

## **Section 7.**

# **FH Upper Austria Study and Examination Regulations**

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## § 1 Preamble and Scope of Validity

- (1) The study and examination regulations dictate the process and completion of degree and certificate programmes as well as the entire examination procedure at the FH OÖ based upon FHG 2021. Provisions from the FHG are quoted for the sake of clarity when necessary.
- (2) Provisions found in the official notices of accreditation for degree programmes issued either by the University of Applied Sciences Academic Board or by AQ Austria (changes relevant to the official accreditation notification) as well as provisions in the permission notifications issued by the FH Upper Austria Academic Board (changes relevant to the official accreditation notification) apply insofar as they state these study and examination regulations more precisely.
- (3) Rules established specifically for a particular degree programme or school, for example for the execution of examinations, may be enacted insofar as they do not contradict these study and examination regulations or prescribed legal stipulations. The Academic Board and the FH OÖ Studienbetriebs GmbH must be notified of such rule supplements, which in turn must be made accessible to all FH Upper Austria students and lecturers to whom they pertain.
- (4) The corresponding passages of the study and examination regulations are to be referred to in applications for initial programme accreditation.
- (5) This part of the statutes applies to all FH Upper Austria degree programmes and certificate programmes.

## § 2 The Academic Year

- (1) The academic year is divided into two semesters:
  1. Winter Semester: 1 September to the end of February
  2. Summer Semester: 1 March to 31 August
- (2) Periods when there are no courses:
  1. Summer Break: subject to course and examination dates July to September
  2. Christmas Break: 24 December to 6 January
  3. Semester Break: mid-February to the end of February
  4. Easter Break: Holy Week
- (3) Examinations can also take place during periods when there are no courses. Deviations from the above-mentioned break periods may occur in particular degree programmes and certificate programmes (especially in the case of part-time degree programmes) as part of their specific semester planning.
- (4) Registration for the respective semester is valid until one month after the end of such semester  
Die Inskription für das jeweilige Semester gilt bis einen Monat nach Ende des Semesters.

## § 3 Matriculation and Registration

- (1) Matriculation

Matriculation, or enrolment, occurs before studies commence. It constitutes a person's admission as a student to the FH Upper Austria. A unique matriculation number is thereby assigned to every person who is admitted, identifying a person until the end of his/her studies.

Students are required to inform the administration office of the relevant degree programme of any changes in their personal data (postal address, name, telephone number ...) without delay.

For part-time degree programmes the enrolment deadline ends on 15 September and for full-time degree programmes on 8 October. In well-founded cases the Head of Studies can stipulate a different deadline.

Upon enrolment, students receive all the necessary documents and access rights. At this time statistical data is also collected (e.g., UStat1 survey).

In the course of enrolment, the first registration also takes place.

## (2) Registration

Registration is a required formality initiated by every student each semester; it is the student's official declaration of the degree programme he/she is in. Proof of payment of the Austrian National Union of Students membership fee as well as any mandatory tuition fees is a prerequisite for registration.

The registration period for the Winter Semester ends on 31 October and for the Summer Semester on 31 March. Early registration is possible. Missing this deadline can result in exclusion.

Upon completion of registration, students receive a "Studienbuchblatt" and confirmation(s) of registration. By registering, students receive verification that they are officially in the current semester and are therefore entitled to take part in courses and take examinations. It is not possible to take an examination without being currently registered. If a student cannot take an examination that is compulsory according to § 5 (1) 4 due to not having enrolled (e.g., in case of unpaid tuition fees), this examination will be forfeited.

Taking an examination without being registered, and therefore not having paid any tuition fees, is possible only when it is a comprehensive final exam (bachelor's examination or master's examination) and the first attempt on the first date offered in the following semester (see § 13 [7]).

## § 3a Requirements for Admission

- (1) In addition to the requirements for admission in accordance with FHG § 4 (4) and the respective degree programme application for accreditation, it is stipulated that for a master's degree programme proof must be provided that at least 180 ECTS credits have already been completed from a relevant bachelor's or diploma degree programme. The minimum required number of ECTS credits from related subjects is to be stipulated in the degree programme applications for accreditation.
- (2) The FH Upper Austria Center of Lifelong Learning is authorized to determine specific requirements for admission to individual modules.

## § 4 Organization of Studies

FHG § 3 (2) 2 The workload associated with university of applied sciences bachelor's programmes shall amount to 180 ECTS credits and that associated with university of applied sciences master's programmes to 60, 90 or 120 ECTS credits. § 54 para 2 second sentence of the Universities Act 2002 (Universitätsgesetz – UG), F. L. G. I No. 120/2002, shall apply by analogy to the calculation of ECTS credits. For part-time university of applied sciences programmes, the allocation of ECTS credits to the academic year may be lower. If admission to a university of applied sciences degree programme is limited according to § 4 para 4, fourth sentence, the amount of credits may be reduced by up to 60 ECTS credits.

- (1) Degree programme application for accreditation, curriculum, courses

The structure of each degree programme, as well as certificate programme, with regard to content and organization, including educational goal and career profile, is described in the corresponding degree programme application for accreditation.<sup>1</sup> This contains the curriculum and the modularly structured curriculum of the degree programme as well as the descriptions of the modules. Modules are groups of courses which belong together in terms of content.

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<sup>1</sup> The relevant parts of the accreditation documents (e.g., degree programme application, notification of accreditation) can be inspected in the respective Head of Studies office (in accordance with a decision made by the Academic Board on 29 January 2014).

A course comprises a prescribed number of teaching units within a semester on a prescribed subject. The concrete thematic orientation, the number of teaching units and the examination regulations are described in the degree programme application for accreditation in the section "module descriptions". Courses vary with regard to thematic and organizational orientation and to the qualification level of the students.

In addition to courses, a curriculum also encompasses independent work conducted under supervision and involving topicality related to the degree programme and completed individually either through scientific work or on-the-job practice.

## (2) Calculation of ECTS credits

The workload for each course and all independent work is defined by means of ECTS credits. The ECTS credit allocation is calculated based on the average time investment required to complete the course (attendance hours, preparation and follow-up work, examinations), not necessarily the difficulty of the course content.

The allocation of ECTS credits is regulated by the FHG § 3 (2) 2.

The allocation of 30 ECTS credits for the total workload of a semester forms the basis for the allocation of ECTS credits to courses.

The total student workload is limited to 1,500 hours per academic year or 750 hours per semester; hence, one ECTS credit corresponds to an average workload of 25 hours.

The distribution of required ECTS credits for part-time degree programmes, as well as for certificate programmes for further education and continuing higher education programmes, can be allocated over a higher number of semesters in order to make it possible for people in the workforce to study.

## (3) Types of courses

### 1. Lecture (LE)

A lecture serves to impart subject-relevant competences at a theoretical-scientific and/or practice-oriented level with the aim of providing an overview and detailed knowledge as well as systematically teaching interdisciplinary connections. In the process, the students should learn to recognise different approaches to problem-solving. Lectures are addressed to larger groups of students, usually to all students of a particular year's intake on a degree programme. Lectures are concluded with an examination.

### 2. Practice-Oriented Session (PR)

A practice-oriented session provides example-based practice and therefore practice of skills and abilities as well as the consolidation of knowledge. It promotes preparing and working through problems together or independently under guidance by using methods for the optimization of solution options such as reflection, discussion and comparison.

