

BRINGT BESONDERES ZUSAMMEN



Statutes of the University of Applied Sciences
Burgenland

Examination Regulations – General Terms

Version 3.4

Examination regulations - General terms

Version 3.4

Entry into force on 9 May 2023 by decision of the University of Applied Sciences Board and in agreement with the provider.¹

VALID FOR ALL COURSES AS OF 09.05.2023

Preamble

According to section 10 (3) Z 10 University of Applied Sciences Act (FHG), the examination regulations are part of the statutes. This document contains the general provisions of the examination regulations for the University of Applied Sciences Burgenland degree programmes and certificate programmes for further education. The individual degree programme regulations or course regulations of the respective degree programmes or courses may contain special provisions that go beyond these regulations and pertain to special features of the individual degree programmes or courses. The present examination regulations constitute an overall presentation in which valid provisions from other sources, such as provisions of the Federal Act on University of Applied Sciences Studies Act (FHG), are also cited (see references in the footnotes).

I. Examinations

I.1 Examinations are performance assessments and can be carried out in written and/or oral form. In addition, it is possible to assess the students' performance through seminar or project work, laboratory protocols, treatment protocols, etc.

I.1a Written and/or oral examinations and/or performance assessments may also be conducted electronically. Technical or organisational measures are provided for this purpose in order to ensure the students' independent performance during the examination:²

1. Written examinations and/or performance assessments may be conducted through a test in Moodle, e.g., or as a paper-pencil variant monitored via a video conferencing system (TEAMS or Webex, e.g.). If, in connection with a written examination by means of electronic devices, there is cause for reasonable doubt that the respective student did not perform independently, an oral assessment interview can take place shortly after the written examination to verify the student's independent performance.
2. In order to conduct examinations or performance assessments electronically, a suitable technical infrastructure must be available on the parts of the examiner and the student. This includes a PC system with camera (webcam or integrated camera), microphone and loudspeaker (or headset) as well as a stable internet connection. In the case of supervised paper-pencil examinations, additional tools are required for taking electronic photographs (a mobile phone, e.g.) or for scanning the examination paper.
3. Students must choose a room in which they can be alone for the time of the examination. If a video conferencing system (TEAMS or Webex, e.g.) is used, it is necessary that the online

¹ Decision of the Scientific board on 18.04.2023 (Minutes of the 83rd Ordinary Session), agreement reached on 09.05.2023 (AN 12_23, Annex 20 to the Minutes of the 83rd Ordinary Session).

² FHG section I 3a Z.2

meeting remains open during the entire examination. The student must keep image and sound transmissions switched on throughout the examination.

4. The camera must be placed in such a way that the student's workstation is clearly visible. The notebook keyboard and mouse may only be used to complete the required examination. Upon request, the student must also pan the camera so that the entire work area is visible (no 360° pan).
5. If any special software is required to carry out the examination, University of Applied Sciences Burgenland will provide the students with any such software for common operating systems (Windows, Linux, MacOS) free of charge.
6. In case of using an examination monitoring software, a uniform system is aimed at. Until a more suitable solution is found, the SafeExamBrowser may be used as needed. If examination monitoring software is used, it must be used by every candidate taking the examination. Otherwise, its use is not permitted. The responsibility for this lies with the programme director.
7. The technical status of the PC system must at least enable the appropriate use of the video conferencing system and learning platform in use.
8. Barrier-free access to the examination is provided for students with disabilities.

I.2 A basic distinction is made between courses/modules with a final examination covering the entire subject matter of the course/module and courses/modules with continuous assessment.

I.3 In the case of courses/modules with a final examination, at least 60 % of the attainable overall points must be achieved in the final examination. A maximum of 40 % of the attainable overall points can be achieved during the course(s) in progress, for example in order to consider existing distance learning activities in accordance with blended learning. In justified cases, the programme may change the percentage distribution in agreement with the course instructor.

I.4 For courses/modules with continuous assessment, the mastery of the course contents can be assessed in various ways, such as documented assessment of ongoing performance, presentations, preparation of written work, project reports, written examinations, etc. In the case of courses/modules with continuous assessment, at least 60 % of the attainable total points is achieved during the current course(s). A maximum of 40 % of the attainable total points can be achieved in a final exam. In justified cases, the programme director may change the percentage distribution in agreement with the course instructor.

I.4a Regarding the assessment in courses/modules with continuous assessment, group work is permissible; however, the individual performance of the individual students must be clearly distinguishable and assessable, or the performance assessments related to group work must not be the sole basis for the assessment of the students' course performance. Individual assessment of a student's performance must be possible. As a matter of principle, the programme director is responsible for grouping students; however, the programme director may delegate the grouping task to the course instructors. For contingencies, the students will be heard with regard to grouping issues. However, a student has no right to freely choose a group, to be assigned to a certain group or to be assigned individual work in lieu of group assignments.

I.4b If there is a reasonable suspicion of plagiarism or ghost-writing in connection with written work that is part of the performance assessment, an individual assessment interview may be conducted with the respective student, after consulting with the programme director, in order to verify the student's independent performance.

I.5 At the University of Applied Sciences Burgenland, all courses, with the exception of lectures (VO), are subject to continuous assessment. Lectures are generally concluded with a final

examination. A description of the different types of courses and their respective examination types is provided in Appendix A.

2. General Examination Modalities

2.1 The curriculum, the examination regulations and the organisation of the courses make it possible to complete the course of study in the time specified in the study regulations.³The examination dates are scheduled in such a way that the students can complete their studies without any loss of time if they have the appropriate commitment. There is at least one main date⁴ for each final examination of courses/modules, followed by at least two further supplementary/re-sit dates. The main date is the first date when students are obligated (obliged is a moral commitment whereas obligated has some legal implication) to take the exams. Resits are examination dates that are provided if the student fails to attend or fails the exam at the main date. As stated in section 13 (1) FHG (Fachhochschulgesetz, **Federal University of Applied Sciences Act**), examinations (main dates) are held promptly after the courses in which the exam-relevant contents are taught.

2.2 As stated in section 13 (2) FHG, students have the right to be subject to an alternative examination method if a disability is proven that makes it impossible to take the examination according to the prescribed method and the content and requirement of the examination are not affected by the alternative method. Applications for deviating examination methods shall be submitted by the students to the programme director immediately after the student brings on proof of any disability.

2.3 Examination dates (main and re-sit dates) are announced⁵at least two weeks in advance in the usual manner in the timetable⁶.

2.3a In the case of examinations carried out through electronic means, the electronic system used, the principles of the examination procedure and the necessary technical infrastructure shall also be announced in a suitable manner (e.g. via a learning platform or by e-mail to students). This also includes the announcement prior to the start of the semester that informs students of the standards their technical devices must meet to be able to participate in these examinations, in addition to the requirements listed in this part of the statutes.

2.4cov The programme director or instructor may change specific examination modalities if this is necessary for organizational and didactic reasons, due to any measures related to COVID-19 and the changed circumstances in teaching. Students shall be notified of such changes by the programme director/instructor at least two weeks prior to the examination or prior to the date of completion.

2.5 As stated in section 13 (5) FHG, the failure to attend an examination date for courses that are evaluated on the basis of this examination without sufficient justification leads to the cancellation of one possibility to take the examination. The programme director/instructor shall be responsible for assessing the reasons for absence. In any case, medically confirmed sick leave, the duty of care confirmed by a leave of absence for nursing care, one's own marriage and the funeral of a close relative are deemed to be justified absences. The absence must be announced at the earliest possible time. Students must proactively submit proof of the reasons for the absence to the programme administration as soon as possible.

