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UNIVERSITY OF APPLIED SCIENCES BFI VIENNA

Study Guide

Masters' Programme
International Banking and Finance
Part-time



UNIVERSITY OF APPLIED SCIENCES BFI VIENNA



Study Guide

Masters' Programme "International Banking And Finance"

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1. We form Europe's top executives at the University of Applied Sciences bfi Vienna (FH bfi Vienna)

When the OECD evaluated the Austrian educational system in the mid-1970s, they recommended the implementation of universities of applied sciences. On 1 October 1993 this new aspect was added to the Austrian educational landscape as the Federal Act on University of Applied Sciences Degree Programmes (FHStG) came into force.

FH degree programmes offer work-related education at university level, comply with EU regulations and offer all the advantages of a basic theoretical education combined with practical implementation; furthermore, the tight schedule of the programmes (mandatory attendance) reduces the duration of study in comparison to established traditional universities.

At present there are over 350 FH degree programmes on offer in Austria.

The University of Applied Sciences bfi Vienna is now one of the leading universities of applied sciences in Austria. Its graduates are internationally regarded as highly qualified. They are very much in demand as employees in demanding areas of responsibility across various fields of activities in industry, administration and the economy.

At the University of Applied Sciences bfi Vienna academic education is combined with practical training. The sophisticated scientific education forms the base for career prospects in management. Many important and major businesses consider the degree programmes particularly future-oriented and therefore support the FH as sponsors.

FH bfi Vienna in Europe's top league

Once again awarded the ECTS Label and the Diploma Supplement Label in 2009, the University of Applied Sciences bfi Vienna has reaffirmed its quality leadership status in Austria. Only 10 universities in Europe have been awarded both labels by the EU 2009. This makes the FH bfi Vienna part of the Bologna Process elite.

The ECTS – the “European Credit Transfer System” – makes degree programmes transparent and comparable across Europe.

This award recognises the high level of internationalisation at the FH bfi Vienna. At the FH bfi Vienna credits can easily be obtained for exchange semesters and work placements, as they are integrated into the regular degree programmes.

The graduates of the FH bfi Vienna are internationally considered highly qualified.

The University of Applied Sciences bfi Vienna offers **seven bachelor's degree programmes**

- Banking and Finance
full-time and part-time
- European Economy and Business Management
full-time and part-time
- Film, TV and Media Production
full-time
- Logistics and Transport Management
full-time and part-time
- Project Management and Information Technology
full-time and part-time
- Technical Sales and Distribution Management
part-time
- Work Design and HR Management
part-time

and **six master's degree programmes:**

- European Economy and Business Management
part-time
- International Banking and Finance
part-time
- Logistics and Transport Management
part-time
- Project Management and Organisation
part-time
- Quantitative Asset and Risk Management
part-time
- Strategic HR Management in Europe
part-time

There are 1,834 study places in these 13 degree programmes.

The University of Applied Sciences bfi Vienna's co-operation network spans over 80 universities of applied sciences and universities in Europe, Asia, Australia and the USA. These international contacts result in joint projects and an intensive exchange of both lecturers and students.



2. Programme Targets

Austrian banking and finance enterprises have been able to benefit from the possibilities of the EU enlargement to Eastern Europe extremely well and are thus among the market leaders in Central and Eastern Europe. They did not, however, and indeed could not remain unaffected by the global financial crisis. It is this very crisis, though, that offers chances to future Banking and Finance graduates. "These graduates really need not worry about finding jobs, e.g. in risk management," said banking expert Peter Madritsch of the business consultancy zeb/rolfes.schierenbeck during a symposium at the University of Applied Sciences bfi Vienna focussing on the international financial crisis. He thus stressed that competent banking and finance experts will be even more sought after because of the crisis. Next to banking houses, the following organisations will also require graduates from the Banking and Finance study programme: capital investment companies, leasing companies, credit card companies, auditors, tax advisers, financial market authorities and business enterprises (see also section 3.1)

The practitioners in the Austrian banking and finance industry are confronted with radical change and increasing complexity. In addition to strong competition, structural changes in the banking sectors in Austria, the changes in demand and behaviour of the customers and an increase in risks can be observed as characteristic today. There are furthermore new competitors with new products, services, and forms of distribution, which can be seen as creating lasting changes in the financial landscape against a backdrop of a progressive information technology.

These challenges demand new qualities in terms of new ways of thinking and involvement by those in the industry. The global target of our career parallel studies is to meet these challenges on both the academic and the practical level. We also prepare our students to become efficient and knowledgeable employees of their current and future enterprises.

The programme aims at a solid professional and practical academic education so that the graduates can become qualified experts and managers. It covers the core banking processes customer and product management, treasury, compliance, cost accounting, controlling and risk management. On this basis a module of the curriculum aims at competencies in the field of bank management. It stresses the interconnected nature of these processes and of banking business with the economic and social environment.

