



FH Burgenland

UNIVERSITY OF APPLIED SCIENCES

ECTS – Guide

**University of Applied Sciences
European Studies Master Program –
Management of EU Projects**

(0402)

Academic Year 2018/2019

Module

INT

The European Union

Total ECTS: 6

Goal:

Students acquire general knowledge about theories and current developments in both management and the EU; due to their strategic understanding of economic parallels, they are able to adopt and incorporate this specialized knowledge of the EU in organizational and political constellations as well as in those of cultural diversity.

Students learn about the structure, organization, tasks and competences, working methods, positions in institutional hierarchy, economy, cultural complexity and heterogeneity of the European Union. In addition, they gain intercultural competence and develop an understanding of the diverse, economic, cultural and linguistic relations within the EU. The effects of these relations upon their own business dealings enable students to contribute their newly gained knowledge and critically reflect upon educational and professional developments.

Course:

Number	W0402INT01
Title	The European Union
Type	Integrated Course
Semester	1. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Final test**

Content:

- history of European integration processes
- expansion of the EU
- EU treaties and basics of EU law
- European Institutions: the European Parliament, EU Council, EU Commission, ECJ....
- European integration processes
- federalism in European praxis – the Union and the Member States
- democratic legitimization of the EU and European „citizenship“
- Europe's future – current challenges in the European integration process
- internationalization/globalization
- cross-cultural management
- ethics in international business

Module

EUEL

EU Economics & Law

Total ECTS: 6

Goal:

Upon completion of this module, students should possess knowledge comparable to that of the bachelor level graduates of business studies in the subjects of operational economics, law, and professional terminology in English. Students who have completed the course are familiar with the basic terms and concepts of economics and law; in addition, knowledge about theories and current developments in public administration and public management within the EU is gained.

Students have the capacity to contribute their newly gained economic and legal knowledge and think critically about educational developments.

Course:

Number	W0402EUEL01
Title	EU Economics & Law
Type	Lecture
Semester	1. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment**

Contents:

- introduction to the functional mechanisms of economic growth, significant economic indicators, and presentation of the main components of economic capacity
- economic policy and economic cycles
- the connection between states and economy
- introduction to fundamental trade theories
- overview of the driving forces of globalization
- social conflicts and economic growth
- the role of national and international institutions (particularly WTO, IMF, ILO) for the conservation of economic competitiveness as well as economic and social stability
- fundamentals and features of Austrian public agencies, civil law, and EU law
- classification of the Austrian legal system in an international/EU context
- work with legal texts, legal methodology and research

Module

PM

Project Management

Total ECTS: 6

Goal:

Based on their knowledge of project organization forms, project planning tools, implementation tools, and task phases, students are able to work in a project-oriented manner using case studies and concrete assignments taken from economic practice. EU program-specific project management challenges in the form of case studies are incorporated in the class.

Additionally, students acquire knowledge regarding implementation of EU projects with respect to organizational and operational aspects while taking into account national and EU requirements and guidelines for processing EU and national support programs.

Moreover, EU funding policies (e.g. structural policies, research policies, funding policies for third countries), operating principles of individual funds and national support systems are presented along with regulations for the processing of funding at EU and national levels.

Once students have completed the module, they are able to submit complex EU projects, to independently lead, make necessary adaptations and take personal responsibility for them.

Course:

Number	W0402PM01
Title	Project Management
Type	Integrated Course
Semester	1. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment**

Content:

- project concept and project phases
- organizational forms
- project management instruments and methods (project contract and project structural plan, stakeholder analysis, etc.)
- project teams
- project budgeting, cost accounting and project controlling
- project reporting and documentation
- projekt risks
- project evaluation
- international aspects of project management
- application of project management methods and tools such as *definition, project goal, project contract, project structural plan, milestones, stakeholder analysis, assessment of project resources, communication, project documentation and reporting*, etc. based on practical exercises
- presentation of EU funding policies (e.g. structural policies, research policy, funding programs with third countries)
- presentation of operating principles of individual funds and national support systems
- conveyance of regulations for processing subsidies at EU and national level

Module

EUP

EU Projects

Total ECTS: 6

Goal:

Upon completion of this module, students are able to use their acquired knowledge of project organizational forms, tools for project planning, application and implementation, project phases and IT user tools to work in a project-oriented manner on tasks stemming from European praxis.

