

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.

Framework Regulations for the Involvement of CAMPUS 02 Students and Graduates

§ 1 Scope

- (1) The present general Framework Regulations for the Involvement of Students and Graduates (hereafter “involvement regulations”) are valid for all CAMPUS 02 Bachelor and Master degree programmes as well as university courses. The relevant legal basis for this is to be found in § 3, para. 2, lit. 9, § 8, para. 3, lit. 5, § 9, para. 1, § 10, para. 2 and para. 3, lit. 8 of the Austrian Universities of Applied Sciences Act (hereafter “Fachhochschulgesetz” or its abbreviation “FHG”), as well as in the student co-determination sections of the Accreditation Directive of the Board of the Agency for Quality Assurance and Accreditation Austria in its respective version in force. The present involvement guidelines notably also serve as a comprehensive standardisation of all co-determination possibilities of the students set out in other university of applied sciences regulations.
- (2) Within the framework of applications for accreditation submitted to the Board of the Agency for Quality Assurance and Accreditation Austria and/or 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 or the Heads of University Courses are authorised to add to, clarify and provide further details about the present involvement regulations relevant to their respective degree programmes and to foresee possibilities for further involvement.

§ 2 Principles of collaboration

- (1) The collaboration between CAMPUS 02 students and staff members of CAMPUS 02 is characterised by the principle of mutual appreciation and personal contact.
- (2) The Heads of Degree Programmes and University Courses, together with the teaching and research personnel, offer consultation sessions to students during a reasonable timeframe and subject to prior appointment.

§ 3 Student representation

- (1) The students at CAMPUS 02 elect the university of applied sciences student representatives and the study representatives in accordance with the regulations of the Union of Students Act 2014 as well as the academic year group student representatives in accordance with the regulations of the statute on the university of applied sciences student representatives at CAMPUS 02 in the respective current version.

- (2) Student representatives are elected to sit on the University of Applied Sciences Board in accordance with the CAMPUS 02 University of Applied Sciences Board election regulations.

§ 4 Student representation within the framework of permanent University of Applied Sciences Board committees, working groups and panels

The degree programme student body is to be represented by at least one person on all permanent committees, in all permanent work groups and on all permanent panels in accordance with the CAMPUS 02 University of Applied Sciences Board procedural rules. However, with the agreement of all students present, this requirement may exceptionally not be respected when setting up a particular University of Applied Sciences Board working group or committee.

§ 5 Involvement of students and graduates in CAMPUS 02 University of Applied Sciences quality assurance

Regarding quality assurance at CAMPUS 02, students and graduates are involved in the processes listed below:

- a) Participation in the internal review procedure as to the updating of degree programmes (§ 6)
- b) Participation of graduates in selected quality assurance tools (§ 7)
- c) Student evaluation of teaching (§ 8)
- d) Student evaluation of organisation and infrastructure (§ 9)

§ 6 Involvement in the internal review procedure for the updating of degree programmes

- (1) Degree programme students and graduates participate in the internal review procedure for the updating of degree programmes alongside the general University of Applied Sciences Board student representatives as a decision-making organ as follows:
 - a) A member of the student body and a graduate are to be included in the Review Team (para. 2)
 - b) A member of the student body is to be appointed to the Curriculum Panel (para. 3)
- (2) The Head of Degree Programme must name at least one current student of a subject-relevant CAMPUS 02 Master degree programme to be included in his/her Review Team. When choosing said student, the respective Head of Degree Programme must make sure that the student is already well advanced in his*her Master degree programme and has also successfully completed the Bachelor degree programme to be reviewed. The student perspective is further considered in the internal review process by including a graduate of a degree programme of the department in the Review Team, whereby it is preferable to appoint a Master degree programme graduate.
- (3) The Head of the University of Applied Sciences Board must appoint at least one student when forming a Curriculum Panel, whereby the appointment of a student member of the University

of Applied Sciences Board or his*her substitute, studying a subject-relevant degree programme is preferred.