Practice-oriented sessions can either be directly connected to a thematically related course of a different type (usually a lecture) or they can be held as a course in their own right. Practice-oriented sessions are held in groups and have an interactive and discursive nature and may include examination elements during the course (course with continuous assessment).

### 3. Integrated Course (IC)

An integrated course combines knowledge input with experiential learning and therefore constitutes a combination of lecture and practice-oriented session. The practice parts can take place in groups and be flexibly optimized to correspond to their respective needs. The examination procedure in an IC shall be communicated at the beginning of the course and can include elements of continuous assessment as well as final examinations.

### 4. Laboratory Session (LB)

Hands-on practice sessions in a laboratory are for model-based application and consolidation of the specialized knowledge imparted in other courses. They especially

involve training with state-of-the-art equipment and/or systems. In addition to going through the practice work in a narrower sense, students also learn to critically evaluate and discuss the results of experiments (e.g. as preparation for scientific research) and to document laboratory experiments. Laboratory sessions are held in groups and have a strongly interactive and discursive character.

5. Project (PT)

A project involves problem-based solving of complex, practical tasks of a larger scale that are often interdisciplinary. Work on the project is done independently with regular consultation with the supervising lecturers. While working on projects, both project management methods and competence in the subject are consolidated in practice. Projects are carried out in small groups or as individual work (for example bachelor's theses, internships, master's projects) and have an interactive and discursive character. When working in a team, social skills like communication, teamwork and conflict management are practised.

6. Seminar (SE)

In a seminar, selected questions and/or problems of the degree programme are dealt with and consolidated in a theory-driven and discursive way, whereby students are expected to acquire knowledge independently and make systematically prepared oral and written contributions. Particular emphasis is placed on the written seminar papers that deal with a subject in accordance with the latest research findings and the aid of adequate information sources (literature, online-sources etc.) and whose results are processed, presented and discussed. Seminars are held in groups and are interactive and discursive in character.

7. Individual Training (IT)

In individual trainings, selected problems are dealt with and consolidated in a theory-driven, practice-oriented and discursive way, whereby students are expected to acquire knowledge actively and to make systematically processed contributions. Particular emphasis is placed on providing the student with individual supervision and support as well as customised training measures.

8. Tutorial (TU)

A tutorial is a flexibly structured extracurricular course. It serves to support students whose different or lacking prior knowledge makes it difficult for them to participate in the regular courses. Tutorials are planned flexibly in accordance with needs and budgetary possibilities. Examinations and ECTS credits are not planned for such courses.

9. Module (MO)

A module is an aggregate of courses that fit together in terms of time and content, whereby the size of a module (excluding internships and master's theses) may not exceed 15 ECTS credits. This type of course may be used for purposes involving the transcript of records.

Overview of course types

LV-Typen		Course-Types	
VO	Vorlesung	LE	Lecture
UE	Übung	PR	Practice-oriented session
IL	Integrierte Lehrveranstaltung	IC	Integrated Course
LB	Laborübung	LB	Laboratory Session
PT	Projekt	PT	Project
SE	Seminar	SE	Seminar
IT	Individualtraining	IT	Individual Training
TU	Tutorium	TU	Tutorial
MO	Modul	MO	Module

The course-type designations in English are used only for degree programmes taught in English.

(4) Compulsory Course – Compulsory Elective Course – Elective Course – Optional Course

**Compulsory courses** comprise all courses which shall be completed in accordance with the curriculum of the respective degree programme.

**Compulsory elective courses** comprise all courses that can be selected from a specific catalogue in accordance with the curriculum. A selection must be made and the chosen courses thus become compulsory courses.

**Elective courses** comprise all courses that can be chosen completely freely to a certain extent in accordance with the curriculum. The chosen courses then become compulsory courses.

**Optional courses** comprise voluntarily selected additional courses which can also be assessed. If such a course is completed successfully, ECTS credits are awarded for it.

(5) Participation in courses

Current registration as a degree programme student or a non-degree student is a prerequisite for attending courses; lectures are an exception to this, being open to the public subject to availability of places. Current registration is also required to take exams.

Non-degree students have the right to take exams in all courses to which they are admitted.

(6) Course lecturers

The didactic design and appropriate implementation of every course is the responsibility of the course lecturers, in accordance with the principle of academic freedom.

The guidelines in the following documents provide the framework for this:

- The Statutes, especially the study and examination regulations,
- The degree programme application for accreditation in consultation with the Head of Studies and, where applicable, the Subject Area Head.

The course lecturer provides students with a written overview of the goals, content and examination procedure of the course at the beginning of the course.

The work of the course lecturer is subject to a continuous reflection and development process via evaluation (see § 16).

(7) Timetable

All courses consist of a prescribed number of units; the duration of each unit is 45 minutes. The students are assigned a timetable each semester for the courses listed in the curriculum of the degree programme application. The timetable can stipulate units to be held at regular intervals or in blocks depending on pedagogical and didactic requirements. The timetable is binding for students in accordance with the attendance obligations specific to the respective course type (see § 5 (3)). The Head of Studies can authorize exceptions in well-founded cases.

(8) Classroom teaching and distance learning

If the regular or blocked time units defined in the timetable (classroom teaching) are not sufficient to provide the required ECTS credits or semester hours per week in accordance with the curriculum,<sup>2</sup> then courses can also be held in the form of distance or blended learning. This can, for example, take the following forms:

1. Students work independently through defined content (screencasts, exercises, lecture hand-outs, chapters of books, case studies, etc.), whereby the professional support (review of the task, discussion, etc.) takes place during classroom time.
2. Students work independently through defined content (screencasts, exercises, lecture hand-outs, chapters of books, case studies, etc.), whereby the professional support (review, discussion etc.) takes place outside classroom time (discussion forums, chat rooms, online meetings, online tests, ...).

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<sup>2</sup> This especially applies to part-time degree programmes.



3. Students participate in online sessions - analogous to classroom sessions - which are characterized by information being imparted between a defined starting time and finishing time. In many cases the lecturer's oral explanations are transmitted together with what is being shown on the screen. It is usually also possible for students to ask questions orally.

## § 5 Examinations

FHG § 13 (1) Examinations shall take place as soon as possible after the end of the courses in which the subject contents relevant for the examination were taught.

(2) Students shall have the right to take the examination in a different format, if they submit proof of a disability that makes it impossible to take the examination in the prescribed format and if the different format does not impact subject contents and requirements of the examination.

(3) A sufficient number of dates for examinations and resits shall be offered each semester and academic year, so that the continuation of the studies is possible without losing a semester. The dates for resits shall take into account the scope and level of difficulty of the examination. The examination dates shall be announced in good time. Examinations shall be held, as a minimum, at the end of each semester and at the beginning of each semester.

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

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

(6) Students shall be permitted to have inspection of the assessment documents and the examination records, provided that they make such requests within six months of the announcement of examination results. Students shall be entitled to make photocopies of these documents. Closed questions, in particular multiple-choice questions, including their answers, shall be excluded from the right to make photocopies.

(7) If the assessment documents (in particular, examiners' reports, corrected written examinations and exam papers) are not surrendered to the students, steps shall be taken to ensure that they are held in safekeeping for at least six months after announcement of the result.

(8) § 53 UG shall apply by analogy to the storage of data specific to universities of applied sciences.