Course:

Number	W0402EUP01
Title	EU Projects
Type	Integrated Course
Semester	1. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment**

Content:

- the entire cycle of a project from project proposal to final report
- procedures for formulating project proposals and final reports
- criteria for "successful" project proposals
- creating budgets
- recognition and management of deviation relating to task accomplishment, deadlines, resources and costs
- progress reports and figures
- professional implementation and evaluation of projects

Module

IPS1

International Professional Skills I

Total ECTS: 6

Goal:

Students complete the module possessing knowledge from various disciplines and are thus able to adopt the necessary professional skills required for accomplishing tasks and challenges in their area of work. This newly gained knowledge from the module can be beneficial not only in the advancement of their work and area of study, but also within their sphere of activity.

Course:

Number	W0402IPS101
Title	CEE Language, Culture and Society 1
Type	Communication Course
Semester	1. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Continuous assessment**

Content:

- preliminary information about the country
- alphabet, language and pronunciation
- initial contact (greetings, introductions, getting to know one another, goodbyes, thanks, making excuses/apologies)
- personal details (spare time, profession, hobbies, interests, family)
- fundamental vocabulary (time, days of the week, weather...)
- polite phrases in small talk situations
- small dialogues simulating everyday situations

Basic grammar: verbs, e.g.: to have, to be, to become (present tense); nouns (gender; 3rd case)

Acquisition of skills after 4 semesters:

Students are able to express themselves--orally and in writing-- in simple, routine situations in their field of work (initial contact, orientation in travels, small talk). In addition, they able to apply their cultural, business and social knowledge to these situations. (Level A2)

Course:

Number	W0402IPS102
Title	Managing Intercultural & Virtual Teams
Type	Communication Course
Semester	1. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Active participation, test at the end of the course**

Content:

- familiarization with characteristics of intercultural teams
- defining of a management framework for virtual teams
- moderating intercultural & virtual project teams
leading and steering of project teams

- handling communication and conflicts in projekt teams
- practice of organizational methods and rules of engagement for virtual teams
- application and use of possible technical aids

Course:

Number	W0402IPS103
Title	Tutorials and Reflection 1 (EU Institutions)
Type	Excursion
Semester	1. Semester
Individual Lessons	30
ECTS	2
Evaluation Methods:	Preparation, active participation, paper, integrative portion of the test within Module 1 (The EU)

Content:

With pre-excursion preparation and post-evaluation, students get to know structure, organization, tasks, competences, operating principles and positions within the institutional structure of the European Union. Furthermore, students gain necessary knowledge about various functions of the European Union from on-site familiarization with EU institutions (European Parliament, European Commission, European Council, European Court of Auditors, Committee of the Regions, etc.); as a result, they possess insights on various aspects of the EU which they are able to implement, critically reflect upon, and introduce in their own sphere of activity.

Module

EPOL

Policies of the EU

ECTS: 6

Goal:

Students acquire in-depth knowledge about the development and analysis of EU politics and learn about the content and players of fundamental EU politics—particularly those involving common agricultural and cohesion policy, economic and monetary union, research, environment, trade, development and foreign policy and the common area of freedom, security and justice.

In the module, students learn about strategic planning and steering instruments for administrative management and current developments in public administration in the context of European integration. Upon completion of the module, they have an understanding of the organization and processes of public administration, its goals and objectives, and are able to analyze its corporate culture.

Consequently, students possess expert knowledge about the EU sphere of activity and can contemplate, differentiate, and critically reflect upon theoretical considerations; they are able to transfer this knowledge to their (future) work, justify decisions, and communicate their positions to others.

Course:

Number	W0402EPOL01
Title	Policies of the EU
Type	Lecture
Semester	2. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Test at the end of the course**

Content:

- emergence and analysis of EU politics
- content and players of fundamental EU politics (particularly those involving common agricultural and cohesion policy, economic and monetary union, research, environment, trade, development and foreign policy and the common area of freedom, security and justice)
- corporate culture of public administration as well as its goals and objectives
- organization and processes of public administration
- instruments for strategic planning and steering of administrative management
- current developments in public administration within the context of European integration

Module

LF

Legal Framework of the EU

Total ECTS: 6

Goal:

Students learn about strategies and goals of European integration, EU legal sources and legislative processes as well as basic principles of European Community Law. Moreover, they acquire an understanding of European integration from an economic and legal perspective and gain in-depth knowledge on selected areas of European law which enables them to analyze and debate complex practical cases, to process and document in a methodically structured manner, to deduce conclusions, make adaptations and to take on responsibility for decision making.

