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CAMPUS 02 – General examination regulations

§ 1 Scope

The present general examination regulations are applicable to all CAMPUS 02 Bachelor and Master degree programmes as well as university courses. Complementary instructions and guidelines concerning organisational arrangements for examinations issued by Heads of individual degree or university courses pertaining to the specificities of their respective degree programmes or university courses are valid if they are published in the section of the studies administration system that is accessible to students.

§ 2 Examination methods

- (1) Examinations of student performance (subsequently: examinations) in individual courses and/or modules can be carried out using the methods contained in Annex 2 to the Framework Regulations for the Didactic Design of Degree Programs at CAMPUS 02. A distinction is made between courses and/or modules with final examinations and those with continual assessment. In case of doubt, courses and/or modules are considered as being those with final examinations when an exam held towards the end of the relevant course and/or module accounts for at least 75% of the maximum achievable overall grade. Students are to be informed of the actual means of assessment (content, examination methods, expected examination duration, evaluation criteria and the weighting of individual partial assessments vis-à-vis the overall assessment) in the appropriate manner at latest at the start of each course. Any alternative arrangements concerning the means of assessment for the second attempt in accordance with the meaning given in §6 are also to be made known at latest at the start of each course. If module examinations, as per the meaning given in §3, are held, such information is to be provided to students at the start of the first course of the relevant module. Students are to be notified of the means of assessment for the third attempt as per the meaning given in §6 (committee examination) at the latest upon the announcement of the examination session arrangements in accordance with paragraph 4 of §5. If such notification is not given, the means of assessment for the second attempt come into application. The same means of assessment for each particular attempt are foreseen for all students of any given academic year.
- (2) Students are entitled access to a different examination method if a hindrance can be proven which would make the sitting of the examination in the prescribed form impossible and whereby the content and requirements of the examination would not be affected by the alternative examination method. In the event of miscellaneous forfeiture of this entitlement with regard to the first examination session, students must request an alternative examination method from the Head of the relevant degree or programme or university course at least 30 calendar days prior to the first examination session.

§ 3 Module examinations

- (1) Performance may also be assessed for individual modules (module examinations). In such instances, no final assessment is to be carried out for the individual courses pertaining to the module in question.
- (2) Module examinations may only be held for modules that are taught over a maximum of two immediately consecutive semesters.

- (3) Module examinations are to be structured so that within the framework of the performance appraisal, particular attention is paid to the specialist connections and/or correlations of the learning objectives to be achieved in individual courses. Therefore, the module examination is fundamentally not purely a bringing together of individual – and each in their own way final – course examinations.

§ 4 Examination sessions, notifications

- (1) At the start of each course to be assessed by means of a final examination, students are to be appropriately notified of the date of the first examination session. With regard to final module examinations, students are to be given the date of the first examination session in the appropriate way at the very latest at the beginning of the last course of the module. Examination dates are to be posted in the section of the studies administration system that is accessible to students. The first exam session is to be held soon after the course or module during which exam-relevant content is taught.
- (2) All courses and modules of the winter semester are to be passed no later than October 1, following the respective winter semester. For courses and modules of the summer semester, the deadline is March 1. Students who do not pass all courses and modules by the deadline shall be excluded from the degree programme or university course. They are not entitled to attend further examination sessions, even if they have not exhausted all their possible attempts as per §6.
- (3) To enable the student to complete the course in the time specified in paragraph 2, at least four sessions are to be timetabled by the Head of the relevant degree programme. One must take place at the end of the teaching period of the semester during which the course was held, and one in a timely manner at the start and at the end of the teaching period of the following semester. An examination session offered in a timely manner at the end of the teaching period of the semester during which the course is run, shall not be necessary, if the first examination session has already taken place during the semester. The teaching period is defined to be the timeframe during which teaching activities are scheduled on the semester timetable of the degree programme or university course in question.
- (4) Examinations that have not been sat or that have not been passed may be resat at the earliest 14 calendar days following the date on which the relevant exam results are published. The specific timeframe for resit sessions is determined depending on the scope and difficulty of the examination.
- (5) Students are to be informed of resit session arrangements by email at least 14 calendar days in advance.

