

Study and Examination Regulations RE-R03-E Carinthia UAS

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PART 1: STUDY REGULATIONS

I Area of Application

- 1 The present Study Regulations were approved by the University of Applied Sciences (UAS) Board of Carinthia UAS in its meeting on 7 October 2020 after reaching an agreement with the funding body on 24 November 2020 in accordance with § 10 para. 3 sub-para. 10 of the University of Applied Sciences Act (FHG) with effect from 1 January 2021.
- 2 The Regulations shall replace any already existing guidelines and study regulations, and shall apply to all degree programs, master and academic certificate programs for further education in accordance with § 9 FHG offered at Carinthia UAS. For other certificate programs for further education and other programs, the regulations and guidelines apply that are defined in the Learning Agreement. If, hereinafter, the term “Degree Program” is used, these regulations are understood to apply equally also to master and academic certificate programs for further education, unless otherwise expressly agreed. Likewise, the term “Degree Program Director” also refers to the Head of the master and/or academic certificate program for further education.
- 3 In the event of any discrepancy or difference in interpretation between the German and the translated versions of the Study Regulations, the provisions in the German version shall prevail.
- 4 The bodies established at Carinthia UAS pursuant to study law are the **UAS Board** and the **Chairman/Chairwoman of the UAS Board**, as well as the individual **Degree Program Directors**. The applied procedures shall be subject to the University of Applied Sciences Act (FHG) and the Act on Quality Assurance in Higher Education (HS-QSG) as amended, as well as the decrees issued by the Agency for Quality Assurance and Accreditation Austria (AQ Austria).

II Admission Procedure

§ 11 (1) FHG: *An admission procedure shall be conducted at least in those cases, where the number of applicants for a degree program exceeds the number of available places. Performance-based criteria for the admission procedure shall be defined that take into account the educational requirements of the respective degree program. Contingent on organizational considerations, interviews with all applicants shall be conducted and shall be taken into consideration when ranking the applicants. For bachelor and diploma degree programs, the applicants shall be divided into different groups according to their prior education, with at least one group representing applicants with relevant professional qualifications. The groups of applicants shall be allocated to the number of study places on a pro rata basis. The applicants' assessments that are used as a basis for the compilation of the ranking list shall be documented in a verifiable and transparent manner.*

§ 11 (3) FHG: *The applicants shall be permitted to have inspection of the assessment and evaluation documents, provided that they make such a*

request within three months of the announcement of the result. Questions regarding the personal aptitude shall be excluded from the right to inspection.

§ 11 (4) FHG: *Admission procedures to university of applied sciences degree programs may be repeated without limitation*

- 1 Degree programs at the University of Applied Sciences generally offer only a limited number of study places, for which there is a defined **admission procedure**. This procedure specifies performance-based criteria, according to which the available study places are allocated. The admission procedure is documented and carried out in a verifiable and transparent manner.
- 2 In order to be **admitted** to the degree-program-specific admission procedure, students must meet the admission requirements and also submit an application via the online application tool, together with the necessary documents. In the case of international applicants, it is particularly necessary to check the equivalence of previous education qualifications, comply with the recommendations of the Federal Ministry of Education, Science and Research, and – if necessary – have the documents translated by a sworn and certified court interpreter/translator. In addition, German/English skills (level B2) are a prerequisite both for English-language and German-language degree programs. This is a minimum requirement, which students must already be able to meet when they submit their application. Specific degree programs may have additional language skill requirements. Once the admission requirements have been verified, all applicants that meet these formal requirements undergo the admission procedure.
- 3 The **places of study** at Carinthia UAS shall be allocated in line with the final ranking after completion of the admission procedure. In the event that several admission deadlines are offered, the allocation of study places immediately after the admission procedure shall be at the discretion of the Degree Program Director on the basis of the number of applicants for the individual deadlines from the last few years. The exact procedure and the weighting of various criteria for the allocation of study places are defined in the respective application for accreditation. Criteria for the allocation of study places may include: school grades, aptitude tests, personal interviews, exams on specific topics, the form of application, professional experience, further training or any work to be submitted, as well as vocation-specific tests.
- 4 Carinthia UAS offers students with disabilities a fair admission procedure which is made as accessible as possible. Affected applicants are therefore requested to discuss their special needs and requirements resulting from disabilities with the Office for Equality and Diversity in advance.
- 5 Renewed admission to the same degree program:

§ 18 (5) FHG: *Students who were excluded from a degree program due to a negative assessment of the last permissible repetition of an examination shall be excluded from a renewed admission to the same degree program.*

The provision set forth in § 18 para. 5 FHG also applies to students who were excluded from continuing a degree program due to breaches of academic honesty (see also Section IX of the Study Regulations and Section VIII of the Exam Regulations).

III Regular Students and Irregular Students

- 1 **Regular students** are students admitted to regular degree programs. These include bachelor degree programs and master degree programs at universities of applied sciences.
- 2 **Irregular students** are students admitted to irregular studies. These include certificate programs for further education in accordance with § 9 FHG as well as the attendance of individual courses.

IV Organizational Forms of Degree Programs

Generally, Carinthia UAS offers the following **organizational forms** for bachelor and master degree programs as well as certificate programs for further education in accordance with § 9 FHG:

- a. full-time studies, in part also offered in a work-friendly form;
- b. part-time studies, including the statutory extension options.

V Recognition of Documented Knowledge

§ 12 (1) FHG: *Regarding the recognition of documented knowledge, the principle of course-based recognition or module-based recognition shall apply. The equivalence of the acquired knowledge with the requirements regarding subject contents and scope of the courses or modules to be recognized shall be determined upon application by the student. If considered equivalent, passed examinations shall be recognized. In these cases, the student's knowledge shall not be tested.*

- 1 Recognition of **specialist knowledge or experience from the job:**

§ 12 (2) FHG: *Specialist knowledge or experience from the job shall be taken into consideration for the recognition of courses, modules or the professional practical training; this shall apply in particular to part-time degree programs and parts of degree programs.*

In these cases it's allowed to test the student's knowledge.

- 2 The recognition of documented knowledge shall be in compliance with the relevant recommendations of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 ("Lisbon Convention"), Federal Law Gazette BGBl. III No. 71/1999.