FHG § 13a Special provision for the use of electronic communication tools in examining;  
When using electronic communication in examining, it must be ensured that the examination is carried out in an orderly manner. In addition to the general regulations on examinations, the following minimum requirements must be met:

1. Prior to the beginning of the semester, the standards must be announced which the students' technical equipment has to fulfil in order to take part in the examination.
2. Technical or organisational measures shall ensure that the students themselves complete the examination.
3. In case of technical problems that may arise without the fault of the student, the examination shall be aborted and not be counted towards the permissible number of resits.



FHG § 15 (1) Oral examinations shall be open to the public, but it shall be permissible to limit admission to the number of persons that the premises can accommodate.

(2) Records have to be kept of all oral examinations. Records of examinations shall include the subject of the examination, the place and time thereof, the name of the examiner or the names of the members of the examination committee, the name of the student, the questions asked, the assessment grades awarded, the reasons for a negative assessment as well as any unusual occurrences. The result of an oral examination shall be made known to the student immediately after the examination. Records of examinations shall be kept on file for at least one year from the date of the announcement of the assessment.

(3) For oral examinations held before examination committees, the examination committee shall consist of at least three persons. If the number of committee members is even, the chairperson of the examination committee shall have the right to cast the deciding vote in case of a tie. All members of the examination committee shall be present for the duration of the entire examination; if necessary, this requirement can be deemed to be fulfilled through the use of electronic media.

FHG § 17 (1) Examinations and academic theses shall be graded based on the Austrian grading scale from 1 to 5. If this form of assessment is impossible or inexpedient, the form of words for a pass shall be "successfully completed" or "recognised". In case of a negative assessment, the regulations for the repetition of the coursework for courses with continuous assessment shall apply.

(2) The assessment of a comprehensive final examination concluding a university of applied sciences bachelor's programme as well as the comprehensive final examination concluding a university of applied sciences master's programme shall be based on the following assessments:

Passed: for a positive assessment;

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

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

(3) The results of examinations and assessments of academic theses shall be evidenced by certificates. Consolidated transcripts of examinations passed in one semester may be issued.

(4) Certificates shall be issued without delay and within four weeks of performance of the work assessed at the latest, consolidated transcripts within four weeks after the end of the semester.

FHG § 18 (1) Students shall be entitled to repeat failed final examinations of a course two times; the second repetition shall be held before an examination committee and can be held as an oral examination or as a written examination. The statutes can permit further resits.

(2) If the sum of the individual assessments made in courses with continuous assessment results in a negative overall assessment, the students shall be granted a reasonable extension period for the completion of the required coursework (1st repetition). After a second negative assessment, the achievement of the required coursework shall be proven within the framework of an examination held before a committee (2nd repetition).

(3) It shall be permissible to repeat a failed comprehensive final examination according to § 16 paras 1 and 2 two times. The statutes can permit further resits.

(4) Students shall be entitled to repeat a study year once in the case of a negative assessment of an examination held before a committee. The programme director shall be informed of the repetition within a month following the announcement of the examination results. The programme director shall determine the examinations and courses to be taken as part of the repetition of the study year. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken, if the purpose of the degree programme makes this necessary.

(5) Students who were excluded from a degree programme due to a negative assessment of the last permissible repetition of an examination shall be excluded from a renewed admission to the same degree programme.

FHG § 20. The result of an examination or academic thesis shall be annulled if such result was obtained by fraudulent means, in particular by the use of unauthorised aids. Such annulled examinations shall be counted towards the permissible number of resits.

FHG § 21. Appeals against the academic judgment of examiners shall be impermissible. If the manner in which an examination resulting in a negative assessment was conducted exhibits defects, the student has the right to lodge a complaint with the programme director within two weeks who can then annul the examination. If the examination was held by the programme director, the complaint shall be lodged with the Board. 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 resits.

(1) General regulations for students and lecturers

1. Setting examination dates as well as the possibility of resits is stipulated by FHG § 13 (3) and § 18. Examination dates must be announced at least two weeks in advance.
2. Students are obliged to prove their identity at all examinations by presenting their student identity card or an official photo ID.
3. If an examination is conducted in person, students must sign their name in the signature list provided. This counts as proof of attendance. If an examination is conducted using forms of electronic communication (i.e. the invigilators and students are in different locations; hereinafter referred to as an “online examination”), the attendance record for the communication platform concerned will serve as proof. If a student is not registered, i.e., if his/ her name is not on the signature list, he or she is not allowed to take the examination.
4. Students are obliged to take examinations on the set dates. It is only for the first attempt at an examination that students can choose between two dates, the first and the second examination date, respectively. Registration for the examination is done automatically via the course information system, LEVIS. Deregistration via LEVIS is possible for the first examination date, provided it occurs, at the latest, by 23:59 on the third working day (Saturdays are working days) before the scheduled date. The first examination attempt must be made on the second date offered at the latest; deregistration for this date is not possible. If the first examination attempt on the first examination date is assessed as negative, the second attempt (first resit) can be made either on the second examination date (deregistration is possible, up to three workdays in advance) or on the third examination date (deregistration is not possible). If the first examination attempt on the second examination date is assessed as negative, the second attempt (first resit) must be made on the third examination date (deregistration is not possible).  
  
If the second examination attempt is also assessed as negative, the second resit (third attempt) shall be an oral examination in front of a committee, for which an individual appointment is made (notification at least three weeks in advance, cancellation not possible).
5. In cases of non-attendance of examinations, the stipulations of FHG § 13 (5) apply.
6. If a student misses an examination due to illness, a medical certificate must be submitted immediately. In the event of a medical excuse for absence from one and the same examination three times, at the proposal of the Head of Studies, the mutual rights and obligations arising from the Student Agreement may be suspended. This suspension of the Student Agreement shall extend for a maximum period of six months, but in principle until the student has recovered. If there is a medically assessed poor health prognosis, the educational relationship can also be suspended for a longer period in exceptional cases. In such cases, after a prognosis by the Head of Studies regarding the student’s continuation of studies, the dissolution of the educational relationship can be proclaimed. No examinations can be taken during the suspension period.

7. If an examination that is conducted in person with electronic support must be interrupted for technical reasons (e.g., power failure, network failure), the examination can be continued if the technical problems are solved within approximately 15 minutes. Otherwise, the test will be voided without validity (as if it had not taken place) and thus without counting towards the number of allowed attempts/resits. The same applies to online examinations, i.e. written examinations conducted with the support of electronic communication tools. In the case of in-person examinations, leaving the room during the waiting time is not permitted.

If the examination takes the form of an online examination and technical problems occur that make it impossible to continue or to invigilate the examination, the examinations of the individuals affected will be aborted in accordance with FHG § 13a (3).

8. Illicit behaviour during an examination (using “cheat sheets”, copying from others, using forbidden devices like pocket calculators/computers, mobile phone text messages, etc.) will result in the examination being assessed as invalid. The attempt will count as one of the possible attempts at the examination in accordance with FHG § 20. Immediately upon detection of the use of unauthorised aids, an examination shall be terminated without further warning. The presence of aids within range, e.g., a mobile phone or smartwatch, is also considered to be the use of unauthorised aids, even though the devices might not have been used.

If an examination is interrupted by the use of unauthorised aids, this will be noted in the student's file. In addition, a report is made to the respective dean's office. Repeated or serious attempts at examination fraud can lead to the cancellation of the educational contract.

The guidelines "Examination Procedures" of the FH Upper Austria shall apply for the conducting of written examinations.