§ 5 Responsibility remit of Heads of Degree Programmes and Heads of University Courses

- (1) Admission to examinations, the appointment of examiners and examination panels, and the timetabling of examinations lie within the scope of responsibility of the Head of the relevant degree programme or university course.
- (2) The Heads of degree programmes are notably responsible for the withdrawal, suspension and invalidation of exams and pieces of written work, and for all other decisions pertaining to degree affairs as per the meaning in the present examination regulations.

§ 6 Examination attempts

- (1) As a rule, each student has 3 opportunities to pass a course or a module:
- First attempt
 - Second attempt (first resit)

- Committee examination if the exam has not been passed at either of the first two attempts (third attempt, i.e., second resit)

Failure of a final examination at the third attempt results in the immediate exclusion from the degree programme or university course, notwithstanding §13.

- (2) A failed final examination of a course or of a module assessed by means of a final examination may only be resat on a maximum of two occasions (second and third attempts), whereby the third attempt takes the form of a committee examination conducted as a written exam, an oral exam, or a combination of the two methods or with the same methods as used in previous attempts. For courses with a final examination, it is to be noted that the entire grade range as per paragraph 1 of §11 is available to students for the second and third attempts.
- (3) In the event that the overall grade is a fail grade within the framework of a course or a module with continual assessment, an appropriate period of grace is to be granted to the student in question (second attempt) to enable him*her to achieve the required level of performance which was not, or was insufficiently, achieved during the first examination attempt. A fail mark for the second attempt automatically leads to the provision of the required proof of performance as a committee examination (third attempt). If pass marks are achieved in individual partial assessments during the first or second attempts, these are as a rule to be included in the overall assessment of the course or module for the second or third attempts, as appropriate. Alternative arrangements for the second and third attempts are permitted provided that these are made known at the start of the course or at the beginning of the first course of the module in question for module examinations.
- (4) Examinations which conclude courses or modules with final examinations in accordance with paragraph 1 of §2, and for which the student has obtained a positive grade for his*her first attempt, may be resat upon the written request of the student. This request must be submitted to the Head of the relevant degree programme or university course within a period of 14 calendar days from the date on which the grade is published. A negative grade for the second attempt results in a committee examination in accordance with paragraph 1, regardless of whether or not the student actually passed the examination at the first attempt. Performances that have been awarded a pass mark may not be repeated for Master's theses, work placements, or courses and/or modules for which assessment is mainly based on written or practical work, e.g. Bachelor's theses, project work, case studies and the like.
- (5) Degree programme students that study part of their degree programme at a university abroad (e.g., as part of an international exchange programme) are obliged to set up a learning agreement prior to the start of the mobility period. The learning agreement is to be signed by the student concerned, the home institution CAMPUS 02, represented by the Heads of degree programme concerned, and the host institution. Students are to name the modules and/or course units from the host institution that they wish to attend and that will be recognised, upon successful completion at the host institution, as replacement for the modules and/or course units from the home institution listed in the learning agreement.
- (6) Outgoing degree programme students have the right to exhaust all examination attempts as defined by the host institution. With the appropriate organisational support provided by the host institution, remaining examination attempts from the host institution may be conducted at the home institution (e.g., via video conferencing, as written examinations, online tests or similar) on the condition that the Heads of the relevant degree programme from the home institution ensure an orderly examination procedure as per meaning given in §8. If the chosen modules and/or course units are not successfully completed at the host institution, students must complete the corresponding modules and/or course units listed in the learning agreement at their home institution where they have three examination attempts. In justified cases and while maintaining the required level of performance, deviations may be made from the last sentence in Paragraph 1 of §2 above with regard to the outgoing students concerned.

In justified cases, the Heads of the relevant degree programme may deviate from the first sentence in Paragraph 2 §4 and permit an extension regarding the deadline for the completion of all the modules and/or course units during the mobility term.

- (7) Incoming students are subject to CAMPUS 02's General Examination Regulations. If an orderly examination procedure can be ensured by their home institution, the second and third examination attempts as defined by CAMPUS 02 may be conducted at the home institution (e.g., via video conferencing, as written examinations, online tests or similar). In justified cases and while maintaining the required level of performance, deviations may be made from the last sentence in Paragraph 1 of §2 above with regard to the incoming students concerned.

