

Statute on Studies Act Provisions / Examination Regulations

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Section 1

§ 1. Preliminary Remarks

- (1) These Studies Act Provisions contain both the relevant provisions of the University of Applied Sciences Act (FHG) as well as the supplements adopted by the UAS Council. §§ 4 - 6 of the second section “StudiesAct Provisions” as well as the third section “Examination Regulations” apply correspondingly to university courses in accordance with § 9 FHG as amended.
- (2) In § 2 legal provisions – provided with a reference to the FHG – and supplements of the UAS Technikum Wien are presented together. The supplements in §§ 3 – 19, adopted by the UAS Council, are highlighted in grey.

Section 2: Studies Act Provisions

§ 2. Admission Requirements

- (1) UAS degree programs are open to all without distinction as to gender, social origin, ethnicity, religion or ideology, age, sexual orientation and citizenship, provided that the academic requirements are met (cf. § 4 para. 1 FHG as amended).
- (2) The language proficiency required for the respective bachelor’s or master’s degree program corresponds to at least the B2 level of the “Common European Framework of Reference for Languages” in all four sub-areas (listening, reading, speaking, writing) and appropriate certificates must be provided as proof of proficiency. These certificates must be submitted with the application, but no later than May 31. In exceptional cases, the Degree Program Director may extend this deadline. Applicants who graduated from high school or university in the required languages are exempted from such proof of proficiency. If English is (also) required as the language of instruction for a degree program, German-speaking applicants without a B2 level in English must provide proof of an additional examination in English. The language proficiency can be additionally verified by an interview with the Degree Program Director or a person nominated by the Degree Program Director.

Bachelor’s Degree Programs

- (3) The admission requirements for a bachelor’s degree program are the general university entrance qualification or a relevant professional qualification (cf. § 4 para. 4 FHG as amended). Proof of general university entrance qualification can be submitted by means of the following documents:
 1. Austrian secondary school leaving certificate,
 2. Certificate of the Berufsreifeprüfung (vocational secondary school leaving examination),
 3. The certificate of an examination granting the right to study the respective university of applied sciences degree program in accordance with § 64a Universities Act,

4. a foreign certificate that is the equivalent of one of the Austrian certificates mentioned in figures 1-3 above, based either on an agreement under international law, nostrification, or in particular cases, the decision of the Program Director of the domestic university of applied sciences,

5. Documentation of completion of a course lasting no fewer than three years at a recognized post-secondary institution of education in Austria or abroad.

- (4) If the equivalence of a certificate from abroad has not been established as regards the content and demands of an Austrian secondary school leaving certificate, the Degree Program Director is to prescribe supplementary examinations that are needed to establish equivalence with an Austrian secondary school leaving certificate. These supplementary examinations must be submitted before admission, at the latest, however, by November 15 of the respective year (cf. § 4 para. 6 FHG as amended).
- (5) For all bachelor's degree programs at the UAS Technikum Wien, the University Entrance Qualification Examination for the "2. Engineering Science" as well as "4. Natural Science" fields of study (see § 64a para. 15 Universities Act) is considered as fulfillment of the entrance requirements in the context of the general university entrance qualification¹.
- (6) The relevant professional qualifications are determined, in accordance with the groups of apprenticeship professions and the vocational secondary schools (BMS), in the application for accreditation or the study regulations of the respective degree program.
- (7) First-year students must show proof of additional examinations (cf. § 4 para. 7 FHG as amended) that in terms of content and scope, are oriented towards the compulsory subjects of the examinations granting the right to study for the fields of study specified in para. 4 and can be taken at the UAS Technikum Wien.
- (8) The additional examinations must be completed before admission to the course of study; in certain justifiable individual cases and in agreement with the Degree Program Director, the deadline for single examinations can be extended until November 15 of the respective year (cf. § 4 para. 8 FHG as amended).
- (9) Successful completion of the first part of the HTL-Matura for Employed Persons, which lasts four semesters, is considered as fulfillment of the admission requirements within the framework of the relevant professional qualification, in which case proof of no additional examinations need be provided.
- (10) The German UAS Entrance Qualification is deemed to fulfill the entry requirements within the framework of the relevant professional qualification. Students who can produce such a qualification are accepted as equal to the Austrian students with relevant professional qualifications. The relevance is to be ascertained in individual cases by the Program Director.

¹ These two fields of study replace the old fields of study: 8. Natural Science Studies 1; 12. Industrial Engineering Studies; 13. Technical and Scientific Studies; 14. Mining Science Studies.