9. Oral examination results must be announced immediately after the examination in accordance with FHG § 15 (2). Written examination results must be announced within four weeks of the examination date. For courses with continuous assessment, the grade must be announced four weeks at the latest after completion of grade-relevant assignments. In case of illness or holidays of the examiner, the deadline is extended accordingly.
10. In the case of written examinations, the weighting of questions and tasks must be made clear from the outset. The examination papers must contain the following details on the first page: degree programme name, examination subject, examiner's name, date, length of examination in minutes, and permitted aids.
11. As required by FHG § 13 (4), the specific examination procedure (this also applies to module-relevant exams) must be announced in writing at the latest by the start of the course.
12. Examinations are graded in accordance with FHG § 17 (1) and (2).
13. If an examination is assessed as negative, the resit must be assessed independently of all previous attempts.
14. It is not possible to take an examination without being currently registered as a student (see also § 3 (2)).
15. Written and oral examinations should preferably be conducted in person wherever possible. The option of taking an examination online can also be offered. The procedure in such cases is subject to the FH Upper Austria Examination Procedures guidelines, as well as to the minimum requirements specified in section 13a University of Applied Sciences Act.

## (2) Lectures

For lectures, grades are awarded solely on the basis of an oral and/or written examination, whereby partial examinations are possible.

When planning examination dates, it should be taken into account that the time span between the dates offered should be long enough so that when taking into account the time needed for the correction of examinations, students are still granted a reasonable time period to prepare for a possible resit.

Once per course, students are entitled to submit a written request for the nullification of a positive grade within two weeks of its being announced and to repeat it on the next scheduled examination date. They are not, however entitled to take the examination on an additional examination date that has not been previously set. The initial positive grade is officially nullified once the next attempt takes place. The examination attempt for which the grade has been nullified does not count as one of the attempts at an examination. This regulation does not apply to examinations in front of a committee.

### (3) Courses with continuous assessment

1. For courses with continuous assessment (in particular practice-oriented sessions, laboratory sessions, and projects) the performance assessment is normally ascertained by taking into account several factors (for example attendance and participation, marks received for handed-in assignments or protocols, results from midterm exams, quizzes, or exams at the end of the semester).

For final exams (in those cases when they are included), a sufficient number of examination dates should be planned in accordance with FHG § 13 (3).

Students who have valid reasons not to attend an exam (sufficient justification not to take an exam) despite having registered for that examination date do not lose an examination attempt. A final examination, for the purpose of this provision, exists when the exam at the end of the course makes up the preponderant part of the final grade.

2. For courses with continuous assessment, attendance is generally compulsory, whereby this requirement is considered to be fulfilled by at least 80% attendance. For laboratory sessions and individual training, exceptions to this 80% rule are possible when well grounded. Such exceptions must be communicated at the beginning of the course.
3. If nonfulfillment of the attendance requirement (as a whole or in part) is well founded, the course lecturer shall assign a compensatory task to be completed by the student to fulfil the performance requirement (which counts as a first attempt at the examination) and the course lecturer shall inform the Head of Studies of this. In cases of partially founded or unfounded absences, the course shall be assessed as negative.
4. If a student's final assessment for a course with continuous assessment (or parts of it) is negative, the regulations of FHG § 18 (2) shall apply. The student shall be assigned compensatory work. If the compensatory work is likewise evaluated as negative, then achievement shall be assessed by a committee examination (2nd repetition).
5. A compensatory assignment must encompass the content and achievement requirements of the course in a suitable way so that a successful continuation of studies is ensured. The compensatory assignment can take various forms: for example, a written assignment and/or oral test to check the acquisition of knowledge. The course lecturer must provide the affected student with sufficient and timely information on the scope and content of the compensatory assignment.
6. The nullification of a grade is not possible for courses with continuous assessment (see § 5 (2)).

### (4) Examinations in front of a committee

1. Examinations that are graded negative can be retaken twice in accordance with FHG § 18 (1), whereby the second resit (third attempt) is in front of a committee.
2. The examination in front of a committee is conducted by a committee of three. As a general rule, the committee is made up of the degree programme's Head of Studies or a representative appointed by him/her, the lecturer of the relevant course, and a second examiner from the same discipline.
3. The examination procedure (oral or written) is determined by the examination committee and communicated to the student in a written summons at least three weeks before the examination date. Oral examinations in front of a committee are carried out in accordance with FHG § 15 (1) to (3).
4. In case of a negative outcome of an examination in front of a committee, FHG § 18 (4) becomes applicable, whereby the student shall report the intention to repeat within one

month to the Head of Studies (see § 7). Otherwise the student is removed from the university register (see § 14).

- (5) Grade announcements, inspection of examination records, grade objection period, and archiving
1. Examination results can be seen by students via the course information system, LEVIS. For data protection and privacy reasons, access to LEVIS is limited by access authorization. A printout of LEVIS data from the Web is not recognised as an “official” transcript of grades.
  2. In accordance with FHG § 13 (6), students have the possibility of inspection of the examination papers up to six months after the grade announcement. Students are likewise entitled to photocopy or photograph assessment documents, including those questions that were set in the examination taken. Closed questions, in particular single- and multiple-choice questions<sup>3</sup>, including the respective answer options, are excluded from the entitlement to make copies or photos.
  3. Photocopies or digital photos of examination papers may be made by students, but they only may be used to review examination assessments. Since exam papers regularly contain tasks and explanatory corrections that are protected by copyright, it is not allowed to circulate reproductions of them, put them on public display (for example in the Internet), or pass them on to third parties. Such an act carried out by students would constitute a copyright infringement and lead to corresponding legal consequences. The entitled legal interest is not affected, for example, when passing on examination materials to an empowered attorney or a student representative in an advisory role in accordance with § 30 (1) HSG.<sup>4</sup>
  4. In accordance with FHG § 21, complaints pertaining to either the examination procedure leading to a negative grade or courses with continuous assessment can be made to the Head of Studies within two months of the grade announcement. Oral examinations or examinations before a committee for which a “fail” grade is awarded are excluded from this regulation. In such cases, the deadline of two weeks provided for in FHG § 21 applies.
  5. Exam papers must be archived for inspection reasons for at least one year after expiry of the viewing deadline.

## § 6 Recognition of Documented Knowledge

FHG § 12 (1) Regarding the recognition of documented knowledge, the principle of course-based recognitions or module-based recognitions shall apply. 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 application by the student. If considered equivalent, passed examinations shall be recognised. In these cases, the student's knowledge shall not be tested.

(2) Specialist knowledge or experience from the job shall be taken into consideration for the recognition of courses, modules or the professional practical training; this shall apply in particular to part-time degree programmes and parts of degree programmes.

(3) The university of applied sciences may recognise passed examinations pursuant to § 78 para 1 subpara 2 lit b and c UG up to a maximum of 60 ECTS credits as well as professional and non-professional qualifications up to a maximum of 60 ECTS credits. Such recognitions are permissible up to a total maximum of 90 ECTS credits.

(4) The university of applied science may recognise professional or non-professional qualifications up to the maximum number of ECTS credits as laid down in para 3 following the completion of a validation of the learning outcomes. In that case, the regulations and standards for the procedure of validation of the learning outcomes shall be laid down in the statutes.

<sup>3</sup> Closed questions are questions with all answer options provided, from which the respondent can choose.

<sup>4</sup> See the regulation "Prüfungseinsichten Rechtliche Anforderungen und Empfehlungen" from the Technical University of Munich.