§ 7 Attendance requirements, exemption

- (1) The degree programmes and university courses run by CAMPUS 02 are designed in a way that an attendance rate of 100% is required for all face-to-face and synchronous e-learning teaching units as planned on the timetable.
- (2) If a student is absent for more than 25% of the timetabled attendance-based teaching units of 45 minutes each – for whatever reason – (an attendance rate lower than 75%), they will be given a fail grade for that course or module. The attendance rate is calculated by dividing the number of teaching units registered as present by the total of all teaching units held in the course. Attendance is recorded for each contact date (course date in CO2online) and applies to all teaching units included in this date. If a module is made up of several courses, and where said module is assessed via a module examination, the non-respect of attendance requirements in only one of the courses of the module can lead to the module being marked with a fail grade where appropriate notice was given at the start of the first course of the module.
- (3) If teaching units for any given course or module are held on less than four different days, the consequences detailed in paragraph 2 above only come into effect after an absence rate of over 50%.
- (4) In individual justified cases, the Head of the relevant degree programme or university course may authorise arrangements involving different attendance rates for a particular course or module. Students are to be informed of these at the start of the course or at the beginning of the first course of the module in question. A fail grade will also be given for a course or module if a lower attendance rate than required is recorded.
- (5) All exceptions and/or privileges governed by legislation concerning attendance requirements for student representatives are also valid for a maximum of three academic year group representatives, elected in accordance with the statutes of the Austrian National Union of Students, for each degree programme or university course, academic year and organisational form (i.e., full-time / extra-occupational). The Head of the relevant degree programme or university course and the Student Services Office is to be informed by email of the details of the elected student representatives, as well as of any changes regarding these people, by the Chair of the Student Representative Council.
- (6) The electronic attendance lists are to be used and checked by the students themselves. If the student is present at a contact date and cannot record his*her attendance electronically, the student must inform the lecturer directly at the contact date to document his*her attendance. In this case, the lecturer can record the attendance manually in the electronic attendance list. If manual recording by the lecturer is not possible or is not carried out, the student has the possibility to apply for a corresponding correction booking in the electronic attendance list at the latest within 8 days from the attendance-based contact date in question ("check-in application") or, in the event of technical problems, he*she must ask the degree programme administrators to do so. Within the framework of university courses that are run

together with non-educational legal entities, the non-educational legal entities are responsible for organising attendance capturing.

- (7) If a course or module is graded with a fail mark due to the non-respect of the required attendance rate, the first examination attempt will be considered as having been used. The first attempt to sit an examination for the corresponding course or module will, in this case, be the second attempt. The non-respect of the required attendance rates in several courses of any given module cannot lead to it being considered that several attempts at the module examination have been exhausted.
- (8) The proven faking of attendance can lead to exclusion from the degree programme or university course.
- (9) A written request for limited exemption from attendance requirements due to compelling reasons can be made to the Head of the relevant degree programme or university course to prevent cases of hardship. The request must, without fail, be made timewise prior to the intended exemption, and at the latest 8 calendar days after the start of the requested exemption period. The reasons for the exemption are to be justified. No teaching sessions may be attended, and no examinations may be sat during the exemption. The absence of the student in question from examinations held at any time during the exemption period is deemed to be justified. The exemption period must last for a minimum of two weeks and may last for a maximum of six weeks. Only one exemption per semester is possible. Any teaching units occurring during the exemption timeframe are not to be considered when the attendance rate for the respective course is determined. Heads of University Courses have the right to introduce deviating provisions regarding the exemption from the university courses they are responsible for.
- (10) Any restrictions imposed by the health authorities which make it impossible to attend face-to-face teaching units (e.g., segregation notice) shall be deemed to be an exemption within the meaning of para. 9. In this case, participation in teaching units with synchronous e-learning shall be permissible. In deviation from para. 9, the period of exemption shall be the period stated in the segregation notice or the period resulting from supplementary official notifications.

§ 8 Conducting examinations

- (1) Examinations are supervised by an exam supervisor designated by the head of the degree programme or university course or by the lecturer himself*herself. If examinations are held online, the examination proctoring is done by using online proctoring (e.g., video stream via MS Teams). The instructions given by the exam supervisor are to be adhered to. As a rule, the non-respect of such instructions will lead to exclusion from the examination in question. Any examinations from which a student is excluded are to be included in the calculation of the total number of permitted attempts to sit the exam in question.
- (2) In exceptional situations, the examination modalities may be changed during the semester by resolution of the University of Applied Sciences Board or by order of Head of the University of Applied Sciences Board after consultation with the University of Applied Sciences representatives. In the event of a change in the examination modalities during the semester, students may withdraw from the concerned examinations no later than 7 days after the announcement of the change, without being credited against the total number of admissible entries as defined in §6. Examinations within the meaning of this paragraph shall be deemed to be examination dates within the meaning of §4 para. 3.
- (3) In the event of technical problems during examinations selectively held online, which occur through no fault of the student, the examination is to be cancelled and is not to be counted towards the permissible number of attempts as defined in §6.