This global target is achieved by tailor-made didactic concepts that accompany the programme and the curricula for the banking and finance industry.



3. Fields of professional work and career perspectives

A study initiated by the University of Applied Sciences bfi Vienna shows that the FH-Programme 'Banking and Finance' can provide a considerable contribution to the improvement and development of the Austrian banking and finance industry. Our alumni, in comparison with graduates from other schools, enjoy a definite advantage. They are favoured because they can start work immediately without extensive company training.

Further, the students are thoroughly prepared for careers in finance-related activities at international corporations and in consulting firms.

Career opportunities for students in the Master's Programme include:

3.1. Banking

- **Earnings related activities**
 - Account management and distribution**
Management of key accounts (corporate clients, private clients, institutional clients), target group and product management, distribution management
- **Treasury, Investment banking and Corporate Finance**
Project Finance, syndication, trade finance, issuance of corporate bonds and stock, Mergers and Acquisitions, Trade in FX, securities and derivatives, Sales, Research, Asset-Liability-Management, proprietary issuance of securities, structured products, credit derivatives and asset backed securities
- **Asset Management**
Fund management, Private Banking, Research,
- **Product related activities**
Loan processing, securities processing, documentary business, Cash management, payments transactions
- **Risk management**
Analysis of Corporations and creditworthiness, credit risk management, work out management, market risk management, country risk management, risk monitoring, risk controlling, operational risk
- **Intern functional activities**
Financial controlling, accountancy, auditing, participation management, organisation, human resources development/training, investor relations, compliance
- **Other Financial Institutions and Special Purpose Banks** (Leasing, Factoring, Private Equity, Credit cards, Investment trusts, Pension fund, Savings and loan associations)
Account management, controlling, investment management, treasury



3.2. Industry, Commerce, Services and Administration

Areas include Finance management, treasury, liquidity management, participation management, mergers and acquisitions, project finance, capital budgeting, accountancy, controlling, risk management, and investor relations.

3.3. Other Financial Services

Financial analyst, portfolio manager, asset manager, fund manager, investment consultant, finance consultant, broker, information service provider, insurance broker, insurance agent, certified public accountant, management consultant, property developer.



4. General Conditions of Studying

4.1. Admission requirement

Applicants for the Master's Programme must have a degree in an economic discipline.

As the Master's Programme is designed to deepen the knowledge acquired in a Bachelor's Programme with economic orientation, applicants must have basic knowledge in mathematics/statistics, finance theory, corporate finance, business accountancy, economics and an excellent command of English.

Applicants need to possess at least the following academic qualifications (1 ECTS point is equivalent to approximately 25 workload hours):

- Business Administration: 4 ECTS
- Accounting and Controlling: 4 ECTS
- Economics: 4 ECTS
- Mathematics and Statistics: 4 ECTS

4.2. Admission procedure

The admission procedure is as follows:

- 1. Proof of having acquired a university degree in an economic discipline
- 2. Admission Test including questions in mathematics/statistics, finance theory, corporate finance and English skills. The knowledge in business accountancy and economics can be ascertained from certificates of prior university work.
- 3. Presentation of a recent economic issue, chosen by the applicant, and interview at the University of Applied Sciences bfi Vienna (conducted in English).

If there are more applicants than places available, the students are admitted to the Master's Programme according to admission test ranking.

If there are fewer applicants than places available, the applicants will be accepted if they have the necessary qualifications to participate in the programme.

Application Deadline: 15 June

Application Deadline for applicants outside European Union: 15 March (due to Visa restrictions)



5. Duration of Studies

5.1. Study year

Each semester has a length of 20 weeks. The winter semester (1st semester) starts on the first Monday of September and ends with the 4th week of the following year. Christmas holidays include the weeks 52 and 1 of the following year. The summer semester starts in the 6th week of the year and ends at the end of the 26th week. Easter Holidays include the Holy Week. There will be some additional public holidays in accordance with the Austrian law.

Summer holidays start with the end of the summer semester and end with the beginning of the winter semester.

5.2. Study time

Classes are from Monday to Friday (three times in the evening) and on Saturdays (during the day).

6. Composition of the Programme

6.1. Courses

The following depicts an outline of the Master's Programme's courses offered over a 3-semester period including course subjects, types of courses, language of instruction and ECTS-points.

6.2. Master Thesis

Before being admitted to the final examination every candidate has to propose for approval a Master thesis on a subject relevant to the Master's Programme. The subjects of the theses are allocated during the 2nd semester of the Programme. There are special guidelines on how to compose the Master thesis.

6.3. Final Oral Diploma Examination

The admission to the final diploma examination requires that the candidate has successfully passed all required courses of the Master's Programme. Further, the student must have secured the approval of the department for the proposed thesis.



7. Types of courses

- **Integrated Lectures/Tutorials (L/T)** consist of a lecture part in which knowledge is provided and a tutorial part in which this knowledge is deepened. By the integration of lecture and tutorial the best possible application of the acquired knowledge in concrete tasks is secured.
- **Exercises (E):** the aim is to consolidate and broaden knowledge and competencies through practical application individually and in teams
- **Konversatorium (K):** self-study with the possibility to discuss open questions with teachers and lecturers
- **Project Seminars (P)** purpose the elaboration of actual problems by the students. In doing so the process-related aspect of elaborating a solution in cooperation with other students is considered as important.



8. Curriculum-overview

Module	Course Title	Sem.	Type	SWS	ECTS
Basis Module	Teambuilding	1	UE*	1	1
	Common Basis	1	KO	1	5
Customer and Product Management	Distribution Management	1	ILV	1.5	3
	Product Management	1	ILV	1.5	3
Treasury and Compliance	Money Market	1	ILV	1	2
	Fixed Income	1	ILV	1	2
	Compliance	1	ILV	1	2
Cost Accounting / Controlling	Bank Controlling	1	ILV	2	4
	International Accounting Standards	1	ILV	1	2
Management / Personality Development 1	Sustainability and Ethics in Banking and Finance	1	ILV	1.5	3
Project Seminar	Business and Model-Related Issues 1	1	PS	1	3
	Business and Model-Related Issues 2	2	PS	1	3
Risk Management	Liquidity Management	2	ILV	1.5	3
	Market Risk	2	ILV	1.5	3
	Operational Risk	2	ILV	1	2
	Credit Risk	2	ILV	1.5	3
International Bank Management	Bank Management 1: Strategic	2	ILV	1	2
	Bank Management 2: Tactic	2	ILV	1	2
	Economics Tutorial	2	UE	1.5	3
	Bank Management: Processes	3	ILV	2	4
	Banking Business Game	3	UE	1.5	2
Management / Personality Development 2	Systems Theory and Corporate Development	2	ILV	1	2
	Intercultural Management	2	ILV	1	2
	Personnel Leadership	2	UE*	2	2
Management / Personality Development 3	Collaboration and Future of (Knowledge) Work	3	ILV	1.5	3
	Change Management and Innovation Management	3	ILV	1.5	3
Master Thesis and Master Examination	Master Thesis Tutorial	2	UE	0.5	3
	Master Thesis Tutorial	3	UE	0.5	12
	Final Examination	3			6

Abbreviations (in German)

ECTS	ECTS Credits	SWS	Weekly hours per semester
ILV	Integrated Class	UE	Practice class
KO	Tutorial	UE*	Practice class with limited amount of work for students
LVA	Course	VO	Lecture
PS	Project Seminar		



9. Studying abroad

➤ **Studying and work of FH-students abroad:**

The international network of the FH includes over 80 partner universities in different countries. Most of our partners are located in Europe. Within the Socrates/Erasmus framework scholarships and the waiving of student fees are possible.

➤ **Studying during the Master's Programme abroad:**

Students are invited to spend a semester at an equivalent university abroad, if possible. This can be done either in the 2nd semester or in the 3rd. If the 3rd semester is chosen for studying abroad the Master thesis is to be written during that semester.

➤ **Internationalisation at home:**

The university promotes lecturer exchanges with other universities, as for example, in the course of the International Week which is organised every second year at the University of Applied Sciences bfi Vienna. The International Office at the University of Applied Sciences bfi Vienna is keen on developing cooperation projects with foreign university partners in order to promote students' and teachers' exchange.

➤ **Summer Schools**

Especially for professional students, summer schools with a restricted length of time (e.g. 3 weeks) in a foreign country can be an interesting alternative to a full semester abroad.



10. Rights and obligations

Rights: The students have the following rights:

- Use of the teaching and research facilities of the Master's Programme
- To demand the observance of the class schedule, examination regulations and agreement for the studies
- To point at the violation of duties by members of the teaching staff and request the correction of the deficiencies
- Evaluation of the courses and instructors
- Active and passive voting rights for the student council

Obligations: The students have the following duties:

- To observe the agreement for the studies
- To attend the classes (compulsory attendance) and to participate in the studies in accordance with the class schedule and the examination regulations
- To study in the groups to which they are assigned
- To sit exams at the first examination date offered in each case (exception only with the consent of the Director of the Programme)
- To observe the instructions of the supervisors during the examinations
- To observe the regulations on the use of teaching and research facilities
- To observe the security instructions and the corresponding requests of the staff responsible for the security

Costs for students:

- Costs for teaching material (books, scripts, etc.)
- Tuition fee € 363,36 pro semester, to be paid before the beginning of the semester
- A student union membership fee of € 17,00 per semester has to be paid, too.



11. Contact

Up-to-date information is available on the FH bfi Vienna homepage (www.fh-vie.ac.at)

If you have further questions regarding structure and contents of the master programme please feel free to contact the following people in charge and/or arrange for a counselling interview:

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The location of one or all the courses can be changed by the University of Applied Sciences bfi Vienna during the execution of the Programme



Notes:

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