Course:

Number	W0402LF01
Title	Legal Framework of the EU
Type	Integrated Course
Semester	2. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Active participation, presentations/discussions, test at the end of the course**

Content:

- basic principles of European Community Law
- strategies and goals of European integration
- legal sources and legislative processes
- EU Single Market and fundamental freedoms

Module

PME

Project Management Excellence

Total ECTS: 6

Goal:

Students gain competence in project management analysis as well as processing and documentation of complex practical cases in a methodically structured manner. In addition, they are able to develop strategies for complex projects based on integrative knowledge of project organization forms, tools for project planning, application and implementation, project phases and IT tools. Students are able to monitor the implementation of these strategies and independently work in a project-oriented manner, focusing on tasks from EU praxis with targeted outputs and indicators.

Course:

Number	W0402PME01
Title	Project Management Excellence
Type	Integrated Course
Semester	2. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment**

Content:

- planning, implementation and documentation of a praxis project or study using project management tools
- analysis, processing and documentation of complex praxis cases

Module

AWS

Academic Writing & Research Skills

Total ECTS: 6

Goal:

Students are given support in the preparation of their master thesis and processing of empirical issues— particularly those with content stemming from qualitative and quantitative social research, European information structures (e.g. Eurostat) and interpretation of economic analyses of countries and economic indicators.

After completion of the module, students are able to independently recognize complex problems from professional praxis, formulate a scientific problem, create and structure a research design, do scientific research, select adequate methods and tools, derive and document conclusions, contemplate and incorporate a scientific approach with complete, substantiated results which are accurate and comprehensible (in written and verbal form) in their Master thesis-- which they will present and defend in a discussion.

Course:

Number	W0402AWS01
Title	Academic Writing & Research Skills
Type	Integrated Course
Semester	2. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment**

Content:

- scientific writing and methods
- conception, structuring, writing, presentation and defense of the Master thesis
- accompanying quality assurance of the Master thesis including individual mentoring
- input regarding special methods (e.g. expert discussions)
- fundamental exercises in statistical applications using univariates (e.g. situation, controls, distribution, ...) and bivariates (e.g. correlation, regression)
- statistical software package (e.g. SPSS) for support

Module

IPS2

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International Professional Skills II

Total ECTS: 6

Goal:

Students acquire necessary professional skills and possess knowledge from various disciplines which empowers them to accomplish tasks and meet challenges in their workplace. Students can implement this knowledge in their working/studying environment and simultaneously make use of it in their sphere of activity.

Course:

Number	W0402IPS201
Title	CEE Language, Culture and Society 2
Type	Communication Course
Semester	2. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Continuous assessment**General Topics:

- small talk: family, leisure time, weather
- in restaurants (food and drinks, reading a menu)
- shopping (groceries, clothing, shoes...)
- apartment/house
- making phone calls (basics)
- simulation of everyday situations (in the form of dialogues)

Basic grammar:

- verbs present tense (all groups), simple past tense
- substantives: dative case, instrumental case
- adjectives

Skills Acquired

After 4 semesters: In simple routine situations, students can express themselves using a CEE language (both orally and in writing) in their working environment (initial contact, orientation while travelling, small talk). In these situations, they are able to implement their cultural, business and social knowledge. (Level CEFR: A2)

Course:

Number	W0402IPS202
Title	Area Studies: Meet the Europeans
Type	Excursion
Semester	2. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Active participation, continuous assessment-report**

Content:

Students become familiar with the public administration structures as well as relevant organizations and institutions of a designated country (the country will be determined on an annual basis) for completing transactions related to EU projects and EU programs. By independently acquiring and reflecting upon new information and insights, students are able to contribute to innovations in their working and learning environment.

Course:

Number	W0402IPS203
Title	Tutorials and Reflection 2 (Topic Selection Master's Thesis, Days of Europe, Guest Lectures)
Type	Communication Course
Semester	2. Semester
Individual Lessons	15
ECTS	2

Evaluation Method(s): **Active participation, continuous assessment report****Content:**

In relation to the thesis and area of study, students gain knowledge about fundamentals and methods of scientific research and writing; new insights and experience are acquired for the independent accomplishment of complex tasks and challenges in their future area of activity.

Module

EPUB

EU Public Management

Total ECTS: 6

Goal:

Students become familiarized with current EU politics (developments and trends). In particular, they gain knowledge about goal-setting and corporate culture in public administration and learn about related strategic planning and steering tools as well as current developments in public administration in the context of European integration.

Upon completion of the module, students have a basic understanding of international/regional economic relationships and learn about processes influencing the preservation of a country's international competitiveness and which factors enable an economic catch up. Students also learn that international dealings (globalization and EU integration) engender economic restructuring which produces both winners and losers.