- (4) The respective lecturer decides which aids are allowed for a particular exam. Permitted aids are to be listed on the coversheet of the exam paper or, in the case of another type of examination, to be noted in a suitable manner.
- (5) The use of aids that are not permitted as well as the receiving of help from and/or the offering of help to fellow students or of third persons, irrespective of a first caution, entitles the examination supervisor, to immediately confiscate the written examination script and/or to cancel the online examination. The immediate confiscation of the written examination script and/or the cancellation of the online examination leads to direct exclusion from the examination with the consequences described in paragraph 1 above.

§ 9 Invalidation of examinations which have taken place

- (1) The grade given to an examination is to be declared as invalid in the event of cheating.
- (2) The following are notably deemed as cheating during an examination:
 - The use of unauthorised aids,
 - Repetitive oral or written support received from and/or given to fellow students or of third persons during an examination.
- (3) The examination for which the evaluation is declared as invalid is to be included in the calculation of the total permitted exam attempts.
- (4) The consequences of cheating by means of plagiarism and/or ghost writing are governed by §20.

§ 10 Absence from examinations, abandonment of examinations

- (1) Scheduled examination sessions are to be respected by students. In the case of courses and/or modules with final examinations, any unjustified absence from an exam, or an absence from an exam session that is not justified within the specified timeframe, leads to one attempt being classed as having been used.
- (2) Justified reasons for absence from examinations include hindrances, notably those due to illness, accidents, or unavoidable professional commitments. Hindrance as a result of illness must be justified by a sick note issued by the relevant health insurer or by a signed confirmation by the attending doctor. Justification of absence due to unavoidable professional commitments is to be given in writing and signed by an authorised person or supervisor and must sufficiently document the nature of the unavoidable absence. For hindrances on other grounds, appropriate written justification sufficiently documenting the unavoidable nature of the absence is to be provided.
- (3) As a rule, justified absences and their grounds are to be justified by students prior to the exam, or otherwise immediately or at least 8 calendar days after the examination session, by providing proof as per paragraph 2 above. In accordance with paragraph 2, in case of unavoidable professional commitments proof must be provided in any case before the start of the examination.
- (4) An examination is graded with a fail mark in the event that a student abandons the examination before the allotted time has passed.

§ 11 Grading of courses, modules and pieces of written work

- (1) Marks for courses, modules and pieces of written work are awarded based on the Austrian grading system: Very good (1); Good (2); Satisfactory (3); Sufficient (4); Insufficient (5). 'Insufficient' is classed as a fail grade, whilst all other grades are considered as passes. In cases where this form of marking is not possible or is inappropriate, a pass is denoted with the comment 'successfully attended', and a fail is denoted with the comment 'unsuccessfully attended'. Paragraph 3 of §6 above will be invoked for such failed courses and/or modules. If proven knowledge for performance assessment is recognised, the corresponding assessment will be denoted as 'recognised'.
- (2) When attributing grades, the following evaluation benchmark is to be applied:
 0% to 50% inclusive: Insufficient
 More than 50% to 65% inclusive: Sufficient
 More than 65% to 80% inclusive: Satisfactory
 More than 80% to 90% inclusive: Good
 More than 90% to 100% inclusive: Very good
 This is not applicable to final degree programme or university course examinations according to §21.
- (3) Paragraph 2 does not, however, contradict the relevant minimum requirements - of 50% at the very most, however - being required for individual partial assessments.
- (4) When preparing examinations, determining the weighting of individual tasks, and evaluating performance, lecturers are to make sure that the following evaluation criteria are applied as per the evaluation benchmark given in paragraph 2 above:

Performance is marked as being "Very good" when the student fulfils the requirements established in accordance with the learning objectives considerably over and above the essential standard in the acquisition and application of course content as well as when carrying out tasks and, where possible, when the student shows clear autonomy and/or the capacity for independent application of his*her knowledge and ability to tasks which are new to him*her.