2.6 As stated in section 13 (6) FHG, the students shall be granted access to the assessment documents and the examination records if they request access within six months of the announcement of the grade. The assessment documents also include the examination questions asked during the relevant examination. Students are entitled to make photocopies of these documents. Examination papers may not be photographed, copied or otherwise recorded by

³ cf. FHG section 13 (3)

⁴ As an alternative to one main date, students can be offered a choice of main dates in order to promote learning autonomy and flexibility.

⁵ Specification FHG section 13 (3)

⁶ More precise definition of FHG section 13 (3)

students during the examination. Subsequent copies of students' own examination papers may be made on the occasion of the student viewing the document.

However, these copies are for personal use only and may not be distributed. The right to make copies does not apply to multiple choice questions including the respective answer options. Students must apply to the relevant course instructor for access to the exam papers. Complaints regarding viewing can be submitted to the programme director.

2.6a Viewing of exam papers may also be carried out by electronic means.

2.7 If the assessment documents (in particular reports, corrections of written examinations and examination papers) are not handed over to the students, they shall be kept by the course instructor for at least six months from the announcement of the assessment.⁷ Part-time instructors shall deposit the original documents with the programme administration within two weeks of the assessment having been made and announced.

2.8 The continuation of the course of study is subject to the timely positive completion of examinations from completed courses. The student should, if possible, take the examination on the respective subject subsequent to the course. This ensures that the student masters the subject contents and the previously taught course, respectively.

2.9 At the end of each academic year or after leaving the programme, the student will receive a confirmation (transcript of records) of the courses attended and examinations taken.

2.10 Written work should be corrected within two calendar weeks. Students shall be informed regarding the assessment at the latest four weeks after the test date.⁸ In the case of courses with continuous assessment, the assessment shall be made at the latest four weeks after the last relevant performance.

In the case of written tests, the weighting of the questions must be noted on the test sheet.

2.11 At the start of each examination, the student is obligated to prove his/her identity by presenting his/her student ID card and, if requested by the examination supervisor, to enter his/her name in a signature list provided.

2.11a In the case of examinations conducted electronically, the identity of the student shall be verified by showing his/her student ID or any other official photo ID to the camera.

2.12 Examinations may also be held in English if the purpose of the course of study so requires, particularly in the context of joint study programmes; examinations in English are subject to approval by the programme director.

2.13 When writing academic papers (seminar papers, bachelor's papers and master's theses, etc.), reports (internship or reflection reports, etc.) and presentations, the language guide for a non-discriminatory language applies. Correct application shall be considered in the assessment criteria and standards of language use.

2.14 If examiners have reasonable grounds to suspect that they are biased towards students or that there are other reasons, which could jeopardize the objective assessment of the students' performance, they shall abstain from examination activities and immediately inform the programme director.

2.15 It is unlawful to make video and/or audio recordings during courses and/or examinations without the consent of the course instructor or the examination committee. In any case, personal rights must be protected. Even with the consent of the programme director, students may use video

⁷ cf. FHG section 13 (6)

⁸ FHG section 17 (4)

and/or audio recordings only as a personal teaching material for completing the course. Under no circumstances may they be published or passed on to third parties.

2.15a It is also unlawful to make video and / or sound recordings of courses and examinations that are held electronically. Course instructors and examiners are prohibited from making video and/or audio recordings of examinations held electronically. Video and/or audio recordings may be used by students only as a personal teaching material for completing the course. Under no circumstances may they be published or passed on to third parties.

2.16 If an examination or assessment requires the physical presence of the students, such examinations or assessments shall take place on site at the location of the relevant programme/course. Any deviation from this regulation requires the approval of the programme director after weighting the interests of the parties involved.

3. Repetition of Examinations for Courses / Modules

3.1 As stated in section 18 (1) FHG, a failed final examination of a course can be repeated twice, with the second re-sit to be conducted as an examination before a committee, either orally or in writing. The possibility mentioned in FHG section 18 (1) to provide for additional re-sit options in the statutes is not taken up.

3.2 Examinations taken before a committee can also be a combination of written and oral work, in which case both parts must be included in the assessment.

3.2a Examinations before a committee can also be carried out through electronic communication means.

3.3 A sufficient number of dates for examinations and re-sits per semester and academic year is provided, so that the continuation of studies is possible without losing a semester. The concrete time frame for re-sitting examinations is based on the scope and difficulty of the examination.⁹

3.4 For courses/modules with continuous assessment, a date of completion shall be set. If the sum of the individual assessments results in a negative assessment, the students shall be granted a reasonable extension period for the completion of the required coursework (first re-sit). A second negative assessment shall automatically result in an examination before a committee (second re-sit).¹⁰ The aforementioned reasonable extension period shall be at least two weeks.

The compensation work requested in the course of the first re-sit within the extension period refers to partial performance aspects that were assessed negatively on the completion date; however, they do not have to be identical to these, but only comparable in content and scope. Positively assessed partial performances are included in the assessment of the first re-sit with their original assessment.

In an examination before a committee (second re-sit) all initially required partial performances are assessed anew. Assessments of prior partial performances are not retained and are not included in the assessment of the second re-sit.

3.5 As stated in section 18 (4) FHG, the one-time repetition of an academic year in university of applied sciences degree programmes is possible, following a negative assessment by a committee. The programme director must be notified of a repetition within one month of the examination result disclosure. The programme director shall determine examinations and courses for the repetition of the academic year. In any case, failed examinations and their corresponding courses must be repeated. Passed examinations and their corresponding courses shall only be repeated or attended again if the aim of the degree programme makes it necessary,

⁹ cf. FHG section 13 (3)

¹⁰ FHG section 18 (2)

3.6 The second re-sit of an examination or assessment for a course in an academic year shall in any case take place prior to when the course starts again in the following academic year. This ensures the possibility of repeating an academic year, in the event of a negative assessment of the second re-sit.

3.7 As stated in section 18 (5) FHG, students who were excluded from the degree programme/course due to a negative assessment at the last permissible examination re-sit cannot be re-admitted to the same degree programme/course.

3.8 The instructor of the course for which the examination is taken shall be entitled to be the examiner in these course-related examinations, with the exception of the examinations before a committee. In exceptional cases (e.g. prolonged illness of the instructor or other grounds on which the instructor is deemed unfit), the programme director may authorise another qualified person to carry out the examination.

3.9 Module-related examinations, with the exception of examinations before a committee, are carried out on an equal footing and in accordance with a previously written announcement detailing the weighting of all course examination parts.

3.10 A successfully completed examination cannot be repeated. In well-founded exceptions, the programme director will decide. A negative assessment of the first re-sit of an examination automatically results in an examination before a committee (second re-sit). When assessing any justified exceptions, the programme director must consider economic aspects as well as content-related and organisational framework conditions.

4. Oral examinations for Courses / Modules

4.1 As stated in section 15 (1) FHG, oral examinations shall be open to the public, but it shall be permissible to limit admission to the number of persons that the premises can accommodate. The respective examiner or, in the case of an examination committee, the committee chairperson shall be responsible for imposing such restrictions, and they shall make note of this in the examination protocol. An appeal against such a decision may be filed with the programme director. If the decision was made by the programme director, an appeal may be filed with the University of Applied Sciences Burgenland Board.

4.1a The requirement of publicity for oral examinations through means of electronic communication is fulfilled by the fact that persons can be connected electronically if they apply for this with the programme director at the latest five working days before the examination. A limit to the number of attendees may result from limitations inherent to the electronic communication means used. An appeal against such a decision made by the programme director can be lodged with the University of Applied Sciences Burgenland Board.