Master's Degree Programs

- (11) Master's degree programs build on a completed bachelor's degree program and serve to deepen, specialize or extend the existing competences, while focusing on certain main points.
- (12) Technically, admission to a UAS master's degree program requires a completed, relevant bachelor's degree or the completion of an equivalent course of study at a recognized post-secondary institution of education in Austria or abroad (cf. § 4 para. 4 FHG as amended). If basic equivalence has been established and only a few supplements are missing from full equivalence, the Degree Program Director is entitled to tie the determination of equivalence to examinations taken during the respective master's degree program, if possible, however, by November 15 of the first year of study.
- (13) The relevance of the completed bachelor's degree program for the application or study regulations of the respective degree program is defined as follows:
1. Full equivalence is determined by naming examples of completed bachelor's degree programs that qualify according to groups of degree programs.
 2. With regard to basic equivalence, 5 – 7 core subjects of a total volume of roughly 60 ECTS are to be defined. If basic equivalence has been established and only a few supplements are missing from full equivalence, this can be attained by later taking up to a maximum of 30 ECTS of supplementary examinations.
 3. If the supplementary examinations required exceed 30 ECTS, the admission requirements shall be deemed to be unfulfilled.
- (14) In individual cases the Degree Program Director (cf. § 8 para. 5 figure 2) shall decide on the fulfilment of admission requirements.

§ 3. Admission Procedure

- (1) 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's 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.

- (2) The applicants shall not be required to pay fees for the admission procedure.

- (3) Candidates shall be granted insight into the assessment and evaluation documents if they so request within three months of the announcement of the result. Questions concerning personal suitability are excluded from the right of insight.
- (4) Admission procedures for UAS degree programs can be repeated without restriction.
- (5) The provisions for the admission procedure provided for in subsection 1 shall apply to UAS degree programs pursuant to § 2 subsection 2a FHG.²

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- (6) Application for admission to the degree program is only possible insofar that the applicant has not already been admitted as a student to this degree program at the UAS Technikum Wien.
- (7) In the event of requests for insight into the assessment and evaluation documents, applicants will be informed by e-mail or via the messaging system about their achieved percentage of points in the ranking test.
- (8) Documentation of the admission procedure carried out must be stored until April 30 of the following year.
- (9) For acceptance into a bachelor's or master's degree program, proof of technical fulfilment of the admission requirements (see Study Regulations) must be provided by November 15 at the latest. Until such time a state of conditional acceptance shall apply. The Degree Program Director shall decide whether the deadline may be extended in justified exceptional cases.

§ 4. Recognition of Prior Learning (RPL)

- (1) Regarding the recognition of prior learning, 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 module to be recognized shall be determined upon application by the student. If considered equivalent, examinations passed shall be recognized. In these cases, the student's knowledge shall not be tested.
- (2) 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.
- (3) The university of applied sciences may recognize examinations taken pursuant to § 78 par. 1 fig. 2 lit. b and c UG up to a maximum of 60 ECTS credits as well as professional or non-professional qualifications up to a maximum of 60 ECTS credits. These recognitions are permissible up to a maximum of 90 ECTS credits in total.

² These are UAS degree programs in which a number of study places are financed by private legal entities, taking into account the actual costs, and in which participation can be limited to a pre-defined target group of students and number of study places.

- (4) The university of applied sciences may recognize vocational or non-vocational qualifications after carrying out a validation of learning outcomes up to the maximum extent specified in para. 3. In this case, the regulations and standards on the procedure for validation of learning outcomes shall be laid down in the statutes.

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- (5) The application and the enclosures (summarized in a pdf document) must be uploaded in German or English to CIS by September 22 at the latest for the winter semester and by February 22 at the latest for the summer semester. A separate application must be submitted for each course.
- (6) As a rule, the decision on the application for recognition shall be made within two weeks of September 22 or February 22.
- (7) Recognition of one or more courses of integrative modules is possible. If not all courses of the integrative module can be recognized, the entire module examination must be taken, whereby the recognized course(s) does (do) have not to be attended. If the evaluation of the module encompasses the performance record of a course based on continuous assessment, then recognition of this course is not possible. If all the courses of an integrative module can be recognized, then the whole module will be deemed to be recognized.