Performance is marked as being "Good" when the student fulfils the requirements established in accordance with the learning objectives over and above the essential standard in the acquisition and application of course content as well as when carrying out tasks and, where possible, shows the notable application of autonomy and/or, with relevant instructions, the capacity to apply his*her knowledge and ability to tasks which are new to him*her.

Performance is marked as being "Satisfactory" when the student fulfils the requirements established in accordance with the learning objectives in the acquisition and application of course content as well as when carrying out tasks fully in the key areas; shortcomings when carrying out tasks are balanced by notable displays of autonomy.

Performance is marked as being "Sufficient" when the student fulfils the requirements established in accordance with the learning objectives in the acquisition and application of course content as well as when carrying out tasks in the key areas on an overall basis.

Performance is marked as being "Insufficient" when the student does not even fulfil all the requirements to be awarded the "Sufficient" grade.

§ 12 Committee examinations

In the case of committee examinations (third attempt) the examination panel must be made up of at least 3 members. The Head of the relevant degree programme or university course or his*her representative appointed by the Head of the relevant degree programme or university course, and, in all cases, the lecturer of the respective course must be on the examination panel. The other panel members are required to have sufficient specialist expertise in light of the defined learning objectives of the course. The chairperson of the panel has the deciding vote when the panel is made up of an even number of members. For oral committee examinations or parts of examinations, all members of the examination panel are required to be present during the entire duration of the examination; this obligation can, if need be, also be complied with through the use of electronic media.

§ 13 Repetition of an academic year

- (1) Students shall have the one-time right to repeat an academic year, because of failing the third examination attempt in accordance with paragraph 1 of §6 and paragraph 9 of §21 respectively. A waiver of the third attempt, forwarded to the Head of Degree Programme in writing in advance, shall be deemed a negative assessment.
- (2) The right of repetition shall also apply if a student has been excluded from the continuation of the degree programme or university course or course due to §4 para 2 or §19 para 3.
- (3) The repetition of an academic year must be notified by the student to the Student Services Office within a period of one month from the notification of the exclusion. If the student concerned does not apply within the abovementioned period, he*she loses the right to repeat the academic year in question. The degree programme or university course shall be resumed within one year of notification. The date of the resumption shall be the beginning of the semester according to the curriculum, whose modules or courses have not yet been completed at the time of the exclusion.
- (4) Considering the purpose of the degree programme or university course and the student's performance to date during the degree programme or university course, the Head of the Degree Programme or University Course must decide in each case which of the exams already passed by the student are to be resat and which successfully completed courses are to be attended again during the repeated academic year. All failed examinations are to be resat and their respective courses must be attended again during the repeated year. If the academic year is repeated and the degree programme or university course is continued further to a change having been made to the corresponding curriculum, the Head of the relevant degree programme or university course is to decide, taking into account the skill profile of the graduate, which of the new curriculum courses are to be repeated. Confirmation by the Head of the relevant degree programme or university course of the classes to be repeated must be provided at the very latest by the time that the student in question re-joins the degree programme or university course.
- (5) In the event that within the framework of the repeated study year it is no longer possible to attend the first course of a module taught over two semesters which is evaluated by means of a module exam, the legal consequences as per paragraph 2 of §7 do not come into effect.
- (6) The last sentence in paragraph 3 does not apply to university courses in cases when the university course cannot be offered the following year for any reason whatsoever. In the event that the university course can no longer be offered in future for any reason whatsoever, it will not be possible to repeat the academic year.

§ 14 Interruption

- (1) Any request to interrupt a degree programme or university course for a maximum duration of 24 months, must be submitted in writing to the Head of the relevant degree programme or university course. The reasons for the interruption and the intended continuation are to be justified or credibly proven. Compelling personal, health or professional grounds are to be taken into account when a decision is made concerning the request. During the interruption no teaching sessions may be attended, and no examinations may be sat.
- (2) When making a decision about the interruption, the Head of the relevant degree programme or university course must define, in agreement with the student concerned, the date on which the student is expected to re-join the degree programme or university course. In accordance with the curriculum, the start of the respective semester of which the course(s) and module(s) remain to be completed at the time of approval of the interruption, must be taken into account when determining the date on which the student will re-join the degree programme or university course. In the event of an interruption, the student concerned is obliged to join the year group of a subsequent academic year. Examinations that have not been passed and their corresponding courses are to be repeated during the degree programme or university course which the student in question re-joins.
- (3) In the event that a student re-joins the degree programme or university course further to a change having been made to the corresponding curriculum, the Head of the relevant degree programme or university course is to decide which of the new curriculum courses are to be repeated. The decision regarding which courses are to be repeated, the Head of the Degree Programme or University Course must determine which courses are concerned by this at the very latest by the date on which the student re-joins the degree programme or university course.
- (4) If the degree programme or university course is not re-joined on the agreed date, the student is to be excluded. An agreed extension of the interruption is possible one-time if the recommencement date is duly determined. However, the total interruption may not exceed 24 months.
- (5) In the event that any university course can no longer be offered in future for any reason whatsoever, it will not be possible to re-join the interrupted university course. The Head of the University Course is to inform the student of this circumstance when he*she submits his*her request.