4.2 Oral examinations are logged in minutes. The minutes shall include the subject of the examination, the place and time thereof, the names of the examiners or the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The result of an oral examination shall be communicated to the student immediately after the examination. The minutes of the examination shall be kept for at least one year from the date on which the assessment was announced.¹¹ In the case of an examination before a committee, the committee's chairperson shall deposit the examination with the programme administration for safekeeping. In the case of oral examinations not held by a committee, the examiner keeps the examination minutes.

4.2a The requirements listed under 4.2 also apply to oral examinations carried out through electronic means.

¹¹ FHG section 15 (2)

5. Examinations Before a Committee for Courses/Modules

5.1 5.1 For course-related oral examinations held before examination committees, the examination committee shall consist of at least three persons.

5.2 For course-related oral examinations held before examination committees, the examination committee shall consist of three persons. Normally, these are the examiner, the programme director or course instructor or a representative appointed by the latter as chairperson of the examination committee and an instructor with appropriate qualifications in the examination subject, who is nominated by the programme director. In the event that a maximum of one member of the examination committee is temporarily unable to attend (e.g. short-term illness), the programme director/ course instructor may nominate a substitute without meeting the specified deadlines.

5.3 The examination committee for module-related committee examinations consists of all instructors of the courses of the module and the programme director or a representative appointed by the programme director or a representative appointed by the programme director as chairperson of the examination committee. In the case of an even number of committee members, the chairperson of the examination committee shall have the right to cast the deciding vote in case of a tie.¹²

5.4 In the case of examinations conducted before a committee, the chairperson shall write examination minutes and these shall be signed by all examiners.

5.5 In the case of oral examinations, each member of the examination committee shall be present for the duration of the entire examination; this obligation may also be fulfilled through the use of electronic media, however, the transmission quality in terms of image and sound must be suitable.¹³ In addition, the regulations for oral examinations apply.

5.6 The programme director shall determine the date for an examination before a committee. The examination candidate shall be notified in writing (e.g. letter, e-mail to his/her university of applied sciences e-mail address) at least two weeks before the examination date. In this notification, the names of the examination committee, as well as the time and place of the examination must be announced. Changes to the announced examination location that become necessary at short notice are permissible. The students are to be informed about this in an appropriate form.

5.6a For examinations in which the examinee is present via electronic media, the electronic system used and the technical infrastructure requirements will also be announced, if they exceed the requirements defined in this section of the statutes.

5.7 The correction and assessment of a written examination submitted to a committee is carried out within four weeks. In the case of a purely written examination before a committee, the joint evaluation of the written examination by the examination committee is recorded. The examination minutes shall be deposited by the chairperson of the examination committee with the programme director for safekeeping.

5.8 In the case of courses/modules with continuous assessment, partial performances already assessed shall not be credited when the examination is taken before a committee.

¹² cf. FHG section 15 (3)

¹³ FHG section 15 (3)

6. Performance Assessment of Courses / Modules

6.1 The assessment of the examinations and independent written work is carried out according to the Austrian grading system I to 5¹⁴. The following grading scale applies:

Grading Scale	
100 % - 87.50 %	Grade 1 (very good)
87.49 % - 75.00 %	Grade 2 (good)
74.99 % - 62.50 %	Grade 3 (satisfactory)
62.49 % - 50.00 %	Grade 4 (passed)
49.99 % - 0 %	Grade 5 (failed)

6.2 If this form of assessment is impossible or inexpedient, the positive assessment is "pass" or "credited". In a negative case, the regulations for the repetition of the coursework for courses with continuous assessment shall apply. ¹⁵

6.3 In certificate programmes for further education, an additional assessment of the overall success is made according to the following scheme

Grade Point Average*	Grade Thesis / Final Exam**	Overall Assessment
1.0-1.50	1.0-1.50	Passed with distinction
1.51-2.0	1.0-2.0	Passed with merit
1.0-2.0	1.51-2.0	Passed with merit
1.0-2.0	>2	Passed
>2.0	1.0-2.0	Passed
>2.0	>2.0	Passed

*Grade point average of all modules with the exception of the master's thesis and final examination

** Grade results from 50% assessment of the master's thesis and 50% final examination

7. Bachelor's Papers

7.1 Pursuant to section 3 (2) no. 6 FHG, students of bachelor's programmes at universities of applied sciences are obliged to prepare independent written papers to be composed in the framework of courses (one bachelor's paper or several bachelor's papers).

7.2 Several students may jointly work on a topic, provided that the performance of each student can be assessed separately.¹⁶

7.3 Bachelor's papers are to be written according to the principles of good scientific practice. In any case, this good scientific practice is characterized by strict honesty in scientifically relevant contexts and towards contributions from third parties as well as the recognition of the diversity of opinions.

7.4 If necessary, bachelor's papers are to be written in accordance with the guidelines for the writing of scientific papers applicable to the respective degree programme.

¹⁴ FHG section 17 (1)

¹⁵ FHG section 17 (1)

¹⁶ FHG section 19 (1)

8. Master's Theses in University of Applied Sciences Master's Programmes

8.1 Pursuant to section 3 (2) sub-section 6 FHG, the examination concluding a university of applied sciences master's degree programme consists of a master's thesis and an examination before a committee.

8.2 The master's thesis to be written is thematically related to at least one area of the course of study which characterises it to a large extent and can be written in German or English. The approval of the master's thesis topic and any deviation from the language of the program lies at the discretion of the programme director. Upon approval of the master's thesis topic, the programme director assigns a supervisor to each student.

8.3 The approval of the master's thesis is a prerequisite for admission to the examination before a committee. A decision on the approval of a master's thesis submitted for approval must be made within six weeks. A master's thesis that has not been approved must be rejected to allow for correction and resubmission, whereby the student shall correct and resubmit the thesis within twelve weeks¹⁷. In special cases, an extension of the deadline may be granted by the programme director. A master's thesis that has not been approved may be submitted twice for reapproval, whereas a master's thesis submitted for the third time must be approved by the programme director. In the case of three failed approval attempts, the student can announce a repetition of the academic year within four weeks, provided that this opportunity was not taken up during the preceding course of study. The approval process is the programme director's responsibility. Approval shall be granted at least by the supervisor of the master's thesis and the programme director or a person appointed by him/her.

8.4 A master's thesis that has received a positive assessment shall be published by consigning it to the library of the University of Applied Sciences Burgenland. When consigning a master's thesis, 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 application must be deposited with the programme director and is subject to approval, if the student establishes that permitting access to the thesis potentially endangers important legal or business interests of the student.¹⁸

8.5 The joint work on a topic by several students is permitted if the performance of the individual students can be assessed separately.

8.6 Master theses are to be written according to the principles of good scientific practice. In any case, this good scientific practice is characterized by strict honesty in scientifically relevant contexts and towards contributions from third parties as well as the recognition of the diversity of opinions.

8.7 If necessary, master's theses shall also be written in accordance with the guidelines for the writing of scientific papers applicable to the respective degree programme.

8.8 A first deadline for submitting the thesis shall be set by the programme director and must be met by the students. Failure to submit the master's thesis by this date shall be deemed equivalent to non-approval

8.9 The assessment of the master's thesis shall be graded according to the Austrian school grading system and its grading key as stated in section 6.

8.a Master's Theses in Certificate University of Applied Sciences Programmes for Further Education

8.a.1 If the submission of a master's thesis is part of the curriculum of a certificate University of Applied Sciences programme for further education, the master's thesis to be written must thematically be related to at least one characteristic area of the certificate programme and can be

¹⁷ Specification FHG section 19 (2)

¹⁸ FHG section 19 (3)

written in German or English. The approval of the topic of a master's thesis and any deviation from the language of the program lies at the discretion of the programme director. Upon approval of the master's thesis topic, the programme director assigns supervisors to each student.