At the same time, students have an in depth look at the development of multiple regions in connection with European integration; e.g. areas of tension between the political/strategic and economic orientation of the EU, strategic roles of regions, implementation and processing of funding programs in various regions and their effects, the economization of politics correlating to EU expansion and security policies. A particular emphasis is placed upon CEE countries.

Upon completion of the module, students gain knowledge regarding regional and public administration (within the context of European integration) which can be assimilated in their work or area of study. In addition, they are able to independently lead in complex, functional and administrative areas and take on decision making responsibility.

Course:

Number	W0402EPUB01
Title	EU Public Management
Type	Integrated Course
Semester	3. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Test at the end of the course**

Content:

- analysis of individual EU policies
- content and stakeholders of the main EU policies
- goals, objectives and corporate culture of EU public administration
- organization and processes of EU public administration
- tools for strategic planning and steering in administrative management
- current development in public administration within the context of EU integration
- EU regional policies focusing on CEE countries
- implications of existing regional policies and future measures at EU level

Module

BIL**EU Business Law**

Total ECTS: 6

Goal:

Students are already familiar with the fundamental principles of European Community Law and the most relevant sources of law. This course provides in-depth information on legal topics in the context of European commercial law and EU treaties (e.g. EU competition laws, EU laws on state aid, EU public procurement laws, mergers and acquisitions M&A, etc.). Upon completion of the module, students are able to analyze, process and document practical cases in a methodical and structured manner.

The main focus is determined on an annual basis according to current developments.

Course:

Number	W0402BIL01
Title	EU Business Law
Type	Integrated Course
Semester	3. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Active participation, presentations/discussions, test at the end of the course**

Content:

- EU competition laws
- European operating agreements
- EU laws on state aid
- redress systems
- Case Law

Master's Thesis

Total ECTS: 30

Goal:

Students are able to

- understand and follow „good scientific practice“ for their master thesis
- independently receive and critically question scientific literature
- formulate focused EU questions in terms of concrete, professional practice challenges
- present (in oral and written form) scientific approaches and results and defend them in discussions

Competences gained:

Students understand and follow standards for „good scientific practice“ in their research on EU studies and EU project management, critically question established, scientific literature, formulate focused EU questions in terms of concrete, professional practice challenges and present (in oral and written form) scientific approaches and results and defend them in discussions.

Course:

Number	W0402MT01
Title	Master's Thesis 1
Type	applied scientific procedures
Semester	3. Semester
ECTS	8

Evaluation Method(s): **Test at the end of the course****Content:**

The master thesis must have a close thematic connection with a subject which characterizes the „European Studies—Management of EU Projects“

Course:

Number	W0402MT02
Title	Master's Thesis Tutorial
Type	Tutorial
Semester	3. Semester
Individual Lessons	30
ECTS	4

Evaluation Method(s): **Continual assessment****Content:**

This module provides students with information on requirements and procedures as well as feedback on intermediate results from the lecturer and other students. The main focus is the development of a master thesis at the beginning of the third semester. The prerequisite for positive completion of the tutorial and continuation of studies is the approval of the dissertation (which has been punctually submitted in accordance with with the content and structural requirements) by the program direction.

Students should be able to examine, evaluate, derive conclusions and make necessary adaptations to the output and results yielded from work on the master thesis.

Course:

Number	W0402MT03
Title	Master's Thesis 2
Type	Scientific Work
Semester	4. Semester
Individual Lessons	15
ECTS	10

Evaluation Method(s): **Accompanying quality assurance for the master thesis**

Content:

The composition of the master's thesis demonstrates that the student is able to formulate an EU contextual scientific question, research the position of current scientific literature in reference to this question and independently (supported by a mentor) reflect upon the findings and compose the thesis.

Course:

Number	W0402MT04
Title	Master's Thesis Refresher Course
Type	Seminar
Semester	4. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Continuous assessment**

Content:

The refresher course (EU Institutions, Legal Framework of the EU, EU Business Law) reviews topics previously covered in order to aid students in successfully passing the final exam. Students are thus able to reformulate complex, unpredictable learning contexts, use critical awareness in the development of scientific questions and integrate knowledge from the various topics studied.

Course:

Number	W0402MT05
Title	Final Exam (Master's Exam)
Semester	4. Semester
ECTS	6

Module
IPS3

International Professional Skills III

Total ECTS: 6

Goal:

Students acquire the necessary professional skills and possess knowledge from various disciplines which is required for the many tasks and challenges in their field of work. Students benefit from this newly gained knowledge by implementing it in their studies as well as in their field of work.