§ 15 Oral examinations and notification of grades

- (1) The examination process of oral exams is to be documented. The subject of the exam, the place and time of the exam, the name of the examiner or of the members of the examination panel, the name of the student, the questions asked, the marks awarded, the reasons for fail grades, and any other specific incidents together with the corresponding measures taken are to be stated in the report. A template of the report is annexed to the present general examination regulations.
- (2) Oral examination sessions are open to the public, although the number of students or other third parties admitted to the exam's audience may be limited depending on the room configuration. For important reasons, or in objectively justified cases upon the request of the candidate, the exam session may be closed to the public by the examiner or the examination panel, as appropriate, or by the Head of the Degree Programme or University Course. In no instance may an audience be present during evaluation deliberations. In the event of improper conduct on the part of any one individual, the examiner or the chairperson of the examination panel is entitled to exclude the person concerned from taking any further part in the examination proceedings. The circumstances and reasons for exclusion of the public or individuals are to be noted in the report in the "special incidents" section, together with any respective measures taken.

- (3) Oral examinations may also take place online as a video conference. If such examinations are interrupted prematurely due to technical difficulties, another date for the continuation of the examination shall be agreed with the student. The deadline of 14 days according to §4 para. 5 does not apply. The interrupted appointment shall not be considered a separate examination session within the meaning of §4 Para. 3. All professional perceptions of the examiner from the individual interviews shall be taken into account in the assessment.
- (4) To safeguard the public in the sense of paragraph 2, students are entitled to nominate a maximum of three persons for passive participation in the oral examinations via video conferencing. The nomination must be made to the examiner(s) at least three days before the examination date, stating the name and an email address of the person(s). Participation is only permitted by using the software solution used by the examiner and is done by the examiner by inviting or by adding the person(s).
- (5) Students are to be informed of results of oral examinations immediately after the exam. In the event that a student fails, he*she is to be given the reasons for the outcome.
- (6) Examinations must be graded within 14 days. Students are to be informed of exam results in the appropriate manner. As a rule, results are published in a password-protected section of the studies administration system.

§ 16 Storage

Assessment documents and examination protocols are to be kept for three years from the date on which the grade is published.

§ 17 Inspection

- (1) Students are entitled to inspect evaluation documents and examination reports concerning them. In the event that they do not pass any given examination, this inspection is to take place in good time prior to the next resit session. Students may inspect said documents up to six months after the result publication date.
- (2) The Head of the relevant degree programme or university course decides what form the inspection access should take, as well as any potential involvement of the appropriate lecturer. Students are entitled to make a copy of the evaluation documents and of the examination report at their own cost. Excluded from the right of reproduction are the copying of closed questions, in particular multiple-choice questions, including the respective answer options.

§ 18 Legal protection

- (1) Appeals against grades awarded are not permitted.
- (2) If a fail mark highlights an error in evaluation or procedure, the student concerned may lodge a complaint — within two weeks from when the fail mark was published — with the Head of the Degree Programme or University Course who can annul the exam. The student must himself*herself credibly prove said error. If the exam was carried out by the Head of the Degree Programme or University Course or if the Head of the Degree Programme or University Course chaired the examination panel, the complaint is to be lodged with the University of Applied Sciences Board (“University of Applied Sciences Board”). Until a decision is reached concerning the complaint, the student in question may continue to

attend teaching sessions. The annulled examination will not be included in the total permitted number of attempts.

