

Guidelines for recognising postgraduate practical experience within the framework of a part-time degree course in MBA Aviation Management at the University of Applied Sciences Frankfurt am Main

1. Recognition of competencies acquired through practical experience and the corresponding critical reflections

The recognition of practically acquired competencies shall be based on a project report (30 to 40 pages).

The project report shall contain a detailed description of a project carried out during one's working life. In addition, the author is required to outline and reflect on all relevant problems and solutions connected with acquiring the respective competencies.

The project report should contain a list of all practically acquired competencies which correspond to the descriptors stated in the qualification framework at bachelor level (see Appendices 2 and 3).

In compiling the project report the author is required to follow the guidelines for the assessment of scientific assignments.

2. Assessment by the Chairperson of the Examinations Board

The Chairperson of the Examinations Board shall assess the acquired competencies and the corresponding critical reflections. If the module is deemed to be passed, a total of 30 credit points will be awarded.

3. Announcing the result

The candidate shall be duly informed of the result in an appropriate manner.

Enclosures

Appendix 1: Assessment scheme for the project report

Appendix 2: Examples of competencies which can be acquired during bachelor studies

Appendix 3: Description of the module "Reflections on one's career to date / Crediting postgraduate work experience"

Appendix 1: Assessment scheme for the project report

Submitted by:

Registration number:

Study course:

	1	2	3	4	5	Ø	Comments
1 Content							
1.1 Description of the task (10%)							
Degree of difficulty							
Quality of the objectives							
1.2 Content (20%)							
Structure of the arguments							
Clarity and conciseness							
Use of literature							
Completeness							
General accuracy							
1.3 Methodology (10%)							
Choice of method							
Approach to the topic							
1.4 Structure (10%)							
Logical structure and balance							
Type of classification							
Depth of classification							
1.5 Critical reflection (15%)							
Defining competencies							
Identifying further potential							
1.6 Self-reliance (10%)							
1.7 Conclusion/Result (5%)							
Overall assessment of content							
2 Form							
2.1 Directory (5%)							
Bibliography							
Other directories							
2.2 Style/Orthography (10%)							
Appropriate use of language							
Orthography and punctuation							
2.3 Layout (5%)							
Layout, general appearance							
Illustrations and tables							
Appendices							
Overall assessment of form							
Overall assessment of the project assignment							

I hereby award the assignment the following grade:

Note:

Frankfurt, XX.XX.XXXX

Signature: _____

Appendix 2: Examples of competencies which can be acquired during bachelor studies

Table: Excerpt taken from the qualifications framework for academic degrees in Germany (here: Descriptors)

Bachelor level (180, 210 and 240 ECTS)

Knowledge and understanding	Abilities (Acquiring knowledge)
<p><u>Disseminating knowledge</u> The level of knowledge and understanding acquired by graduates is based on the requirements at university entrance and surpasses the same to a significant degree.</p> <p>Graduates shall have broad-based, integrated knowledge and be able to understand the scientific principles on which their field of learning is based.</p> <p><u>Deepening knowledge</u> Graduates shall have a critical understanding of the most important theories, principles and methods of their study programme and be in a position to deepen their knowledge vertically, horizontally and laterally. Their knowledge and understanding shall correspond to the present level of the specialist literature, but at the same time be up to date concerning the current state of research in their field of learning.</p>	<p>Graduates shall acquire/have acquired the following competencies:</p> <p><u>Instrumental competencies</u></p> <ul style="list-style-type: none"> - to apply their knowledge and understanding to their professional activities and to develop solutions to problems and in their field of learning <p><u>Systemic competencies</u></p> <ul style="list-style-type: none"> - to collect, assess and interpret relevant information with special reference to their study programme - to reach scientifically-based conclusions while taking into consideration respective social, scientific and ethical factors - to develop individual processes for further learning <p><u>Communicative competencies</u></p> <ul style="list-style-type: none"> - to formulate and defend subject-related positions and solutions - to communicate with specialists and laypersons with regard to information, ideas, problems and solutions - assume responsibility in a team

Type of competencies acquired

Such competencies might include:

Specialist competencies, e.g. specialist and branch-related knowledge and the ability to apply this knowledge in practice

Non-specialist competencies

- **Interpersonal competencies:** social and self-critical competencies which facilitate collaboration with superiors, colleagues and subordinates:
 - conflict management
 - (interdisciplinary and/or intercultural) teamwork
 - moderation techniques
 - verbal communication (rhetoric) and nonverbal communication (body language)
 - conversation techniques
 - personnel management and leadership

- **Instrumental competencies:** instruments, techniques and methods which support the generation and/or planned (targeted) application of knowledge:
 - information management
 - learning techniques
 - general techniques
 - working scientifically
 - time management
 - presentation techniques

(basic) EDP techniques
knowledge of foreign languages

• **Systemic competencies:**

skills (e.g. creativity, adaptability) which are necessary to see one's work as part of a complex system and to carry it out accordingly

Systemic competencies are based on diverse interpersonal and instrumental competencies:

- introducing innovations
- initiating, planning and implementing change processes
- networked thinking

Appendix 3: Description of the module: “Reflections on one’s career to date / Crediting postgraduate work experience”

Study course	Master of Business Administration in Aviation Management
Title	Reflections on one’s career to date / Crediting postgraduate work experience
Number	Z 1
Code	
Units	
Level	Intermediate
Applicability	Master of Business Administration in Aviation Management
Duration	1 semester
Status	Additional module
Recommended semester	1st, 2nd or 3rd semester
Credit points	30
Course requirements	Certified apprenticeship and at least three-years’ work experience, two of which have to be in the aviation sector
Contents of the requirements	
Requirements for taking the test	Certified apprenticeship and at least three-years’ work experience, two of which have to be in the aviation sector
Test	Project report (Time allowed: 4 months)
Learning result / Competencies	<ul style="list-style-type: none"> - Compiling a personal, specialist and general competency profile - Being aware of specialist and general competencies acquired when working - Making a target-actual comparison with regard to one’s own profile - Recognising one’s own strengths and potential weaknesses - Defining action fields
Course contents	<ul style="list-style-type: none"> - Overview of and reflection on one’s own specialist competencies: summary of the know-how one has gained from work experience; applying theoretical knowledge in practice; critical evaluation - Overview of and reflection on interpersonal and personal competencies, i.e. social and self-critical competencies which facilitate cooperation with superiors, colleagues and subordinates: <ul style="list-style-type: none"> conflict management, (interdisciplinary and/or intercultural) teamwork moderation techniques verbal communication (rhetoric) and nonverbal communication (body language) conversation techniques personnel management and leadership - Overview of and reflection on instrumental personal competencies: instruments, techniques and methods which support the generation and/or planned (targeted) application of knowledge: <ul style="list-style-type: none"> information management learning techniques, general techniques working scientifically time management presentation techniques (basic) EDP techniques

	<p>knowledge of foreign languages</p> <ul style="list-style-type: none"> - Overview of and reflection on systemic competencies: skills (e.g. creativity, adaptability) which are necessary to see one's work as part of a complex system and to carry it out accordingly: <ul style="list-style-type: none"> introducing innovations initiating, planning and implementing change processes networked thinking
Teaching forms	
Total workload	900
Language	English
Offer	Every semester
Coordination	Examinations board of the respective study course
Comments	None