The **application for recognition of documented knowledge** must be submitted before the start of the respective course or integrated module to the Degree Program Director, who shall make a decision about their recognition in consultation with the respective course lecturer or module coordinator within two weeks of completed application. The application forms can be downloaded from the Intranet or obtained from the administration offices. Copies of the relevant documents needed to decide on the recognition of documented

knowledge (course descriptions, ECTS, etc.) or documents certifying relevant work experience shall be enclosed.

- 3 Until the Degree Program Director makes their decision, the student shall continue to attend the course or module, which the application concerns.
- 4 If the application for recognition of documented knowledge concerns a module and if, due to the documents supplied by the student, it is not possible to recognize the entire module but only part of a module, the Degree Program Director can release the student from the requirement to attend with regard to the concerned module part. The modalities concerning examination assessment remain unaffected by this.

VI ECTS and Academic Crediting

One ECTS credit point is equivalent to a workload of 25 hours. The maximum number of ECTS credit points in one semester of a UAS bachelor degree program and UAS master degree program is 30.

VII Use of Learning Management Systems

- 1 Carinthia UAS uses a **learning management system** called "Moodle" as its central online learning platform. In conjunction with and complemented by other suitable online tools, Moodle supports the didactic implementation of e-learning activities both in face-to-face learning and distance learning phases by the option of providing and organizing study contents and processes and communicating between those involved in the learning process regardless of time or place.
- 2 Supported by the use of Moodle and/or other suitable online tools, individual, previously defined course units can be organized as distance-learning units in the context of what is referred to as "blended learning". The Degree Program Director shall decide in agreement with the course lecturer on how much face-to-face and distance learning is needed in order to ensure that the **learning outcome** in the respective course is **achieved** in the didactically most effective way possible.

VIII Structure of the Academic Year

- 1 One academic year consists of two consecutive semesters. At Carinthia UAS the winter semester starts on 1 October and ends on 28 or 29 February, as the case may be. The summer semester starts on 1 March and ends on 30 September. The courses may start earlier (especially in the case of part-time studies). For details, refer to the time-tables or the information provided on the website.
- 2 The payment deadlines for the tuition fee and the student-union fee are 1 to 30 September for the winter semester and 1 to 28/29 February for the summer semester. Carinthia UAS grants a grace period for payment of the tuition fee from 1 to 31 October and from 1 to 31 March. Payment during the grace period increases the tuition fee by 10 % (late payment charge). For applicants seeking a study place other payment deadlines apply.

- 3 For details on periods with no regular classes (Christmas break, semester break, Easter break and summer break), refer to the academic calendar or timetables.

IX Awarding and Revocation of an Academic Degree

- 1 The academic degree is awarded by the chairperson of UAS Board. Any professional titles becoming effective with the completion of the degree program shall also be awarded with the academic degree. Regarding any professional licenses connected with the degree, students must contact the relevant authorities.
- 2 The awarded academic degree can be revoked by the chairperson of UAS Board if there is proof that the student acquired the degree through fraudulent means.

For writing their final paper (Bachelor, Master or Diploma Thesis), students must specifically observe and adhere to the applicable RE-R14 guidelines of “Good Scientific Practice”. If there is evidence that a final paper or thesis is the result of fraudulent acts, the final paper must be declared void and will thus lead to the revocation of the awarded academic degree.

If there is proof of plagiarism or any other acts of deception in connection with a master degree program, the assessment of the final master examination must also be declared void, which shall result in the revocation of the awarded academic degree.

Against the decision made by the chairperson of UAS Board, a complaint can be lodged with the Federal Administrative Court in accordance with § 10 para. 6 FHG.

PART 2: EXAMINATION REGULATIONS

I Area of Application

- 1 The present Examination Regulations were approved by the UAS Board of Carinthia UAS in its meeting on 7 October 2020 after reaching an agreement with the funding body on 24 November 2020 in accordance with § 10 para. 3 sub-para. 10 of the University of Applied Sciences Act (FHG) with effect from 1 January 2021. It applies to all **UAS degree programs and master or academic certificate programs for further education in accordance with § 9 FHG** offered at Carinthia UAS. For all other certificate programs for further education and other programs, the regulations and guidelines apply that are defined in the Learning Agreement. If, hereinafter, the term “Degree Program” is used, these regulations are understood to apply equally also to master and academic certificate programs for further education, unless otherwise expressly agreed. Likewise, the term “Degree Program Director” also refers to the Head of Master or Academic Certificate Program for Further Education.
- 2 The Examination Regulations shall govern the **implementation and assessment of courses and examinations** at Carinthia UAS based on the University of Applied Sciences Act (FHG as amended) as well as the accreditation rules of AQ Austria.
- 3 In the event of any discrepancy or difference in interpretation between the German and the translated versions of the Examination Regulations, the provisions in the German version shall prevail.
- 4 These Examination Regulations may be complemented and concretized by degree-program-specific regulations, but only in the following areas:
 - (Job) field work placements and/or Internships
 - Bachelor paper and/or Master Thesis (Theses)
 - Final Bachelor examination and/or Final Master examination

The respective Degree Program Director is responsible for creating such regulations.

- 5 In the case of **contradictory provisions** in the Examination Regulations and in the degree-program-specific regulations, the provisions in the Examination Regulations shall prevail.
- 6 The respective valid versions of these Examination Regulations and the degree-program-specific regulations shall be publicized in the **QM Library**, accessible to all students and teaching staff.

II Definitions

1 Examining bodies:

The **examiners** are responsible for compiling the exams and grading the exams as well as all other performance records. In case of continuous assessment of a particular course, the lecturer or the group of lecturers who holds the course is/are responsible for conducting and compiling the examinations.

Examiners can only be teachers who have relevant experience in lecturing at a university in Austria or abroad (university or university of applied sciences) or persons who can prove that they have gained relevant skills and competencies through education or practical experience.

Examination performance may only be graded by persons who have a level of education which must be at least equal to the level to be tested. These requirements are also valid for the continuous assessment of courses.

The examiners may independently compile and conduct their examinations.

If an examiner cannot be present at an examination (e.g. due to illness), they can be substituted by another examiner who fulfils the same requirements defined for the examiner. The written examination as such can be proctored by a person who does not fulfil the requirements valid for the examiner.

Examination committees must be appointed for final examinations (final bachelor and/or master examinations) to be held before an examination committee.

§ 16 (5) FHG: The examination committee shall be selected from those persons who are entitled to act as examiners for examinations before committees. The examination committee shall consist of the examiners for each candidate.