Recognition of Module or Course on the Basis of Certificates

- (8) If recognition is to be made on the basis of a certificate, this should be uploaded. The following information must be clearly available on the certificate and supplementary documents: Name of the institution issuing the certificate; description of the course content and / or learning outcomes; extent and duration of the course (e.g. SWS, ECTS, lessons hours...). All documents must be those of the respective training institution; the date of the certificate must be time-correlated with the description of the course content and / or learning outcomes.
- (9) If curricula published in Federal Law Gazettes (cf. HTL, HAK...) are used for the proof of equivalence, all relevant annual report cards (not the school leaving certificate) are to be uploaded. The parts relevant for recognition are to be marked accordingly.
- (10) Successfully completed examinations from general and vocational secondary schools are to be recognized as long as they are equivalent to the course to be exempted with regard to content and scope.

Recognition of Module or Course due to Professional Practice

- (11) If credit for a course or module is to be awarded on the basis of professionally acquired competences, a detailed description of the activity must be uploaded using the following categories (numbers 1 to 4 are mandatory criteria; 5 and 6 are optional criteria).

1. indication of the duration of the relevant professional activity in relation to the course(s) to be credited or the module(s) to be credited.

2. description of the central activities in this context, which determine the everyday professional life, on the basis of 1-3 examples as well as taking into account temporal details.
3. indication of the most important tools, methods... which are used in the performance of these central professional activities.
4. description of the knowledge, skills and degree of autonomy³ required to successfully carry out the professional activities (5-10 examples).
5. only if required due to the courses or modules to be credited: description of professional situations that required the development of new approaches to solutions, using 1-3 examples.
6. only if required due to the courses or modules to be credited: description of professional tasks in which responsibility for results, projects and/or leadership was assumed, using 1-3 examples.

(12) This information must be supported by a curriculum vitae, which must also be submitted. To check the accuracy of the information in the curriculum vitae, further documents, such as job references or industry certificates should be attached, if available.

(13) The following criteria are decisive for the assessment of the equivalence of the professionally acquired competences:

1. the job description is based on several years of relevant professional experience in terms of content and scope.
2. the competences informally acquired within the framework of professional practice are equivalent to the teaching contents and/or learning outcomes of the modules or courses to be credited in terms of scope and content.
3. With regard to the extent of equivalence, the vocational tasks described under para. 11 subparas 1 to 4 or up to 6 must be tasks that are carried out repeatedly and in a focused manner. They must therefore not be isolated, singular activities. In the higher education ECTS system, 1 ECTS credit point corresponds to 25 real hours.

(14) The job description proves, taking into account content-related aspects, that the applicant is able to,

1. perform subject-relevant tasks at a high professional level;
2. apply subject-specific knowledge and skills independently and responsibly in a manner appropriate to the situation;
3. cope with professional challenges independently and competently.

³ Explanations of knowledge, skills etc. can be found e.g. here: <https://www.qualifikationsregister.at/der-nqr/lernergebnisorientierung/>

- (15) The validation of the information in the job description is carried out by the Degree Program Director. The latter shall determine whether the informally acquired knowledge, skills and the degree of independence correspond to the criteria defined in para. 14 subparas 1-3.
- (16) If necessary, i.e. if the job description does not confirm the fulfilment of the standards in a two-fold manner, the information can also be verified by a suitable method (e.g. by solving a concrete task or a programming task, by a technical discussion...). If necessary, professionally qualified members of the teaching and research staff can also be involved in this verification.

Recognition of Internship due to Professional Practice

- (17) Professional competences are to be considered with regard to the professional internship, provided that the student can prove the professional acquisition of the learning outcomes, as provided for in the corresponding modules of the respective curriculum, upon application. The scope of the relevant professional practice to be credited in the final year of study must be based on the ECTS equivalent of the professional internship of the respective degree program (cf. curriculum). Proof of professional practice must be provided in the form of suitable documents (e.g. work references, industry certificates, project descriptions with time records, etc.).

§ 5. Attendance

- (1) In bachelor's degree programs, there is a general attendance requirement in the courses of 75% of the contact times (physical or online). In master's degree programs, attendance is generally not compulsory. However, the Program Director may determine different modalities for individual courses after consultation with the Head of Competence Center. These are to be announced at the beginning of the semester. If a course is offered in more than one degree program, the responsible Head of Competence Center makes a decision after consultation with the directors of the degree programs.
- (2) Failure to meet the specified attendance requirement will result in a negative evaluation for the course, unless compelling reasons (e.g. illness, care and nursing obligations) can be proven or credibly demonstrated. The obligation to provide the required services remains unaffected.
- (3) For assessment tasks missed due to an excused absence, suitable substitute assessments are to be defined by the lecturer upon request by the student. The informal, written request for all missed assessments of the respective course is to be made by the student no later than three days (excluding Sundays) after the last session of the course. The missed assessments can be made up collectively. The content, type, and scope are based on the missed assessments and are defined on a case-by-case basis. The deadline for completing the substitute assessments must be reasonable, but no earlier than three days (excluding Sundays) after the substitute assessments have been defined. For final examinations, § 17 (1) continues to apply.