8.a. Students are permitted to jointly work on a topic, provided each individual student's contribution can be assessed separately.

8.a.3 The programme director defines a deadline for approval of the work. Failure to submit the master's thesis by this deadline shall be deemed equivalent to non-approval.

A decision on the approval of a master's thesis submitted for approval must be made within six weeks. The approval shall be made at least by the master's thesis supervisor and by the programme director or a person appointed by him/her. A master's thesis that has not been approved must be returned to allow for correction and re-submission, whereby the student shall correct and re-submit the thesis within twelve weeks. In special cases, the programme director may grant an extension of the deadline. A master's thesis that has not been approved may be re-submitted twice, whereas a master's thesis that has been submitted for the third time must also be approved by the programme director. In the case of three failed approval attempts, the student will be excluded from the programme. The approval process is the programme director's responsibility.

8.a.4 Master's theses are to be written according to the principles of good scientific practice. In any case, this good scientific practice is characterised by strict honesty in scientifically relevant contexts and towards contributions from third parties and recognises a diversity of opinions.

8.a.5 If necessary, master's theses shall also be written in accordance with the guidelines for the writing of scientific papers applicable to the respective certificate programme.

8.a.6 A master's thesis that has received a positive assessment shall be published by consigning it to the library of the University of Applied Sciences Burgenland. When consigning a master's thesis, 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 application must be deposited with the programme director and is subject to approval if the student establishes that permitting access to the thesis potentially endangers important legal or business interests of the student.

8.a.7 The assessment of the master's thesis shall be reported according to the Austrian school grading system and its grading key as stated in section 6.

9. Final Examinations in University of Applied Sciences' Bachelor's Degree Programmes

9.1 Pursuant to section 3 (2) no. 6 FHG, the final bachelor's examination shall be a comprehensive final examination.

9.2 This final examination is taken before a relevant examination committee. This examination before a committee consists of the following examination parts:¹⁹

1. examination interview about the bachelor's paper and
2. its interconnection with relevant subjects in the curriculum.

9.3 Prerequisites for sitting the final bachelor's examination are the positive completion of all courses and the positive completion of the work placement. As a rule, these requirements must be met two weeks prior to the examination date.

¹⁹ FHG section 16 (1)

9.4 The students will be informed in writing about their admission to the bachelor's examination. This notification also includes the announcement of the examination committee members, and the time and place of the examination. Students shall be informed at the latest two weeks prior to the examination date.²⁰ Room changes, which have become necessary at short notice at the announced examination location are permissible. The students are to be informed of these changes in a suitable form.

9.4a For examinations in which the examinee is present through electronic media, the electronic system used and the technical infrastructure requirements will also be announced, if they exceed the requirements defined in this section of the statutes.

9.5 If the course administration fails to notify students in time, despite their timely fulfilment of the bachelor's examination requirements, students have the opportunity to apply for the examination in written form with the programme director.

9.6 At least three examination dates are to be offered to take the final examination in each academic year. The examination dates are to be spread out evenly across the academic year.

9.7 As stated in section 16 (3) FHG the examination committee shall be selected from those persons who are entitled to act as examiners for examinations before committees. The examination committee shall consist of the examiners for each respective candidate. The examination committee, which is appointed by the programme director, consists of the chairperson, the first examiner and the second examiner.

9.8 The results of the assessment of the examination before a committee shall be communicated to the student immediately after the bachelor's examination.

9.9 The evaluation of the examination before a committee concluding a university of applied sciences bachelor's degree programme is subject to the following assessment ²¹:

Passed: for a positive assessment;

Passed with merit: for a well-above average examination performance;

Passed with distinction: for a considerably above average examination performance.

9.10 As stated in section 18 (3) FHG, a bachelor's examination can be repeated twice in the event of a negative assessment.²² The possibility stated in section 18 (3) FHG to provide for additional re-sit possibilities in the statutes is not taken up.

9.11 As stated in section 15 (1) FHG for oral examinations, the bachelor's examinations shall be open to the public, but it shall be permissible to limit admission relative to the number of persons that the examination premises can accommodate.

9.11a The publicity requirement in bachelor's examinations also applies to examinations carried out through electronic means. In this case, a person of trust may be connected electronically.

The requirement of publicity for bachelor's examinations with means of electronic communication is fulfilled by the fact that persons can be connected electronically if they apply for this with the programme director at the latest five working days before the examination. A limit to the number of attendees may result from limitations inherent to the electronic communication means. An appeal against such a decision by the programme director can be lodged with the University of Applied Sciences Burgenland Board.

9.12 As stated in section 15 (1) FHG for oral examinations, the examination procedure of the bachelor's examination is logged in minutes. For this purpose, the chairperson shall write the minutes of the examination. The minutes shall include the place and time of the examination, the names of

²⁰ More precise definition of FHG section 16 (3)

²¹ FHG section 17 (2)

²² Note: Sofern die abschließende kommissionelle Prüfung negativ beurteilt wurde, ist sie in Ihrer Gesamtheit zu wiederholen, Hauser (2014), S. 208 (If the final examination before the board was assessed negatively, it must be repeated in its entirety.)

the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The minutes of the examination shall be kept for at least one year from the date on which the assessment was communicated.

9.12a The above mentioned requirements for recording also apply to examinations in which the examinees are present via electronic media.

9.13 As provided for in section 15 (3) FHG for oral examinations before a committee, each member of the examination committee shall be present during the entire examination; this obligation may also be fulfilled by using electronic media, however, the transmission quality in terms of image and sound has to be suitable.

9.14 The examination part "Examination interview about the bachelor's paper(s)" is introduced with a presentation of the bachelor's paper(s). After the introductory presentation and subsequent examination discussion of the Bachelor paper(s), the examination part "Cross-connections to relevant subjects of the curriculum" shall follow

9.15 15 The bachelor's examination is assessed as follows:

The examination before a committee concluding the university of applied sciences bachelor's degree programme is assessed as "passed with distinction" if at least 95% of the maximum attainable points have been achieved in each examination section.

If this is not the case, the examination will be assessed as "passed with merit" if at least 85 % of the maximum attainable points have been achieved in each examination section. If this is also not the case, the examination will be assessed as "passed" if at least 50 % of the maximum attainable points have been achieved in each part of the examination.

If less than 50 % of the maximum attainable points have been achieved in one or more examination parts, the examination is assessed as "failed".

10. Final Examinations in University of Applied Sciences Master's Degree Programmes

10.1 Pursuant to section 3 (2) sub-section 6 FHG, the examination (master's examination) that concludes a university of applied sciences master's degree programme consists of the submission of a master's thesis and a comprehensive final examination.

10.2 The final comprehensive examination is taken before a relevant examination committee and consists of the following parts²³

1st presentation of the master's thesis,

2nd an oral examination that connects the topic of the master's thesis with the relevant subjects in the curriculum, as well as

3rd an oral examination on other subjects relevant to the curriculum.

The oral examination includes the theoretical and methodological aspects, as well as the findings of the master's thesis in the sense of a defensio.

10.3 not applicable

10.4 Prerequisites for taking the final master's examination are the positive completion of all courses and the positive assessment and approval of the master's thesis. As a rule, these requirements must be met two weeks prior to the examination date.