- (1) Knowledge that has been acquired in the course of previous education and training or through professional experience and that is equivalent in both content and scope as well as in level to content of courses in the relevant curriculum can be recognised. Such recognition can also occur at the module level.
- (2) The recognition procedures allow prior knowledge to be recognised under the following requirements:
  1. Only completed courses can be recognised.
  2. The content of the two courses must be equivalent and the work to be completed in each one must correspond with the other in terms of content, scope and level of performance. Proof of performance must be provided in the form of certificates or equivalent documents.
  3. It must be ensured that the goals of the degree programme are reached.
- (3) Students can apply for course recognition to the Head of Studies at the latest two weeks after the first course session. Thereupon the above-mentioned points are evaluated in consultation with the course lecturer and/or the Subject Area Head. The Head of Studies shall decide within two weeks of receipt of an application for recognition whether the application is accepted.
- (4) In the case of applications for recognition of non-formally or informally acquired knowledge, the applicant shall document such knowledge in the form of a written competence portfolio, if necessary in combination with a recognition interview, to enable examination by the Head of Studies.
- (5) If recognition of a course is granted, the student is exempted by the Head of Studies from both the attendance of the course and the completion of examinations. Recognition is subject to comprehensible documentation by means of certificates, lists of hours attended and similar documents. In the certification of successful course completion the course shall be proclaimed as “recognised” with ECTS credits allocated accordingly.
- (6) The recognition of documented knowledge can, within the scope of legal provisions, lead to a reduced duration of studies.

## § 7 Repetition of a Year of Study

FHG § 18 (4) Students shall be entitled to repeat a study year once in the case of a negative assessment of an examination held before a committee. The programme director shall be informed of the repetition within a month following the announcement of the examination results. The programme director shall determine the examinations and courses to be taken as part of the repetition of the study year. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken, if the purpose of the degree programme makes this necessary.

### (1) Number of repetitions

A year of study can be repeated once per degree programme. In line with this provision, the repetition of a year of study also can be started in the summer semester.

### (2) Reasons for repetition

Upon a student’s application to the Head of Studies, it is possible to repeat a year of study for the following reasons:

1. Negative grade for an examination in front of a committee
2. Three rejections of a master’s thesis
3. Negative grade for the second repetition of the comprehensive final examination for the completion of studies (bachelor’s or master’s examination)

In accordance with § 18 Abs 4 FHG, in these cases the repetition must be announced to the head of the study program within one month after the student is notified of the examination result.

For reasons worthy of particular consideration (e.g. personal problems) students who have not received a negative grade can apply to repeat a year of study if their prospects of success are not good and they have provided credible reasons for this to the Head of Studies.

A decision on this request shall be made by the Head of Studies within 14 days.

### (3) Repetition procedure

For repetition of a year of study, any examinations that have either been omitted or negative must be repeated or taken, as must the corresponding courses. In accordance with § 18 (4) FHG, all examinations that have been passed as well as their corresponding courses must also be repeated if the purpose of the degree programme makes this necessary. The Head of Studies shall therefore stipulate the courses including examinations to be repeated and inform the student thereof in writing before the beginning of the repeated year.

Once a request to repeat has been made, the Head of Studies can permit the student to take examinations for courses in the current semester, provided it serves the purposes of the study programme. This examination does not reduce the number of attempts in the repeated year.

Students who have been excluded from a degree programme due to a negative grading of the last permitted resit cannot be readmitted to the same degree programme. The date of exmatriculation is considered to be the day following the expiry of the notification period.

## § 8 Leave from Studies

FHG § 14. An application for leave from study shall be submitted to 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 take into account urgent personal, health or job-related reasons. While on leave, the student cannot take any examinations.

- (1) Any lengthy period of absence from studies shall be regarded as leave from study. For the period of interruption the student shall be on leave. Short-term absences from study (e.g. due to illness) do not count as interruption and thus do not require leave. They shall be regulated on an individual basis with the Head of Studies.
- (2) Leave from studies shall be applied for to the Head of Studies informally and in writing as soon as the reason for needing a leave arises or becomes known. The decision shall be made by the Head of Studies. An application for leave for reasons such as serious illness, completion of military or civilian national service, or maternity or parental leave shall be granted no matter what.
- (3) During a period of leave from studies, the student is not enrolled. It is therefore not possible to take examinations while on leave. A new enrolment ends the period of leave from study.
- (4) The duration of a period of leave is limited to a minimum of one semester and a maximum of one year. However, the duration of a period of leave may be extended on significant grounds.

## § 9 Internship

FHG § 3 (2) 3 Within the framework of the university of applied sciences bachelor's programmes, the students shall be required to attend a practical course on the job, which shall constitute a relevant part of the training. The period of studies shall not be extended by the duration of the practical course.

### (1) Principles of the internship

It is the aim of the internship to put the theoretical knowledge acquired during studies into practice in a professional context.

As a rule, this is work experience in an internship (at home or abroad), which shall be completed in a suitable company, research establishment or institution. The work must be completed in a field of activity that is included in the skills profile stated in the degree programme application.



The duration of an internship shall consist of at least 45 days of full-time presence. An internship can also be extended.

The ECTS credits allotted to the internship must be in proportion to the minimum duration of the respective degree programme's internship. Forty-five full-time on-site training days corresponds to 15 ECTS credits.

(2) Selection and supervision

The students themselves are responsible for finding a suitable internship position. Students are supported as much as possible in this pursuit by the degree programme staff, depending on the time and resources available. This support aims to provide contacts to high-quality internship positions, to arrange precise details for work in a concrete project, and to provide support with the completion of formalities associated with the internship. The content of the work completed within the framework of the internship is subject to approval by the Head of Studies.

The Head of Studies is responsible for assigning a supervisor from the degree programme to each intern. Student interns report regularly to their FH Upper Austria supervisor, who provides professional support throughout the internship, helps in problematic situations, and fosters the learning process.

(3) Internship contract

An internship contract between the student and the organization offering the internship position regulates the responsibilities of the organization offering the internship position and those of the respective student. This ensures that the students are engaged in accordance with their level of qualification and supported professionally and personally by qualified staff from the organization providing the internship.

The organization providing the internship position shall take the course times of the degree programme into consideration when planning the intern's weekly working hours. Work interruptions or absences during the internship (e.g. due to illness) are to be rectified. The legal relationship between the student and the institution offering the internship position is subject to the principle of contractual freedom (within the framework of labour law provisions).

(4) Internship in the part-time organization form

Part-time students can have documented work experience acquired outside their studies recognised as an internship. This requires an application by the student with a detailed description of the experience gained. The relevance and the scope of the practical work and any recognition thereof is the responsibility of the Head of Studies.

(5) Assessment of the internship

A student's performance during the internship is assessed by his/her degree programme supervisor by means of the Austrian grading scale upon receipt of a written report from a responsible person from the organization providing the internship.

If the assessment is negative, repetition of the internship requirement, either at the same organization or a different one, is permitted only once. This ruling is independent of the repetition of a year of study in accordance with § 7.

## § 10 Voluntary, Individual Semesters Abroad and Stays Abroad

(1) General points

The FH Upper Austria is interested in an international exchange of students in the context of its internationalization strategy.

A core criterion for the selection of a partner university is that it offers an adequate number of courses with equivalent content that are recognised by the FH Upper Austria.