§ 7 Involvement of graduates in selected quality assurance tools

- (1) Regarding the quality assurance of degree programmes and university courses at CAMPUS 02, graduates are included in the following processes:
 - a) Curriculum evaluation review for degree programmes and university courses (para. 2 to 4)
 - b) Graduate survey for degree programmes (para. 5)
- (2) A curriculum evaluation review is held each year for each degree and university course and falls within the scope of the responsibility of the respective Head of Degree Programme or University Course.
- (3) The aim of this review is to enable a systematic analysis of the current curriculum regarding the respective degree programme's or university course's defined professional areas of activity and the qualification profile derived thereof, as well as to gain knowledge of developments in the areas of activity. The knowledge gained is then presented within the framework of the relevant department review procedure.
- (4) The Head of the Degree Programme or University Course, all Specialist Area Coordinators of the department and 5 or 6 degree programme graduates – preferably those who have successfully completed the degree programme or university course in the respective current curriculum - take part in the review.
- (5) The annual graduate survey carried out under the responsibility of the Executive Board provides graduates of all degree programmes the opportunity to evaluate the curriculum from which they have graduated considering their professional experience. This is done on the one hand to select the learning contents to be included in the curriculum and, on the other hand, to establish the weighting of the learning contents on offer. The results from each department are made available to the Heads of Degree Programmes.

§ 8 Student evaluation of teaching

- (1) Student evaluation of teaching constitutes a significant part of quality assurance and quality development. The evaluation questionnaire used for degree programmes and university courses is attached in the annex of the present involvement regulations and constitutes an integral component. Within the framework of university courses that are run together with non-educational legal entities, the Head of University Course may use divergent evaluation questionnaires suitable for quality assurance and development.
- (2) The aims of the organisation of the student course evaluation are to ensure a sufficiently high response rate to obtain representative results, as well as to guarantee student anonymity within the evaluation framework.

- (3) In the study contract or contract for the participation in a university course, students agree to be actively involved in the course evaluation process.
- (4) All courses are evaluated apart from seminars for bachelor's or master's theses, work placements and seminars on work placements as well as projects. Master's theses and their supervision are also not evaluated.
- (5) Evaluation is generally conducted electronically. The designated time slot is determined by the contact dates stipulated in the studies administration system as followed:

The time slot generally opens on the day before the last contact date, which is included in the determination of the attendance rate according to the Regulations for the Assessment of Student Performance at CAMPUS 02 University of Applied Sciences. If examinations, written tests, and comparable synchronous performance assessments take place after the last contact date, the time window closes prior to the start of the first such session. In all other cases, the time window closes 14 days after its opening.

The Head of Degree Programme or University Course can stipulate other time slots in agreement with the Student Services Office.

Students and lecturers are informed by email or via another appropriate means about the start and end of the time slot.

Lecturers allocate time for students to complete the evaluation during the last contact session.

- (6) All evaluation results for a given degree programme or university course can be accessed by the respective Head of Degree Programme or University Course and all Specialist Area Coordinators of the degree programme or university course concerned via the studies administration system. Lecturers may access evaluation results via the studies administration system for the courses which they have taught. Independently of this, the evaluation results for a given academic year group can be accessed by the relevant academic year group student representatives. Evaluation results are only made available after a positive grading of at least 50% of the students participating in the course has been obtained.
- (7) All semester debriefing sessions are to take place in all degree and university courses soon after the publication of the given semester's evaluation results and prior to establishing the course unit time table for the same semester of the following academic year. At the very least the Head of Degree Programme or University Course and all Specialist Area Coordinators concerned take part in the semester debriefing sessions. The aim of the semester debriefing sessions is, on the one hand, the structured identification of measures to improve quality which can be implemented without changing the curriculum (e.g. improvement of teaching material, the adaptation of didactic methods, exchanges between lecturers, etc.) and, on the other hand, the structured gathering of information which can lead to curriculum changes within the framework of applications to the Agency for Quality Assurance and Accreditation Austria, or to the University of Applied Sciences Board within the framework of the internal review procedure. The results of the semester debriefing sessions and the implementation of any measures are to be documented.
- (8) A comprehensive evaluation report per degree programme and university course is prepared for each semester; such reports are also included in the overall report on the CAMPUS 02

evaluation results distributed to the Executive Board, the University of Applied Sciences Board and the Heads of Degree Programmes. The evaluation report also serves, amongst others, as a quality development monitoring tool as it presents the evaluation results compared with those of the previous year.