- (4) For the duration of statutory maternity leave, attendance is no longer compulsory. Students are exempted from attendance for a period of four weeks after the birth of their own child. The same applies mutatis mutandis in the case of same-sex partnerships, adoption, and receiving a foster child.
- (5) In exceptional cases, in accordance with § 30 para. 1 HSG 2014 (i.e. university and department representatives but not year group representatives), student representatives are exempted from compulsory attendance, if this should be shown to be required during the fulfilment of their duties. Written proof can be issued by the university representative if needed. Care should be particularly taken here to time the meetings of the student representatives outside course timetables as much as possible.

§ 6. Tuition Fees

- (1) From the winter semester 2015/16, students are exempted from tuition fees, when by federal law, a disability of at least 50% has been determined.

§ 7. Arrangement of the Academic Year

- (1) The academic year consists of the winter semester, the summer semester and the periods of time free from teaching and examinations. It begins on September 1 and ends on August 31 of the following year. More detailed regulations concerning the beginning and end of semesters and the periods during which courses and examinations are not held shall be issued in consultation between the Rector and the management and shall be made public in an appropriate manner.

Section 3: Examination Regulations

§ 8. General Examination Regulations

- (1) 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.
- (2) 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.
- (3) A sufficient number of dates for examinations and retakes shall be offered each semester and academic year, so that the continuation of the studies is possible without losing a semester. The dates for retakes shall consider the scope and level of difficulty of the examination. The examination dates shall be announced in a timely manner. Examinations shall be held, as a minimum, at the end of each semester and at the beginning of each semester.
- (4) 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. Students shall be entitled to make photocopies of these documents. Closed questions, in particular multiple-choice questions, as well as questions from structured oral examinations, including the respective answer options, are excluded from the right of reproduction and inspection by means of electronic communication.

- (5) 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 result.
- (6) Section 53 UG shall accordingly be applied to the storage of data specific to UAS.

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- (7) At the beginning of each semester, the degree program sets the dates for the first and second examinations of the courses – if possible in agreement with the students. The examination dates shall be announced to the students in a suitable manner.
- (8) Supporting documentation justifying a different examination method must be submitted to the Program Director at the beginning of the semester. The decision on whether to accept a different examination method lies exclusively with the Program Director.
- (9) In order to guarantee the continuation of the course of study without losing a semester, the examination before a committee must take place at the latest by November 15 or May 15 of the following semester. In exceptional cases, the Program Director may also authorize a later date.
- (10) The examiner must be adequately convinced of the identity of the student. Students are obliged to prove their identity by means of a student ID or a valid photo identifying document.
- (11) Members of the students' representative body are entitled to take an examination before a committee instead of individual examinations. These are to be held in writing if so requested by members of the students' representative body.
- (12) Should an examination not be completed, this shall be noted in the examination record. If a sufficient reason for discontinuation is substantiated, this examination attempt will not be counted in the total number of retakes.
- (13) As soon as the reason for non-appearance at an examination or for failure to complete the exam has been removed, the student must contact the degree program department immediately. After contacting the degree program department, the exam date can be set for at least three working days later.
- (14) In the event of illness (teaching or examination), the student informs the degree program management and the lecturer by e-mail. The medical confirmation of the illness must be sent no later than three working days after the illness only to the degree program management, which informs the lecturer. Certificates of sickness can be submitted in German or English. In individual cases the Degree Program Director can waive a certified translation.

- (15) The form of inspection is specified by the lecturer. For data protection reasons, the assessment can only be inspected in person. When inspecting the assessment documents, the examination questions for the relevant examination are to also be provided. The results of an online examination can only be viewed once the online examination has been completed for all participants. It must be ensured that the date for inspecting the results is offered before the repeat examination.
- (16) It shall be ensured that all written work/documents use gender-neutral language.

