



FH Burgenland

UNIVERSITY OF APPLIED SCIENCES

ECTS – Guide

**Master Degree Program
European Studies –
Management of EU Projects**

(0402)

Academic Year 2016/2017

Module

BMWR

Foundation Course in Economics and Law

Total ECTS: 9 ECTS

Aim:

On completion of this module, students should have refreshed and updated their knowledge of business studies, law and the appropriate English terminology so that they are at the same level as graduates of business bachelor degrees in similar subjects. On completing the course, students will be familiar with the basic ideas and concepts of economics. Students are taught about the theories and current developments in public administration as well as in the public management of the EU.

Previous knowledge: **None required**

Course:

Course number	W0402BMWR01
Description	Business Administration
Type	Tutorial
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Business perspectives of:

- organisations and their environment
 - marketing (focussing on PR)
 - production
 - finance
 - investment and the evaluation of companies
 - human resources
 - organisation
 - leadership
 - accounting (bookkeeping, reporting, cost accounting)
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Course:

Course number	W0402BMWR02
Description	Business Administration
Type	Workshop
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Workshop on business studies issues

Course:

Course number	W0402BMWR03
Description	Law and Legal Method
Type	Tutorial
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

- Introduction to Austrian public and private law as well as the law of the European Union
 - Position of the Austrian legal system in an international context
 - Working with legal texts, legal methodology and research.
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Course:

Course number	W0402BMWR04
Description	Economics
Type	Tutorial
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Course with continuous assessment**

Content:

- economic systems
- markets and the consolidation of markets
- economic cycles
- economic policy
- economic capacity
- connection between the state and the economy

Course:

Course number	W0402BMWR05
Description	European Public Management
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

- to analyse the goals and purpose as well as corporate culture in public administration
- to comprehend the organisation and processes of public administration
- to become aware of the tools of strategic planning and control in administration management
- to become aware of current developments in public administration in the context of European integration

Module

IM

International Management

Total ECTS: 9 ECTS

Aim:

Students:

- are able to analyse the impact on the business of organisations and make decisions based on a strategic understanding of economic relationships
- acquire intercultural competences

Previous knowledge: **None required**

Course:

Course number	W0402IM01
Description	International Management
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with a final examination**

Content:

Globalisation means that even modern organisations operating predominantly at a regional level need to understand the multitude of economic relationships and their effects on their own organisations. Various business issues and how they interact with each other are analysed and developed in their international contexts.

The Course focuses on the following topics:

- Globalisation
 - Internationalisation and foreign market entry
 - International strategy and organisation
 - Cross-cultural management
 - Global marketing
 - Ethics in international business
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Course:

Course number	W0402IM02
Description	Intercultural Management
Type	Workshop
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Active participation**

Content:

- Behaviour in intercultural situations
 - Communication in an intercultural context
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Course:

Course number	W0402IM03
Description	Managing intercultural project teams
Type	Workshop
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Active participation**

Content:

- Moderation of project teams
 - Leadership and steering of project teams
 - Communication and conflict in project teams
 - Awareness of the characteristics of intercultural teams
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Course:

Course number	W0402IM04
Description	Managing virtual teams
Type	Workshop
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Course with a final examination**

Content:

- Awareness of the conditions for managing virtual teams
- Practising the organisational measures and rules for virtual teams
- Awareness and use of technical resources

Module

IPM

Project Management

Total ECTS: 8 ECTS

Aim:

Students are able to work on projects using case studies and specific practical business assignments using their acquired skills in project organisation forms, the tools for project planning and implementation and the phases of a project.

Previous knowledge: **None required**

Course:

Course number	W0402IPM01
Description	Project Management Methods, Processes and Standards
Type	Combined course
Area	Interdisciplinary
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	45
ECTS	4 ECTS

Evaluation method: **Course with a final examination**

Content:

- Concept of a project and project phases
 - Organisation forms
 - Instruments and methods used in project management (project proposal, structure, stakeholder analysis, etc)
 - Project teams
 - Project budgeting and accounting
 - Project reporting, project documentation
 - Project risks
 - Project evaluation
 - International aspects of project management
 - Use of project management methods and tools, such as definition, goals, contract, planning, mile stones, stakeholder analysis, planning project resources, communication, documentation and reporting of projects, etc., working on practical exercises.
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Course:

Course number	W0402IPM03
Description	Projectmanagement Certification
Type	Workshop
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Active participation**

Content:

Preparation for the PMA Level D Certification

Course:

Course number	W0402IPM05
Description	Project Management Software
Type	Tutorial
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	15
ECTS	1,5 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Practical use of software tools for project planning, controlling and/or risk assessment.