The International Office at the respective school is the first point of contact for students. In addition to general information on partner universities, available student places, grant

programmes and formalities associated with the semester abroad, the International Office also deals with all the associated administrative procedures. The student consults with the Head of Studies about his/her desired study programme and provides detailed information about the teaching content. The Head of Studies checks whether it is possible to recognise this workload and records this in writing.

As a rule, a semester must consist of 30 ECTS credits to be recognised. It is not the completely identical matching of the course content that is of primary importance here but rather equivalence in the workload. When selecting courses, the intercultural aspect should be considered and therefore recognised with suitable generosity when recognizing learning content outside the core focus of the programme. If fewer than 30 ECTS credits are completed, then the missing ECTS credits must be earned before, during or after the stay abroad. If the host university does not award ECTS credits, then the ones received there shall be converted into ECTS credits.

As an alternative or supplement to a semester abroad, an internship, summer school or other intensive programme can be completed during a stay abroad. It is recommended that the courses to be taken are checked with the Head of Studies beforehand to find out whether they will be recognised.

#### (2) Application for a semester abroad

Students who wish to complete a semester abroad must submit an application to the International Office of the respective school by the stipulated deadline.

The application shall include both personal data and the choice of desired universities for the semester abroad.

The Head of Studies determines whether an application is approved based on a proposal by the International Office. A necessary coordination of the available places is done at school level. After the application has been approved it is submitted to the partner university. The final decision to accept a student is made by the partner university.

#### (3) Procedure for a semester abroad

As soon as an application has been accepted by a partner university, the student makes arrangements with the Head of Studies to obtain recognition of the courses he/she plans to take abroad (application for recognition). This takes place in the context of a learning agreement (signed by the student, the sending degree programme and, where applicable, the host university). Thereby the above-mentioned principles of recognition shall be applied.

If deviations from the agreement should become necessary in the course of the semester abroad, the student shall contact the Head of Studies as soon as such circumstances become known in order to adapt the agreement (application for recognition/learning agreement) accordingly.

#### (4) Recognition of completed courses

As soon as the partner university sends a certificate listing all the positively completed courses, the Head of Studies declares them recognised in accordance with the agreement (application for recognition). Courses that are not completed successfully during the semester abroad shall be completed at the FH Upper Austria after the student's return; the student shall do this by attending corresponding courses or taking examinations. The Head of Studies shall determine which corresponding courses or exams the student shall undertake and also set a reasonable period of time for their completion. The content shall also be defined appropriately in accordance with the principles and aims of the semester abroad.

The recognition of successfully completed courses is a single compilation of the recognised ECTS credits specified in "Semester Abroad (University X) Recognised", or individually if there is equivalence at course level.

(5) Recognition of bachelor's or master's theses completed abroad

If a bachelor's or master's thesis is completed during a semester abroad, the precise topic and the supervision of the thesis shall be arranged before commencing work on the thesis.

Supervision of the thesis can either be done by a lecturer from the FH Upper Austria or by the partner university. If the supervision of the thesis is done by the partner university, the Head of Studies can require a reassessment by a member of the teaching and research staff of the FH Upper Austria.

(6) Double and/or joint degree programmes

The special arrangements approved by the Academic Board apply to the completion of double or joint degree programmes.

## § 11 Bachelor's Thesis

FHG § 3 (2) 6. An accepted master's thesis and a comprehensive final examination shall be required in order to conclude a university of applied sciences master's programme. University of applied sciences bachelor's programmes shall require the submission of one or more bachelor's papers to be prepared in connection with courses. Detailed regulations for the bachelor's papers which are to be independently prepared shall be established by the respective curricula; the final bachelor's examination shall be a comprehensive examination.

(1) General information and aim

At the FH Upper Austria, every bachelor's degree programme requires that a bachelor's thesis be written. A bachelor's thesis is an independently written paper that is to be completed within the framework of a course. It is with this paper that students should prove their ability to independently process tasks that are relevant to their education by using scientific methods and showing interrelationships and results clearly. It takes the form of a seminar paper or theoretically reflected internship or project paper and does not count as a final assignment.

Depending on the aim of the curriculum, the bachelor's thesis can be conducted in the following ways:

1. An extensive theoretical paper on topics from the qualification profile of the degree programme.
2. An academic paper with a practical orientation to tasks originating from a project within an industry, a project involving research and development, or an internship.

(2) Courses and topic selection

Since a bachelor's thesis shall be written in the context of courses, the degree programme-specific curricula shall define these courses and ensure that a workload between at least 6 ECTS credits and not more than 12 ECTS credits is required for one bachelor's thesis. Instead of a course (Bachelor's Thesis), within the ECTS scope it is also possible to schedule a module (Bachelor's Thesis) which combines several courses that have a connection to the work on a bachelor's thesis in terms of content and/or methodology (e.g. Bachelor's Project and Bachelor's Thesis). For this module a module grade is to be awarded.

The completion of the bachelor's thesis can be accompanied by further courses that, for example, focus on scientific methodology and are associated with the bachelor's thesis.

The question to be dealt with shall be so defined that it is possible for students to work on it from the fifth semester of their regular study time at the earliest. The lecturer responsible for the subject or the students themselves shall make suitable topic proposals in writing. At any rate, the final topic choice must be approved by the Head of Studies.

It is possible for several students to work on a topic together, provided their individual performance can be assessed separately.

The bachelor's thesis can be written in either English or German unless it is written in the degree programme's application for accreditation otherwise.

(3) Procedure

The Head of Studies must assign a supervisor for the bachelor's thesis to every student. The supervisors support the students in their use of scientific methods and structured writing in the course of completing their bachelor's thesis. There should be a central focus hereby on the precise description of the tasks or questions and the portrayal of the relevant thematic background in accordance with the current state of the art in the given subject. This includes, in particular, systematic research in the literature and dealing competently with specialist literature.

The bachelor's thesis must contain a passage in which the student makes a solemn declaration that he/she wrote the paper independently and used no sources or aids other than those quoted.

The guidelines on plagiarism in accordance with section 7a of the Statutes must be heeded.

(4) Change of topics

A change of bachelor's thesis topic is only possible in well-founded exceptional cases by means of application to the Head of Studies.

(5) Assessment of bachelor's thesis

The assessment of a bachelor's thesis must be carried out by using the standardised assessment form (see Study and Examination Regulations Annexe Nr.1) for the assessment of content, methodology and form.

If a bachelor's thesis is not submitted by the specified deadline, it is deemed as not evaluated and reduces the number of available attempts. A bachelor's thesis that has been graded as non-positive can be revised and resubmitted within a time period (at least four weeks) that shall be set by the Head of Studies (1st repetition).

If this resubmission is also graded as non-positive, the student may once again make revisions and this automatically leads to an assessment in front of a committee (2nd repetition). In such cases the bachelor's thesis is assessed by an examination committee consisting of the Head of Studies, the responsible Subject Area Head (or a lecturer in the relevant subject) and the bachelor's thesis supervisor from the FH Upper Austria.

A non-positive grading of the second repetition shall be equivalent to not reaching the goals of the degree programme. In such a case the student is entitled to repeat an academic year (see § 7).

(6) Publication of bachelor's theses

Bachelor's theses are not usually published by the FH Upper Austria. Nevertheless, if a thesis is published, this can only be done with the express agreement of the student.

(7) Archiving bachelor's theses

Bachelor's theses must be kept for a period of at least seven years due to their relevance to the final examination.