§ 9. Special Provision for the Holding of Examinations by Means of Electronic Communication

- (1) In the case of examinations by means of electronic communication, the proper conduct of the examination shall be ensured, whereby the following minimum requirements shall be complied with in addition to the general regulations on examinations:
1. announcement before the beginning of the semester of the standards that students' technical devices must meet in order to be able to participate in these examinations.
 2. technical or organizational measures shall be provided to ensure the individual performance of the examination by the student.
 3. in the event of technical problems which occur through no fault of the student, the examination shall be cancelled and shall not count towards the permissible number of examinations.

§ 10. Examination Regulations per Course

- (1) The students shall be informed, in an appropriate manner, of the exact examination regulations (contents, methods, assessment criteria and assessment standards) and possibilities for retakes for each course at the beginning of each course. Examinations can also be held for individual modules.

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- (2) At the beginning of the semester, students are to be provided with the following information about the courses in written form: Brief description, methodology, learning outcomes, teaching content, prior knowledge, literature, aids (both authorized and unauthorized) performance assessment and attendance regulations. The specification of the performance assessment (assessment criteria, assessment key, weighting of the partial performances, questions, examples, etc.) must be announced at the latest at the beginning of the course.
- (3) If no or insufficient information is provided, the lecturer is to be made aware of this immediately by the student. If the deficiency is not remedied within two weeks, the Degree Program Director shall be informed.

- (4) Students must be informed at the latest at the beginning of the course which aids are permitted in performance assessments. Unauthorized aids (e.g. mobile phone, watch, non-optical glasses, headphones) must be removed and kept in a safe place; otherwise students may be excluded from the assessment, whereby the exclusion from the examination shall be counted towards the permitted number of examination attempts.

§ 11. Missed Examinations

- (1) Failure to prove sufficient reasons for not taking an examination for courses with final examinations shall result in the loss of one possible attempt.

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- (2) The following shall in any case be considered sufficient reasons for non-participation in an examination of a final nature: Illness or accident of the candidate or the death, serious illness or care of close family members, the care of their own children under 12 or those living in the same household that are in need of care due to special circumstances and pregnancy or the birth of their own child during the period of statutory maternity leave for mothers or four weeks after the birth of their own child for fathers. The same applies mutatis mutandis in same-sex partnerships, adoption and admitting a foster child. Substantiation of these circumstances must be provided immediately.

§ 12. Leave from Study

- (1) An application for leave from study shall be submitted to the 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 consider urgent personal, health or job-related reasons. While on leave, the student cannot take any examinations.

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- (2) In any case, military or civilian service, pregnancy, as well as the care of one's own child or one which lives in a joint household, in either case under the age of 12, who requires care due to special circumstances are sufficient reasons for leave from study. All other circumstances or events that are subjectively as significant as those mentioned above shall also be considered sufficient grounds for leave from study. These include for example prolonged illness or family reasons.
- (3) As a rule, a leave from study requires that the proven or credible reasons make it impossible to complete, at a minimum, the current or previous semester. The application for leave from study is to be submitted to the degree program in writing. The urgent personal, health or professional reasons for leave from study, which must be proven or made credible, must be examined in detail.
- (4) An appeal may be submitted to the UAS Council against a refusal for a leave from study for one academic year within two weeks from notification of the refusal.

- (5) After resuming their studies, students will again have three examinations available in all courses. All courses not passed must be retaken in their entirety.
- (6) Since admission to the UAS degree program remains valid during the leave from study, students must continue to pay the Austrian Students' Union fee.

§ 13. Oral Examinations

- (1) 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.
- (2) 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.
- (3) 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.

§ 14. Examinations Concluding a UAS Bachelor's and Master's Degree Program

- (1) The students shall be informed about admittance to the examinations before a committee in an appropriate manner.
- (2) The students shall be informed about the assessment criteria and the results of the assessment of the examination before a committee.
- (3) 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.

Bachelor's Examination

- (4) The comprehensive examination concluding a UAS bachelor's degree program under § 3 par. 2 fig. 6 shall be held before an examination committee that has the relevant expertise. This examination consists of the following parts:
 - 1. Oral examination on the submitted bachelor's thesis as well as
 - 2. on the connections to relevant subjects in the curriculum.

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- (5) The successful completion of all courses is a prerequisite for taking the bachelor's examination before a committee.
- (6) The examination begins with the presentation of the bachelor's thesis. The subsequent question and answer session on the bachelor's thesis as well as on interrelated curricular themes is intended to determine whether the students can understand and apply knowledge relevant to the subject as well as analyze and evaluate particular issues.