- (3) In the event of any other decisions, governed by the university degree programme legal provisions in place, with regard to examinations, students can lodge a complaint with the Head of the Degree Programme or University Course within two weeks of the decision being made known. The Head can modify said decision. The student must justify why the decision is erroneous from a factual or legal point of view. If the original decision was reached by the Head of the Degree Programme or University Course, the complaint is to be lodged with the University of Applied Sciences Board.
- (4) In accordance with §7 of the Rules of Procedure of the CAMPUS 02 University of Applied Sciences Board, students may complain to the University of Applied Sciences Board about the decision taken by the Head of the Degree Programme or University Course as per paragraphs 2 and 3 above. Any complaints must be lodged within two weeks from the notification of said decision by the Head of the Degree Programme or University Course.
- (5) Complaints to the University of Applied Sciences Board are to be lodged directly with the Head of the University of Applied Sciences Board.

§ 19 Bachelor's and Master's theses

- (1) One or more Bachelor's theses are to be prepared during the course of Bachelor degree programmes. These are independently prepared pieces of written work composed within the framework of courses and which are written according to the principles of scientific dissertations. Bachelor's theses are graded by the lecturer concerned based on the evaluation benchmark given in paragraph 2 of §11 above.
- (2) A Master's thesis is to be prepared during the course of Master degree programmes and during university courses that provide graduates with a Master's degree. This is a piece of written work in which students are expected to show that they can tackle a sector-specific task to the current level of scientific knowledge whilst respecting the requirements of practice, and to coherently develop a scientific topic independently in terms of method and context. The Master's thesis is reviewed and assessed in writing by the relevant tutor and an independent second adjudicator based on the evaluation benchmark as per paragraph 2 of §11 above.
- (3) A Master's thesis that is not approved (= fail mark) can only be resubmitted once within the prescribed timeframe after improvement corrections have been made. A different choice of theme is not permitted. At least three dates will be available for students to submit their theses, whereby there must be a period of at least three months between each session. Students who fail to achieve a pass grade for their Master's thesis during the allotted period are to be excluded from continuing with their degree programme or university course.
- (4) The joint development of a topic within the framework of a Bachelor's or Master's thesis is allowed as long as the performance of each student involved can be assessed separately.
- (5) Master's theses written within the framework of Master degree programmes that are graded with a pass mark are to be given to the CAMPUS 02 library for publication. Upon delivery of a Master's thesis, the author is entitled to request that use of the delivered copies be prohibited for up to five years. The request shall be granted if the author can credibly demonstrate that important legal or economic interests of himself*herself or the organisation for which the work was prepared are at risk.

§ 20 Plagiarism and ghostwriting

- (1) For the purposes of the present general examination regulations, plagiarism is understood to occur when, within the framework of a piece or pieces of written work, a student is deliberately deceptive or grossly negligent with regard to the autonomous nature of his*her performance. Such deceit may come about notably because of insufficient indication of content taken from works of other authors or originators. Such content could include, for example, passages from texts, ideas, argumentation, interpretations, presentations, conclusions, or structures from works by third parties.
- (2) Plagiarism is classed as cheating as per the meaning in paragraph 1 of §9 above.
- (3) In the case of plagiarism detected in a Bachelor or Master thesis after the student in question has graduated from their degree programme, the Head of the University of Applied Sciences Board is empowered to revoke the academic title awarded.
- (4) Plagiarism in a Master's or Bachelor's thesis found during the completion of a degree programme or university course will lead to the whole thesis and the final accompanying course for Master's theses (e.g.: the final Master seminar), or the originating course for Bachelor's theses, being immediately declared as void.
- (5) The submission or re-submission of a Master's thesis on the same theme as per paragraph 3 of §19 is not permitted. There is one sole opportunity to submit a new Master's thesis on a different theme at the earliest five months after the declaration of the thesis being void and at the very latest on the final submission deadline for Master's theses of the following academic year.
- (6) In the event of a new attempt to pass the course for which the Bachelor's thesis in question was prepared, a new thesis topic must be defined.
- (7) If a Bachelor's or Master's thesis is declared as invalid after completion of the final committee examination of a degree programme or university course, the final examination will also be classed as invalid.
- (8) If a final examination or course of a degree programme or university course is declared as invalid, it will count as a used examination attempt.
- (9) To facilitate plagiarism detection, Bachelor's and Master's theses are checked using appropriate software solutions.
- (10) The passing off of entire works or parts of works written by third parties as one's own (ghostwriting) is, with regard to the consequences as per paragraphs 2 to 8 above, treated in the same way as plagiarism as per the meaning given in paragraph 1 above.

