# Annex 7 – Modalities for the Registration for and Deregistration from Exams

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# I. Department of Rail Technology & Mobility

## 1.1. Examination Dates

**§ 1.** (1) Every semester, a total of 6 collective examination dates are announced for the current and the following semesters (3 dates per semester).

(2) While planning the lecture, the lecturer informs the course planning unit of the proposed main examination date.

(3) The lecturer actively communicates the proposed main examination date to the students once again during the first course unit.

(4) In the first course unit, this proposed date is either confirmed or changed by mutual agreement between the students and the lecturer and is then binding (= main examination date, with the lecturer usually in attendance). In this context, it is to be ensured that a changed examination date does not coincide with another course or exam date.

(5) All students are automatically and bindingly registered for the main examination date in the CIS.

(6) The two collective examination dates following the main examination date are the second and third dates for the first examination attempt, respectively. It is possible for students to bindingly switch from the main examination date to one of the two subsequent collective examination dates by sending an email to their study programme administration within a fixed period of 8 days after the first course unit. This change of registration for the first offered examination attempt is possible only once. The examination date chosen by the student on this occasion is binding. The idea is to show consideration for possible incompatibilities with the students' work schedule. A further change of the examination date is subsequently no longer possible.

(7) If the changeover from one examination date to another is not completed in due time and in conformity with the regulations, this exam attempt expires.

(8) Students may deregister from an examination date only in certain justified cases. These justifications include illness (medical confirmation), inability to attend due to work duties (employer's confirmation), case of death (death notice), or force majeure (judgement at the discretion of the Academic Director). In any case, a written confirmation including the reason for non-attendance is absolutely necessary and needs to be submitted to the study programme administration within 14 days.

## 1.2. Final Board Examinations in Bachelor and Master Degree Programmes

**§ 2.** Students are allocated their individual exam slots no later than two weeks before a final exam.

## 1.3. Repetition of Examinations

**§ 3.** (1) Following a negatively assessed first exam attempt, the subsequent collective exam date shall be the second exam attempt – taking into account the 14-day announcement period. The students who have failed the exam at their first attempt are automatically registered for this date and cannot regularly deregister from it (§ 1 (8) applies mutatis mutandis).

(2) The second repetition in front of an examination board can be either written or oral, and mathematics exercises may also be demanded within the framework of an oral exam. The date for this exam shall be announced by the study programme administration.

## 1.4. Bachelor and Master Theses

**§ 4.** The schedule of dates and any other provisions for bachelor and master theses are laid down in binding form in the respective guidelines for bachelor and master theses made available on the eCampus. The current individual eCampus courses are opened in September (for the following summer semester).

## II. Department of Digital Business & Innovation

### § 5. Announcement of exam dates

(1) The exam dates are announced via the CIS and are binding. The administration needs to be notified of the exam dates.

(2) In the bachelor degree programmes, the students are automatically registered for the first exam date (and, if necessary, the second one and the board exam, respectively) via the registration tool in the CIS.

(3) In the master degree programmes, the students are requested to register for an exam date on their own using the CIS registration tool.

## III. Department of Health Sciences

### 3.1. Bachelor Degree Programme Dietetics and Continuing Education Programme Applied Nutritional Therapy

**§ 6.** (1) The exam dates are determined by the study programme Dietetics and the continuing education programme Applied Nutritional Therapy in agreement with the respective course heads.

(2) The students are not permitted to independently arrange an exam date with their lecturers, or to postpone an exam date on their own.

(3) The students are automatically registered for the first exam date (first attempt) via the registration tool in the CIS.

(4) If there is a second date available for the first attempt at the exam, the students are to choose and bindingly register for one of them no later than 2 weeks before the first offered date via the registration tool.

(5) If a student fails to register within this period, they are allocated to one of the dates by the Academic Director. In individual cases, the time period between the registration and the exam may thus be shorter than 2 weeks.

(6) It is not possible to take an exam without prior registration.

(7) Exam repetitions take place once during semester and during the exam weeks at the beginning and at the end of the following semester.

**§ 7.** (1) Unless the student notifies their Academic Director of sufficient grounds for non-attendance of an exam, the respective exam attempt is lost pursuant to § 16 (4-5) of the Examination Regulations. Illness (with a medical certificate to be submitted immediately on the first working day after the end

of sick leave) and force majeure (which is for the Academic Director to decide) may constitute sufficient grounds for non-attendance. If a longer absence is to be expected due to illness, the medical certificate is to be submitted to the study programme administration within two weeks after the beginning of sick leave. Failure of the medical certificate's timely submission shall lead to the loss of an exam attempt.

(2) Students can deregister from exams exclusively by contacting the study programme administration prior to the exam, or no later than at 10:00 on the exam day, by sending an email to bdi@fhstp.ac.at (for the study programme Dietetics) or laet@fhstp.ac.at (for the continuing education programme Applied Nutritional Therapy).

(3) In the case of absence from several exams (for example, on several days in a row during exam week), it is absolutely necessary to deregister separately from each individual exam.

### 3.2. Bachelor Degree Programme Healthcare and Nursing

§ 8. (1) The exam dates (first date, follow-up dates, board exam) are determined by the exam organisation of the study programme Healthcare and Nursing in agreement with the Academic Director and the respective module and course heads, and announced in the class-specific examination schedule on the eCampus.

(2) The students are expressly forbidden to arrange their own exam dates with their lecturers and to postpone an exam date on their own.