²³ Note: Es handelt sich um Prüfungsteile und nicht Teilprüfungen, Hauser (2014), S. 206 (It means parts of the examination, not partial examinations)

10.5 The students shall be informed in writing about admittance to the master's examination. This notification also includes the announcement of the -examination committee members and the time and place of the examination. Students shall be informed at the latest two weeks prior to the examination date.²⁴ Room changes, which have become necessary at short notice at the announced examination location are permissible. The students are to be informed of these changes in a suitable form.

10.5a For examinations in which the examinee is present via electronic media, the electronic system used and the technical infrastructure requirements will also be announced if they exceed the requirements defined in this section of the statutes.

10.6 If the course administration, despite the timely fulfilment of the requirements for taking the final master's examination, fails to notify the students, they have the opportunity to apply for notification in writing to the programme director.

10.7 At least three examination dates are to be offered on which students can take the final examination in each academic year. The examination dates are to be spread out evenly across the academic year.

10.8 As stated in section 16 (5) FHG the examination committee shall be selected from those persons who are entitled to act as examiners for examinations before committees. The examination committee shall consist of the examiners for each candidate. The examination committee, which is appointed by the programme director, consists of the chairperson, the first examiner and the second examiner

10.9 The results of the assessment of the examination before a committee shall be communicated to the student immediately after the master's examination

10.10 The evaluation of the examination before a committee concluding a university of applied sciences master's degree programme is subject to the following assessment ²⁵:

Passed: for a positive assessment;

Passed with merit: for an above average examination performance;

Passed with distinction: for a considerably above average examination performance.

10.11 As stated in section 18 (3) FHG, a master's examination can be repeated twice in the event of a negative assessment.²⁶ The possibility stated in section 18 (3) FHG to provide for additional re-sit possibilities in the statutes is not acted on.

10.12 As stated in section 15 (1) FHG for oral examinations, the master's examinations shall be open to the public, but it shall be permissible to limit admission relative to the number of persons that the examination premises can accommodate

10.12a The requirement of publicity for master's examinations through means of electronic communication is fulfilled by the fact that persons can be connected electronically if they apply for this with the programme director at the latest five working days before the examination. A limit to the number of attendees may result from limitations inherent to the electronic communication means.. An appeal against such a decision by programme director can be lodged with the University of Applied Sciences Burgenland.

10.13 As stated in section 15 (1) FHG for oral examinations, the examination procedure of the master's examination is minuted. For this purpose, the chairperson shall write the minutes of the examination. The minutes shall include the place and time of the examination, the names of the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The minutes of

²⁴ More precise definition of FHG section 16 (3)

²⁵ FHG section 17 (2)

²⁶ Sofern die abschließende kommissionelle Prüfung negativ beurteilt wurde, ist sie in Ihrer Gesamtheit zu wiederholen, Hauser (2014), S. 208 (If the final examination before the board was assessed negatively, it must be repeated in its entirety.)

the examination shall be kept for at least one year from the date on which the assessment was communicated.

10.13a The above mentioned requirements for minutes also apply to examinations in which the examinees are present via electronic media.

10.14 As provided for in section 15 (3) FHG for oral examinations before a committee, each member of the examination committee shall be present during the entire examination; this obligation may also be fulfilled through using electronic media, however, the transmission quality in terms of image and sound has to be suitable.

10.15 The master's examination is assessed as follows:

The comprehensive examination concluding the university of applied sciences master's programme (master's examination) is assessed as "passed with distinction" if at least 95% of the maximum attainable points have been achieved in each examination section.

If this is not the case, the examination is assessed as "passed with merit" if at least 85 % of the maximum attainable performance has been achieved in each examination section. If this is also not the case, the examination is assessed as "passed" if at least 50 % of the maximum attainable performance has been achieved in each part of the examination.

If less than 50 % of the maximum attainable points are achieved in one or more examination parts, the examination is assessed as "failed".

10.16 not applicable.

10.a Final Examinations in Certificate Programmes for Further Education

10.a.1 If a final examination is part of the curriculum of a certificate programme for further education, it shall be taken before a relevant examination committee. Prerequisites for taking the final master's examination are the positive completion of all courses as well as the positive assessment and approval of the master's thesis if it is part of the curriculum.

10.a.2 The examination committee shall consist of the programme director and an instructor of the certificate programme who is nominated by the programme director.

10.a.3 The oral examination shall refer to contents of the certificate programme relevant to the curriculum. If the curriculum of a certificate programme also provides for the writing of a master's thesis, the oral examination shall be preceded by a presentation of the master's thesis by the student. Following the presentation, the oral examination shall connect the topic of the master's thesis with the relevant subjects in the curriculum, and shall lead to other contents relevant to the curriculum.

10.a.4 The students are informed in writing about their admission to the master's examination. This notification also includes the announcement of the examination committee members, and the time and place of the examination. Students shall be informed at the latest two weeks prior to the examination date. Room changes, which have become necessary at short notice at the announced examination location are permissible. The students are to be informed of these changes in a suitable form.

10.a.5 For examinations in which the examinee is present through electronic means, the electronic system used and the technical infrastructure requirements shall also be announced, if they exceed the requirements defined in this section of the statutes.

10.a.6 If the course administration fails to notify students in time, despite their timely fulfilment of the bachelor's examination requirements, students have the opportunity to apply for the examination in written form addressing the programme director.

10.a.7 At least three examination dates are to be offered to take the final examination in each academic year. The examination dates are to be spread out evenly across the academic year.

10.a.8 The assessment of the master's thesis shall be reported according to the Austrian school grading system and its grading key as stated in section 6. The results of the assessment of the examination before a committee shall be communicated to the student immediately after the final examination.

10.a.9 A final examination of a certificate programme can be repeated twice in the event of a negative assessment, the second repetition being conducted as an examination before a committee.

10.a.10 As stated in section 15 (1) FHG for oral examinations, the final examinations shall be open to the public, but it shall be permissible to limit admission relative to the number of persons that the examination premises can accommodate.

10.a.11 The requirement of publicity for final examinations with means of electronic communication is fulfilled by the fact that persons can be connected electronically if they apply for this with the programme director at the latest five working days before the examination. A limit to the number of attendees may result from limitations inherent to the electronic communication means. An appeal against such a decision by programme director can be lodged with the University of Applied Sciences Burgenland Board.

10.a.12 As stated in section 15 (1) FHG for oral examinations, the examination procedure of the final examination is recorded. For this purpose, the programme director shall write the minutes of the examination. The minutes shall include the place and time of the examination, the names of the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for negative assessment, if applicable, as well as any unusual occurrences. The minutes of the examination shall be kept for at least one year from the date on which the assessment was communicated.

10.a.13 The above-mentioned requirements for recording also apply to examinations in which the examinees are present via electronic media

10.a.14 Each member of the examination committee shall be present during the entire examination; this obligation may also be fulfilled by using electronic media, however, the transmission quality in terms of image and sound has to be suitable.

11. Leave from Study and Maximum Duration of Studies

11.1 As stated in section 14 FHG, degree programme students and non-degree seeking students of the University of Applied Sciences Burgenland have to apply for leave from study with the programme 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.

An application due to prolonged illness, pregnancy, or completion of military or alternative civilian service that makes it impossible to study in the corresponding form shall be granted in any case. While on leave, the student cannot take any examinations. Likewise, assessment and/or approval of bachelor's or master's theses is not possible for the duration of the leave.

11.2 As a rule, a leave from study is approved for a maximum of one academic year and can be extended for degree programmes by a maximum of one more year if there are plausible reasons. The programme director decides individually on the concrete modalities of resuming the studies.

11.3 Continuation of studies in the same curriculum cannot be guaranteed.

11.4 In certification programmes, the maximum duration of study is twice the standard duration of studies stipulated in the curriculum. After the maximum duration of studies, the student shall be disenrolled from the programme.