Master exam

- (7) The comprehensive examination concluding a UAS master's degree program under § 3 par. 2 fig. 6 shall be held before an examination committee that has the relevant expertise. This examination consists of the following parts:
 - 1. The presentation of the diploma or master's thesis,
 - 2. an oral examination that connects the topic of the diploma or master's thesis with the relevant subjects in the curriculum, as well as
 - 3. an oral examination about other subjects relevant to the curriculum.

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- (8) Regarding the oral examination on other interrelated curricular themes, the degree programs are to define permissible content in agreement with the relevant competence centers, and inform the students of them in good time. These themes are to be oriented, in terms of content, on typical problems in professional practice.
- (9) From the themes that have been defined, the students must choose two topics complementary to their master's thesis and suggest these to the Program Director. The decision on the topic is taken by the Program Director.
- (10) The oral examination on the master's thesis and on the complementary topics should determine whether the students can understand and apply knowledge relevant to the subject and analyze and evaluate particular issues.
- (11) Part or all of the final examination for bachelor's or master's degree programs may be held in a foreign language. The students shall be informed of the examination modus in good time.
- (12) The presentation of the bachelor's thesis or master's thesis lasts between 5 and 10 minutes and follows this structure: 1. Motivation, initial position and / or definition of the problem; 2. Objectives and methods; 3. Conspicuous results; 4. Challenges during the process; 5. Conclusions and / or outlook.

§ 15. Assessment of Examinations

- (1) Examinations and academic theses shall be graded based on the Austrian grading scale from 1 to 5. If this form of assessment is impossible or inexpedient, the form of words for a pass shall be "successfully completed" or "recognized". In case of a negative assessment, the

regulations for the repetition of the coursework for courses with continuous assessment shall apply.

- (2) 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.
- (3) 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.

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- (4) Unless another marking system is announced at the beginning of a course, the following system applies:

<50%	Insufficient (fail)
> = 50% and <63%	Sufficient
> = 63% and <75%	Satisfactory
> = 75% and <88%	Good
> = 88%	Excellent

- (5) The assessments of performance (e.g. examinations, assignments, project work) shall be announced by the lecturer without delay, but not later than within ten working days after the performance to be assessed has been completed. In exceptional cases, announcements of the evaluation may be postponed. The students are to be informed of any such postponement. This will also allow for retakes to be postponed.

Bachelor's and Master's Examination

- (6) The assessment of the overall examination concluding the UAS Bachelor program as well as the overall examination concluding the UAS Master's program shall be carried out according to the following assessments:

Passed: for a positive assessment;

Passed with merit: for a performance at the examination that is considerably above average;

Passed with distinction: for an outstanding performance at the examination.

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- (7) The criteria for the assessment of the bachelor's examination are as follows:

Passed with distinction: The examination interview showed that the candidate is within the scope of the task able to apply knowledge from various learning areas to new situations in a technically correct manner in a way that goes far beyond the essentials, and at a very high level of argument.

Passed with merit: The examination interview showed that the candidate is within the scope of the task able to apply knowledge from various learning areas in a technically correct manner to an extent that goes beyond what is essential, and at a high level of argument.

Passed: All courses (including bachelor's thesis) and Bachelor examination were successfully completed.

(8) The criteria for assessing the master's examination are as follows:

Passed with distinction: Master's thesis was graded "excellent". The examination interview has shown that the candidate is within the scope of the task able to apply knowledge from various learning areas to new situations in a technically correct manner, far beyond what is essential, and at a very high level of argument.

Passed with merit: Master's thesis graded not worse than "good". The examination interview has shown that the candidate is within the scope of the task able to apply knowledge from various learning areas in a technically correct manner to an extent beyond what is essential to new situations, and at a high level of argument.

Passed: Master thesis and Master examination were successfully completed.

(9) The different parts of the bachelor's or master's examination concluding a degree program are not to be assessed individually. The assessment should be made by the examination committee based on an overall impression.

(10) If, in the course of the examination concluding the bachelor's or master's degree program, it becomes apparent that the bachelor's thesis or master's thesis was not written independently, the assessment of the bachelor's or master's thesis may be revoked by the head of degree program. After examining the facts of the case, the head of degree program will decide whether the bachelor's paper or master's thesis can be revised.

