

Please note that the present document is a translation from the original German text and has been provided for comprehension purposes only. The original German-language version will prevail in all instances.

General Regulations for the Recognition of Proven Knowledge at CAMPUS 02 University of Applied Sciences

§ 1 Scope

- (1) The present General Regulations for the Recognition of Proven Knowledge (hereafter “recognition regulations”) are applicable to all Bachelor and Master degree programmes as well as university courses run by CAMPUS 02 University of Applied Sciences. They govern the framework conditions for the procedures to be carried out under the responsibility of the Heads of Degree Programmes and University Courses for the recognition of proven knowledge. The legal basis for this is to be found in § 8, para. 3, line 6 and § 12 of the Austrian Universities of Applied Sciences Act (“Fachhochschulgesetz” or “FHG”) as well as in the recognition-relevant sections of the Universities of Applied Sciences Accreditation Regulations of the Board of the Agency for Quality Assurance and Accreditation Austria in the respective version in force.
- (2) Within the framework of applications for accreditation submitted to the Board of the Agency for Quality Assurance and Accreditation Austria, applications for the updating of degree programmes submitted to the University of Applied Services Board (“FH-Kollegium”) and applications for introducing university courses (hereafter: “applications”), the Heads of Degree Programmes and University Courses are authorised and obliged to add to, clarify and provide further details about the present recognition regulations relevant to their respective degree programmes or university courses and to publish the same in the studies administration system.
- (3) These recognition regulations are equally valid for full-time and extra-occupational degree programmes and university courses unless expressly stated in the clauses below.
- (4) The recognition of performance realised within the framework of a secondment abroad during a degree programme at CAMPUS 02 is not subject to the conditions of the present recognition regulations.

§ 2 Course-oriented or module-oriented recognition

- (1) The governing principle for the recognition of proven knowledge is that of course-oriented or module-oriented recognition. Accordingly, the object of recognition is a course or a module. Across-the-board exemption from entire semesters is not permitted. Exemption from all courses or modules of a semester is thereby not excluded.
- (2) Exemption from Master’s theses and final degree or certificate programme examinations is excluded.

§ 3 Knowledge which can be recognised

- (1) Eligible for recognition are:
 - a) Positively completed examinations and other academic achievements in ordinary or extraordinary studies at recognised domestic and foreign post-secondary educational institutions within the meaning of § 4 para. 4 FHG
 - b) Positively assessed examinations at vocational secondary schools in the subjects qualifying for the future professional activity within the meaning of § 78 para. 1 line 2 lit b University Act (UG) as well as comparable examinations within the framework of the vocational matriculation examination (Berufsaufreifeprüfung)
 - c) Vocational or non-vocational qualifications or special knowledge or experience from professional practice, particularly also non-formally or informally acquired competences
- (2) Knowledge acquired while within the framework of the general university entrance qualification is not eligible for recognition, except for para. 1 lit b.

§ 4 Legal consequences of recognition

- (1) Recognition leads to the exemption from the relevant course or module for the applying student. Participation in classes as well as in the scheduled performance assessments in the course or module in question is not required.
- (2) Such recognition shall be considered a positive assessment of the exempted course or module. The assessment is "recognized".
- (3) For exceptional participation in classes in an exempted course or module, the consent of the Head of the Degree Programme or University Course is required.

§ 5 Maximum level of recognition

- (1) Recognitions within the meaning of § 3 para. 1 lit b are possible up to a maximum of 60 ECTS credits per student.
- (2) Recognitions within the meaning of § 3 para. 1 lit c are possible up to a maximum of 60 ECTS credits per student.
- (3) In total, recognition within the meaning of § 3 para. 1 lit b and lit c is possible up to a maximum of 90 ECTS credits per student.

§ 6 Proof of knowledge

- (1) Solely knowledge for which proof can be provided may be recognised.
- (2) Only documents or supporting information issued by someone other than the applicant will be taken into consideration.

- (3) Evidence of knowledge within the meaning of § 3 para. 1 lit a and b may be provided in the form of certificates of examinations taken or subjects completed, including course or module descriptions or, if required, curricula or teaching materials.
- (4) Evidence of knowledge within the meaning of § 3 para. 1 lit c can be provided particularly through
 - a) Certificates of examinations taken at non-university educational institutions or professional associations as well as course descriptions or, if required, teaching materials
 - b) Proof of attendance and certificates
 - c) Letters of recommendation from an employer and/or interim reports
 - d) Job or activity descriptions
 - e) Work samples
 - f) Any other information and documents requested by the Head of the Degree Programme or University Course
- (5) Documents that are to prove competences acquired in the context of a dependent professional activity, particularly those pursuant to para. 4 lit c, d, and e, shall be signed or confirmed by a competent superior.