For examinations held before examination committees (2nd repetition, panel exams) the following applies:

§ 15 (3) FHG: For oral examinations held before examination committees, the examination committee shall consist of at least three persons. If the number of committee members is even, the chairperson of the examination committee shall have the right to cast the deciding vote in case of a tie. All members of the examination committee shall be present for the duration of the entire examination; if necessary, this requirement can be deemed to be fulfilled through the use of electronic media.

Both for final examinations held before examination committees (final bachelor and master examinations) and panel exams (2nd repetition) the examination committee consists of at least two examiners and one committee chair. The examination committee is appointed by the Degree Program Director. All members of the examination committee are entitled to ask questions during the examination.

All persons involved in examinations are obliged to maintain confidentiality towards third parties concerning examination performance.

The Degree Program Director shall appoint a **Module Coordinator** for every module according to the curriculum, who shall be responsible for coordinating the individual performance assessments in each module with the individual examiners.

- 2 The employed **types of courses** are described in the accreditation application for the respective degree program with regard to task, objective and examination regulations and are listed in the Appendix to these Examination Regulations. Basically, a distinction is made between courses and integrated modules with a final examination and courses and integrated modules with continuous assessment:

- **Courses and integrated modules with final examination:** The performance assessment is carried out in the form of a (usually) final assessment of the students' performance.
 - **Courses and integrated modules which are continuously assessed:** The performance assessment of continuously assessed courses is (usually) carried out based on continuous performance records of the students during the entire duration of the respective course or integrated module.
- 3 At Carinthia UAS, a distinction is made between the following **types of courses and modules**:
- **Compulsory subjects** are all courses and modules which, according to the curriculum of the relevant degree program, must be completed.
 - **Elective subjects** are all courses and modules which, according to the curriculum, are assigned to an overriding theme together with other selected courses and/or modules and are chosen individually by the student from a certain curriculum catalog. A selection is compulsory and the selected courses then become compulsory subjects.
 - **Optional subjects** are additional (extracurricular) courses or modules chosen on a voluntary basis. The courses or modules attended by the student also show up on the Transcript of Records.
- 4 In addition to courses, the individual curriculums can also offer **modules** in accordance with the respective degree program application for accreditation. A module comprises a self-contained, formally structured learning process with topic-specific learning and teaching methods, defined and coherent learning results, pre-defined workload for the students and clear and transparent performance criteria.¹
5. Carinthia UAS distinguishes between the following **module types**:
- **Integrated module:** The module is not divided into module parts², but forms a single entity. The module must be held within one semester, so that the module can be completed in one semester.
 - **Integrative module:** An integrative module consists of multiple courses, with one module examination covering the module's entire study contents having to be completed. The performance assessment is based at least partially on the module level and not on the level of the course. The individual module parts must be held within one semester, so that the module can be completed in one semester. To be able to pass the entire module with a positive grade, each module part must be assessed with a positive grade. To be admitted to the module completion examination, students must first complete the individual

¹ See also the modularization recommendation of the Austrian Bologna Follow-Up group of the BMBWF.

² One module part consists of one or more courses within one module.

module parts with a positive grade. A corresponding syllabus³ must be defined both for the individual module parts and for the entire module.

- **Accumulative module:** An accumulative module consists of multiple courses, and the module grade results from purely mathematically weighted assessments of the courses (module parts) belonging to the module. To be able to pass the entire module with a positive grade, every module part must be assessed with a positive grade. The respective weighting is defined in the degree program application for accreditation.
- **Combined module:** A combined module consists of multiple courses and of at least one integrative module part. The module parts are assessed individually and may consist of multiple courses. The module grade results from the weighted assessments of the individual module parts. To be able to pass the entire module with a positive grade, every module part must be assessed with a positive grade. To be admitted to the examination that spans all module parts, students must first complete the individual courses of the integrative module part with a positive assessment. The respective weighting is defined in the degree program application for accreditation.

Recognized module parts or module parts that received the assessment “successfully completed” are not taken into account in the module grade. The weighting specified in the Module Manual remains valid.

Regarding the possibility of repeating modules, please refer to Section IX of the Examination Regulations.

- 6 The assessment of the **internship** is based on continuous performance records (in line with continuously assessed courses). Regulations concerning the objectives, time management, duration, placement, supervision and the assessment criteria for internships shall be determined in the guidelines specific to the degree program and made accessible to all affected students and lecturers of Carinthia UAS.
- 7 The **curriculum** of a degree program defines the scope and the succession of courses in a degree program. It can be viewed on the Carinthia UAS website.

III General Examination Modalities

§ 13 (4) FHG: *The students shall be informed, in an appropriate manner, of the exact examination regulations (contents, methods, assessment criteria and assessment standards) and possibilities for re-sits for each course at the beginning of each course at the latest. Examinations can also be held for individual modules.*

³ Based on the Module Manual, the syllabus contains the specific content-related, methodological and organizational modalities of a course or module (in particular study contents, methods, weighting, assessment criteria and standards as well as means permitted during examinations).

- 1 All examinations are normally held **on the premises of Carinthia UAS**. In duly substantiated cases, exceptions are possible, however this requires the approval of the examination candidates and of the Degree Program Director.

Exams can also be conducted using the learning management system **Moodle** – if required using the secure environment of the *Safe Exam Browser* – or using other suitable online tools.

When announcing the examination modalities and the possibilities for re-sits, it must be communicated which tests must, in any event, be passed with a positive grade in order to be able to complete the entire course and/or the entire module part and/or the entire module with a positive grade.

In the case of modules, it is also necessary to communicate the examination modalities and possibilities for re-sits for the entire module in addition to the examination modalities and possibilities for re-sits for each module part,

- 2 Right to a **different examination method**:

§ 13 (2) FHG: *Students shall have the right to take the examination in a different format, if they submit proof of a disability that makes it impossible to take the examination in the prescribed format and if the different format does not impact subject contents and requirements of the examination.*

The course lecturer can decide that, with the approval of the student, written and oral examinations can be taken in a language other than the teaching language defined in the application for accreditation.