12. Annulment of Assessments, Parts of Assessment and Thesis Submissions

12.1 The result of an examination or academic thesis shall be annulled if it was obtained by fraudulent means, in particular by the use of unauthorised aids or through plagiarism or ghost-writing. Such annulled examinations shall be counted towards the permissible number of re-sits.²⁷ If prior to the assessment (e.g. during the examination), an activity aimed at fraud is identified (e.g. by the assessor or the examination supervisor), the student shall be excluded and the test shall be counted towards the total number of repetitions. With regard to plagiarism and ghost-writing, the regulations stated in the guideline "Plagiarism and Ghost-writing" apply.

12.1a In the case of examinations or assessments by electronic means, the use by a student of any other means of communication than those intended for the performance of the examination or assessment is deemed fraudulent. The same shall apply if a student passes on his/her access data to the electronic system intended for the performance assessment or provides third parties with access to the electronic system or with insight into the electronic system by other means.

12.2 Admissible aids shall be determined by the examiner and the student shall be informed in a documented form (e.g. in the course and in the form of the announcement of the examination modalities). Auxiliary aids other than those permitted must be kept in an unambiguous manner during the examination (e.g. in lockable bags, this applies in particular to electronic devices).

12.3 An obviously poor mental or physical condition of the candidate before the start of the examination may lead to the exclusion of the student from examinations by the examiner. This is then considered to be a sufficiently justified absence. The examiner or the chairperson of the examination committee shall inform the programme director in writing immediately after the student's exclusion. The examination remains unassessed and shall not be counted towards the total number of repetitions.

12.4 Examinations may be cancelled and declared void by the examiner or the chairperson of the examination committee for the following reasons:

- A suddenly occurring bad mental or physical condition of the exam candidate during the exam,
- Force majeure such as power failure, which makes the test impossible.

The examiner or the chairperson of the examination committee shall inform the programme director in writing immediately after the examination has been cancelled. The aborted part of the examination remains unassessed and will not be counted towards the total number of repetitions.

12.5 If the candidate interrupts an examination without sufficient justification, the examination shall be assessed as "failed".

12.5a If, during examinations or performance assessments by electronic means, technical problems occur over a longer period of time (poor connection or failure of the connection, e.g.) and are beyond the student's control, the examination shall be cancelled and shall not count towards the total number of examination attempts. However, if the interruption is only of short duration, the examination may be continued. The existence of technical problems must at least be credible.

12.6 If a repeated decision is made during the course of study in accordance with section 12.1 and/or 12.1a it may lead to the termination of the education contract.

²⁷ FHG section 20

13. Jurisdiction and Appeal

13.1 The programme director is responsible for the admission to examinations, assigning examiners, setting examination dates, giving credits for studies and examinations in individual cases, revoking examinations, as well as for decisions in matters concerning study law according to FHG par. 11 to 21 as well as decisions according to FHG § 4 par. 4, 5 line 3, par. 6 and 7.²⁸

13.2 No appeal can be lodged against an examination assessment.²⁹

13.3 If there is a deficiency in how an examination has been conducted, which results in a negative assessment, the student can submit a written complaint to the programme director within two weeks; the programme director can then annul the examination.^{30 31 32} The two-week respite starts from the date on which the negative examination result is announced. If the examination was held by the programme director, the complaint shall be lodged with the University of Applied Sciences Burgenland Board. This complaint must be submitted in writing to the chairperson of the board.³³

13.4 The possibility to file a complaint applies to all types of assessment. Students shall submit a written explanation of the error on which they base the complaint. The two-week respite for complaints begins with the announcement of the respective assessment.

13.5 The student has the right to continue to take courses until a decision on the complaint has been made. Examinations that are annulled shall not be counted towards the permissible number of re-sits.³⁴

13.6 Students have the possibility to appeal against decisions made by the programme director and have the right to lodge a complaint with the University of Applied Sciences Burgenland Board. This complaint must be submitted in writing to the chairperson of the board within two weeks of the decision made by the programme director.³⁵

13.7 Pursuant to section 31 (5) of the Student Union Act (HSG), student representatives (see section 30 HSG) are entitled to take examinations before a committee instead of individual examinations. The free choice of examiners shall be permissible from the first re-sit date. These entitlements shall also extend to the two semesters following the semester in which the student representative's function as student representative ends.

14. Recognition of Documented Knowledge

14.1 The decision on the recognition of documented knowledge is the responsibility of the programme director³⁶. The Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) is considered in the recognition of higher education competences.

14.2 Regarding the recognition of documented knowledge, the principle of course-based recognitions shall apply to documented knowledge. The equivalence of the acquired knowledge with the requirements regarding subject contents and scope of the courses or modules to be recognised shall be determined upon a respective application by the student. Where equivalence is established, examinations passed shall be recognized. In these cases, there will be no additional assessment.³⁷

²⁸ FHG section 10 (5)

²⁹ FHG section 21

³⁰ Note: It is therefore not possible to correct grades as a result of a justified complaint, see Hauser (2014), p. 224

³¹ Note: No annulment is possible without a corresponding complaint by a student, see Hauser (2014), p. 225.

³² Note: A complaint possibility in case of a positive assessment is not possible, see Hauser (2014), p. 224

³³ FHG section 21

³⁴ FHG section 21

³⁵ FHG section 10 (6)

³⁶ FHG section 10 (5) bzw. Satzungsteil „Bestimmungen über die Einrichtung und Aufassung von Hochschullehrgängen“ (or the section of the statutes entitled "Provisions on the Establishment and Discontinuation of University Courses")

³⁷ FHG section 12 (1)

14.3 Specialist knowledge or on-the-job experience shall be taken into consideration for the recognition of courses, modules or the work placement; this shall apply in particular to part-time degree programmes and parts of degree programmes or certificate programmes and parts of certificate programmes, respectively³⁸ Special knowledge or experience from professional practice refers both to formally acquired professional qualifications (basic and further training) and to competences acquired in the form of non-formal further training and / or informal learning in professional practice

14.4 The students shall apply for the recognition of documented knowledge in writing with the programme director using the forms customary for this purpose. Students shall enclose relevant evidence of the knowledge equivalence. Applications shall be submitted to the programme director no later than two weeks after the start of the course in question. The programme director will then decide within another two weeks. The decision will be communicated to the students in a documentable form and will be documented at the programme administration.

14.5 The recognition of documented knowledge is in principle not limited to examinations passed at other educational institutions, but also includes acquired competences from professional practice through validation of learning outcomes. The learning outcomes of a course or module are defined in the module description of the corresponding degree or certificate programme.

The following regulations and standards are defined for the validation of learning outcomes and subsequently for the decision on the recognition of proven knowledge:³⁹

- As proof of knowledge and as a basis for the verification of equivalence, copies of corresponding verifiable official documents or confirmed activity descriptions in the case of recognition from professional practice are to be attached to the application. In case of incomplete or non-reproducible applications, the application will be rejected with a reference to necessary revisions and subsequent submissions.
- Verifiable official documents shall contain at least information on the issuing institution, the date of issue, course content or learning outcomes and scope (semester hours, ECTS or equivalent).
- Confirmed job descriptions are, for example, a qualified job reference or confirmation issued by the employer.
- If no sufficient written documentation can establish equivalence, the knowledge may be tested in a documented assessment interview⁴⁰ by the programme director and/or an expert appointed by the programme director (e.g. course instructor or, department management).
- It is explicitly stated that content equivalence of knowledge takes into consideration the level of the learning⁴¹. According to the level of the qualification objectives, the learning outcomes of the different educational levels vary accordingly. This may, for example, concern knowledge that is necessary to fulfil the entry requirement, which is knowledge that cannot be recognised for any other purpose.
- Generally academic and vocational learning outcomes are not equivalent⁴². This requires an equivalence examination for special knowledge or experience from professional practice with regard to scientific principles, applied professional practice and/or scientific methods, as well as knowledge of the legal framework conditions, if applicable.