§ 7 Equivalence verification

- (1) At the request of the student, equivalence of the demonstrated knowledge with the requirement profile in terms of content and scope of the course or module to be exempted is to be determined by the Head of the Degree Programme or University Course.
- (2) Verified knowledge is to be deemed equivalent if there are no significant differences between the competences acquired and the learning objectives defined for the course or module to be exempted.
- (3) The equivalence verification of knowledge according to § 3 para. 1 lit a and b is governed by § 8. The validation of competences according to § 3 para. 1 lit c is governed by § 9.

§ 8 Equivalence verification for examinations taken at post-secondary educational institutions and higher vocational schools

- (1) When assessing the equivalence of the competences examined within the framework of the examinations taken or subjects completed with the intended learning objectives of the course or module to be exempted, the following criteria shall be applied.
 - a) Course content and learning objectives in terms of subject breadth and depth
 - b) Manner in which possible competence verification was carried out (e.g. examination modalities)
 - c) Time spent by the student within the framework of the acquisition of the proven knowledge. Wherever possible, the number of corresponding ECTS credits should be established. Other time periods are to be converted into plausible ECTS credits

- d) Length of time between the acquisition of the competence and the recognition application with regard to considerable technical novelties and developments in the topics of the course or module concerned
 - e) Level of knowledge acquisition (secondary level, bachelor, master, etc.)
- (2) It is not necessary for each and every criterion of para. 1 above to be fulfilled in order to for equivalence of the proven knowledge to be established. The lesser fulfilment of some criteria can be compensated by higher levels of other criteria. The overall equivalence verification is to be balanced out in view of the learning objectives and qualification profile of the degree programme or university course.
- (3) The equivalence verification is carried out based on the evidence submitted. If equivalence is given, positively completed examinations are to be recognised. A verification of knowledge does not take place in these cases.
- (4) If equivalence cannot be assessed conclusively based on the evidence provided, recognition may be dependent on a supplementary random knowledge verification test to proof equivalence. The knowledge verification test can be carried out in writing or orally or via video conference by the specialist field coordinator or a subject-relevant lecturer. If possible, the knowledge verification test shall be scheduled no later than 14 calendar days after the expiry of the deadline pursuant to § 10 para. 1. The contents of the knowledge verification shall be taken from the learning objectives of the course or module to be exempted. The knowledge verification is not a performance assessment within the meaning of the General Examination Regulations of CAMPUS 02 and cannot be repeated.

§ 9 Validation of vocational or non-vocational qualifications

- (1) To assess the equivalence of the competences acquired on or off the job, non-formally or informally, with the intended learning objectives of the course or module to be exempted, the applicant must prepare a recognition matrix based on the learning objectives in accordance with Annex 2 and submit it together with the general application form in accordance with Annex 1.
- (2) The purpose of the recognition matrix is, on the one hand, a reflection of the learning objectives by the applicant in the light of his*her competences. On the other hand, it confirms to the Head of the Degree Programme or University Course that, when the course or module is exempted, subsequent courses can be successfully completed and the qualification profile for graduates defined for the degree programme or university course is achieved. Full proof of the achievement of all learning objectives of the course or module to be exempted through previously acquired competences is not a prerequisite for recognition.
- (3) When comparing the intended learning objectives with the description of the previous competences acquisition, a reference to the submitted evidence pursuant to § 6 para. 4 shall be made for the sake of traceability.
- (4) If the equivalence remains doubtful based on the recognition matrix and the evidence provided, the recognition can be made dependent on a supplementary validation interview between the specialist field coordinator or a subject-relevant lecturer and the applicant.

If possible, the validation interview shall be scheduled no later than 14 calendar days after the expiry of the deadline pursuant to § 10 para. 1. The contents of the validation interview shall be taken from the learning objectives of the course or module to be exempted. The validation interview is not a performance assessment within the meaning of the General Examination Regulations of CAMPUS 02 and cannot be repeated.

- (5) If the vocational or non-vocational qualifications have been assessed in the context of an examination or other performance assessment, e.g. at adult education institutions, and confirmed by a certificate., the validation can be carried out analogously to the equivalence verification according to § 8.

§ 10 Recognition procedures

- (1) Recognition applications are to be submitted at the very latest 8 calendar days after the first contact appointment of the course in question. A deviating deadline for all courses or modules of a semester of a degree programme or university course is permissible, provided that the deviating deadline is announced in a suitable manner at least 4 weeks before its expiry.
- (2) Recognition applications are to be submitted in writing (by post or electronically) to the Head of the Degree Programme or University Course using the application form in Annex 1 and, in the case of professional or non-professional qualifications, additionally by submitting a recognition matrix according to Annex 2. As per § 6 copies of all documents pursuant to substantiating the claimed competences are to be annexed the recognition applications. In particular, care should be taken to ensure that the information relevant in the framework of equivalence verification pursuant to § 8 or the validation pursuant to § 9 is clearly visible or made visible in the enclosed documents.
- (3) The student is responsible for the completeness of his*her own the recognition application including the attachments required. The Head of the Degree Programme or University Course is entitled to request any necessary additional information and/or documents from the student with a view to equivalence verification or validation. Any additional information and/or documents must be submitted within one week from the date of the request.
- (4) The decision regarding the recognition application is to be taken and announced at the latest 7 calendar days after the end of the period pursuant to para. 1. In the event that additional information is requested to complement recognition application as per the meaning of para. 3, said period will be extended by one week. In the event that knowledge verification is carried out as per § 8 para. 4 or a validation interview is done as per § 9 para. 4, the decision regarding recognition is to be issued no later than 7 days after the assessment has been carried out. The decision is to be announced in the studies administration system or in another appropriate manner.
- (5) Without prejudice to the other provisions in the present Regulations for Recognition, the Head of University Courses can introduce deviating provisions for university courses that are run together with non-academic legal entities with regard to deadlines and the way applications and proof of knowledge are to be submitted.

§ 11 Responsibility of the Heads of Degree Programmes or University Course

The Head of the relevant degree programme or university course is responsible for the proper execution of the recognition procedure. All decisions in matters concerning the recognition process are taken by the Head of the relevant degree programme or university course within the scope of his*her responsibility.

§ 12 Predefined recognitions

- (1) Within the applications, the Head of any degree programme or university course may decide that individual courses or modules be exempt based on clearly defined previous education without carrying out the recognition procedure. In such instances, the application regarding each course or each module concerned must notably include the following:
 - a) A precise description of said previous education
 - b) The nature and extent of the necessary evidence proving the education previously gained
- (2) Predefined recognitions are limited to knowledge formally proven in examinations sat at other training institutions, education institutions and/or professional associations which are eligible for recognition under this regulation.
- (3) For degree programmes, additional requirements for predefined recognitions of courses or modules after the first academic year include the following:
 - a) Acquisition of knowledge at a recognised university of applied sciences, university, or other post-secondary education institution in Austria or abroad
 - b) Cooperation and/or coordination in the design of the relevant courses or modules with a post-secondary education institution, as documented by the head of the development team in the application
- (4) When applying for predefined recognitions, the student must give the Head of the relevant degree programme or university course the names of the courses or modules from which he*she wishes to be exempt, with reference to his*her previous education, and is to provide proof in accordance with para. 1, lit b in writing (by post or email) within the time limit stated in § 10 para. 1.

§ 13 Recognition of work placements

- (1) Further to a student's application and upon presentation of proof of particular knowledge or experience from professional practice, the work placement can be exempt, either completely or in part. This is particularly applicable to extra-occupational degree programmes for working professionals.
- (2) For exemption from the work placement, it is a prerequisite that the particular knowledge or experience comes from the professional area of the degree programme in question and that it wholly corresponds to the subject-specific level of the learning objectives set for the degree programme.

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 8010 Graz

Application for the recognition of proven knowledge

Applicant:				Matriculation number
Surname	First name	Academic degree/Title	Degree Programme/ University Course	EO/FT

Exemption requested for the following course/module:

Title of the course/module from which the applicant is requesting exemption	Semester	ECTS-Credits	Credit hours (CH)

List of the annexed documents/supporting information which serve as proof of the relevant competences in question in accordance with § 6 of the General Regulations for the Recognition of Proven Knowledge:

Description [Title of the course/module, issuing institution, type of competence acquisition (lecture, exercise, seminar etc.), type of document (report, proof of attendance, certificate, etc.)]	Examination date / date of issue or date on which and/or period during which the competence was acquired	Fill in as applicable			
		ECTS-Credits	CH	Days	Other time-relevant information

Additional information/justification relevant to the application for the recognition of proven knowledge:

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.....
 Date

.....
 Applicant's signature

When enclosing documents, it must be ensured that all information for the equivalence verification pursuant to §§ 7 ff of the Regulations for the recognition of proven knowledge (e.g. course contents, learning objectives, duration, activities, etc.) is included!

(To be completed by CAMPUS 02)

With regard to exemption of the applicant from the above-mentioned course/module, the proven knowledge is

- recognised, based on the evidence presented
- recognised, based on the evidence presented and a validation interview/knowledge verification test which took place on and was carried out by (the corresponding report is attached)
- not recognised, because.....

.....
 Date

.....
 On behalf of the Head of the Degree Programme / University Course

Instructions for completion:

For recognition, it is not necessary that all learning objectives (column 1) must be completely fulfilled. Nevertheless, they must all be stated in the list. By formulating your existing skills/abilities/competences (column 2) and describing the context in which they were acquired (e.g. employer, job description, etc., column 3), it should be plausible to assume that, when you are exempted from the course/module in question, a more advanced course, building on the exempted course/module can be completed positively, or that the qualification profile defined for the graduates of the degree programme or university course will be achieved.

Regarding the skills/abilities/competences (column 2), learning context (column 3), and evidence (column 4), rows can also be grouped/connected if the information is applicable to more than one learning objective.

.....
Date

.....
Applicant's signature