- 3 If necessary, students with disabilities and/or chronic diseases can – with participation of the Office for Equality and Diversity – file an application for **compensation for disadvantages** with the Degree Program Director. This involves a written agreement on the different examination methods.
- 4 Every course held in one semester must be **completed** until the end of the semester that follows. If an internship lasting at least 12 weeks is intended for this subsequent semester, the period shall be extended by a further semester. If by that time there is no positive assessment of either one or more courses, the course must be assessed with "fail in accordance with III/4 of the Examination Regulations" due to exceeding the deadline, and the student shall be excluded from continuing the degree program.

- 5 **Safekeeping** of examination documents:

§ 13 (7) FHG: *If the assessment documents (in particular examiners' reports, corrected written examinations and exam papers) are not surrendered to the students, steps shall be taken to ensure that they are held in safekeeping for at least six months after announcement of the results.*

The safekeeping and deletion of any examination documents are based on the "Datenarchivierung und Löschung (HL-R03) ("Data Archiving and Deletion") guideline.

All examination dates and results of written and oral examinations shall be announced on the intranet of Carinthia UAS via the **campus information system aCTIons**.

6 **Inspection** and photocopies:

§ 13 (6) FHG: *Students shall be permitted to have inspection of the assessment documents and the examination records, provided that they make such requests within six months of the announcement of examination results. The students are entitled to make photocopies of such documents. Closed questions, in particular multiple-choice questions, including their answers, shall be excluded from the right to make photocopies.*

7 **Legal protection** at exams:

§ 21 FHG: *Appeals against the academic judgment of examiners shall be impermissible. If the manner in which an examination resulting in a negative assessment was conducted exhibits defects, the student has the right to lodge a complaint with the Degree Program Director within two weeks who can then annul the examination. If the examination was held by the Degree Program Director, the complaint shall be lodged with the UAS Board. The student has the right to continue to take courses until a decision on the complaint has been made. Examinations that are annulled shall not be counted towards the permissible number of re-sits.*

IV **Assessment of Examinations**

§ 17 (1) FHG: *Examinations and academic theses shall be graded based on the Austrian grading scheme from 1 to 5. If this form of assessment is impossible or inexpedient, the form of words for a pass shall be "successfully participated" or "recognized". In case of a negative assessment, the regulations for the repetition of the coursework for courses with continuous assessment shall apply.*

- 1 The respective appointed examiners shall be responsible for the assessment of course examinations not held before an examination committee. In the case of courses, the respective course lecturer shall automatically be the examiner. The assessment of module examinations not held before an examination committee is the joint responsibility of the examiners appointed for each of the module parts including the module coordinator.

For the assessment of panel exams, see Section IX of the Examination Regulations.

- 2 Announcement of **assessment results**:

§ 15 (2) FHG: *... The result of an oral examination shall be made known to the student immediately after the examination.*

The results of written final exams for courses are to be made known to students via the campus information system aCTions **within four weeks** of performance of the work assessed **at the latest**.

- 3 Documentation by **certificates**:

§ 17 (3) FHG: *The results of examinations and assessments of academic theses shall be evidenced by certificates. Consolidated transcripts of examinations passed in one semester may be issued.*

§ 17 (4) FHG: *Certificates shall be issued without delay and within four weeks of performance of the work assessed at the latest, consolidated transcripts within four weeks after the end of the semester.*

Students can obtain a document confirming their academic achievements in the form of a transcript of records on the intranet of Carinthia UAS via the campus information system aCTlons.

V Examination Dates

§ 13 (1) FHG: *Examinations shall take place as soon as possible after the end of the courses in which the subject contents relevant for the examination were taught.*

§ 13 (3) FHG: *A sufficient number of dates for examinations and re-sits shall be offered each semester and academic year, so that the continuation of the studies is possible without losing a semester. The dates for re-sits shall take into account the scope and level of difficulty of the examination. The examination dates shall be announced in good time. Examinations shall be held, as a minimum, at the end of each semester and at the beginning of each semester.*

- 1 Exams must be communicated at least **two weeks ahead of the exam date** by entering them into the campus information system aCTlons.
- 2 The **first exam date** must be set as soon as possible after the end of the respective course or module; the **date for the re-sit** must be set no later than the end of the first eight weeks of the semester following straight after. Participating at these examinations is compulsory for students without a positive grade.
- 3 The first and second take of the course examination are set by the course lecturer, usually in consultation with the officially elected students' class representative. With regard to modules, the exam dates are defined by the module coordinator in consultation with the lecturers of the individual module parts and with the officially elected students' class representatives. If applicable, the Degree Program Director can set examination periods in advance. The date of the second re-sit shall be set by the Degree Program Director and is mandatory for students who have not received a positive grade (for the dates of panel exams, see Section IX/4).
- 4 **Submission dates** (e.g. for written papers) are indicated by the lecturers at the beginning of the course and/or the respective module part or module when they announce the examination modalities. The rules regarding the resubmission of academic papers or the submission of academic papers to be assessed by an examination committee are the same as those for retaking examinations.
- 5 The **postponement** of examination dates and submission deadlines and the **shortening** of the aforementioned deadlines at the request of the student(s) shall be possible if agreed between the lecturers and the student and/or the majority of students.

VI Oral Examinations

- 1 Oral examinations and restrictions to their accessibility to the **public**:

§ 15 (1) FHG: *Oral examinations shall be open to the public, but it shall be permissible to limit admission to the number of persons that the premises can accommodate.*

Equally, access may be restricted or refused for presentations of embargoed bachelor papers, master or diploma theses and to protect the privacy of patients in exams relating to medical issues. The admission of an audience does not include consultations or the notification of exam results.

Even if admission to oral examinations or presentations is refused due to the aforementioned reasons, the student still has the right to appoint a person of trust who is allowed to be present at the examination.

- 2 **Records** of oral examinations:

§ 15 (2) FHG: *Records have to be kept of all oral examinations. Records of examinations shall include the subject of the examination, the place and time thereof, the name of the examiner or the names of the members of the examination committee, the name of the student, the questions asked, the assessment grades awarded, the reasons for a negative assessment as well as any unusual occurrences. The result of an oral examination shall be made known to the student immediately after the examination. Records of examinations shall be kept on file for at least one year from the date of the announcement of the assessment.*

VII Failure to Take Exams and Failure to Submit Papers

- 1 Consequences if **reasons are insufficient**:

§ 13 (5) FHG: *Failure to prove sufficient reasons for not taking an examination for courses with final examinations shall result in the loss of one possible attempt.*

- 2 If an examination date or a submission date for academic papers or works is missed due to illness or other reasons which can be proved, the student must immediately inform the Degree Program Director and/or the Administration of Studies about it. Within one week of the missed examination date and/or submission date, the student must present a doctor's certificate (just a doctor's confirmation, not specialist findings and no diagnosis), or a written proof of the circumstances.
- 3 Justified excuses for non-attendance include circumstances such as illness, the need to care for a close family member due to illness, or urgent appointments with authorities. The Degree Program Director shall decide upon whether a documented excuse for non-attendance is justified.