§ 16. Examinations before a Committee

- (1) In the case of board examinations (second repetition of a course or bachelor's or master's examination), an examination board consisting of at least three persons guarantees an objective assessment of performance.
- (2) In the case of board examinations and final examinations, the examination board consists of three persons (chairperson, subject examiner and another qualified person) and is appointed by the head of the degree program. The chairperson shall be a full-time or part-time member of the teaching and research staff whose main task is to supervise the examination process.
- (3) As far as possible, diversity shall be taken into account when appointing members.

- (4) In the case of oral repeat examinations of courses and in the case of the second repeat examination of a final examination, a representative nominated by the student may be present during the examination. The confidential person is either a member of the student representation or the ombudsman's office.
- (5) In the case of written repeat examinations, the examination tasks shall be prepared by the first examiner and brought to the attention of the other two members of the examination senate and, if necessary, coordinated with them. The result of the examination is to be made available to the members of the examination senate. The assessment is only made after a vote of the members of the examination senate.
- (6) In the case of repeat examinations by a board of examiners for a course with a Bachelor's paper, the Bachelor's paper must be made available to the members of the examination senate. The report, including the assessment, shall only be drawn up following a vote by the members of the examination senate.
- (7) In the case of committee examinations, the assessment is usually made by consensus; in case of doubt, the decision lies with the chairperson.
- (8) The results of the committee examinations shall be recorded.

§ 17. Retaking Examinations

- (1) Students shall be entitled to retake failed final examinations of a course two times; the second retake 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 retakes.
- (2) If the sum of the individual assessments made in courses with continuous assessment results in a negative overall assessment, the students must be granted a reasonable period of grace to obtain the required certificates (1st retake). A second failure of these performances causes the required performance certificates to be provided within the framework of a board examination (2nd retake).
- (3) Failed final comprehensive examinations according to § 16 Para. 1 and 2 FHG may be repeated twice. The statutes can permit further retakes.
- (4) Students who were excluded from a degree program due to a negative assessment of the last permissible retake of an examination shall be excluded from a renewed admission to the same degree program.

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- (5) The last permitted retake of an examination (cf. para. 4) comprises all examination attempts, considering the repetition of an academic year.

- (6) In general, no additional opportunities for retakes are provided, whereby the decision-making authority of the Program Director is not overridden in accordance with § 8 para. 6 figure 2 FHG.
- (7) An examination that has been given a pass may not be repeated. The Program Director may decide in exceptional and duly justified cases. A failing grade in the retake automatically brings about an examination before a committee (2nd retake).
- (8) If the overall assessment of a course consists of ongoing examinations and a final exam and each part must be passed on its own (otherwise the course is failed), the following applies: the first retake only applies to parts which were failed; the second retake (before a committee) consists of all parts.
- (9) A retake (before a committee) may take place at the earliest four weeks after taking the examination and at the earliest two weeks after the result of the examination was made public. These deadlines also apply to unexcused absences from an examination. On request of the candidate, it is possible to shorten this period. The Program Director will also decide upon an extension of this period in exceptional cases.
- (10) When announcing the examination results of the retake, the students should be informed about the date and mode of the examination before a committee. It must be ensured that students only have one examination before a committee per day and no more than three in a given week.
- (11) For student representatives, the free choice of examiners from among the current and professionally eligible members of the teaching and research staff is permitted from the second examination onwards. The free choice of examiners is permitted from the second examination attempt and is applicable with the proviso that the choice can be arranged with the Program Director from a staffing perspective. These entitlements extend to both semesters following that where the role of student representative comes to an end.

§ 18. Repetition of a year of study

- (1) To repeat a study year due to a negative assessment of an examination held before a committee is permissible once. The repetition must be announced to the Program Director within one month of notification of the examination result. The head of the degree program shall determine examinations and courses for the repetition of the academic year, whereby failed examinations and courses shall be repeated in any case, and passed examinations and courses shall only be repeated or attended again if the purpose of the degree program makes this necessary.

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- (2) The possibility of repeating an academic year refers to the entire degree program, not to each individual year of study.

- (3) Students who complete a board examination from the previous semester with a negative grade, but who are already actively participating in courses of the following semester, may continue to attend the courses they have already started, as long as they are not based on the negatively assessed course.
- (4) If a course is assessed negatively after the last opportunity to repeat it, the student may no longer take part in a repeat examination before a committee in the semester of the negatively assessed course and in the following semester (non-commission repeat examinations may be taken).