(3) The students are automatically registered for the first exam date (first attempt) unless they notify their Academic Director of sufficient grounds for non-attendance. Illness and force majeure (which is for the Academic Director to decide) may constitute sufficient grounds for non-attendance.

(4) In case of illness, a medical certificate is to be submitted immediately on the first working day after the end of sick leave. If a longer absence is to be expected due to illness, the medical certificate is to be submitted to the study programme administration within two weeks after the beginning of sick leave.

(5) Students can deregister from exams exclusively by contacting the study programme administration prior to the exam, or no later than at 10:00 on the exam day, by sending an email to bgk@fhstp.ac.at.

(6) In the case of absence from several exams (for example, on several days in a row during exam week), it is absolutely necessary to deregister separately from each individual exam.

### 3.3. Bachelor Degree Programme Physiotherapy

§ 9. (1) The exam dates are determined by the study programme Physiotherapy in agreement with the respective course heads.

(2) The students are expressly forbidden to arrange their own exam dates with their lecturers and to postpone an exam date on their own.

(3) The students are automatically registered for the first exam date (first attempt) via the registration tool in the CIS.

(4) Exam repetitions take place during the exam weeks at the beginning and at the end of the following semester.

(5) Unless the student notifies their Academic Director of sufficient grounds for non-attendance of an exam, the respective exam attempt is lost pursuant to § 16 (4-5) of the Examination Regulations. Illness (with a medical certificate to be submitted immediately on the first working day after the end of sick leave) and force majeure (which is for the Academic Director to decide) may constitute sufficient grounds for non-attendance. If a longer absence is to be expected due to illness, the medical certificate is to be submitted to the study programme administration within two weeks after the beginning of sick leave.

(6) Students can deregister from exams exclusively by contacting the study programme administration no later than at 10:00 on the exam day by sending an email to bpt@fhstp.ac.at.

(7) In the case of absence from several exams (for example, on several days in a row during exam week), it is absolutely necessary to deregister separately from each individual exam.

### IV. Department of Media & Digital Technologies

### 4.1. Bachelor Degree Programmes BCC/BMM/BMT/BSE

### § 10.   Examination Dates / Registration and Deregistration / Repetition

(1) The exam dates are determined by the study programmes Creative Computing, Media Management, Media Technology, and Smart Engineering in agreement with the respective course heads.

(2) The students are automatically registered for the first exam date (first attempt) via the registration tool in the CIS.

(3) If there is a second date available for the first attempt at the exam, and a student prefers this second date, they are to deregister from the first offered date at least 2 days before it takes place and bindingly register for the second offered date via the registration tool in the CIS. It is not possible to take an exam without prior registration.

(4) Exam repetitions take place regularly throughout the ongoing semester and in the following semester.

(5) Unless the student notifies their Academic Director of sufficient grounds for non-attendance of an exam, the respective exam attempt is lost pursuant to § 16 (4-5) of the Examination Regulations. Illness (with a medical certificate to be submitted immediately on the first working day after the end of sick leave) and force majeure (which is for the Academic Director to decide) constitute sufficient grounds for non-attendance. If a longer absence is to be expected due to illness, the medical certificate is to be submitted to the study programme administration within two weeks after the beginning of sick leave. Students are to deregister prior to the exam, or no later than at 10:00 on the exam day, and exclusively by sending an email to the address of their respective study

programme[1]. In the case of absence from several exams (for example, on several days in a row during exam week), it is absolutely necessary to deregister separately from each individual exam.

(6) When it comes to the submission of projects (§ 10 (5)), there are two deadlines:

    a. The first submission date is the last day of the first exam week (for the study programmes BCC, BMM, BMT), and at the end of regular study operations (for the study programme BSE).

    b. The second submission date for projects in the winter semester is 31 March, while projects in the summer semester are to be submitted at the beginning of the winter semester.

    c. If a student fails to positively complete their project by the second submission date, they will have to sit a board exam (§ 11 (1)).

(7) In the case of courses with continuous assessment, the second submission date is 31 March for the winter semester, and the beginning of the winter semester for the summer semester. If a student fails to positively complete their courses with continuous assessment by the second submission date, they will have to sit a board exam.

(8) The submission deadlines for bachelor theses shall be determined in the accompanying courses, or by the Academic Director, and communicated via the eCampus or the CIS.

## 4.2. Master Degree Programmes MDD/MIT/MMP/MDH

### § 11. Examination Dates / Registration and Deregistration / Repetition

There are no additional regulations necessary beyond the provisions laid down in § 16 of the Examination Regulations. Any special requirements shall be stated in the individual course descriptions if necessary.

## V. Department of Computer Science & Security

**§ 12.** (1) The registration for individual exam attempts is carried out by the study programme administration and, from the students' perspective, automatically.

(2) If a student cannot observe an exam date, or if they choose a later date instead, they are to deregister from the exam no later than 48 hours before the date using the CIS platform.

## VI. Department of Social Sciences

**§ 13.** (1) At the beginning of the semester, the first and second exam dates as well as the deadlines for entering the grades by course/module shall be fixed.

(2) The students' registration for the first possible date of a final written exams is carried out by the study programme administration and is, from the students' perspective, automatic.

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[1] Creative Computing: bcc@fhstp.ac.at, Media Management: bmm@fhstp.ac.at, Media Technology: bmt@fhstp.ac.at, Smart Engineering: bse@fhstp.ac.at