VIII Academic Honesty

- 1 If, during an examination or in academic papers, aids are used that are not permitted, or if an academic paper turns out to be the result of plagiarism, the course lecturer shall assess such examinations or academic papers **with "fail"**.
- 2 Annulment of **assessments**:

§ 20 FHG: *The result of an examination or academic thesis shall be annulled if such result was obtained by fraudulent means, in particular by the use of unauthorized aids. Such examinations of which the assessment has been declared void shall be counted towards the permissible number of re-sits.*

The Degree Program Director must take into account the student's **statement**.

- 3 In the case of **serious breaches** of academic honesty, the student can be excluded from continuing the degree program after a review of the examination or academic paper in view of the use of unauthorized aids and/or the proof of plagiarism by an independent second expert.

IX Repetition of Examinations

§ 18 (1) FHG: *Students shall be entitled to repeat failed final examinations of a course twice; the second repetition shall be held before an examination committee and can be held as an oral examination or as a written examination. The statutes can permit further re-sits.*

§ 18 (2) FHG: *If the sum of the individual assessments made in courses with continuous assessment results in a negative overall assessment, the students shall be granted a reasonable extension period for the completion of the required coursework (1st repetition). After a second negative assessment, the achievement of the required coursework shall be proven within the framework of an examination held before a committee (2nd repetition).* **§ 15 (3) FHG:** *For oral examinations held before examination committees, the examination committee shall consist of at least three persons. If the number of committee members is even, the chairperson of the examination committee shall have the right to cast the deciding vote in case of a tie. All members of the examination committee shall be present for the duration of the entire examination; if necessary, this requirement can be deemed to be fulfilled through the use of electronic media.*

- 1 As a rule, retaking an examination which was previously passed is **not possible**.
- 2 A **panel exam of a course, module-part or module level** is an examination about the entire course, module part or module content. The performance used for its assessment is exclusively the student's performance during the duration of the exam.
- 3 The dates of panel exams are set by the Degree Program Director and communicated to the candidate. The Degree Program Director can delegate the setting of the dates to the respective course lecturer. Between the announcement of the exam results of the first retake and the panel exam there must be a period **of at least three weeks**. This period may be shorter upon approval by the student.

- 4 There must be a period of at least **three calendar days** between two panel exams. This period may be shorter upon approval by the student.
- 5 At the beginning of a panel exam, the examination committee must determine the candidate's **ability to take an exam**. If it is ascertained during the not yet completed examination that the student is unable to take an exam, the examination shall be discontinued and shall not be counted towards the permissible number of re-sits.
- 6 The possibilities for repeating **modules** must be communicated to students at the beginning of every module part, together with the examination modalities. The possibilities for repetition depend on the respective details defined in the syllabus.
- 7 If, during UAS master degree programs, exams for additional requirements are requested as part of the entrance exam, these must, in principle, be passed successfully within the first study year, in any event prior to admission to the final master examination. If the exams for additional requirements are not completed with a positive grade in time, the student shall no longer be admitted to the UAS master degree program and must be excluded from the degree program. A repetition of the study year is not permitted.

X Repetition of Internships

§ 3 (2) 3 FHG: *Within the framework of the University of Applied Sciences bachelor degree programs the students shall be required to attend a practical course on the job, which shall constitute a relevant part of the training. The period of studies shall not be extended by the duration of the practical course.*

- 1 Special guidelines specific to the degree program may be issued, detailing the **organization of internships**.
- 2 An internship not completed successfully can be **repeated once**. This does not affect the option of repeating a study year as laid down in Section XI.

XI Repetition of a Study Year

- 1 **§ 18 (4) FHG:** *Students shall be entitled to repeat a study year once in the case of a negative assessment of an examination held before a committee. The degree program director shall be informed of the repetition within a month following the announcement of the examination results. The degree program director shall determine the examinations and courses to be taken as part of the repetition of the study year. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken, if the purpose of the degree program makes this necessary. If the repetition of a study year is not announced in writing within a month following the announcement of the panel exam, a retaken panel exam assessed with "fail" shall lead to the student's **exclusion from the degree program**.*
- 2 The Degree Program Director must decide which of the already passed courses and/or module parts and/or modules of the study year to be repeated have to be **retaken** and/or attended in the course of repeating of the study year. Any courses and/or module parts or modules assessed with negative grades or those not completed must

in any event be retaken, while courses and/or module parts and/or modules assessed with positive grades are only to be retaken if the purpose of the degree program requires them to be.

- 3 From the time of the panel exam that was assessed with a negative grade, it is not possible anymore to participate in courses and/or sit exams until the study year to be repeated begins. The Degree Program Director, however, can, in exceptional cases, agree on a deviating ruling for individual exams and/or courses.
- 4 The Degree Program Director shall decide on the possibility of completing courses from higher semesters in parallel. This is governed by the Repetition Agreement to be concluded between the Degree Program Director and the student.
- 5 One **voluntary repetition** of a study year is possible. An application for the voluntary repetition has to be submitted to the Degree Program Director. By repeating a study year voluntarily, the student forfeits the possibility of repetition in accordance with § 18 para. 4 of the FHG. A written agreement must be concluded between the Degree Program Director and the student on the repetition of a study year.
- 6 For students of master and/or academic certificate programs for further education it is not possible to repeat a study year.
- 7 Students can start the repetition of the study year either in the winter or summer semester.

XII Leave from Study and Part-time Study

§ 14 FHG: *An application for leave from study shall be submitted to the degree program director. The reasons for the leave and the intended continuation of the studies shall be substantiated or shall be plausible. The decision on the application shall take into account urgent personal, health or job-related reasons. While on leave, the student cannot take any examinations.*

- 1 In an application for leave from study the student must additionally plausibly demonstrate his/her **prospects of finishing the studies successfully** when the studies are continued.
- 2 If a leave from study is connected to negative course assessments, the respective courses and examinations have to be retaken. The leave from study does not lead to additional possibilities to sit the exam.
- 3 The Degree Program Director decides on the application for leave from study. The leave from study is usually granted for one study year, but the leave duration can be extended another two times in cases of exceptional circumstances. In such cases, if there were changes to the curriculum, the student must complete the degree program according to the curriculum applicable at the time studies are resumed.
- 4 If there are comparable reasons, the student also has the option of filing an application beforehand with the Degree Program Director to obtain approval for one **part-time study**, provided that the respective curriculum permits part-time study. Part-time study is generally to be organized in such a way that the courses intended for one study year are taken in two study years.

- 5 In the event of approval, the Degree Program Director must determine which of the courses are to be taken in the first year and which in the second year of part-time study, including the transition regulations if changes are made to the curriculum.
- 6 If a student engages in part-time study, the **tuition fee must be paid in full for every semester**.
- 7 Students in master and/or academic certificate programs for further education who have reasons for leave are only granted leave from study and/or part-time study if the program can be offered again in the following study year.

XIII Compulsory Attendance of Students

- 1 In principle, the students have the **obligation to attend** all courses and modules that are required in accordance with the curriculum.
- 2 The Degree Program Director must specify in advance and announce which
 - a. courses and modules require **full mandatory attendance** (e.g. internships or laboratory tutorials, which need to be taken in full in order to comply with the professional code of practice), which
 - b. courses and modules require attendance of **at least 80 %** of the course, and which
 - c. courses and modules are subject to **other regulations** (for example blended-learning courses).

The Degree Program Director can delegate this task to the relevant course lecturers and/or the module coordinator.

- 3 In cases where students fail to provide sufficient reasons as to why they did not appropriately attend the course or module, their non-compliance with the attendance requirements shall be equivalent to **a course or module with negative assessment**. Sufficient reasons for non-attendance are listed in Section VII 3.
 - a. In this case, when courses or integrated modules are completed with a final examination, the first examination date/submission deadline shall apply as the first re-sit. A negative assessment for this performance shall automatically lead to a panel exam (second re-sit).
 - b. In the case of courses or integrated modules with continuous assessment, the student may have to meet equivalent coursework requirements. If the student fails to comply with these requirements, or if it is not possible to compensate for the non-attendance in this manner, the Degree Program Director may require that the relevant course or integrated module is retaken the next time it is offered.

4 **Exceptions** for student representatives:

§ 31 (6) Austrian Union of Students Act (HSG): *To the extent that a course at an educational institution requires compulsory attendance, student representatives may, in addition to the existing provisions concerning exceptions from compulsory attendance, fall short of the attendance requirement by no more than 30 % for student representative activities. This does not apply if full attendance is required to obtain a professional license. The course lecturer is entitled to demand the presentation of corresponding proof. ...*

Student representatives who intend to fall short of course or integrated module attendance requirements must submit a corresponding application to the lecturer of the course or integrated module beforehand.

- 5 For students in master and academic certificate programs of further education, the attendance requirements and the consequences in case of non-fulfillment depend on the provisions defined in the Learning Agreement concluded between them and Carinthia UAS.

XIV **A Bachelor Papers and Master's Theses**

The following regulations apply equally to bachelor papers and master theses:

- 1 By composing bachelor papers or master theses, students prove their ability to independently work on and present a job-related, theoretical, or practical problem by applying the proper academic methodology within a defined timeframe. In the case of a master thesis, there is a special focus on developing and formulating hypotheses based on research.
- 2 Topics and tasks must be selected in a manner to ensure that the papers and theses can be completed within the timeframe stipulated by the Degree Program Director.
- 3 **Topics** are usually suggested by the students. Topics must be approved by the Degree Program Director. Students shall not be entitled to a certain topic, a certain advisor or a certain supervisor.
- 4 The Degree Program Director appoints at least one **supervisor** for every bachelor paper or master thesis. One of the supervisors shall be responsible for academic supervision. All persons appointed as supervisors must fulfil the qualification requirements valid for examiners.
- 5 If **several supervisors** are appointed, and the individual assessments differ from each other by more than two grade levels, the Degree Program Director must appoint a third supervisor, who shall make a final decision on the paper's assessment. If the assessments differ by less than three grade levels, and one of the two is negative, the overall assessment of the paper shall be deemed as negative. In all other cases, the assessment of the paper shall result from the rounded average of the assessments.
- 6 Students' theses must be assessed in due time to ensure that the examination candidate can take the next final examination held before a committee. If a supervisor is unable to assess the paper/thesis in due time, the Degree Program Director can appoint a replacement for this supervisor. The **period granted for assessment** of

students' bachelor papers and master theses must not exceed six weeks, and – without the consent of the supervisor – it must not be shorter than two weeks.

- 7 The Degree Program Director can define specific **dates and deadlines** for obtaining the approval of topics, submission and assessment of papers and theses, provided that they comply with the minimum requirements mentioned in this document.

- 8 **Joint work** on a topic by several students:

§ 19 (1) FHG: Several students may jointly work on a topic, provided that the performance of each student can be assessed individually.

In the case of joint work, it must be clear from the paper/thesis, which part(s) each candidate has independently worked on.

- 9 The **timeframe** students have available to complete their papers/theses is set between the time of approval of the paper/thesis topic and the submission date set by the Degree Program Director. Students may apply (in written form) to the Degree Program Director if they wish to postpone the submission date.

- 10 Restricted access (**embargo**):

§ 19 (3) FHG: ... On lodging a master's thesis or diploma thesis with a library, the author shall be entitled to apply for access to the copies deposited with the library to be withheld for a maximum of five years from the time of delivery. Such applications shall be approved, if the student establishes that important legal or business interests of the student would be materially endangered by permitting access.

- 11 The provision regarding the withholding of access (**embargo**) of the delivered paper in accordance with § 19 para. 3 FHG shall also apply to bachelor papers. Such applications are submitted to the Degree Program Director, and the initial application can be filed for a maximum period of three years.
- 12 All bachelor papers or master theses must contain a statutory **declaration** of the candidate, in which they declare that they have written the paper/thesis by themselves without any external unauthorized help, that the paper/thesis has not been submitted elsewhere to achieve academic grading, that the candidate has not used sources or means without citing them in the text, and that any thoughts from others or literal quotations are clearly marked.
- 13 The paper/thesis must be **submitted** in electronic form at the respective Administration of Studies by the stipulated submission date the very latest. Additional materials (e.g. models, printed versions) may be defined by the Degree Program Director.
- 14 To ensure compliance with the rules of good scientific practice, bachelor papers and master theses will undergo an electronic **plagiarism check**. For this purpose, the paper/thesis is compared electronically with other texts in order to detect overlaps.
- 15 For final papers in academic certificate programs of further education, the provisions defined in the program-specific guidelines shall apply.

B Bachelor papers:

§ 3 (2) 6 FHG: ... University of Applied Sciences bachelor degree programs shall require the submission of one or several bachelor papers in connection with courses. Further provisions regarding bachelor papers, which must be written independently, are to be defined in the relevant curriculum; ...

- 1 **Courses** in which bachelor papers can be written must be defined in the applications for accreditation. If this is not the case, they are defined by the Degree Program Director.
- 2 Bachelor papers are not to be seen as final theses, but can, for example, be designed as seminar papers, internship reports or project reports.
- 3 As far as the assessment and re-submission in case of a negative assessment are concerned, the regulations for courses as defined in the Examination Regulations shall apply. Based on these, the following regulations are defined:
 - a. For the **assessment** of bachelor papers, the Austrian grading scheme is valid (grading scheme from 1 to 5).
 - b. In case of a re-submission of a failed bachelor paper, the **second submitted paper** shall be assessed by the members of the examination committee.
 - c. A bachelor paper that is resubmitted to and negatively assessed by an examination committee results in the student's **exclusion** from the university of applied sciences' degree program, unless the student announces in writing to repeat the study year within the period defined in Section XI.
- 4 A bachelor paper is to be graded as "failed" if it was not submitted within the stipulated deadline without any compelling reasons.

C Master theses:

§ 19 (3) FHG: A master thesis that has received a positive assessment shall be published by lodging it with the library of the university of applied sciences. ...

- 5 In addition to the electronic form, master theses must be submitted, at least as single copy to the Administration of Studies as bound **printed copy**.
- 6 For the assessment of a master thesis, the Austrian grading scheme is valid (grading scheme from 1 to 5).
- 7 For the thesis to qualify as **positively assessed**, the master thesis must be assessed with a positive grade.

§ 19 (2) FHG: The positive assessment of the master thesis is a condition for the admission to the examination before the examination committee. A master thesis that has not received a positive assessment shall be returned to the student for revision and resubmission within a stipulated period of time.
- 8 If the re-submitted master thesis is assessed negatively, i.e. with "fail", or if the master thesis is submitted with delay despite a deadline extension, the student will be excluded from continuing the degree program.

- 9 All provisions laid down for master theses shall also apply analogously to diploma theses.

XV Final Examinations

- 1 In the following section, final bachelor examinations that conclude a university of applied sciences bachelor degree program and final master examinations that conclude a university of applied sciences master degree program are subsumed under the term “**final examinations**”. Furthermore, final bachelor examinations and master examinations held before an examination committee are subsumed under the term “final examinations before a committee”.
- 2 The final examination to complete a course of studies qualifies a student to work in the respective area of study. The examination ensures that students master the core contents of their area of study and understand in which ways they are interrelated. In addition, it ensures that they have the ability to choose the appropriate methods and work independently based on their academic knowledge.
- 3 A final examination held before a committee is not a repetition of single examinations, but is primarily focused on the student's ability to recognize connections between the individual subjects taught in a bachelor or master degree program.
- 4 The provisions under Section III (General Examination Modalities) are also valid for final examinations.
- 5 To be **admitted** to the final examination held before a committee, candidates:
 - a. must be enrolled in the respective degree program at the time of the final examination with a tolerance period of one month after the examination,
 - b. must have successfully completed all courses required as defined in the respective curriculum,
 - c. in bachelor degree programs: must have successfully completed an internship or all internships as required by the discipline-specific regulations,
 - d. in master degree programs: must have received a positive assessment for their master thesis and
 - e. the final papers must have been entered into the campus information system aCTIons (confirmation of data entry).

§ 16 (3) FHG: *The students shall be informed about admittance to the examinations before a committee in an appropriate manner.*

- 6 The **time between the application and admission** to the final examination held before a committee must not exceed a period of three months. **The time between admission and the final examination held before a committee** must not be less than a period of one week.
- 7 If the candidate consents to, or if the candidate and the examination committee apply for parts of or the entire final examination to be taken in a language other than the language defined in the application, this is permissible.

8 **Board of examiners and examination committee:**

§ 16 (5) FHG: The examination committee shall be selected from those persons who are entitled to act as examiners for examinations before committees. The examination committee shall consist of the examiners for each candidate.

9 Conducting final **bachelor examinations** and their contents:

§ 16 (1) FHG: The comprehensive final examination of a University of Applied Sciences bachelor degree program under § 3 para. 2 sub-para. 6 shall be held before an examination committee that has the relevant expertise. This examination shall consist of the following parts:

1. oral examination on the submitted bachelor papers as well as
2. on the connections to relevant subjects in the curriculum.

One part of the oral examination can entail a **presentation** of at least one of the submitted bachelor papers. The relevant subjects or areas of the second part of the examination can be concretized by the Degree Program Director.

10 Conducting final **master examinations** and their contents:

§ 16 (2) FHG: The comprehensive final examination of a University of Applied Sciences master degree program under § 3 para. 2 sub-para. 6 shall be held before an examination committee that has the relevant expertise. This examination shall consist of the following parts:

1. The presentation of the master thesis,
2. an oral examination that connects the topic of diploma or master thesis with the relevant subjects in the curriculum, as well as
3. an oral examination about other subjects relevant to the curriculum.

11 **Assessment** of final examinations:

§ 16 (4) FHG: The students shall be informed about the assessment criteria and the results of the assessment of the examination before a committee.

§ 17 (2) FHG: The assessment of a comprehensive final examination before a committee concluding a University of Applied Sciences bachelor degree program as well as the comprehensive final examination before a committee concluding a University of Applied Sciences master degree program shall be based on the following assessments:

Pass: for a positive assessment;

Pass with Merit: for a performance at the examination that is considerably above average;

Pass with Distinction: for an outstanding performance at the examination.

12 In order to grade a **bachelor examination** held before a committee, both parts of the examination are assessed separately by the examination committee and are assigned equal weighting for the final grading of the comprehensive final examination before the committee.