## § 12 Master's Thesis

FHG § 19 (1) Several students may jointly work on a topic, provided that the performance of each student can be assessed individually.

(2) The positive assessment of the master's thesis is a condition for the admission to the examination before the examination committee. A diploma thesis or master's thesis that has not received a positive assessment shall be returned to the student for revisions and resubmission within a stipulated period of time.

(3) A master's thesis that has received a positive assessment shall be published by lodging it with the library of the university of applied sciences. On lodging a master's thesis with a library, the author shall be entitled to apply for access to the copies deposited with the library to be withheld for a maximum of five years from the time of delivery. Such applications shall be approved, if the student establishes that important legal or business interests of the student would be materially endangered by permitting access.

### (1) Aim and choice of topic

In the master's thesis, students should demonstrate their ability to process application-oriented and scientifically well-founded topics independently and in a way that is justifiable as far as content and methodology are concerned and to present the results clearly.<sup>5</sup>

The master's thesis is undertaken as an academic paper starting in the third semester of a master's degree programme and supervised by an employed or adjunct lecturer of the FH Upper Austria teaching or research staff. Additionally, a support seminar can be provided.

The respective topic must be both scientifically well-founded and application-oriented. Suitable topics shall be proposed in writing by the lecturers responsible for the subject or by the students themselves. In any case the final topic shall be approved by the Head of Studies.

Several students may jointly work on a topic, provided that the performance of each student can be assessed individually. A written final paper must be submitted by each student individually.

Master's theses can be written in either English or German. The Head of Studies can stipulate the language in which the master's thesis shall be written. If this should put individual students at a disproportionately great disadvantage, the Head of Studies can also make exemptions from this obligatory language selection.

### (2) Supervision

The Head of Studies must assign a supervisor for each master's thesis to every student. The supervisors support the students in their use of scientific methods and structured writing in the course of completing their master's thesis. There should be a central focus hereby on the precise description of the tasks or questions and the portrayal of the relevant thematic background in accordance with the current state of the art in the given subject.

If an assigned supervisor is no longer available (e.g. sabbatical, leave, illness, etc.), then the Head of Studies is obliged to find an equivalent substitute, to ensure that the student's regular duration of studies can be adhered to.

### (3) Change of topic

The topic of a master's thesis can be changed once in well-founded cases and only with the permission of the Head of Studies.

### (4) Submission of master's thesis

The master's thesis must be submitted in good time before the date of the comprehensive final examination that the student wants to take to ensure that its approbation can be decided at least one week before the date of the comprehensive final examination. The concrete dates for the master's examination in front of a committee as well as the related submission deadline for

<sup>5</sup> Cf. UG 2002, § 51 (2) Z 8

approbation shall be set and communicated by the Head of Studies. The concrete dates for supervision and assessment are to be determined by the student and supervisor or assessor.

When submitting a master's thesis, the student shall make a solemn declaration that he/she completed the paper independently, used no sources or aids other than those quoted and that the printed thesis submitted is identical to the final version submitted electronically.

The guidelines concerning plagiarism in accordance with Section 7a of the Statutes are to be heeded.

(5) Assessment and approbation of a master's thesis

The master's thesis is assessed by suitably qualified adjunct or employed lecturers.

The master's thesis shall be assessed within an appropriate time period that shall be stipulated by the Head of Studies (usually within six weeks).

The grading criteria for master's theses and the weighting thereof must be communicated to the students at the beginning of the accompanying seminar. In the course of the assessment of master's theses, the standardised assessment form (see Study and Examination Regulations Annexe Nr.1) for the assessment of content, methodology and form shall be used.

Failure to submit a master's thesis by the stipulated deadline shall be deemed to be non-approbation (voiding an attempt). A master's thesis that has been graded as non-positive can be revised and resubmitted within a time period (at least four weeks) that shall be set by the Head of Studies (1st repetition).

If this resubmission is also graded as non-positive, the student may once again make revisions and this automatically leads to an assessment in front of a committee (2nd repetition). In such cases the master's thesis is assessed by an examination committee consisting of the Head of Studies, the responsible Subject Area Head (if there is one) and the master's thesis supervisor from the FH Upper Austria. A non-positive grading of the second repetition shall be equivalent to not reaching the goals of the degree programme. In such cases the student is entitled to repeat an academic year (see § 7).

(6) Publication and restriction notice

A master's thesis that has received a positive assessment shall be published by lodging it in the library of the provider.<sup>6</sup> An application may be submitted to deny access to the paper in accordance with FHG § 19 (3).

Restriction notices apply exclusively to the temporary block on publication by the FH Upper Austria (website, libraries ...). They explicitly do not include any non-disclosure agreements with the students, lecturers and assessors involved. If such agreements are necessary, they shall be regulated separately.

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<sup>6</sup> Cf. FHG § 19 (3)



## § 13 Comprehensive Final Examinations

FHG § 16 (1) The comprehensive final examination of a university of applied sciences bachelor's programme under § 3 para 2 subpara 6 shall be held before an examination committee that has the relevant expertise. The examination shall consist of the following parts:

1. Oral examination on the submitted bachelor's papers as well as
2. on the connections to relevant subjects in the curriculum

(2) The comprehensive final examination of a university of applied sciences master's programme under § 3 para 2 subpara 6 shall be held before an examination committee that has the relevant expertise. The examination shall consist of the following parts:

1. The presentation of the master's thesis,
2. an oral examination that connects the topic of the diploma or master's thesis with the relevant subjects in the curriculum, as well as
3. an oral examination about other subjects relevant to the curriculum.

(3) The students shall be informed about admittance to the examinations before a committee in an appropriate manner.

(4) The students shall be informed about the assessment criteria and the results of the assessment of the examination before a committee.

(5) 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.

(1) Comprehensive final examinations are assessed in accordance with FHG § 17 (2).

(2) The prerequisite for admission to the comprehensive final bachelor's examination is successful completion of all courses (including the bachelor's thesis), with the exception of one ECTS credit for the course "Bachelor's Examination". Comprehensive final examinations for bachelor's degree programmes, in accordance with FHG § 16 (1), consist of two parts. Both parts will be assessed using school marks (Austrian grading system); the overall assessment for the comprehensive final bachelor's examination is as follows:

- Both grades 1: passed with highest distinction
- One grade 1 and the other 2: passed with distinction
- All other combinations (provided there are no 5s): passed
- One or more grade 5: failed

The workload for the preparation for and participation in the comprehensive final examination is recognized with one ECTS credit point. This is represented by a separate course "Bachelor's examination" in the respective curricula of the study programs (see curriculum matrix). An indication of the semester hour credits and the course type is omitted.

In the overall certificate, the grade according to § 17 (2) FHG is given in abbreviated notation ("H", "D", "P").

(3) The prerequisites for admission to the comprehensive final master's examination are, in accordance with FHG § 19 (2), official approbation of the master's thesis and successful completion of all courses prescribed by the current curriculum. Final examinations in front of a committee for master's degree programmes, in accordance with FHG § 16 (2), consist of three parts. All parts will be assessed using school marks (Austrian grading system); the overall assessment for the master's examination in front of a committee is as follows:

- All three grades 1: passed with highest distinction
- Two grades 1, one grade 2: passed with distinction
- All other combinations (provided there are no 5s): passed
- One or more grade 5: failed

The workload for the preparation for and participation in the comprehensive final examination is recognized with 1 to 2 ECTS credit points. This is represented by a separate course "Master examination" in the respective curricula of the study programs (see curriculum matrix). An indication of the semester hour credits and the course type is omitted.