Course:

Course number	W0402IPM04
Description	Budget Management
Type	Tutorial
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with a final examination**

Content:

- Preparing a budget
- Realising and managing deviations with regard to output, deadlines, resources and costs
- Preparing progress reports and performance data

Module

PS

Project

Total ECTS: 7,5 ECTS

Aim:

Using project organisation forms, the tools for project planning and carrying out projects, the phases of projects and IT software, students work on specific cases from European practical experience. Studies may also be conducted using knowledge from empirical social research.

Previous knowledge: **None required**

Course:

Course number	W0402PS01
Description	Project 1
Type	Project study / case study
Area	Interdisciplinary
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	45
ECTS	5,5 ECTS

Evaluation method: **Course with continuous assessment - report**

Content:

Planning, carrying out, documenting a project or a study using project management tools

Course:

Course number	W0402PS02
Description	Project 2
Type	Project study / case study
Area	Interdisciplinary
Level	Foundation course
Tuition language	English
Semester	4th Semester
Teaching units	15
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment - report**

Content:

Presentation of Project 1.

Module

EPI

European Policies and Institutions

Total ECTS: 10 ECTS

Aim:

Students

- understand the most important EU policies and their development stages, current developments and trends
- understand how the European institutions function, are organised and what their tasks are both in theory and in practise
- understand how lobbying works
- can develop a lobbying strategy using a specific example

Previous knowledge: **None required**

Course:

Course number	W0402EPI04
Description	Introduction to the European Union
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	2 ECTS

Evaluation method: **Course with a final examination**

Content:

The history of the European integration process:

- Consolidation vs. Expansion
 - European integration
 - Federalism in practise – the European Union and its member states
 - Democratic legitimacy of the EU and European “citizenship”
 - The future of Europe – current challenges for the European integration process
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Course:

Course number	W0402EPI01
Description	European Policies
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	45
ECTS	5 ECTS

Evaluation method: **Course with a final examination**

Content:

Students are taught in the following areas:

- Origin and analysis of EU policies
- Content and stakeholders of the most important EU policies, in particular the Common Agricultural Policy, cohesion, economic and currency union, research, environment, trade, development, foreign policy, freedom of movement, security, etc.

Course:

Course number	W0402EPI02
Description	European Institutions
Type	Excursion
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	2 ECTS

Evaluation method: **Active participation**

Content:

Preparation and follow up of student excursions to European institutions. Students study the design, organisation, tasks and competences, functioning of the European Union and how the institutions work together and gain practical experience with the work of the European institutions (European Parliament, European Commission, Council, European Court of Justice, European Court of Auditors, Committee of the Regions, etc).

Course:

Course number	W0402EPI03
Description	Lobbying in the EU
Type	Workshop
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	15
ECTS	1 ECTS

Evaluation method: **Active participation**

Content:

Students are taught in the following areas:

- The development of lobbying at EU level
- Lobbying groups and stakeholders
- Categories, structures and the organisation of lobbying groups
- Lobbying strategies and case studies
- Developing a strategy using a specific example

Module

ELF

European Legal Framework

Total ECTS: 9 ECTS

Aim:

Students:

- are aware of the main principles of European common law and the most important sources of law
- understand European integration from an economic and legal perspective
- are aware of the four fundamental freedoms and how they can be implemented and can use them in practical case studies
- are aware of the legislative enactment procedure of the EU
- are aware of the treaties for European projects as well as the most important legal points when designing and fulfilling them

Students specialise in selected areas of European law and can analyse and document cases in a structured and methodical way. The focus varies from year to year.

Previous knowledge: **None required**

Course:

Course number	W0402ELF01
Description	European Law
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	60
ECTS	6 ECTS

Evaluation method: **Course with a final examination**

Content:

- Strategies and aims of European integration
 - Sources of law and the legislative enactment procedure
 - Basic principles of the common European law
 - Single market and fundamental freedoms
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Course:

Course number	W0402ELF02
Description	European Business Law
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with a final examination**

Content:

- EU competition law
- European company law
- EU aid
- Legal protection
- EU treaties
- Case law

Students study the basic principles of European Union law and their most important sources. European integration from an economic and legal perspective is examined and the four fundamental freedoms as well as their practical enforcement are analysed and applied to practical cases. Students examine the EU's legislation procedure as well as the various European project contracts and understand the most important legal aspects of drafting and fulfilling contracts.

Students specialise in selected areas of European law and can analyse and document cases in a structured and methodical way.

The focus varies from year to year.

Module

CWLF

Case Work Legal Framework

Total ECTS: 6 ECTS

Aim:

Students specialise in various areas of European law and analyse and document complex case studies. The focus varies from year to year.

Previous knowledge: **None required**

Course:

Course number	W0402CWLF01
Description	Selected Topics in European Law and Policies
Type	Project study / case study
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	4th Semester
Teaching units	45
ECTS	6 ECTS

Evaluation method: **Course with continuous assessment - report**

Content:

Using case studies, complex cases are analysed and documented.