§ 19. Bachelor's and Master's Theses

- (1) Several students may jointly work on a topic, provided that the performance of each student can be assessed individually.
- (2) The positive assessment of the master's thesis is a condition for the admission to the examination before the examination committee. A diploma thesis or master's thesis that has not received a positive assessment shall be returned to the student for revisions and resubmission within a stipulated period of time.
- (3) A master's thesis that has received a positive assessment shall be published by lodging it with the library of UAS. On lodging a master's thesis with the 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.

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- (4) The bachelor's thesis is an independently written work, which is produced as part of UAS courses. Master's theses serve as evidence of the ability to process scientific subjects both independently as well as acceptably from the point of view of contents and methods.
- (5) If a master's thesis has not received a positive assessment, it may be resubmitted twice. A change of topic requires a submission with grounds for said change, and is only ever permissible twice. A decision on permitting a change of subject lies in the hands of the Program Director.
- (6) In exceptional circumstances the master's thesis may be submitted up to at most one year after the regulation period of study has ended. A decision on this lies in the hands of the Program Director. In addition, a possible resubmission or the editing of a thesis following a change of topic must be completed within this year.

- (7) A Bachelor's paper from an incomplete undergraduate degree can be given recognition; recognition for a master's thesis is not permitted (except for joint study programs pursuant to § 3 para. 2 no. 10 FHG idgF).

§ 20. Annulment of Assessments and Thesis Submissions, and Revocation of Academic Degrees

- (1) 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 annulled examinations shall be counted towards the permissible number of retakes.

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- (2) A distinction must be made between the use of unauthorized aids in the completion of examinations and plagiarism in scientific work, in particular the bachelor's and master's thesis.
- (3) In the case of written examinations or the bachelor's or master's thesis, parts not written by the student him/herself must be identified. If aids or sources other than those indicated (e.g.) AI-generated support) have been used without permission, the examination, paper or thesis is to be assessed negatively.
- (4) If there is reasonable suspicion of unauthorized use of aids (e.g. use of generative AI), the independence of the written work can be checked by means of an expert discussion.

Use of unauthorized aids in examinations

- (5) If the assessment of an examination has been obtained by fraud through the use of unauthorized aids, the examination shall be assessed negatively. In case of repetition, the training contract may be terminated.

Use of Unauthorized Aids in Bachelor's and Master's Theses (Plagiarism)

- (6) When writing bachelor's and master's, copyright regulations must be observed. A student's work is deemed not to fulfil study law regulations not only in the following situations but particularly, when
1. the central content of the work, the essence, was not written independently by the author, but was taken from one or more outside sources without being appropriately labelled.
 2. a small or no amount of original work can be assigned to the author.
 3. the work was written by a third party and submitted as one's own.
- (7) The interpretation as to whether the paper presented fulfils the study law regulations or not lies in the first instance in the discretion of the assessor. If suspicion arises, the assessor has the right and the obligation to follow up the suspicion, but may not approach the assessing of the paper with such a suspicion in mind.
- (8) If there is a suspicion that the author of the scientific paper can be proved to have tried to obtain a pass grade by fraudulent means, then the Program Director must officially take action.

(9) If copyright infringements have been identified, but the essential content of the work is recognizably the unaided or independent contribution of the author and there is no evidence of an attempt to obtain a pass grade by fraudulent means, an appropriate assessment is to be made.

(10) The requirements of the Copyright Act are still to be dealt with independently of this statute.

Revocation of Academic Degrees

(11) The revocation of an academic degree by the committee director as the result of plagiarism in a bachelor's, diploma, or master's thesis is only possible within a period of ten years following the publishing of said bachelor's, diploma, or master's thesis.

§ 21. Legal Protection

(1) 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 Program Director within two weeks who can then annul the examination. If the examination was held by the Program Director, the complaint shall be lodged with the committee. 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 retakes.

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- (2) In the event that an examination is cancelled, all the examination participants shall be notified of the cancellation where appropriate.
- (3) Students have the right to submit an appeal against this decision to the rector's office within two weeks from the negative decision of the Program Director according to § 10 para. 6 FHG. The Program Director is to be informed about this step. Until any decision on the appeal is taken, students may continue to attend courses.

§ 22. Entry into Force

- (1) The statute on "Examination regulations" version 20 dated 04.06.2025 was passed by the UAS Council on 04.06.2025 and comes into force at the beginning of winter semester 2025/26.
- (2) The "Examination regulations" version 18 dated 25.05.2023 are therefore no longer in force.
- (3) Applications for a study place received by 15.08.2025 shall be treated in accordance with version 18 of this part of the statutes dated 25.05.2023.