In the overall certificate, the grade according to § 17 (2) 2 FHG is given in abbreviated notation ("H", "D", "P").

- (4) Students register for the comprehensive final examination (bachelor's and master's degree programmes) four weeks at the latest before the examination date in the administration office of the degree programme. Students can deregister from a comprehensive final examination in writing until 23:59 on the tenth working day before the examination date, likewise in the administration office of the degree programme. The comprehensive final examination must be attempted on at least the second examination date after the thesis approbation and successful completion of all prescribed courses.
- (5) The non-approbation of a master's thesis does not lead to the loss of an attempt at the final examination in front of a committee.
- (6) Comprehensive final examinations that are not completed successfully may be repeated twice in accordance with FHG § 18 (3). Irrespective of whether one or more examination parts are negative, the entire examination must be repeated. The examination subjects remain unchanged for repetitions.
- (7) At least two dates are to be scheduled for the comprehensive final examinations: the first one at the end of the last semester of studies and the second one at the beginning of the subsequent semester. Exceptions from this regulation must be justified on the basis of the teaching concept for the curriculum, e.g. for dual degree programmes.
- (8) Regarding the effort involving the comprehensive final examination, refer to § 13 (2 and 3).

## § 14 Removal from the Register of Students (Exmatriculation)

- (1) The removal of a person's name from the university register leads to that person no longer being a student at the FH Upper Austria and thus terminates his/her rights and obligations as a student at the FH Upper Austria.
- (2) The removal of a person's name from the register can take place in various ways and for various reasons:
  1. Student completes studies by passing the comprehensive final examination.
  2. Student voluntarily discontinues studies prematurely without graduating.
  3. Student fails to pay required fees (e.g. tuition fees, student union fee).
  4. Student fails to complete coursework or examinations required for the continuation of studies. In this case removal occurs after expiry of the deadline for providing notification of the intent to repeat a year (see § 7 (3)).
  5. Student is expelled by the FH OÖ Studienbetriebs GmbH on the grounds of a serious breach of the student agreement.

## § 15 Plagiarism

- (1) In principle, great significance is placed on the prevention of plagiarism as it affects every independently composed work written during studies at the FH Upper Austria. All written works (e.g. master's theses, bachelor's theses, seminar papers) are assessed at random with the use of special plagiarism detection tools as part of the approval or assessment process, or if there is reasonable suspicion even after completion of studies.
- (2) See Section 7a "Dealing with Plagiarism in Student Works at the FH Upper Austria".

## § 16 Student Evaluation of Courses

FHG § 3 (2) 9. The courses shall be subjected to an evaluation by the students; the results of the evaluation shall serve for quality assurance and shall be used for the pedagogically didactic further education of the teachers.

- (1) Within the framework of the quality management system of the FH Upper Austria, all students are obliged to give course evaluation feedback each semester. For this purpose a web application is provided by the FH Upper Austria.

The evaluations are intended to ensure and develop the quality of degree programmes, their courses and lecturers. The Head of Studies, in compliance with confidentiality rules, gives informed feedback at least once a semester in the form of a presentation of the relevant outcomes of the course evaluations—including resulting interventions—to the student council representative of that degree programme.

## § 17 Disciplinary Advisory Board

- (1) Students who grossly violate student obligations or commit criminal offenses may be brought before a Disciplinary Advisory Board at the respective school by the FH OÖ Studienbetriebs GmbH. Heads of Studies as well as Heads of Certificate Programmes may also request involvement by the Disciplinary Advisory Board for students who no longer seem suitable for their studies programme.
- (2) The Disciplinary Advisory Board shall consist of a representative from the Dean's Office, two full-time lecturers from degree programmes detached from the incident, and two students. The Disciplinary Advisory Board is appointed by the Academic Board based on a proposal from the Dean's Office. The Disciplinary Advisory Board is authorized to retain the services of external experts.
- (3) After hearing the persons concerned, the Disciplinary Advisory Board makes a recommendation for further procedures to the FH OÖ Studienbetriebs GmbH.
- (4) It is possible to contest a decision by the Disciplinary Advisory Board by lodging an appeal with the Academic Board of the FH Upper Austria.

## § 18 Transitional Provisions

- (1) If a FH Upper Austria degree programme's currently relevant degree programme accreditation does not meet the set minimum criteria determined in the current study and examination regulations at the time of its entry into force (e.g. ECTS credits for a bachelor's thesis, minimum duration of the internship), then the provisions in the degree programme's currently relevant approved application apply. Then, within the framework of this degree programme's next revision application (at the latest on the occasion of the school-related evaluation), the provisions set down in the study and examination regulations are to be applied.

## § 19 Entry into Force

- (1) Pursuant to the Academic Board resolution of 13 December 2023, and following approval by the provider FH OÖ Studienbetriebs GmbH, represented by the University President, the "FH Upper Austria Study and Examination Regulations" section of the statutes will enter into force on 1 September 2024.

# Master's/Bachelor's Degree Programme XXX

University of Applied Sciences Upper Austria – School of XXX

## Assessment of Master's Thesis/Bachelor's Thesis



UNIVERSITY  
OF APPLIED SCIENCES  
UPPER AUSTRIA

Title:	XXX		Points (1 - 10)	Weighting *	Points (weighted)	Grade
	Student:	N.N.				
Supervisor:	N.N.		Weighting *			
<b>Content-related aspects:</b>						
<input type="checkbox"/> Elaboration of problem/issue/objective/hypothesis				25%	0 = 0,00	
<input type="checkbox"/> Treatment of topic				35%	0 = 0,00	
<input type="checkbox"/> Summary and outlook				15%	0 = 0,00	
<input type="checkbox"/> Originality (content)				25%	0 = 0,00	
Points for this section					<b>0,00</b>	<b>40%</b>
<b>Methodological aspects:</b>						
<input type="checkbox"/> Specifying and justifying methodological approach				20%	0 = 0,00	
<input type="checkbox"/> Nature and manner of processing of knowledge				20%	0 = 0,00	
<input type="checkbox"/> Analysis and presentation of results				20%	0 = 0,00	
<input type="checkbox"/> Quality, variety and relevance of literature				10%	0 = 0,00	
<input type="checkbox"/> Logical sequence/coherence				20%	0 = 0,00	
<input type="checkbox"/> Methodological originality				10%	0 = 0,00	
Points for this section					<b>0,00</b>	<b>30%</b>
<b>Formal aspects:</b>						
<input type="checkbox"/> Structure				30%	0 = 0,00	
<input type="checkbox"/> Writing style				30%	0 = 0,00	
<input type="checkbox"/> Layout				20%	0 = 0,00	
<input type="checkbox"/> Citations/References/Bibliography				20%	0 = 0,00	
Points for this section					<b>0,00</b>	<b>30%</b>
<b>Overall assessment in points (1 - 10) and grade:</b>						
Plagiarism check with Docoloc <input type="checkbox"/> done						
Grades:	EX (1)	GD (2)	SA (3)	SU (4)	IN (5)	NS (12)
	excellent	good	satisfactory	sufficient	insufficient	no subm.
Grading scale:	9,1	7,8	6,3	5,0	< 5,0	0
<b>Verbal assessment:</b>						
Statement on the result of the plagiarism check:						
						Date and signature or electronic signature