Topics:

- EU procurement law
- EU environmental law
- EU labour and social law
- ...

Module

EU F

EU Funding and Financing of EU Projects

Total ECTS: 10,5 ECTS

Aim:

Students are taught in the following areas:

- The organisational and operative implementation of EU projects taking national and EU provisions into consideration
- Processing EU and national development programs in accordance with the EU and national regulations
- Planning and carrying out specific EU projects based on professional experience
- International financing
- Financing of projects in an EU context using European institutions such as European investment funds

Previous knowledge: **None required**

Course:

Course number	W0402EUF01
Description	EU Funding Structures
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with a final examination**

Content:

- EU subsidies and support programmes (e.g. structural policies, research policies, support for third countries)
 - How the various funds work as well as national funding systems
 - Regulations for support programmes at an EU level as well as at national levels
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Course:

Course number	W0402EUF02
Description	International Fundraising of EU Projects
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	15
ECTS	1,5 ECTS

Evaluation method: **Course with a final examination**

Content:

Students are taught about selected areas of project financing and learn how to apply them to EU projects. Students are also introduced to the most important (financial) institutions and instruments for EU projects:

- Types of project financing in an international context
- Project financing instruments (incl. current financing instruments such as Jeremie)
- the European Investment Fund (EIF)
- the European Investment Bank (EIB)

Course:

Course number	W0402EUF03
Description	Fundraising of EU Projects
Type	Tutorial
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

- Development of finance strategies and finance plans
- Knowledge and evaluation of the various types of finance and finance tools
- Differences in finance and accounting in the private and public sectors
- Financial planning and budgeting
- Investment decisions, internal and external financing
- Cost control and financial planning

Course:

Course number	W0402EUF04
Description	Grant Application and Project Reports
Type	Tutorial
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Students study the complete life cycle from the project proposal to the final report

- Procedure for the phrasing of project proposals and project reports
- Criteria for “successful” project proposals
- Evaluation of projects

Module

CWEUP

Case Studies / EU Projects

Total ECTS: 2 ECTS

Aim:

Students are able to analyse and examine, in a structured and methodical way, complex cases and document them.

Previous knowledge: **None required**

Course:

Course number	W0402CWEUP01 + 02
Description	EU Projects (case studies)
Type	Project study / case study
Area	Optional elective
Level	Foundation course
Tuition language	English
Semester	2nd and 3rd Semester
Teaching units	15
ECTS	6 ECTS

Evaluation method: **Course with continuous assessment - Bericht**

Content:

Complex case studies are analysed, discussed in a structured way and documented.

Module

IE

International Economics and Regions in the EU

Total ECTS: 9,5 ECTS

Ziel:

Students are taught the basics about international economics and the background to economic growth. They learn which processes are responsible for a country to remain internationally competitive and which factors enable a country to catch up economically. They learn the most important theories explaining international trade and the role of welfare and how the effects of international trade (globalisation and EU integration) have an impact on economic structural change and the resulting winners and losers.

Students also study the development of regions in the context of European integration, e.g. the conflict between the political/strategic and economic policies of the EU, the strategic roles of regions, the introduction and processing of support programmes in regions and their effects, marketisation of politics in connection with EU expansion and security policy. The CEE countries are particularly focussed on.

Previous knowledge: **None required**

Course:

Course number	W0402IE01
Description	International Economics
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with a final examination**

Content:

- Introduction to the mechanisms for economic growth and the most important indicators for booms and the main components of economic potential
 - Configuration of medium-term imbalances
 - Introduction to the most important theories of trade
 - Overview of the impetus of globalisation
 - Social conflicts and economic growth
 - The role of national and international institutions (especially the WTO, IMF and ILO) in maintaining economic competition and economic and social stability
 - Factors important for the sustainability of economic trade
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Course:

Course number	W0402IE04
Description	Regions in the EU
Type	Combined course
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	3rd Semester
Teaching units	45
ECTS	4,5 ECTS

Evaluation method: **Course with a final examination**

Content:

- EU regional policies with a focus on CEE countries
 - The effects of the regional policies up until now on the countries with regard to growth, employment, etc.
 - Future measures (following the Treaty of Lisbon) of regional policies.
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Course:

Course number	W0402IE02
Description	Area Studies: Meet the Europeans
Type	Excursion
Area	Academic principles and methods
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	2 ECTS

Evaluation method: **Active participation**

Content:

- During an excursion, the historical, political economic and cultural conditions for economic trade in the Central and Eastern European countries are examined
- Introduction to public administration as well as the relevant organisations and institutions for the processing of EU projects and programmes.
- The country varies from year to year, depending on current developments