³⁸ FHG section 12 (2)

³⁹ FHG section 12 (4)

⁴⁰ Birke, Barbara; Hanft, Anke: Anerkennung und Anrechnung non-formal und informell erworbener Kompetenzen. Empfehlungen zur Gestaltung von Anerkennungs- und Anrechnungsverfahren. Dezember 2016. Wien : Facultas 2016, S. 66

⁴¹ Europäische Kommission (2008): Der Europäische Qualifikationsrahmen für lebenslanges Lernen (EQR)

⁴² cf. Birke, Barbara; Hanft, Anke: Anerkennung und Anrechnung non-formal und informell erworbener Kompetenzen. Recommendations for the design of recognition and credit procedures. December 2016. Vienna : Facultas 2016, p. 58

- Furthermore, it is expressly pointed out that in the case of knowledge that was acquired a long time ago, it is necessary to check whether this older knowledge corresponds to or is equivalent to the knowledge required in the course for which the student seeks recognition. Non-equivalence of a content may, for example, be due to a further development of the scientific basis, the professional practice and/or scientific methods applied in the subject area, as well as changed legal frameworks.

14.6 Until a positive decision on an application has been made, the student(s) shall perform all duties required in the respective course.

14.7 With regard to bachelor's papers and master's theses, no documented knowledge can be recognised.

14.8 Pursuant to FHG section 10 (6), students have the right to lodge a complaint with the University of Applied Sciences Burgenland Board against decisions made by the programme director. This complaint must be submitted in writing to the chairperson of the board within two weeks of the decision made by programme director.

14.9 If, in the course of the recognition of documented knowledge, a course is recognised, this is indicated in the transcripts with the term "credit".

14.10 Completed examinations pursuant to § 78 section. 1 line 2 letter b and c UG, i.e. passed examinations

- of a vocational secondary school in the vocational subjects required for the future occupation,
- of a general secondary school with special emphasis on arts or sports education in artistic and artistic-scientific subjects as well as in sports and sports-scientific subjects

are recognised 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.⁴³

14.11 In certificate programmes a maximum credit is defined; courses/modules in the amount of at least 60 ECTS must be completed.

15. Attendance

15.1 Course attendance is generally compulsory, unless the didactic form requires otherwise. This is achieved by attending courses on site (on-site attendance time) as well as through coaching and online communication, especially in the part-time organisational form.

15.2 With regard to the on-site attendance, a course-related attendance requirement is specified, which is stated in the course regulations of the relevant programme.

15.3 Failure to meet a course-related attendance requirement is equivalent to a negative assessment of the course. In this case, the student shall be given the opportunity to provide the required coursework (first re-sit). A negative assessment of the required coursework automatically results in an examination before a committee (second re-sit).

15.4 Pursuant to section 31 (6) of the Student Union Act (HSG), the attendance requirement of student representatives (see section 30 HSG) may fall below the standard requirement by a maximum of 30 per cent to allow for tending to student representatives' tasks, in addition to the existing regulations concerning exceptions to the attendance requirements. This shall not apply if full attendance is required to obtain a professional qualification. The course instructor is entitled to demand the submission of appropriate proof.

⁴³ FHG section 12 (3)

15.5 Manipulating the records of course-related attendance requirements constitutes a violation of the examination regulations.

16. Code of Conduct

16.1 Students and instructors of the University of Applied Sciences Burgenland shall act in an appreciative, respectful and responsible manner, with fairness, integrity and in a non-discriminatory manner towards each other and towards third parties in the context of their studies.

16.2 Students and teachers shall not take any actions in the course of their studies that pose a psychological and/or physical threat to other participants. Students shall not take any actions that wilfully interfere with the studies of other students or the holding of a course. Likewise, students and teachers do not take any actions that constitute an inadmissible influence on a performance assessment.

16.3 Students and teachers shall handle the facilities and resources used in the course of study as well as the information, documents and data made available or obtained in any other way with care. The documents and data made available in the context of a course are teaching materials. These teaching materials are only intended for personal use within the framework of the studies and may not be passed on to third parties or made available in any other way

16.4 Violations of the regulations listed in 16.1, 16.2 and 16.3 may lead to a warning issued by the University of Applied Sciences Burgenland Board and, in serious cases or in the case of repetition, to the termination of the education contract.

17. Abrogation

17.1 With the entry into force of the "Examination Regulations - General Terms Version 3.3" the "Examination Regulations - General Terms Version 3.2" shall be abrogated.

Note

In addition to references to the Federal University of Applied Sciences Act (FHG), the footnotes of this document refer to the following sources

European Commission (2008): The European Qualifications Framework for Lifelong Learning (EQF), Office for Official Publications of the European Communities, Luxembourg

Hauser (2014): FHStG Fachhochschul-Studiengesetz samt 20 Anhängen und ausführlichen Anmerkungen, 7. Auflage, Verlag Österreich

Europäische Kommission (2008): Der Europäische Qualifikationsrahmen für lebenslanges Lernen (EQR), Amt für amtliche Veröffentlichungen der Europäischen Gemeinschaften, Luxemburg

Birke, Barbara; Hanft, Anke: Anerkennung und Anrechnung non-formal und informell erworbener Kompetenzen. Empfehlungen zur Gestaltung von Anerkennungs- und Anrechnungsverfahren. Dezember 2016. Wien : Facultas 2016, 81 S.

Furthermore, reference is made to the provisions and regulations set out in the Federal University of Applied Sciences Act, which is in force. Reference is also made to the regulations specific to the respective programmes as stated in the programme regulations or accreditation applications.

Overview of versions of the examination regulations that have entered into force

Version	Change to the previous version	Effective from	Overruled on
1.0	First version	03.07.2013 Resolution of the board on 03 Jul, 2013 (Annex 3 to the minutes of the 9th ordinary meeting), circular resolution 09_13, Annex 1 to the minutes of the 9th ordinary meeting, agreement documented on 25 Sept, 2013 (AN 16_13, Annex 2 to the minutes of the 9th ordinary meeting)	on 4 November 2015, loses validity for all courses from summer semester 2016
version 2.0	New version	4.11.2015, valid for all courses from summer semester 2016 Decision of the board on 14 Oct, 2015 (minutes of the 22nd ordinary meeting), agreement reached on 04 Nov, 2015 (AN 35_15, Supplement 21 to the minutes of the 22nd ordinary meeting)	26 Jan 2020, loses validity for all courses in the summer semester 2020
version 3.0	Comprehensive changes	27.01.2020 valid for all courses from the summer semester 2020 board decision on round trip on 10 Jan, 2020 (circular resolution 01_2020, supplement 1 to the minutes of the 56th ordinary meeting), agreement reached on 27 Jan, 2020 (AN 01_20, supplement 4 to the minutes of the 56th ordinary meeting)	27 April 2020
version 3.1	Provisions marked with the letter "a" are necessary due to the measures related to COVID-19 and the changed circumstances in teaching.	28.04.2020 valid as of entry into force decision of the board dated 24 Apr 2020 (circular resolution 20_2020, supplement 75 to the minutes of the 57th ordinary meeting), agreement reached on 27 Apr 2020 (AN 05_20, supplement 73 to the minutes of the 57th ordinary meeting)	01 February 2021
Version 3.2	Addition point 1.1a	02.02.2021 Decision of the Board on 02/02/2021 (Minutes of the 65th Ordinary Session), agreement documented on 17/03/2021 (AN 01_21, Annex 18 to the Minutes of the 65th Ordinary Session)	25 January 2022
Version 3.3	Revision in accordance with the FHG amendment and the discussions in the University of Applied Sciences Burgenland Board on further points (e.g. group work, credits, code of conduct)	26.01.2022 Decision of the Board on 25.01.2022 (Minutes of the 75th Ordinary Session), agreement reached on 26.01.2022 (AN 02_22, Annex 10 to the Minutes of the 75th Ordinary Session.)	08.05.2023
Version 3.4	Streichung mit der Buchstabenfolge „cov“ gekennzeichnete Bestimmungen	09.05.2023 Beschluss des Kollegiums am 18.04.2023 (Protokoll der 83. ordentlichen Sitzung), Einvernehmen hergestellt am 09.05.2023 (AN 12_23, Beilage 20 zum Protokoll der 83. ordentlichen Sitzung)	