§ 21 Final degree programme or university course examinations

- (1) The final examination of a Master's degree programme or a university course that provides graduates with a Master's degree (Master's examination) as well as the final examination of a Bachelor's degree programme (Bachelor's examination) or a university course which leads to a Bachelor degree shall be taken as a board examination before an expert examination panel.
- (2) The composition of the expert examination panel shall be governed by §12.

- (3) The prerequisite for admission to the final Bachelor examination is achieving pass marks in all courses. The prerequisite for admission to the Master examination is passing the Master's thesis and all courses.
- (4) The Bachelor committee examination consists of:
 1. An examination interview discussing the Bachelor's theses prepared, and
 2. The cross-linking of the theses to relevant subjects on the curriculum.
- (5) The Master committee examination is made up of:
 1. A presentation of the Master's thesis,
 2. An examination interview discussing the cross-linking of the Master's thesis theme to relevant subjects on the curriculum, and
 3. An examination interview about other curriculum-relevant content.
- (6) Students are to be informed of the evaluation criteria of the final committee examinations for degree programmes or university courses at least 60 calendar days prior to the examination date.
- (7) Students are to be advised of their admission to final degree or university course examinations, of examination session times and dates, and of the composition of the examination panel by notices posted in the relevant department and by email at least 14 days prior to the examination session being held.
- (8) Pass marks for final degree or university course examinations are awarded in accordance with the following grade scale: Passed – for an examination that has been passed; Good – for a clearly better-than-average examination performance; Distinction – for excellent examination performance.
- (9) Final committee examinations of degree programmes or university courses that have not been passed may be resat twice (three attempts). If more than one section of the final Master committee examination is failed, the entire Master committee examination must be resat at the next attempt. Otherwise, the resit exam is limited to the failed part of the exam. The marks achieved in the parts of the exam that are not to be resat are included in the overall grade. Resits can be held at the earliest one month and at the latest six months after the failed exam session. In the event that the final degree programme or university course exam is not passed at the last available resit opportunity, the student is to be excluded.
- (10) Students are to be informed of whether they have passed immediately after the final degree programme or university course examination. An examination report is to be prepared for each final degree or university course examination as per paragraph 1 of §15 above.
- (11) Furthermore, the provisions of the present examination regulations are applicable to final degree and university course examinations.

§ 22 Issuance of certificates

- (1) The results of exams and individual pieces of written work are documented on a certificate. All-inclusive certificates about examinations taken during the semester (confirmation of passing a degree programme, transcript of grade records) are permitted. For modules that run over more than one semester, confirmation is to be given to students upon proof of fulfilment of the required attendance at sessions held prior to the end of the module.
- (2) Upon request from students, the certificates shall be issued without delay, at the latest within four weeks after evaluation of his*her performance; collective certificates shall be issued within four weeks after the end of the semester.

- (3) Upon request from students, confirmation of attendance-based contact sessions of a course and/or module is to be issued. Such attendance confirmation does not count as a certificate confirming results and is issued provided that the attendance requirements have been respected as per §7.
- (4) The issuing of certificates using an automated data-processing system is allowed. Inclusion of the name of the body responsible for issuing the certificate is sufficient; no certification is required. Issued certificates available for download online also count as having been issued as per the meaning of the present examination regulations.

Title of the degree programme/university course

Oral examination report

Student: Name (personal ID number)		Attempt: 1st, 2nd or 3rd (committee examination)	
Examiner / Exam panel: Course lecturer: Name Observer: Name Head of the Degree Programme or Head of the University Course or his*her representative (examination chairperson): Name			
Course / examination:	Title of the course / examination	Evaluation benchmark: More than 90%: Very good More than 80% to 90% inclusive: Good More than 65% to 80% inclusive: Satisfactory More than 50% to 65% inclusive: Sufficient 0.0% to 50% inclusive: Insufficient	
Semester of the course:	e.g. 3 rd semester, part-time course for working professionals		
Day/date/time:	e.g. Wednesday 17 th April 20xx From 16:30 to _____		
Place:	Room number: e.g. CZ 330 Address: e.g. CAMPUS 02 UAS, Zusertal, Körblergasse 126, 8010 Graz		
Specific incidents:		Reason for fail mark:	
Corresponding measures taken:			
Grade awarded: percentage or mark			
Signature of the examiner or of the examination panel members:			