Module

AW

Academic Writing / Research Skills / Master Thesis

Total ECTS: 28 ECTS

Aim:

Students can

- recognise a complex problem statement from their practical experience on their own
- prepare an academic problem, research design and structure
- carry out academic research
- select the appropriate methods and tools for problem solving, document and reflect on them

Previous knowledge: **None required**

Course:

Course number	W0402AW05
Description	Academic Writing (English)
Type	Tutorial
Area	Academic writing / master's thesis
Level	Foundation course
Tuition language	English
Semester	1st Semester
Teaching units	15
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Students can

- recognise a complex problem statement from their practical experience on their own
 - prepare an academic problem, research design and structure
 - carry out academic research
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Course:

Course number	W0402AW01
Description	Empirical Social Research and Statistical Analysis
Type	Tutorial
Area	Academic writing / master's thesis
Level	Foundation course
Tuition language	English
Semester	2nd Semester
Teaching units	30
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Support for carrying out empirical studies is given. In our experience this usually means content from qualitative research and quantitative social research – European information methods (e.g. Eurostat) and economic country analysis and indicators are interpreted.

- Introduction to statistical analysis such as univariate statistics (e.g. distribution, range, etc) and bivariate analysis (e.g. correlation, regression)
- Statistics software (e.g. SPSS) is used

Course:

Course number	W0402AW04
Description	Research Skills & Academic Writing
Type	wissenschaftliche Arbeit
Area	Academic writing / master's thesis
Level	Foundation course
Tuition language	English
Semester	4th Semester
Teaching units	15
ECTS	3 ECTS

Evaluation method: **Course with continuous assessment**

Content:

- Academic research and writing
- Drafting of a master's thesis
- Presentation and defence of a master's thesis
- Private tutorials with supervisors
- Input for particular methods such as expert interviews, etc.

Course:

Course number	W0402AW02+03
Description	Master's Thesis
Type	Academic writing
Area	Academic writing / master's thesis
Level	Foundation course
Tuition language	English
Semester	3rd and 4th Semester
Teaching units	15
ECTS	20 ECTS

Evaluation method: **Course with continuous assessment**

Content:

The master's thesis must be written in connection with a core subject which is typically integrated in the University of Applied Science's master's course on European Studies – Management of EU Projects.

Module

LCEE

Language CEE

Total ECTS: 6 ECTS

Aim:

- To communicate language competences as life-long learning
- To develop language competences which are communicative and adapted to a particular situation
- To promote sustainable language competence
 - Receptive: listening and reading comprehension
 - Productive (simple): speaking and writing
 - Cognitive: vocabulary and grammar

Previous knowledge: **None required**

Course:

Course number	W0402LCEE01
Description	Language CEE 1
Type	Tutorial
Area	Optional elective
Level	Foundation course
Tuition language	CEE language
Semester	2nd Semester
Teaching units	21
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Elementary use of language A1

Topics:

- Introduction to the country
- Alphabet, language and pronunciation
- First contact (greetings, introductions, meeting people, saying good-bye, thanking, apologising)
- Personal information (leisure activities, occupation, hobbies, interests, family)
- Basic vocabulary (time, days of the week, weather...)
- Polite phrases for short dialogues in various settings
- Simulation of everyday situations in short dialogues

Basic grammar:

- Verbs e.g.: have, be (present tense)
 - Nouns (gender; 3 cases)
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Course:

Course number	W0402LCEE03
Description	Language CEE 2
Type	Tutorial
Area	Optional elective
Level	Foundation course
Tuition language	CEE language
Semester	3rd Semester
Teaching units	19,5
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Elementary use of language A1

Topics:

- Vocabulary (e.g. small talk, family, leisure activities, weather)
- On the phone (basics)
- Contact (difficulties in understanding, congratulating, expressing opinions)
- Simulation of everyday situations in short dialogues

Basic grammar:

- Verbs (4 groups, present tense)
- Nouns (all cases)
- adjectives (new)

Course:

Course number	LCEE04
Description	Language CEE 3
Type	Tutorial
Area	Optional elective
Level	Continuation
Tuition language	CEE language
Semester	4th Semester
Teaching units	19,5
ECTS	2 ECTS

Evaluation method: **Course with continuous assessment**

Content:

Elementary use of language A2

Topics:

- Out and about (asking the way, directions, travel, hotel)
- At a restaurant (food and drink, menu...)
- Shopping (groceries and clothes)
- Leisure time (week-end)
- Everyday etiquette
- CV
- Job applications
- Interviews
- Presentations of companies
- Inter-cultural information about the country

Grammar:

- Verbs (repeat of the present tense; new: perfect and future)
- Nouns (all cases - repeat)
- Adjectives (declension and comparisons)
- Repeat of semesters 1 - 4