Course:

Number	W0402IPS301
Title	CEE Language, Culture and Society 3
Type	Communication Course
Semester	3. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Continuous assessment****Content:**Basic Topics:

- In transit (asking for directions, travel, excursions)
- Eating out (food and drinks, reading menus...)
- Shopping (gifts)
- Leisure time (weekend)
- Manners

Grammar:

- Verbs (review of present tense and present perfect; new: future)
- Substantive (review of all cases)
- Adjective

Competencies

Upon completion of 4 semesters:

In oral and written form, students are able to express themselves using a CEE language in simple, routine situations in their field of work (initial contact, orientation while traveling, small talk). Their knowledge of culture, business and society are implemented as well. (CEFR level: A2)

Course:

Number	W0402IPS302
Title	Interdisciplinary Project
Type	Communication Course
Semester	3. Semester
Individual Lessons	15
ECTS	2

Evaluation Method(s): **Active participation, continuous assessment report**

Content:

Students learn to recognize correlations of EU politics, EU law and EU project management based on practical examples and exchanges with European protagonists.

Course:

Number	W0402IPS303
Title	Tutorials and Reflection 3 (EU Funds and Financing)
Type	Communication Course
Semester	3. Semester
Individual Lessons	15
ECTS	2

Evaluation Method(s): **Continuous assessment – report/project**

Content:

- Development of financing strategies and plans
- Financial planning and budgeting
- Knowledge and evaluation of various types of financing, financing tools and EU funding programs
- Investment decisions, equity funding, debt financing, internal financingI
- Cost control and financial reporting

Module

REG

European Regional Policy

Total ECTS: 6

Goal:

Students focus on the development of regional policies in the EU and in integration regions of Europe (e.g. areas of tension in the political/strategic and economic orientation of the EU, regional strategic roles, implementation and processing of funding programs in regions as well as their impacts, efficiency of politics connected with EU expansion and security policies). Students also become acquainted with future measures (according to the Treaty of Lisbon) at regional policy level. Special focus is given to Central Eastern European countries.

Complex cases (topics: EU procurement law, EU environmental law, EU labor and social legislation) are analyzed, processed and documented in a methodic, structured manner.

Following completion of the module, students are able to link knowledge from various disciplines, gain new insights from theoretical analysis and practice, and use innovative approaches derived from achievements and results of regional projects.

Course:

Number	W0402REG01
Title	European Regional Policy
Type	Integrated Lesson
Semester	4. Semester
Individual Lessons	45
ECTS	6

Evaluation Method(s): **Continuous assessment- report/project****Contents:**

- Regional policies of the EU with focus on CEE countries
- Impact of existing regional policies on these countries in terms of growth, employment, etc.
- Future measures (according to the Lisbon Treaty) at regional policy level
- Analysis, processing and documentation of complex EU procurement law, EU environmental law, EU labor and social legislation cases

Module

IPS4**International Professional Skills IV**

Total ECTS: 6

Goal:

Students gain necessary skills and knowledge from various disciplines which enable them to accomplish tasks and meet professional challenges.

Course:

Number	W0402IPS401
Title	CEE Language, Culture and Society 4
Type	Communication Course
Semester	4. Semester
Individual Lessons	30
ECTS	2

Evaluation Method(s): **Continuous assessment**

Contents:Basic Topics:

- Education and CV
- Short, simple letter of application
- Interviews (presenting myself)
- brief company presentation
- Intercultural information

Grammar:

- Review

Skills:

After 4 semesters, students are able to express themselves (orally and in writing) using a CEE language in simple, routine situations (initial contact, orientation while travelling, small talk). In addition, they are able to implement their cultural, business and social knowledge. (CEFR level: A2)

Course:

Number	W0402IPS402
Title	European Public Diplomacy
Type	Communication Course
Semester	4. Semester
Individual Lessons	30
ECTS	2

Evaluation method(s): **Active participation, continuous assessment-report**

Contents:

- Interlinking of European policies
 - European policy as domestic policy
 - Emergence of the EU-level advocacy landscape
 - Categories, structures and organization of special interest groups
 - Diplomacy strategies
 - Lobbying strategies, special interest groups und EU protagonists (case studies)
 - Development of a diplomatic strategy based upon a concrete example
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Course:

Number	W0402IPS403
Title	Tutorials and Reflection 4 (Days of Europe, Eurotalks, Guest Lectures)
Type	Communication Course
Semester	4. Semester
Individual Lessons	15
ECTS	2

Evaluation Method(s): **Active participation and report**

Contents:

Students are prepared to design and oversee complex tasks and take on responsibility for project-related decisions requiring new strategic approaches.