Appendix A: Course types and examination character

Course Type	Label	Description
VO	Lecture	<p>The aim of the lecture is to introduce the students to the main areas and methods of the respective subject areas. The most important doctrines and facts in the subject area are to be addressed, and special attention is to be paid to the latest state of scientific development of the subject area.</p> <p>The examination on the course content taught is in written or oral form and involves answering questions asked by the examiner. The duration of the examination depends on the number of semester hours per week of the respective course.</p> <p><i>Exam modality: final exam</i></p>
ILV	Integrated course	<p>The integrated lecture serves to convey theoretical basics in the form of a lecture. Additional exercises and/or case studies or project-oriented tasks are used to illustrate the course content.</p> <p><i>Exam modality: continuous assessment</i></p>
SE	Seminar	<p>The seminar serves the subject- and topic-related scientific discussion and debate. Written and oral contributions are required from the students within this framework.</p> <p><i>Exam modality: continuous assessment</i></p>
UE	Tutorial	<p>Tutorials are aimed at ensuring practice-oriented professional training, which should be secured by working on concrete tasks (exercises, case studies, role plays, etc.). In particular, the establishment of a close link between theory and practical application should be given a central role.</p> <p><i>Exam modality: continuous assessment</i></p>
LB	Laboratory	<p>Course in which theoretical knowledge is deepened through practical application. The course is characterised by a certain use of equipment.</p> <p><i>Exam modality: continuous assessment</i></p>

RU	Arithmetic	<p>Arithmetic serves the practical deepening of the contents of a lecture, whereby the contents are imparted in the form of concrete arithmetic exercises and simulations.</p> <p><i>Exam modality:</i> continuous assessment</p>
PT	Project	<p>Projects in which students actively work on a concrete, complex task in a team, using various methods and techniques of project management.</p> <p><i>Exam modality:</i> continuous assessment</p>
MT	Management Techniques	<p>Management Techniques are courses with training and workshop character, which aim to impart social and personal skills and support the personality development of the students.</p> <p><i>Exam modality:</i> Due to the specific contents of this type of course, only active participation is determined.</p>
BP	Internship	<p>The internship offers students an insight into everyday working life and the opportunity to expand their competences and skills through active participation.</p> <p><i>Exam modality:</i> continuous assessment</p>

PP	Project/Paper	<p>Within the scope of the project students work independently on solutions for concrete tasks in the professional field and present their approach and results in a reflective report.</p> <p>Thereby, they develop their knowledge, understanding and problem-solving skills in new or unknown environments within a broader or interdisciplinary context, which is related to their field of study; they develop the ability to apply knowledge, complete complex tasks in spite of incomplete or limited information to make judgments, while at the same time consider social and ethical responsibilities in connection with the application of their knowledge and judgements; they learn to communicate their conclusions as well as their knowledge clearly and unambiguously to an audience of experts and laypersons; they develop those learning skills that allow them to continue their studies in a largely independent way.</p> <p>Exam modality: continuous assessment</p>
WP	Work Placement	<p>Work placements serve the purpose of practical professional training on the basis of concrete tasks from business practice.</p> <p>Exam modality: continuous assessment</p>

ULV	Introductory Course	<p>In introductory courses, theoretical and professional-practical contents are taught (e.g. through lectures, excursions and self-study). Additional exercises and/or case studies or project-oriented tasks are used to illustrate the teaching content. A differentiated presentation of contrary positions and approaches as well as unresolved questions of a subject area are to be addressed. In addition to continuous, active participation, students are required to pass oral and/or written examinations. Thereby they acquire knowledge and an understanding that usually builds on and expands on their bachelor's degree, and that provides a starting point for new impulses in the development or application of ideas - often in the field of research</p> <p>.</p> <p><i>Exam modality: continuous assessment</i></p>
-----	---------------------	--

ALV	Applied Course	<p>In applied courses, theoretical and practical professional contents are taught (e.g. through lectures, excursions and self-study) and the processing of practical professional tasks (e.g. through exercises, case studies, role plays) in combination with a subject- and function-related scientific discussion is practiced. In addition to continuous participation, scientifically sound written and oral contributions are required from students. Thereby</p> <p>they acquire knowledge and an understanding that usually builds on and expands on the bachelor's degree, and that provides a starting point or opportunity for new impulses in the development or application of ideas - often in the field of research</p> <p>develop their knowledge, understanding and problem-solving skills in new or unfamiliar environments within a broader (or interdisciplinary) context related to their field of study</p> <p>they learn to present their conclusions and the knowledge and reflections on how they arrived at their conclusions clearly and unambiguously to an audience of experts and laypersons</p> <p>.</p> <p><i>Exam modality: continuous assessment</i></p>
-----	----------------	--

SLV	Language Course	<p>In language courses students systematically develop their language skills, improve their understanding of international cultures and their ability to communicate interculturality through continuous active participation and well-founded oral and written presentations. Thereby</p> <p style="padding-left: 40px;">they acquire knowledge and an understanding that usually builds on and expands on the bachelor's degree, providing a starting point or opportunity for new impulses in the development or application of ideas</p> <p style="padding-left: 40px;">they learn to present their conclusions and the knowledge and reflections on how they arrived at their conclusions clearly and unambiguously to an audience of experts and laypersons</p> <p>.</p> <p><i>Exam modality: continuous assessment</i></p>
KLV	Communication Course	<p>In communication courses</p> <ul style="list-style-type: none"> ✓ students systematically develop their communication skills, both in their first language and in foreign languages ✓ improve their understanding of selected cultures, societies and economic systems ✓ train intercultural skills ✓ generally, reflect upon individual strengths, weaknesses and learning progress <p>In addition to self-study, students are expected to participate actively and continuously in communication processes and to make independent written and oral contributions.</p> <p><i>Exam modality: continuous assessment</i></p>
EXK	Excursion	<p>The excursion is a scientifically or practically prepared and supervised teaching or study stay in institutions (companies, organisation, institutions, events, etc.)</p> <p><i>Exam modality: continuous assessment</i></p>

EX	Examination	Examinations are performance assessments in accordance with the provisions set out in these examination regulations.
WA	Thesis	<p>The student acquires the competence to formulate scientific questions independently and to find the appropriate methodology to answer them. He/she is familiar with recognized methods of scientific work and has a good command of the scientific writing style and the language rules that apply. The student acquires the competence to work independently on complex interdisciplinary problems and to write a scientific paper independently.</p> <p><i>Exam modality: continuous assessment</i></p>