- 13 The **master examination grade** is a final grade and is calculated from the average of the following two assessments: from the grade for the master's thesis and the average calculated from the three examination components of the master examination held before a committee (rounded to one decimal place).
 - 14 The final examination held before a committee is passed if all parts of the examination were passed. When calculating the final grade only the first digital to the right of the decimal point is shown; all other decimal places are taken into account by rounding. The final grade results from the following **grading scale**:
 - "**Pass with Distinction**" with an overall assessment of ≤ 1.5 ;
 - "**Pass with Merit**" with an overall assessment of > 1.5 and ≤ 2.0 ;
 - "**Pass**" with an overall assessment of > 2.0 ;
 - "**Fail**" for a negative assessment of one or more partial performances.
- § 18 (3) FHSiG:** *It shall be permissible to repeat a failed comprehensive final examination before a committee according to § 16 paras 1 and 2 two times. ...*
- 15 The Degree Program Director must set an appropriate deadline for every **retake** of a final examination before a committee.
 - 16 A failed final examination before a committee must be retaken before the end of the semester following the semester the examination was held in.
 - 17 In case the student fails the last possible take of a final examination before a committee, the student will be automatically **excluded** from continuing the University of Applied Sciences degree program. In such cases, it is not possible to repeat the study year.
 - 18 For final examinations in academic certificate programs of further education, the provisions defined in the program-specific guidelines shall apply.

XVI Hardship Regulations

- 1 In cases of hardship, students can request the **extension** of periods by submitting a written application to the Degree Program Director, providing sufficient proof of hardship. The following ruling defines the upper limit:
 - Examinations at course, module part or module:
no later than **two semesters** after the first possible examination date or submission date. If an internship lasting at least 12 weeks is intended for these semesters, this period shall be extended by a further semester.
 - panel exams and final examination held before a committee:
no later than **three semesters** after the first possible examination date.
 - Master theses and/or diploma theses:
no later than **four semesters** after the first possible submission date.

In cases of exceptional circumstances, the Degree Program Director can make decisions concerning the extension of deadlines which differ from the Examination Regulations but comply with the applicable laws and decrees.

- 2 After the unsuccessful **expiration of these deadlines** without a positive examination assessment, the student shall be excluded from continuing the studies.
- 3 Section XVI does not apply to students in master and/or academic certificate programs of further education.

XVII Legal Protection

§ 10 (6) FHG: *A complaint can be lodged with the Federal Administrative Court against decisions of the chairperson of UAS Board according to (§ 10) para. 4 sub-para. 4. Against decisions of the degree program director, students and applicants shall have the right to lodge a complaint with the UAS Board.*

- 1 **§ 10 (3) Z 11 FHG:** *The tasks of the UAS board shall be deciding on complaints lodged against decisions taken by the degree program director. If the Examination Regulations are not complied with, students have the right to lodge a complaint against lecturers with the Degree Program Director. If the complaint is directed at the Degree Program Director, then it must be lodged with the Claims Commission of the UAS Board within 14 days of the date on which the Degree Program Director's decision was announced.*
- 2 Provisions on legal protection regarding examinations are specified under Section III (General Examination Modalities).

Appendix to the Examination Regulations:

Types of courses:

1. BE *Bachelorprüfung* (Bachelor Exam)
Final examination which concludes a UAS bachelor degree program and is held before an examination committee that has relevant expertise.
2. BT *Bachelorarbeit* (Bachelor Thesis)
Bachelor theses are independent scientific papers in UAS bachelor degree programs, which are written in the context of courses.
3. BPR *Berufspraktikum* (Professional phase)
Course that constitutes a part of the degree program which is relevant to training. The period of studies shall not be extended by the duration of the professional phase. The requirements, the choice of placement, the supervision and the assessment of the professional phase(s) are to contribute to the degree program's qualification goals.
4. DA *Diplomarbeit* (Master Thesis)
Diploma theses are scientific papers in UAS master degree programs, which serve to prove the ability to write scientific papers in a manner which is autonomous and justifiable as far as content and methodology are concerned. After completing the UAS master degree program, the student is awarded the academic degree "*Diplom-Ingenieur*in*".
5. DP *Diplomprüfung* (Master Exam)
Final examination which concludes a UAS master degree program and is held before an examination committee that has relevant expertise. After completing the UAS master degree program, the student is awarded the academic degree "*Diplom-Ingenieur*in*".
6. ILV *Integrierte Lehrveranstaltung* (Integrated Course with lectures and exercises)
Course which represents a mixture and combination of several types of courses.
7. KO *Kolloquium* (Colloquium)
Course which serves the professional exchange and discussion of current topics and research results.
8. ME *Masterprüfung* (Master Exam)
Final examination which concludes a UAS master degree program and is held before an examination committee that has relevant expertise. After completing the UAS master degree program, the student is awarded the academic degree "Master of...in...".
9. MT *Masterarbeit* (Master Thesis)
Master theses are scientific papers in UAS master degree programs, which serve to prove the ability to write scientific papers in a manner which is autonomous and justifiable as far as content and methodology are concerned. After completing the UAS master degree program, the student is awarded the academic degree "Master of...in...".
10. PA *Projektarbeit* (Project)
Course with practical content in which one or more large, complex and practice-related task(s) are solved in an autonomous and problem-based manner. In addition to specialist skills, students are also taught social communication skills.

11. SE *Seminar* (Seminar)

A science-oriented course which – with the participation of the students – focuses on active theoretical and practical work and includes a discursive analysis with selected questions and problems. The acquired expertise is intensified and skills are developed. The contents usually refer to topics that were taught in lectures.

12. UE *Übung* (Exercise Course)

Course in which expertise, practical abilities and skills are taught and perfected through model-based application and training. There may also be exercises that are directly linked to other courses.

13. VO *Vorlesung* (Lecture)

Course which is primarily conducted in the form of a speech and addresses a larger group of students. Students are given an overview of the subject and its sub-areas. Theoretical approaches and various schools of thought are presented.

14. LAB *Laborübung* (Laboratory exercise)

Course in which expertise, practical abilities and skills are taught and perfected in an especially equipped laboratory environment through hands-on application and training. Students work on tasks with the available means according to instructions individually or in small groups. There may also be laboratory exercises that are directly linked to other courses.

For every type of course, it must be defined whether the performance is assessed with a final examination or with continuous assessment.