- (9) The student evaluation results from degree programmes also constitute an important criterion for the conferring of the title of University of Applied Sciences Professor (“FH-Professor*in”).
- (10) Furthermore, the evaluation measures based on para. 5 and 6 can be performed within the scope of the responsibility of the Head of Degree Programmes and University Course.
- (11) With regard to university courses that are run together with non-educational legal entities, the Head of University Course may set up procedural rules that deviate from para. 5 and 6.

§ 9 Student evaluation of organisation and infrastructure

- (1) Alongside teaching evaluation, degree programme students also participate in CAMPUS 02 quality assurance and quality development through the regular evaluation of organisation and infrastructure. The evaluation questionnaire is attached in the annex of the present involvement regulations and is an integral component of this regulations.
- (2) The organization and infrastructure evaluation takes place at the end of the corresponding semester.
- (3) The results of the organisation and infrastructure evaluation are published in the results report in accordance with § 8, para. 8.
- (4) The Executive Board analyses the results at regular intervals and discusses them with the CAMPUS 02 student representatives to derive possible improvement measures from them.

Annexes

Evaluation questionnaire for courses.....	II
Evaluation questionnaire for organisation and infrastructure	IV

Evaluation questionnaire for courses

Course Content

I am aware of what I should know at the end of the course, i.e. I am aware of the learning objectives pursued (e.g., by the lecturer, via C02 online, via Moodle).

I agree. I do not agree.

No answer/
Not applicable

The lecturer is able to show to what extent the course content covered is/can be of practical relevance.

I agree. I do not agree.

No answer/
Not applicable

I think that my (prior) knowledge is sufficient to follow the course well (the chronological - and content sequence in the curriculum fit).

I agree. I do not agree.

No answer/
Not applicable

Comment

Teaching methods and teaching materials.

The teaching methods used help me to meet the learning objectives (e.g. lecture, group work, presentations, case studies, assignments, tasks on Moodle).

I agree. I do not agree.

No answer/
Not applicable

The media used help me to meet the learning objectives (e.g., slides, books, lecture notes, handouts, models, videos, software).

I agree. I do not agree.

No answer/
Not applicable

Comment

Lecturer

The lecturer seems to have good knowledge of his*her specialist area.

I agree. I do not agree.

No answer/
Not applicable

The lecturer communicates with us in a respectful manner.

I agree. I do not agree.

No answer/
Not applicable

The lecturer communicates clearly.

I agree. I do not agree.

No answer/
Not applicable

Comment

Personal reflection and comments

I will be able to meet the learning objectives by the end of the course or I have already met them.

I agree. I do not agree.

No answer/
Not applicable

Additional question (if answer is ≥ 3):

I find it difficult to meet the learning objectives (Multiple answers allowed):

- I am not interested in the course content.
- I do not have enough time to prepare for the course or to revise the course content.
- I lack the necessary prior knowledge
- Other

What I particularly liked about the course:

What I would make differently:

Evaluation questionnaire for organisation and infrastructure

The necessary information about the running of the degree programme and the classes was sufficient.

I agree. I do not agree.

No answer/
 Not applicable

The Head of Degree Programme is available and open to problems, questions, and suggestions.

I agree. I do not agree.

No answer/
 Not applicable

The office staff are helpful and supportive.

I agree. I do not agree.

No answer/
 Not applicable

The spatial infrastructure (lecture rooms/laboratories/library) is modern and suitable for purpose.

I agree. I do not agree.

No answer/
 Not applicable

The IT system support is tailored to the needs.

I agree. I do not agree.

No answer/
 Not applicable

I have the following suggestions for improvement: