are awarded, analogous to University studies, a University of Applied Science Diploma Degree (Fach-hochschul-Diplomgrad) contingent upon discipline: either a Diplom-Ingenieur/in (FH) for fields of engineering or Magister/Magistra (FH) in other fields of study.

The new system (relevant for LBS Programs) is based on the distinction between undergraduate and graduate studies.

Upon successful completion of an Undergraduate Programme (Bachelor Studies at Universities; Fachhochschul-Bachelorstudiengang; Studiengang at university colleges of education; 180 ECTS credits), a Bachelor's Degree (designation: „Bachelor of/in ...“) is awarded.

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Upon completion of a Graduate Programme (Master Studies at Universities comprising 120 ECTS credits or, respectively, Fachhochschul-Masterstudiengang comprising 60 to 120 ECTS credits), a Master's Degree (designation: „Master of/in ...“) is awarded.

Graduates who are awarded these diploma degrees from the old system or a master's degree from the new system (including the ones awarded in both cases by the Universities of Applied Sciences) are entitled to enrol in Doctoral Degree Programmes (Doktoratsstudium) at Universities. A Doctoral Degree (Doktorgrad with the designation Doktor/in“) is awarded after a course of study consisting of 120 ECTS credits; while the academic title of “Doctor of Philosophy”, abbreviated as “PhD,“ is awarded after a research intensive course of study consisting of 180 to 240 ECTS credits.

In addition to the degree programmes (ordentliche Studien) described above, there exist non-degree programmes (außerordentliche Studien) consisting of Certificate University programmes for further education (Universitätslehrgänge) and individual courses in scientific subjects, both at Universities, Certificate University of Applied Sciences programmes for further education (Lehrgänge zur Weiterbildung) at Universities of Applied Sciences, and Certificate University College programmes for further education (Hochschullehrgänge) at University Colleges of Education.

Diploma Degree Programme (Diplomstudium)

Admission to a Diploma Degree Programme is granted upon the basis of the Austrian higher secondary school leaving certificate (Reifezeugnis)/its foreign equivalent, or the successful completion of a special university entrance qualification examination (Studienberechtigungsprüfung). Students of compulsory lower schools, who have completed additional schooling in the form of apprenticeships as skilled workers, may also take a vocationally based examination acknowledged as equivalent to the higher secondary school leaving certificate (Berufsreifeprüfung). Admission to diploma degree programmes in arts is based on aptitude ascertained by admission examinations. Admission to University of Applied Sciences diploma degree programmes may also take place upon the basis of previous vocational or technical experience and qualifications of applicants. In some fields of study (in particular human medicine and dentistry, and university of applied sciences diploma degree programmes) admission is based on a selective admission process.

Furthermore, a degree programme may be divided into several stages (Studienabschnitte). The length of each stage of the degree programme as well as the areas of study (Fächer) and content required are articulated in curricula that distinguish between required subjects (Pflichtfächer) and electives (Wahlfächer). Each stage is successfully completed with a diploma examination (Diplomprüfung). University of Applied Sciences diploma degree programmes and some diploma degree programmes at Universities include an internship or practical training.

The approval of a diploma thesis (Diplomarbeit) is a prerequisite for admission to the concluding diploma examination.

Bachelor Degree Programme (Bachelorstudium)

Admission to a Bachelor Degree Programme is granted upon the basis of the Austrian higher secondary school leaving certificate (Reifezeugnis)/its foreign equivalent, or the successful completion of a special university entrance qualification examination (Studienberechtigungsprüfung). Students of compulsory lower schools who have completed additional schooling in the form of apprenticeships as skilled workers may take a vocationally based examination acknowledged as equivalent to the higher secondary school leaving certificate (Berufsreifeprüfung). Admission to Bachelor Degree Programmes in the arts is based on aptitude ascertained by admission examinations.

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Admission to the University of Applied Sciences Bachelor Degree programmes may also take place upon the basis of previous vocational or technical experience and qualifications of applicants. In some fields of study (in particular university of applied sciences bachelor degree programmes and study programmes at university colleges of education) admission is based on a selective admission process.

Areas/Modules of study (Fächer/Module) are listed in the curricula. As a rule, two substantial bachelor's papers or projects (Bachelorarbeiten) must be completed in the process of completing degree programme requirements. University of Applied Sciences bachelor degree programmes and some bachelor degree programmes at Universities include an internship or practical training. The programme concludes with a bachelor's examination (Bachelorprüfung).

Master Degree Programme (Masterstudium)

Admission to a Master Degree Programme is granted on the basis of the successful completion of an Austrian Bachelor Degree Programme (Bachelorstudium), or a comparable post-secondary degree acknowledged, being its equivalent. Areas/Modules of study (Fächer/Module) are listed in the curricula. A main emphasis is the composition of a master's thesis (Masterarbeit). This degree programme concludes with a master's examination (Masterprüfung). The approval of the master's thesis (Masterarbeit) is a prerequisite for admission to this examination.

No master degree programmes are offered at University Colleges of Education.

Doctoral Degree Programme (Doktoratsstudium)

Admission to a Doctoral Degree Programme at a University is granted on the basis of the successful completion of an Austrian diploma or Master degree programme, or a comparable post-secondary degree acknowledged being their equivalents.

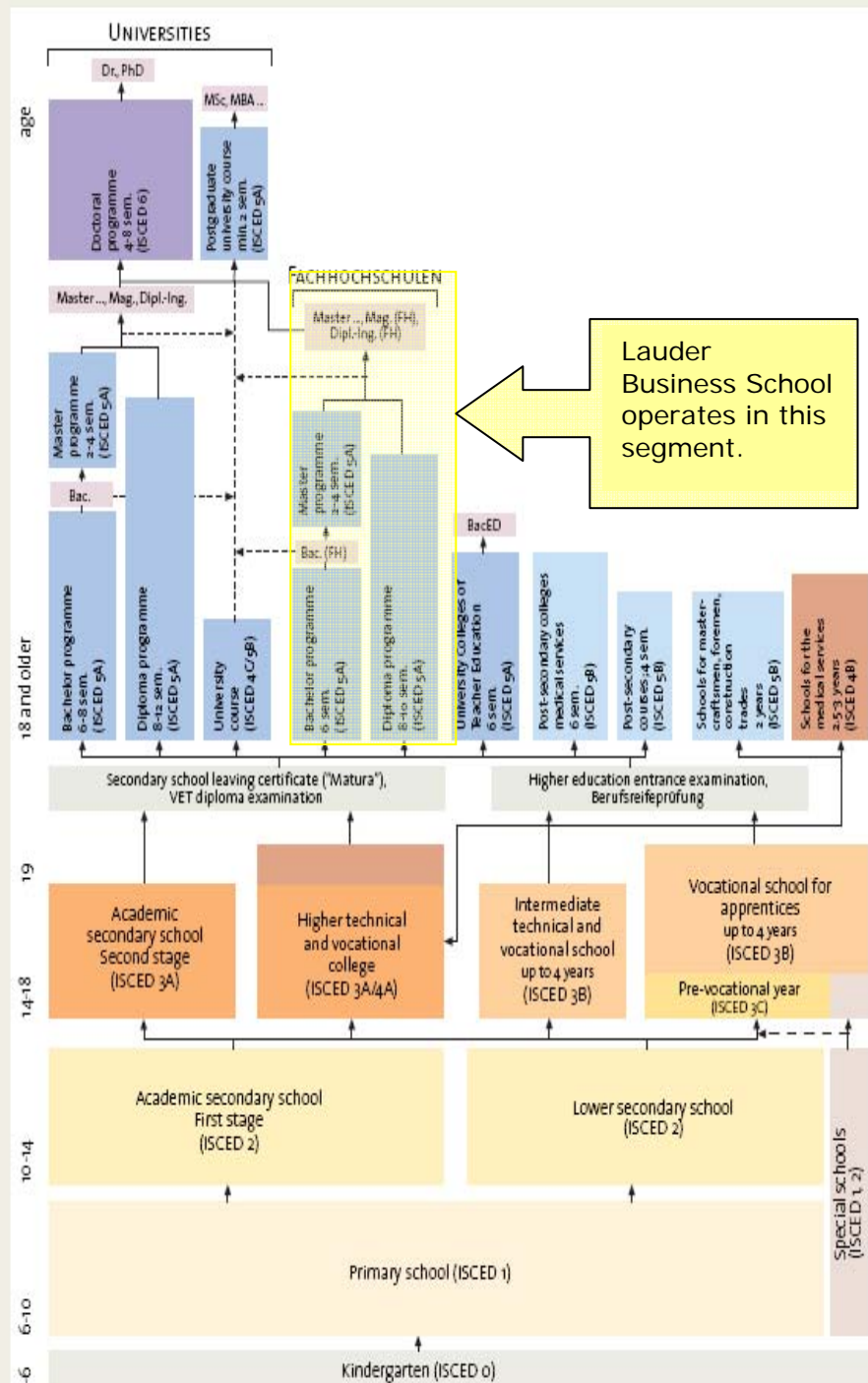
Contents and requirements of study are listed in the curricula. The focus lies with the drafting of a dissertation as the result of self-guided research performance. This degree programme concludes with the approval of the dissertation and with a comprehensive doctoral examination (Rigorosum) or a defensio.

No Doctoral Degree programmes are offered at Universities of Applied Sciences and at University Colleges of Education.

Evaluation of performance and grading system

According to the modalities for examinations outlined in the curricula, achievement may be evaluated upon the basis of oral and written exams or project related work. In principle oral examinations are open to the public.

Grades for examinations taken in individual courses:	positive:	1 = sehr gut 2 = gut 3 = befriedigend 4 = genügend mit Erfolg teilgenommen
	negative:	5 = nicht genügend ohne Erfolg teilgenommen
Grades for comprehensive examinations covering materials from various subjects:	positive:	mit Auszeichnung bestanden
	negative:	bestanden nicht bestanden



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Lauder Business School

Full Address of the Lauder Business School

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General Information about LBS

The **Lauder Business School, University of Applied Sciences**, has offered a 4-Year Diploma Degree Program in International Marketing & Management since 2003. This program is discontinued.

Since October 2007, the Lauder Business School offers two Study Programs, an **Undergraduate Bachelor Program** in Intercultural Business Administration, and a **Graduate Master Program** in Intercultural Management & Leadership.

Universities of Applied Sciences have been established in Austria for the first time in 1994. Since that year, this form of academic education developed successfully and became a major part of the Austrian System of higher education.

LBS is a public educational institution, accredited and subsidised by the Austrian government, the structure and organisation of study programmes at Austrian *Fachhochschulen*- Universities of applied sciences, are laid down in the Fachhochschule Studies Act (*Fachhochschul-Studiengesetz, FHStG*). The Lauder Business School does not constitute to a private University.

LBS Academic Programs

Undergraduate Program: Bachelor in Intercultural Business Administration

The academic program stresses an international, competitive education in the field of business administration with a strong focus on practical application.

Together with a solid intercultural education (including one foreign language) graduates are specifically prepared for employment in organisations and enterprises with an international, multicultural focus where cultural diversity is an important issue.

Graduates of this program are qualified to continue their studies at the graduate level.

Key Features:

- Full-time Course of Study
- 6 Semesters, 180 ECTS
- One Practical Training Semester (22 Weeks, Semester 5)
- Academic Degree: Bachelor of Arts in Business
- Language of Instruction: English

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Graduate Program: Master in Intercultural Management and Leadership

This educational program strives both to broaden knowledge in applied business administration and to develop management and leadership skills. Graduates will be qualified for upper management positions in international companies. Basics of executive management such as decision-making and strategizing within complex organizational structures form the program's focus. The LBS's training is shaped by the most advanced contemporary learning and teaching methods (e.g. project based learning).

Key features:

- Full-time Course of Study
- 4 Semesters, 120 ECTS
- Academic Degree: Master of Arts
- Language of Instruction: English

Organisation of Study Programmes

All FH degree programmes have a clearly defined regular study period, which is regulated in the approved applications for accreditation as FH degree programme. Basically, the study programme must be completed in the period stated in the curriculum.

The curriculum of an FH degree programme is designed corresponding to professional and vocational requirements. It must be ensured that capabilities of meeting the requirements of the relevant vocational fields of activity according to the latest academic findings and the requirements of working life are imparted. When designing the curricula, it has to be considered that the workload is manageable. It has to be taken into consideration the fact that the annual workload of a student must not exceed 1,500 hours (cf. section 3 sub-section 2 no 4 FHStG as amended).

Whether the curriculum is manageable or not, is determined by the workload measured based on the European Credit Transfer System.

The European Credit Transfer System (ECTS, 253/2000/EC, Official Gazette no. L28 of 3 February 2000) postulates, that credits are allocated to the individual courses (30 credits are given for each semester and 60 for each academic year). In this context, placements and diploma theses are considered equivalent to courses.

ECTS

What is a credit system?

A credit system is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits in higher education systems may be based on different parameters, such as student workload, learning outcomes and contact hours.

What does the ECTS stand for?

The European Credit Transfer and Accumulation System is a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired.

How did ECTS develop?

ECTS was introduced in 1989 and is the only credit system which has been successfully tested and used across Europe. ECTS was set up initially for credit transfer. The system facilitated the recognition of periods of study abroad and thus enhanced the quality and volume of student mobility in Europe. Recently ECTS is developing into an accumulation system to be implemented at institutional, regional, national and European level. This is one of the key objectives of the Bologna Declaration of June 1999.

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What are the key features of ECTS?

- ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The **student workload of a full-time study programme in Europe amounts in most cases to around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.**
- Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning.
- Student **workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects and examinations.**
- Credits are allocated **to all educational components of a study programme** (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to successfully complete a full year of study.
- The performance of the student is documented by a local/national grade.
- The Transcript of Records documents the performance of a student by showing the list of courses taken, the ECTS credits gained, local or national credits, if any, local grades and possibly ECTS grades awarded. In the case of credit transfer, the Transcript of Records has to be issued by the home institution for outgoing students before departure and by the host institution for incoming students at the end of their period of study.

What is the Diploma Supplement (DS)?

The Diploma Supplement is a document attached to a higher education diploma providing a standardised description of the nature, level, context, content and status of the studies that were successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates).