

Statute of the St. Pölten UAS

Part 2 – Study Law

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TABLE OF CONTENTS	Page
I. Structure of the Academic Year.....	4
II. Study Programmes	4
2.1. Degree and Non-Degree Study Programmes	4
2.2. Establishment, Modification and Discontinuation of Study Programmes	4
III. Students.....	4
3.1. Degree and Non-Degree Students	4
3.2. Students' Union (ÖH) Membership.....	5
3.3. Student Representatives at the St. Pölten UAS	5
IV. Admission Procedure and Entrance	5
4.1. Admission Procedure for Degree Study Programmes	5
4.1.1. General Information.....	5
4.1.2. Concerned Persons and Career Changers	6
4.1.3. Electronic Registration for the Admission Procedure.....	6
4.1.4. Implementation of the Admission Procedure	8
4.1.5. Result Analysis	8
4.1.6. Communication of Results	8
4.2. Admission to Degree Study Programmes (Enrolment)	8
4.2.1. Educational Contract.....	8
4.2.2. Review of Technical Admission Requirements.....	9
4.3. Admission Procedure for Non-Degree Study Programmes.....	15
4.4. Admission to Non-Degree Study Programmes (Enrolment).....	15
4.4.1. Admission to Further Education Programmes.....	15
4.4.2. Admission to Individual Courses.....	16
V. Examination Regulations	16
5.1. Structure and Scope of Application	16
5.2. General Section	16
5.2.1. Courses.....	16
5.2.2. Recognition of Proven Knowledge (Art. 12 FHStG)	17
5.2.3. General Examination Modalities (Art. 13 FHStG).....	18
5.2.4. Interruption of Studies (Art. 14 FHStG)	21
5.2.5. Oral Examinations (Art. 15 FHStG)	21
5.2.6. Final Examinations (Art. 16 FHStG)	22
5.2.7. Assessment of Performance (Art. 17 FHStG)	22
5.2.8. Repetition of Examinations (Art. 18 FHStG).....	23
5.2.9. Bachelor, Diploma and Master Theses (Art. 19 FHStG)	24
5.2.10. Revocation of Examinations and Scientific Papers (Art. 20 FHStG)	24
5.2.11. Plagiarism	25
5.2.12. Legal Protection (Art. 21 FHStG).....	25
5.2.13. Vocational Internships	25

5.2.14. Semester Abroad.....	25
5.2.15. Photos, Video and Audio Recordings.....	26
5.3. Special Section	26
5.3.1. Study Programmes in the Department of Media & Economics	26
5.3.2. Study Programme Healthcare and Nursing.....	29
5.3.3. Study Programme Physiotherapy.....	33
5.3.4. Study Programme Dietetics and Further Education Programme Applied Nutritional Therapy 37	
5.3.5. Study Programme Digital Healthcare	40
5.3.6. Study Programmes Media Technology and as well as Study Programme Creative Computing Study Programme Digital Design Study Programme Digital Media Production Study Programme Interactive Technologies Further Education Programme MA in Film, TV and Media	41
5.3.7. Study Programme Smart Engineering.....	42
5.3.8. Study Programmes in the Department of Computer Science & Security	44
5.3.9. Study Programmes in the Department of Rail Technology & Mobility	45
5.3.10. Study Programme Social Work (BA)	47
5.3.11. Study Programme Social Work (MA).....	51
5.3.12. Further Education Programmes in the Department of Media & Economics.....	53
5.3.13. Further Education Programmes Social Sciences	54
5.3.14. Further Education Programmes MSc in Agricultural Management and Technology Management, and MSc in Production and Technology Management	57
VI. Discontinuation and Exclusion.....	58
VII. Academic Degrees and Titles	58
7.1. Awarding of Academic Degrees	58
7.2. Academic Titles	59
VIII. EEA Recognition	59
IX. Nostrification.....	60
9.1. General Information	60
9.2. Application for Nostrification	60
9.3. Preliminary Procedure and Assessment of Equivalence.....	62
9.4. Acknowledgement of Nostrification	64
9.5. Revocation of Nostrification	64
9.6. Nostrification Fee.....	64
9.7. Appeal.....	64
X. Academic Ceremonies	65
XI. Tuition Fee, Further Education Programme Fee and Students' Union (ÖH) Fee	65
Annex	65

I. Structure of the Academic Year

Sec. 1. (1) The academic year begins on 1 September and ends on 31 August of the following year. It is divided into a winter semester and a summer semester, each including the respective course-free periods.

(2) The winter semester begins on 1 September and ends on 14 February. The summer semester begins on February 15 and ends on August 31.

(3) Concrete data regarding the course-free times are announced by the UAS Board and on the UAS website at the beginning of the semester (academic calendar).

(4) In order to make up for cancelled courses or to reschedule examination dates, both courses and exams can be held during lecture-free times. When it comes to exams, this is contingent on the student's approval.

II. Study Programmes

2.1. Degree and Non-Degree Study Programmes

Sec. 2. (1) The UAS St. Pölten offers both degree and non-degree study programmes.

(2) Degree study programmes are bachelor and master degree programmes, while non-degree study programmes are offered in the form of further education programmes (Art. 9 FHStG) as well as individual courses and modules.

(3) Study programmes and further education programmes can also be offered as

1. joint study programmes or
2. jointly offered study programmes.

2.2. Establishment, Modification and Discontinuation of Study Programmes

Sec. 3. (1) The establishment of a new study programme and the modification or discontinuation of an existing study programme or further education programme are at the discretion of the UAS Board in agreement with the Provider (Art. 10 (3) lines 3 and 4 FHStG).

(2) The Board has the power to adopt more detailed provisions concerning the establishment, modification and discontinuation of study programmes in agreement with the Provider.

(3) The accreditation procedure of degree study programmes in accordance with the provisions of the FHStG, in connection with the provisions of the HS-QSG, has to be carried out by the Provider (Executive Directors).

III. Students

3.1. Degree and Non-Degree Students

Sec. 4. (1) Degree programme students are students who have been admitted to degree study programmes (bachelor and master degree programmes).

(2) Non-degree programme students are students who have been admitted to non-degree programmes (further education programmes as well as attendance of individual courses and modules).

3.2. Students' Union (ÖH) Membership

Sec. 5. (1) All degree and non-degree programme students are ordinary members of the Austrian Students' Union (ÖH) and are, as such, entitled to participate in the ÖH elections.

(2) ÖH members are obliged to pay an ÖH fee per semester. By paying the ÖH fee, the students take out accident and liability insurance.

3.3. Student Representatives at the St. Pölten UAS

Sec. 6. (1) Student representatives are the persons identified in Art. 30 (1) HSG 2014 (Students' Union Act 2014), Federal Law Gazette no. 45/2014, as amended.

(2) In accordance with Art. 16 (2) line 13 HSG 2014, as amended, the Statute of the Students' Union (ÖH) at the St. Pölten UAS may contain provisions regarding the holding of elections of class representatives (not provided for in HSG 2014). When it comes to the activities of the elected class representatives, the standardised legal consequences laid down in Art. 31 (3) line 4 HSG 2014, as amended, for the activity of student representatives shall apply mutatis mutandis.

(3) Times spent with student representative activities replace the ECTS credits prescribed by the curriculum for modules and courses marked accordingly in the curriculum, and for elective modules or courses (e.g. free electives) to the following extent for every semester in which such an activity is continuously carried out:

1. For the chairpersons and vice chairpersons of the federal representation and the university representations as well as the heads of divisions and the vice heads of economic divisions – by 8 ECTS credits each
2. For the chairpersons of the bodies pursuant to Art. 15 (2) and the student representations as well as the administrative assistants of the federal representation and the university representations – by 6 ECTS credits each
3. For the mandataries in the federal representation, the university representations, the organs pursuant to Art. 15 (2) and the student representations – by 6 ECTS credits each
4. For all other student representatives – by 2 ECTS credits each.

IV. Admission Procedure and Entrance

4.1. Admission Procedure for Degree Study Programmes

4.1.1. General Information

Sec. 7. (1) An admission procedure has to be carried out if the number of applicants for a study programme exceeds the number of available study places (Art. 11 FHStG).

(2) The admission procedure has to be based on performance-related criteria that correspond to the educational requirements of the respective study programme.

(3) If possible from an organisational point of view, admission interviews should be conducted with all applicants and considered in the ranking process.

(4) When it comes to bachelor degree programmes, the applicants have to be divided into groups with different educational backgrounds. At least one of these groups has to consist of applicants with relevant professional qualification. The number of study places has to be distributed between the applicant groups on a pro rata basis (Art. 4 (4) FHStG).

(5) The applicant evaluations which form the basis of the ranking have to be documented in a verifiable and transparent manner.

(6) The applicants do not have to pay fees for the implementation of the admission procedure (Art. 11 (2) FHStG).

(7) The admission procedure is divided into the following steps:

1. Electronic registration for the admission procedure
2. Implementation of the admission procedure
3. Evaluation of results
4. Notification of result

4.1.2. Concerned Persons and Career Changers

Sec. 8. (1) Candidates wishing to apply for admission to a study programme of the St. Pölten UAS have to complete the admission procedure.

(2) "Career changers" are students/applicants who have already attended but not completed a similar, equivalent study programme at another university (of applied sciences) and have now decided to switch universities and apply for a study place at the St. Pölten UAS outside the general application deadlines.

(3) Entering a study programme is possible only at the beginning of a semester.

(4) Changing over from another university is possible in case that

1. the career changer fills a vacancy left by a dropout,
2. the career changer already successfully completed an admission procedure at a university of applied sciences or other university for a relevant or equivalent study programme within the past two years, and
3. she/he completes an additional admission interview with the Academic Director.

(5) The decision rests with the Academic Director.

(6) When it comes to the recognition of proven knowledge acquired at another university of applied sciences, reference is made to the corresponding provisions in this Statute as well as Art. 12 FHStG. In this way, it may be possible to enter the study programme at a higher semester.

4.1.3. Electronic Registration for the Admission Procedure

Sec. 9. The applicants have to register within the application period by completing the electronic form on the UAS website ("online application").

4.1.3.1. Registration Period

Sec. 10. The registration deadlines of the individual degree study programmes are announced on the website of the St. Pölten UAS.

4.1.3.2. Post-Registration

Sec. 11. (1) If the number of registered applicants for a study programme remains lower than the number of study places after expiration of the registration period,

1. the applicants who have registered in due time have to be admitted to the study programme provided that they fulfil the technical admission requirements and have positively completed the admission procedure, and
2. the responsible Academic Director may determine a deadline for post-registration for vacant study places on the UAS website.

(2) If the number of applicants is lower than the number of available study places after the end of the completed admission procedure, another deadline for post-registration for remaining study places may be announced on the UAS website.

4.1.3.3. Required Documents

Sec. 12. (1) Applicants have to upload electronic copies (scans) of the following documents when registering for a bachelor or master degree programme:

1. Passport
2. Evidence that the student has already acquired the respective technical qualification or is currently in the process of acquiring it
3. Evidence of the necessary language skills
4. Documents specific to the study programme (letter of motivation, etc.)

(2) The applicants have to upload authorised translations of foreign-language certificates. Foreign certificates have to include the necessary diplomatic authentications.

4.1.3.4. Verification of Data and Documents

Sec. 13. (1) After the registration has been completed, the UAS checks the entered data and uploaded documents.

(2) Incomplete information or documents prevent a valid registration.

4.1.3.5. Invitation to the Admission Procedure

Sec. 14. (1) Applicants whose information and documents are complete receive an invitation to the admission procedure via e-mail.

(2) When it comes to third-country citizens, the St. Pölten UAS may, if applicable, send an according letter facilitating entry for the purpose of participating in the admission procedure.

(3) Persons who wish to be admitted to a bachelor degree programme which requires relevant professional qualification are informed about additional exams that are necessary for the successful admission.

(4) Persons who wish to be admitted to a bachelor degree programme with a foreign school-leaving exam are informed about additional required exams.

(5) Persons who have completed a study programme which is basically equivalent to a UAS bachelor degree programme and wish to be admitted to a UAS master degree programme are informed about required additional exams.

4.1.4. Implementation of the Admission Procedure

4.1.4.1. Date of the Admission Procedure

Sec. 15. The dates of the admission procedure are announced on the UAS website every year by 31 December.

4.1.4.2. Structure of the Admission Procedure

Sec. 16. (1) The admission procedure usually consists of the following stages:

1. Assessment of the documents uploaded within the framework of the registration and/or
2. one or several tests and/or
3. admission interview, if applicable.

(2) Further study programme-specific information regarding the respective admission procedure is announced on the UAS website once the dates for the admission procedure are published.

(3) The UAS is to design the admission procedure in such a way that the following provisions are covered in particular:

1. Review of the performance-related criteria relevant for the educational requirements of the respective study programme
2. Guarantee of accessibility for non-traditional applicants; ensuring that the admission procedure does not involve any kind of discrimination

(4) Admission interviews may be held in the form of video conferences. Students are informed of this change in due time.

4.1.5. Result Analysis

Sec. 17. The results are analysed after the end of the admission procedure.

4.1.6. Communication of Results

Sec. 18. (1) When it comes to the results, the applicants are notified via e-mail about whether

1. they have passed the admission procedure,
2. they have been added to the waiting list,
3. or they have not passed the admission procedure.

(2) The educational contract is sent along with the notification of the positive decision (awarding of a study place).

4.2. Admission to Degree Study Programmes (Enrolment)

4.2.1. Educational Contract

- Sec. 19.** (1) The legal relationships between students and the St. Pölten UAS are regulated by private law.
(2) The educational contract is based, e.g., on consumer protection law and regulates the following areas in particular:
1. Contract partners
 2. Study programme
 3. Tuition fee
 4. Rights and obligations of the students
 5. Rights and obligations of the St. Pölten UAS
 6. Termination of the educational contract
 7. Withdrawal from the educational contract
- (3) It is up to the Provider to determine the concrete content of the educational contract.

4.2.1.1. Conclusion of the Contract

- Sec. 20.** (1) After the applicants have been notified that they have passed the admission procedure and been awarded a study place, they receive the educational contract which they have to upload to the system once again within the specified period. The contract is deemed to be concluded on the date of receipt of the signed contract.
(2) In case the applicant fails to submit the educational contract to the UAS within the specified period, the study place may go to the next persons on the waiting list.

4.2.1.2. Withdrawal from the Contract

- Sec. 21.** (1) The students may withdraw from the contract without paying the tuition fee within 14 days after conclusion of the contract. The withdrawal form (Annex - Withdrawal Form) is to be used for this purpose.
(2) After that date, it is still possible to withdraw from the contract until the semester begins but the tuition fee has to be paid.
(3) Once the semester has begun, withdrawal from the contract is no longer possible. However, students may terminate the contract at the end of every semester observing a notice period of three months.

4.2.2. Review of Technical Admission Requirements

4.2.2.1. Deadlines/Date for the Review of Technical Admission Requirements

- Sec. 22.** After the contract has been concluded, the students are sent a date via e-mail for the review of the complete technical admission requirements on the basis of the original documents (invitation to enrolment).

4.2.2.2. Required Documents

- Sec. 23.** (1) The students have to bring originals or certified copies of the following documents to the assigned enrolment date:
1. Passport for identification
 2. Evidence of the necessary language skills
 - a. German language skills and/or
 - b. Other necessary language skills

3. Proof of technical admission requirements (no later than by the BIS registration)
4. Evidence of any positively completed additional examinations prescribed pursuant to Art. 4 (6) FHStG

(2) The applicant has to present authorised translations of foreign-language certificates. Foreign certificates have to feature the necessary diplomatic authentication.

4.2.2.3. Passport

Sec. 24. (1) The applicants have to prove their identity in person by presenting a valid passport.

(2) If the applicant can demonstrate that a passport cannot be presented within a reasonable period of time or only with great difficulty, the St. Pölten UAS may accept another proof of identity:

1. A passport which has been expired for no more than five years
2. Proof of citizenship
3. Driving licence
4. Identity card
5. Asylum application card in accordance with the Asylum Act or the Settlement and Residence Act (NAG)

(3) If the applicant can demonstrate that she/he cannot present any of the above-mentioned documents for identification within a reasonable period of time or only with great difficulty, she/he requires an identity witness (Identitätszeuge).

4.2.2.4. Evidence of Language Skills

Sec. 25. (1) If a study programme requires proficiency in a certain language, the students have to provide the respective evidence (Art. 4 (4) FHStG).

4.2.2.5. German Language Skills

Sec. 26. (1) If proficiency in the German language is required for a study programme offered at the UAS, students have to provide evidence of German language skills at level B2 or higher (Common European Framework of Reference for Languages, CEFR).

(2) The following documents in particular are recognised as evidence of sufficient German language skills:

1. Schools and accredited post-secondary educational institutions:
 - a. German as subject of the school-leaving examination
 - b. Completion of a German-speaking secondary school
 - c. Completion of compulsory schooling until 9th grade at a German-speaking school
 - d. Completion of a study programme of at least three years in German at an accredited post-secondary educational institution in Austria or abroad (university, private university, St. Pölten UAS, teacher training college)
2. Certificates:
 - a. Austrian German Diploma (ÖSD) - certificate B2
 - b. Goethe-Institut: Goethe certificate B2
 - c. Pre-studies programme (e.g. of the universities of Vienna and Graz, Montanuniversität Leoben, St. Pölten UAS) - supplementary exam in German (Ergänzungsprüfung aus Deutsch)

- d. Certificate of a university language exam for German (in accordance with Art. 28 of the Federal Act on the Organisation of Universities and their Studies - AHStG, Federal Law Gazette no. 177/1966, as amended)
- e. Exam of German as a foreign language (test DaF), with at least level 4 in all parts
- f. German Language Diploma of the Conference of Ministries of Culture in the Federal Republic of Germany ("second stage")
- g. German language examination for university entrance for foreign applicants (DSH)
- h. Language centre of an Austrian university, St. Pölten UAS, private university, teacher training college - B2

(3) In individual cases (e.g. if the German language was part of the curriculum but not a subject in the school-leaving exam), the St. Pölten UAS may - after obtaining the necessary expert opinions, if applicable -

1. recognise other certificates, or
2. verify the student's German language skills within the framework of an admission procedure.

4.2.2.6. Evidence of Other Necessary Language Skills

Sec. 27. If a study programme requires a certain knowledge (usually at level B2) of any other languages, the applicants have to provide evidence thereof by presenting the appropriate certificates (e.g. school-leaving exam, Matura).

4.2.2.7. Diplomatic Authentication and Translation

Sec. 28. (1) Foreign certificates are to feature the necessary diplomatic authentication.

(2) Applicants are to take note of the "Beglaubigungsliste Hochschulwesen" (authentication list for universities) which is available on the website of the Federal Ministry of Education, Science and Research.

(3) In principle, the original certificate should already be complete with all necessary authentication seals so that these can be translated together with the certificate. The translation has to be firmly attached to the original certificate or a certified copy thereof.

(4) If the translation has been produced by a court-certified translator officially registered in Austria, it requires no additional authentication.

(5) Translations of foreign certificates carried out abroad also have to come from court-certified translators officially registered in the respective country. When it comes to authentication regulations, they are to be treated the same as foreign original certificates, which means they are subject to the authentication modalities of the country where the translation was produced. However, as the country where the translation was produced does not necessarily have to be the country where the original certificate was issued, it is possible that different authentication regulations may apply to the original certificate and the translation.

4.2.2.8. Technical Admission Requirements - Bachelor Degree Programmes

Sec. 29. The technical admission requirements for a bachelor degree programme at a university of applied sciences are

1. the general university entrance qualification, or
2. a relevant professional qualification, in accordance with the accreditation certificates.

4.2.2.9. General University Entrance Qualification

Sec. 30. The general university entrance qualification has to be proven by one of the following documents:

1. An Austrian school-leaving certificate (Matura) or a certificate for the Berufsreifeprüfung (BRP)
2. Another Austrian certificate of qualification for a certain group of study programmes at a university, teacher training college or university of applied sciences
3. A foreign certificate equivalent to one of the above-mentioned Austrian certificates based on an international agreement, a nostrification, or a decision by the Academic Directors of the Austrian university of applied sciences study programme (this has to be decided for each individual case)
4. A certificate providing proof of the successful completion of a study programme of at least three years at an accredited Austrian or foreign post-secondary educational institution¹

4.2.2.10. Austrian School-Leaving Certificate (Matura), Berufsreifeprüfung BRP (Art. 4 (5) line 1 FHSStG)

Sec. 31. The following certificates in particular are considered proof of the general university entrance qualification pursuant to Art. 4 (5) line 1 FHSStG:

1. School-leaving and diploma examination certificates²:
 - a. School-leaving certificate (Matura) of a general secondary school (AHS)
 - b. School-leaving and diploma examination certificate of a vocational secondary school (BHS):
 - i. Secondary technical and commercial (including handcraft) school (HTL)
 - ii. Business school (HAK)
 - iii. Secondary school for economic professions (HLW)
 - iv. Institute for elementary pedagogy (BAfEP), formerly Institute for kindergarten pedagogy (BAKIP)
 - v. Institute for social pedagogy (BASOP)
2. Certificate of completion of the Berufsreifeprüfung (BRP; completion of all modules) in accordance with the BRP law

4.2.2.11. Certificate of University Entrance Examination (Art. 4 (5) line 2 FHSStG)

Sec. 32. (1) The following certificates of university entrance examinations (completion of all modules) constitute proof of the general university entrance qualification in the sense of Art. 4 (5) line 2 FHSStG:

¹ The definition of a "post-secondary educational institution" is based on Art. 4 (4) FHSStG: "This term refers to an educational institution which carries out study programmes with a scope of at least six semesters, admission to which is subject to the general university entrance qualification in the sense of the university of applied sciences study act, and which is recognised as a post-secondary educational institution based on the legal provisions of the country where it is located."

² Federal law from 25 July 1962 on the organisation of schools (Schulorganisationsgesetz) Federal Law Gazette no. 242/1962; federal law on the regulation of teaching and education at the schools governed by the Schulorganisationsgesetz (Schulunterrichtsgesetz - SchUG) Federal Law Gazette no. 472/1986; decree of the Federal Minister for Education, Art and Sports from 19 July 1989 on the structure of certificate forms (Zeugnisformularverordnung) Federal Law Gazette no. 362/1989; decree of the Federal Minister for Education and Art from 31 July 1979 on examinations for external students (Externistenprüfungsverordnung) Federal Law Gazette no. 362/1979.

1. Certificate of university entrance qualification from a university (in accordance with Art. 64a University Act)
2. Certificate of university entrance examination from a teacher training college (in accordance with university entrance qualification law and the Higher Education Act)
3. Certificate of university entrance examination from a university of applied sciences

(2) A certificate of university entrance examination in the sense of Art. 8c School Organisation Act is no valid proof in this context.

4.2.2.12. Foreign Certificate (Art. 4 (5) line 3 FHStG)

Sec. 33. (1) The general university entrance qualification can be proven by a foreign certificate which is equivalent to one of the Austrian certificates in accordance with Art. 4 (5) lines 1-2 FHStG

1. based on an international agreement,
2. a nostrification (Art. 75 School Education Act), or
3. a decision of the Academic Director of the Austrian university of applied sciences study programme (this has to be decided for each individual case).

(2) Applicants are to take note of the "Zulassungsempfehlung ausländische Reifezeugnisse" (admission recommendation for foreign school-leaving certificates) which is available on the website of the Federal Ministry of Education, Science and Research.

(3) In case foreign certificates are not equivalent to an Austrian school-leaving certificate in terms of content and requirements, it is up to the Academic Director to decide which additional exams the applicant has to take in order to establish equivalence with the Austrian certificate and to be admitted to the study programme.

4.2.2.13. International Agreement

Sec. 34. (1) A certificate from a country which has concluded a bilateral agreement concerning the equivalence of university qualification certificates with Austria constitutes evidence of general university entrance qualification (without any further requirements) provided that it also allows admission to a university in the country of issue.

(2) A certificate from a member country of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region ("Lisbon Recognition Convention"), Federal Law Gazette III III no. 71/1999, is proof of a general university entrance qualification provided that it also allows admission to a university in the country of issue.

(3) In case of significant differences compared to the Austrian general admission requirements, the St. Pölten UAS as the receiving institution may make admission contingent upon the completion of additional examinations. However, the criteria for the assumption of significant differences should be handled restrictively and additional requirements should be limited to the strictly necessary extent.

(4) The decision what "significant differences" between educational backgrounds means in individual cases rests with the responsible Academic Director. It is recommended to consider the following criteria in particular:

1. System in the country where the certificate was issued
2. System in Austria
3. Duration of the education
4. Educational content

(5) A certificate from a member state of the European Convention on the Equivalence of Diplomas, Federal Law Gazette no. 44/1957, is to be treated in line with the "Lisbon Recognition Convention" pursuant to the provisions of the former convention.

(6) The relevant recommendations available on the website of the Federal Ministry of Education, Science and Research are to be observed.

4.2.2.14. Recognised (Nostrified) School-Leaving Certificate

Sec. 35. A foreign certificate which is deemed equivalent to one of the Austrian certificates listed in Art. 4 (5) lines 1-2 FHStG by virtue of nostrification pursuant to Art. 75 School Education Act constitutes evidence of the general university entrance qualification according to Art. 4 (5) line 3 FHStG.

4.2.2.15. Individual Decision - Academic Director

Sec. 36. (1) A certificate which is not equivalent to a corresponding Austrian certificate on the basis of a bilateral or multilateral agreement or a nostrification pursuant to Art. 75 School Education Act can still constitute evidence of general university entrance qualification in case that

1. it is one of the certificates that allow admission to a university according to the system in the country of issue and
2. the responsible Academic Director decides that it is equivalent to an Austrian school-leaving certificate.

(2) In the case-by-case decision, recommendations of the Federal Ministry of Education, Science and Research as well as databases (e.g. www.anabin.de) are to be considered in particular.

4.2.2.16. Certificate of a Completed Study Programme (Art. 4 (5) line 4 FHStG)

Sec. 37. A certificate of completion of a study programme of at least three years at an accredited Austrian or foreign post-secondary educational institution constitutes evidence of the general university entrance qualification within the meaning of Art. 4 (5) line 4 FHStG.

4.2.2.17. Relevant Professional Qualification

Sec. 38. (1) In case the educational objective of the respective study programme requires it, new students with a relevant professional qualification (e.g. vocational secondary school, apprenticeship certificate, certain educations in the health professions, qualification to attend a university of applied sciences) have to pass additional examinations (Art. 4 (7) FHStG).

(2) At the request of the Provider, the Academic Director determines the designations of the relevant professional qualifications and the additional examinations for the proposed study programme or in individual cases within the framework of the accreditation for qualifications not regulated in the accreditation certificate.

(3) New students with a relevant professional qualification have to pass the prescribed additional examinations either before the beginning their studies or by a certain date after the beginning of their studies - in any case, however, before the start of the second year of study (Art. 4 (8) FHStG).

(4) The additional examinations and the qualifications necessary for them may be taken or acquired at adult education institutions which are state-recognised as grant recipients,

1. in state-organised further education programmes
2. at private industrial master colleges with public status
3. at institutions offering university of applied sciences study programmes.

4.2.2.18. Technical Admission Requirements - Master Degree Programmes

Sec. 39. The technical requirements for a master degree programme at a university of applied sciences are:

1. completion of a relevant bachelor degree programme at a university of applied sciences, or
2. completion of an equivalent study programme at an accredited Austrian or foreign post-secondary educational institution.

4.2.2.19. Relevant Bachelor Degree Programme at a University of Applied Sciences

Sec. 40. Applicants have to present the original certificate of completion of a bachelor degree programme at a university of applied sciences.

4.2.2.20. Equivalent Study Programme

Sec. 41. (1) Proof of completion of a study programme which

1. is equivalent to a relevant bachelor degree programme of a university of applied sciences and
2. which was completed at an accredited Austrian or foreign educational institution

constitutes the necessary technical admission requirement.

(2) An accredited Austrian or foreign post-secondary educational institution is an educational institution which

1. carries out study programmes with a duration of at least six semesters,
2. requires a general university entrance qualification in accordance with federal law as the basis of admission, and
3. is recognised as a post-secondary educational institution based on the legal provisions of the country where it is located.

(3) If equivalence is basically ensured and full equivalence requires only a few individual supplements, the Academic Director has the right to make the determination of equivalence contingent upon certain examinations that have to be taken during the respective master degree programme.

4.3. Admission Procedure for Non-Degree Study Programmes

Sec. 42. (1) The study plan of a further education programme may provide for an admission procedure pursuant to the principles laid down in Art. 11 FHStG.

(2) The attendance of individual courses requires no admission procedure.

4.4. Admission to Non-Degree Study Programmes (Enrolment)

4.4.1. Admission to Further Education Programmes

Sec. 43. (1) Admission to non-degree study programmes is contingent upon proof of any additional requirements laid down in the application for the respective further education programme.

(2) If the applicant can provide evidence of the necessary additional admission requirements and, if applicable, successfully completes an admission procedure, she/he is admitted to the study programme on the basis of an agreement under private law.

4.4.2. Admission to Individual Courses

Sec. 44. For the attendance of individual courses, the applicant and the St. Pölten UAS conclude an agreement which has to list the respective courses.

V. Examination Regulations

5.1. Structure and Scope of Application

Sec. 45. (1) The examination regulations are an integral part of the Statute of the St. Pölten UAS and have to be passed by the UAS Board in agreement with the Provider (Art. 10 (3) line 10 FHStG).

(2) The regulations consist of

1. the general section and
2. the special section including the provisions specific to the respective study programme or further education programme.

(3) The examination regulations apply to all study and further education programmes of the St. Pölten UAS which have been accredited in Austria and form the basis of the educational relationship between the student and the St. Pölten UAS.

5.2. General Section

5.2.1. Courses

5.2.1.1. Types of Courses

Sec. 46. (1) Currently existing types of courses are:

1. Vocational internship (Berufspraktikum, BP)
2. Diploma or master thesis (Diplomarbeit, DA / Masterarbeit, MA)
3. Excursion (Exkursion, EX)
4. Optional subject (Freifach, FF)
5. Research lab (Forschungslabor, FL)
6. Case study (Fallstudie, FS)
7. Integrated course (integrierte Lehrveranstaltung, ILV)
8. Individual training (Individualtraining, IT)
9. Lab (LA),
10. Lab exercise (LÜ),
11. Project work (Projektarbeit, PA)
12. Internship seminar (Praktikumsseminar, PRS)
13. Practice lab (Praxislabor, PL)
14. Introductory seminar (PS)

15. Project (Projekt, PT)
16. Revision course (Repetitorium, RE)
17. Seminar (SE)
18. Tutorial (TU)
19. Exercise (Übung, UE)
20. Lecture (Vorlesung, VO)
21. Workshop (WK)
22. Elective subject (Wahlpflichtfach, WPF)
23. Werkstätte (WS)
24. Additional teaching offer (Lehrzusatzangebot, LZA)
 - (2) For further details, refer to the special section.

5.2.1.2. Attendance

Sec. 47. (1) Failure to comply with a course-specific attendance regulation leads to a negative assessment in the first exam date for this course. In exceptional cases of hardship which require the provision of evidence, students may go below the course-specific attendance rate. The decision rests with the Academic Director.

(2) When it comes to lectures (Vorlesungen, VO), students have to be present for more than 50% of the designated attendance time; the specific rate is determined individually for every study programme. Non-attendance does not release the student from the general obligation to obtain information on a course's content.

(3) For all other course types, the required attendance times are determined in a study programme-specific manner in the special section.

(4) The required attendance rate is communicated to the students at the beginning of the respective course.

(5) The course-related attendance rate does not apply to student representatives in accordance with Art. 30 HSG. Members of the class representation may - in the sense of the regulation in Art. 31 (6) HSG 2014 - fall short of the course-related attendance rate by a maximum of 30 vH if they can prove that they had to complete activities in their function as class representatives during that time which they could not have reasonably done at another time.

(6) The extent of personal attendance must not play a role in the student's grade – unless the mandatory attendance rate is not met.

- (7) The course-specific attendance requirement for on-site course units does not apply to students
1. who are quarantined due to COVID-19 (for the duration of the quarantine)
 2. who belong to a COVID-19 risk group
 3. who share a household with persons belonging to a COVID-19 risk group, or
 4. who are affected by travel restrictions.

Relevant proof (doctor's certificate, official notice) is to be submitted to the study programme administration in a timely manner. Students belonging to the above-mentioned groups 2-4 are granted leave from on-site course units. However, are still required to attend distance learning units. In order to ensure the acquisition of practical and application-oriented competencies, individual arrangements are to be made between the Academic Director and the student in question. Students falling short of the attendance requirement for these reasons are not excluded from the first examination attempt.

5.2.2. Recognition of Proven Knowledge (Art. 12 FHStG)

Sec. 48. (1) When it comes to the recognition of proven knowledge, the principle of course-specific recognition applies. The equivalence of the acquired knowledge with the profile of requirements (learning outcome and proof of competence of the respective course) in terms of content, type of performance proof and volume of the courses that are to be waived has to be determined by the Academic Director upon a request filed by the student prior to the beginning of the course (with the help of the respective lecturers, if applicable). If equivalence is determined, positively completed examinations and performance records are to be recognised. In these cases, a further examination of the student's knowledge is not necessary. In case of doubt or a lack of equivalence, the student has to attend the course.

(2) Special expertise or experience from professional practice have to be taken into consideration when it comes to the recognition of courses or the vocational internship; this applies particularly to study programmes and parts of study programmes that are organised on a part-time basis.

5.2.3. General Examination Modalities (Art. 13 FHStG)

5.2.3.1. Types of Examinations

Sec. 49. (1) There is a distinction between a final examination and continuous assessment. Examinations can also take place in a module-related manner. The applicable type of examination is announced at the beginning of every respective course.

(2) "Final Examination" - individual assessment: in case of a final examination, there is an individual exam at the end of every course or a module of the curriculum. When it comes to module examinations, two or several courses with matching content are examined at the same time.

(3) "Continuous Assessment" (ongoing assessment): The performance of the students in a certain course is continuously monitored and evaluated in oral, written and/or practical form. The sum of all performance assessments determines the final grade.

5.2.3.2. Examination Methods

Sec. 50. (1) Possible examination methods are:

1. Oral exams
2. Written exams/performance records
3. Practical-constructive exams/tasks
4. Projects

(2) **Oral exams** for individual courses are held in the form of individual exams. Every candidate is given at least two questions from the examination subject which are not related to each other. Art. 15 FHStG remains unaffected.

(3) **Written exams/performance records:** Written exams may include e.g. papers, seminar work, homework, group work, and written presentations. They are assessed as either individual exams or group work.

(4) **Practical-constructive examinations** are used where professional practice requires certain skills/competences, or the students need these for the further course of their studies.

(5) **Projects** are characterised by a clearly delimited task which the students can work on either in small groups or individually.

(6) If an **exam is repeated**, the same examination method is generally applied once again.

(7) Written and/or oral exams and performance assessments can also be held by electronic means. When it comes to such exams, students are to be informed of the electronic systems used, the general examination process, and the necessary technical infrastructure at least one week prior to the exam date by appropriate means (e.g., e-mail, eCampus).

(8) In order for exams or performance assessments to be carried out by electronic means, both the examiner and the student are to be equipped with an appropriate technical infrastructure. If the student has no access to this infrastructure, provisions for an alternative examination method may be applied accordingly.

(9) Written exams may be held using a Moodle test, or in a pen-and-paper version by applying a video conference system for monitoring.

(10) Oral exams may be held using video conference systems.

5.2.3.3. Alternative Examination Method (Art. 13 (2) FHStG)

Sec. 51. Students have the right to demand an alternative examination method if they can provide evidence of a disability (either physical or mental aptitude) which prevents them from taking the exam in the prescribed method, provided that the content and requirements of the examination are not affected by the use of an alternative method.

5.2.3.4. Concrete Examination Modalities (Art. 13 (4) FHStG)

Sec. 52. (1) The concrete examination modalities (content, methods, assessment criteria and standards) and repetition possibilities for every individual course have to be announced to the students in an appropriate manner (via eCampus or e-mail) at the beginning of the respective course. Exams may also be module-related.

(2) In case exams are carried out electronically, it has to be ensured that both the students and the examiners are equipped with the necessary technical infrastructure, and that the identity of everyone involved is verified. If the students are not equipped with the necessary technical infrastructure, provisions for an alternative examination method may be applied accordingly. Before the beginning of the exam and also during the exam, if the examiners demand it, the students may be requested to move their camera through the room so that the examiners can make sure that the students' environment contains only permissible objects. If the exam has to be discontinued for technical reasons or due to longer interruptions that were not caused by the student, this exam attempt is not to be deducted from the permitted number of examination attempts. Electronic written exams may be held using a Moodle test, or in a pen-and-paper version by applying a video conference system for monitoring. Electronic oral exams may be held using video conference systems.

(3) In case of a board exam held in writing, the principal examiner has to formulate at least three questions, while the chairperson and the assessor have to be informed about these questions and may make additions. The principal examiner and the assessor evaluate the student's performance. If the grades differ, the result is arithmetically determined. The chairperson determines the lawfulness of the procedure and, in case of a negative overall assessment, the final assessment.

(4) Examination modalities announced at the beginning of the semester may be changed during the semester if unforeseeable external circumstances (force majeure) make the change necessary in order to ensure that the students can progress in their studies without losing a semester. If examination modalities are changed during the semester on these grounds, these changes are to be communicated in due time, in any case no later than with the announcement of the exam date. The students' right to unsubscribe from exams within the given period prescribed by the respective study programme remains unaffected.

(5) The students are to be informed about the content/materials relevant for the examination at least one week prior to the first exam date.

5.2.3.5. Examination Dates

Sec. 53. (1) The examinations have to be held in a timely manner after the courses in which the examination-relevant content is taught (Art. 13 (1) FHStG).

(2) The students have to be given a sufficient number of dates for exams and exam repetitions, so that they can continue their studies without losing a semester. The concrete time frame for repetitions of examinations has to be geared towards the scope and difficulty of the respective exam. Examination dates have to be announced in due time. In any case, exam dates have to be fixed for the end and beginning of every semester (Art. 13 (3) FHStG).

(3) If a student fails to give sufficient reasons for not attending an examination date for a course with a final exam, she/he loses one possible examination date (Art. 13 (5) FHStG).

(4) The same applies analogously to the failure to comply with a submission date for seminar or bachelor papers, the failure to attend scheduled oral examinations, and master papers.

(5) In the special section, the concrete modalities and exact deadlines for registrations and unsubscriptions can be specified in detail for every study programme.

(6) In any case, examinations have to be taken no later than by the end of the following semester. February and September belong to the respective previous semester. The exclusive responsibility for successfully completing all courses by the end of the following semester rests with the students. If a student misses all of the offered first exam dates without stating sufficient reasons, this first possibility of taking the exam is lost. It is up to the Academic Director to decide whether the provided reasons are sufficient. In case the student fails to attend an exam, she/he has to provide evidence of her/his reasons to the study programme administration within the next 14 days. In cases of particular hardship or force majeure, the Academic Director may approve an extension of the periods and deadlines prescribed in this section in favour of the student within the scope of the regulations governing the profession.

(7) When it comes to courses with continuous assessment, the submission date of the final subtask is considered the first possible examination date in the sense of the examination regulations. The course coordinators have to determine a second submission date if the necessity arises. This second submission date is considered the second exam date in the sense of the examination regulations. If the student can prove sufficient grounds for non-attendance of the first exam date, the second possible date is considered to be the first. The relevant evidence has to be submitted to the Academic Director. The Academic Director has the right to schedule additional exam dates.

(8) At the beginning and the end of every semester, **examination weeks** may be held which are largely free from lectures and exercises.

(9) All examinations are announced to the students in writing (via eCampus, CIS or e-mail) **at least two weeks** prior to the exam date and have to be made known to the respective study programme administration. Cancellations of exam dates are to be sent electronically as well (via the eCampus, in the CIS, or via e-mail).

(10) Exam dates during lecture-free periods or with shorter terms of notice can be determined only with the approval of the students in question.

(11) There has to be a time gap of at least two weeks between the announcement of a negative result in an individual exam or module exam and the first repetition date. The same time gap has to lie between the first and second repetitions if the result is negative once again. The second repetition is held in the form of a board examination. In individual cases, the examiners may determine longer periods as well.

5.2.3.6. Access to Assessment Documents (Art. 13 (6-7) FHStG)

Sec. 54. (1) The students have to be granted access to the assessment documents and examination records if they demand it within six weeks after the announcement of the grade. With the exception of multiple-choice tests, the students have the right to make copies of these documents.

(2) If the assessment documents (especially reports, corrections of written exams and exam papers) are not handed over to the students, it is to be ensured that these are stored for at least six months after the announcement of the assessment.

(3) When it comes to oral examinations that are held electronically, an exam protocol is to be kept. The student has the right to access these records within a period of six months after announcement of the assessment by electronic means (video chat).

5.2.4. Interruption of Studies (Art. 14 FHStG)

Sec. 55. 1) Applications for the interruption of studies have to be filed with the Academic Director (form "Application for Interruption of Studies – [Annex 1](#)").

(2) The reasons for the interruption and the planned resumption of studies have to be proven or made credible. Compelling personal, health-related or professional reasons have to be considered in the decision on the application. It is specified in this context that these reasons include military or civilian service, pregnancy, care for the student's own children, as well as other circumstances and events which are equivalent to these in terms of their subjective significance.

(3) Students may not acquire any proofs of performance or submit bachelor and master theses during an interruption of studies.

(4) The application for interruption generally has to be filed at the beginning of the semester and for a maximum duration of two semesters only. An extension is possible but this decision lies with the Academic Director.

(5) In justified exceptional cases (such as pregnancy, military or civilian service, medical emergencies), an interruption may occur during ongoing studies as well. However, this does not affect the obligation to pay the tuition and the students' union fees. If the application for interruption of studies is filed in due time before the beginning of the semester, the tuition fee already paid may be refunded or the outstanding fee may be waived for the duration of the interruption.

(6) The duration of the interruption may not exceed the total study duration.

(7) The possibility that the curriculum is changed during the interruption of studies cannot be ruled out.

5.2.5. Oral Examinations (Art. 15 FHStG)

Sec. 56. (1) Oral exams are open to the public but access may be limited to a number of persons which is suitable to the spatial conditions. Furthermore, attendance may be prohibited in practical/competence-oriented exams in order to protect the personal rights of the test persons.

(2) Minutes have to be kept of the examination process in oral exams. The minutes have to include the subject, time and place of the exam, the name(s) of the examiner(s) or – in case of a board examination – the names of the members of the examination senate, the name of the student, the questions asked, the assessment, the reasons for a potential negative assessment, and any particular occurrences. The result of an oral exam has to be announced to the student immediately after the exam. The minutes of the exam have to be stored for at least a year after the announcement of the result.

(3) In oral board examinations, the expert examination senate has to consist of at least three persons. In case of an even number of board members, the chairperson of the examination senate has the casting vote. Every member of the examination senate has to be present for the entire duration of the exam; if applicable, this obligation may also be met through the use of electronic media.

(4) If exams are carried out electronically, the requirement of publicness is fulfilled through the option that the student may involve a person of trust who is present online or located in the same room as the student.

5.2.6. Final Examinations (Art. 16 FHStG)

Sec. 57. (1) In bachelor degree programmes at universities of applied sciences, one or several bachelor theses have to be written within the framework of courses. The respective curriculum has to contain more detailed provisions regarding the bachelor theses the students have to write independently; the final bachelor exam is held in the form of a board examination (Art. 3 (2) line 6 FHStG).

(2) The examination concluding a master degree programme at a university of applied sciences is an overall examination made up of a master thesis and a board examination (Art. 3 (2) line 6 FHStG).

(3) The board examination concluding a bachelor degree programme has to be held in front of an expert examination senate and consists of the following parts:

1. Oral discussions of the written bachelor thesis/theses
2. Their cross-connections with relevant subjects of the curriculum

(4) The board examination concluding a master degree or diploma programme has to be held in front of an expert examination senate and consists of the following parts:

1. Presentation of the diploma or master thesis
2. Exam conversation about the cross-connections between the topic of the diploma/master thesis and the relevant subjects of the curriculum
3. Exam conversation about other curriculum-relevant content

(5) To achieve a positive overall assessment in the final examination, the results of all oral parts have to be positive. In case of a negative assessment in one or several parts of the examination, the entire exam has to be repeated.

(6) The students have to be informed about their admission to the board examinations in an appropriate manner. Students are admitted to the final board examination (for bachelor degree programmes) or to the oral board master examination (for master degree programme) in front of an expert examination senate once they have successfully completed all courses, and their master thesis has been approved. The candidates are informed about their admission in a timely manner. In the special section, the exact deadlines and the announcement method may be determined specifically for each study programme.

(7) The students have to be informed about the assessment criteria and results of the performance assessment in the final board examinations. In the special section, further details may be specified for each study programme.

(8) The examination board consists of the circle of all persons eligible for the board examinations. The examination senate is made up of the examiners per candidate (Art. 16 (5) FHStG).

(9) The successful completion of the final examination of a university of applied sciences study programme gives the student the right to acquire an academic degree.

5.2.7. Assessment of Performance (Art. 17 FHStG)

Sec. 58. (1) The examinations and written papers of students have to be marked according to the Austrian grading system from 1 to 5. If this form of assessment is not possible or expedient, a positive assessment has to be phrased as "Mit Erfolg teilgenommen" (participated successfully) or "Anerkannt" (recognised). In case of a negative assessment, the respective study programme's provisions for the repetition of proof of performance for courses with continuous assessment apply.

(2) The assessment of the board examination concluding a bachelor degree programme as well as the overall board examination at the end of a diploma or master degree programme has to follow the below-listed performance assessment system:

1. "Bestanden" (passed): for a positively completed exam;
2. "Mit gutem Erfolg bestanden" (passed with very good results): for a performance clearly exceeding the average results;
3. "Mit ausgezeichnetem Erfolg bestanden" (passed with excellent results): for an outstanding exam performance.

(3) If an overall examination consists of several individual subjects, or an individual examination is made up of several parts, every subject/exam part has to be positive in order for the overall examination to be successfully completed. In the special section, exceptions from this rule may be specified for each study programme.

(4) A certificate has to be issued for every assessment of examinations and students' own written papers. Transcripts of records for examinations completed during the semester are permitted.

(5) Certificates have to be issued immediately, at the latest, however, within four weeks after the overall performance which is to be assessed has been made; transcripts of records have to be issued within four weeks after the end of the semester. Assessments of partial results are not meant to be communicated in advance.

(6) Students can electronically print all certificates as well as transcripts of records on their own. Only the diploma examination certificate, the notification of the award of an academic degree and the diploma supplement are issued in paper form by the study programme administration.

(7) After graduation, students still have the opportunity to print certificates by using their student account.

(8) For the issue of duplicates of older certificates or diplomas, students may refer to the respective study programme administration.

5.2.8. Repetition of Examinations (Art. 18 FHStG)

Sec. 59. (1) A failed final examination in a course can be repeated twice. The second repetition is to be held in the form of a board examination which may be oral or written.

(2) If the sum of performance assessments within the framework of courses with continuous assessment yields a negative result, the student has to be granted an appropriate time period in order to provide evidence of the required performance (first repetition). If the assessment is negative once again, it will automatically lead to a board examination (second repetition).

(3) In case a student fails the final board examination, she/he has the option to repeat the study year once. An application for repetition has to be filed with the Academic Director in writing within two weeks. Failed examinations and the respective courses definitely have to be repeated or attended once again within the framework of the repetition of a study year, whereas the same applies to passed exams and the respective courses only if the purpose of the study programme requires it.

(4) Students who have been excluded from a certain study programme on the grounds that they have failed their last permissible repetition of an examination may not be admitted to the same study programme once again.

(5) Failed bachelor examinations in front of a board as well as failed overall board examinations in master degree programmes of universities of applied sciences may be repeated twice.

(6) Passed examinations may not be repeated. An exception to this rule can be found in paragraph 3.

5.2.9. Bachelor, Diploma and Master Theses (Art. 19 FHStG)

Sec. 60. (1) The purposes of **bachelor theses** is to show that the candidate/s is/are able to solve a problem from their subject independently and by using scientific methods.

(2) In contrast to bachelor theses, **diploma and master theses** are distinguished by a deeper engagement with the selected subject in terms of abstraction and scientific character. In any case, diploma/master theses should provide a new contribution to the subject area by means of theoretical and empirical insights.

(3) The students' ideas may be taken into account when it comes to the selection of a topic. The topic and task have to be formulated in such a way that they can be processed in the prescribed time period.

(4) When submitting a bachelor/master thesis, the candidates have to confirm in writing that they have written the thesis on their own and have used no sources or aids other than those indicated.

(5) It is permissible for several students to work on a topic together as long as their individual performances can still be assessed separately (Art. 19 (1) FHStG).

(6) The approval of the diploma/master thesis is a prerequisite for being admitted to the board examination. A diploma/master thesis not approved has to be returned to the student for correction and re-submission within a time period to be specified (Art. 19 (2) FHStG).

(7) The positively assessed master thesis is to be published by handing it over to the UAS library in print and electronic form. When submitting the master thesis, the author has the right to apply for access to the submitted copies to be withheld for a maximum of five years after submission. The application is to be accepted if the student can demonstrate that important legal or economic interests of hers/his are at risk (Art. 19 (3) FHStG).

(8) Positively assessed bachelor theses may be published in print and/or electronic form by handing them over to the library upon decision of the Academic Director. The author also reserves the right to apply for access to the submitted copies to be withheld for a maximum of five years after submission. The application is to be accepted if the student can demonstrate that important legal or economic interests of hers/his are at risk.

(9) If a bachelor/master thesis is negatively assessed, the student has to be granted a period of at least eight weeks for revising the bachelor/master thesis. It is up to the Academic Director to extend this period in justified exceptional cases. In case the revised bachelor/master thesis ("second submission") is negatively assessed as well, the paper can be revised once again ("third submission"). If the third submission does not result in a positive assessment on the part of the first examiner, the Academic Director has to consult at least two expert assessors. If this assessment is also negative, an application for repetition of the study year may be filed. However, if this application is not filed or not approved, the student is excluded from the study programme.

5.2.10. Revocation of Examinations and Scientific Papers (Art. 20 FHStG)

Sec. 61. The assessment of an examination or scientific papers is to be declared void in case it was obtained by fraud, especially by use of unauthorised aids. The examination whose assessment has been declared void is to be charged up against the total number of repetitions.

5.2.11. Plagiarism

Sec. 62. (1) Plagiarism means that a person intentionally passes off another person's intellectual property as her/his own. While ideas and thoughts from other people's works may be used, it is important that they are cited correctly and their original source is indicated.

(2) Self-plagiarism: if the author gains new insights on her/his own or quotes former works by herself/himself, the rules of citation have to be complied with as well.

(3) The Academic Director has to be informed in case of suspected plagiarism. The expert assessors have to be consulted. The student is requested to make a statement.

(4) In case a student is found guilty of plagiarism during her/his studies, she/he may be excluded from further studies at the St. Pölten UAS. A return is not possible.

(5) If a bachelor or master thesis is found to be a case of (partial) plagiarism, the student is deprived of her/his acquired academic degree after completion of their studies.

5.2.12. Legal Protection (Art. 21 FHStG)

Sec. 63. (1) Students cannot appeal against the assessment of an examination. In case a negatively assessed examination was executed improperly, the student may file a complaint with the Academic Director within a period of two weeks which may lead to the annulment of the examination. If the examination was held by the Academic Director, the complaint is to be filed with the UAS Board. Until a decision on the complaint is taken, the student may continue to attend courses. If an examination is annulled, the exam participation is not to be deducted from the total number of possible exam attempts.

(2) In accordance with the FHStG (as amended), all decisions pertaining to study law matters lie with the Academic Director. In case of a complaint against a decision of the Academic Director, the latter has to be notified of this complaint no later than within two weeks after the student was informed about the decision or the grade was announced and entered into the CIS. Unless a solution is achieved, the student then has to inform the Chairperson of the UAS Board about the complaint in writing within two weeks (after the decision of the Academic Director). The Chairperson of the UAS Board obtains the written statements of the Academic Director and the student and tries to mediate between the parties. If this does not lead to a result, a complaints committee is to be convened in the UAS Board for this particular occasion. The complaints committee examines the complaint, obtains statements from both parties and issues a recommendation for the UAS Board. The recommendation of the complaints committee is not binding for the UAS Board. The latter decides by resolution.

5.2.13. Vocational Internships

Sec. 64. In the special section, the provisions for the completion of vocational internships are defined specifically for each study programme.

5.2.14. Semester Abroad

Sec. 65. (1) As for all students, Art. 3 (3) FHStG provides that all courses have to be completed by passing the respective examinations by the end of the following semester.

(2) In the special section, the exact formulation of the particular regulations for students going abroad is determined specifically for each study programme.

5.2.15. Photos, Video and Audio Recordings

Sec. 66. (1) The production of photos, video and/or audio recordings during courses on the part of students or third parties is permitted only with the express and demonstrable written consent (e.g. e-mail) of the course head.

(2) The transmission (in the form of video chats) is permissible when it comes to remote teaching. The storage of these recordings is subject to the approval of the respective lecturer.

(3) The transmission (in the form of video chats) during examinations is permissible if the students and examiners give their consent; when it comes to storage, the consent of the involved parties is required once again.

5.3. Special Section³

5.3.1. Study Programmes in the Department of Media & Economics

5.3.1.1. Attendance

Sec. 67. (1) The courses of the study programmes are subject to compulsory attendance. If a course is divided into more than one group, students are considered as attending only if they visit the group allocated to them according to the attendance list.

(2) A minimum attendance of 2/3 of all units per course (based on the students' signature of the attendance list) is required. If this requirement is not met, the Academic Director may define additional substitute performances. In coordination with the Academic Director, higher attendance rates may be defined for individual courses.

(3) Courses from the "Soft Skills" modules require an attendance rate of 100% to receive a grade. Otherwise lecturers may define possible substitute performances after consultation with the Academic Director.

5.3.1.2. Examination Dates

Sec. 68. (1) Exams may also be held outside the examination weeks if announced in due time (at least two weeks prior). Examinations are announced by the study programme administration at least 14 days before the exam date in an appropriate form (e.g. eCampus/CIS, e-mail), which means that the respective study programme administration has to be informed about exam dates. With the consent of the affected students, the period may be shorter than 14 days (form "Declaration of Renunciation").

(2) The students have to bindingly register for a written exam at least one day prior to the exam date. Unsubscription is possible until one day before the exam (at the latest) as well. It is not possible to take an exam without being registered. The registration process is opened at least 14 days before the exam.

³ Unless a study programme or further education programme is addressed in the "Special Section" (see 5.3.), the provisions of the "General Section" (see 5.2.) of this Statute apply exclusively.

5.3.1.3. Methods and Types of Examinations

Sec. 69. (1) Lectures must generally be completed with final individual exams. The duration of written exams is oriented towards the semester periods per week (SWS) of the respective course. The candidates have to answer at least three questions from the examination subject which are not related to each other.

(2) ILV (integrated course) / UE (exercise) / SE (seminar) / PL (practice lab): Exams can be either written, oral or in the form of practical performance. Written exams may be written papers, ongoing homework, presentation formulated in writing, or computer-based online tests.

(3) The assessment of projects is based on the documentation and/or presentation as well as the solution method.

Course Type	Recommendation
Lecture	final individual exam
Integrated course	exam (individual) and/or exercises/presentations during the semester, or seminar papers (individual, in small groups)
Exercise	exam (individual) and/or exercises/seminar papers during the semester (individual, in small groups)
Seminar	seminar papers (largely individual) in combination with presentations (individual, in small groups)
Practice lab	working on an ongoing project (including documentation; individual or in small groups)
Internship	see internship guidelines
Optional subject	"participated successfully"

Note: duration depends on SWS and ECTS; a "small group" means approx. 3 persons.

5.3.1.4. Final Examinations

Sec. 70. (1) Open performance records have to be provided no later than 6 weeks prior to the beginning of the bachelor/master examination week(s). The internship is an exception - the schedule follows the internship guidelines.

(2) The examination board is largely made up of the full-time teaching staff members of the study programme. The examination senate is selected for every candidate by the Academic Director from among the examination board; it consists of a chairperson and at least two examiners. The chairperson documents the entire examination procedure.

5.3.1.5. Assessment of Performance, Access to Results

Sec. 71. (1) **"Nicht beurteilt"** (not assessed) and **"Nicht genügend"** (insufficient) are used in the following cases and constitute the **loss of one possible attempt**:

1. If the student loses one attempt because of non-compliance with the attendance obligation, non-attendance of an exam despite being registered, or non-attendance of the first offered exam date.

2. If the student fails to submit a written paper by the prescribed deadline (seminar paper, presentation, bachelor thesis).

(2) When it comes to optional subjects, the students have to be present for at least 2/3 of the course units in order to have "participated successfully". Following approval by the Academic Director, a proof of performance may be defined and required.

(3) Vocational internships are assessed in accordance with the study programme-specific guidelines.

(4) Students have the right to access their examination papers. In case of negatively assessed exams, this right has to be granted prior to the repetition date.

5.3.1.6. Repetition of Examinations

Sec. 72. (1) In oral board examinations, the candidates are given three questions which are not related to each other. At least two of them have to be assessed positively. The candidate has approx. 10 minutes for every question.

(2) The examination senate of a board examination consists of the chairperson (usually an Academic Director or substitute Academic Director of the department), the examiner and an assessor. The examiner is usually the lecturer of the examination subject. In case the senate fails to reach an agreement regarding the assessment of the board examination, the decision rests with the chairperson. Negative assessments have to be explained.

(3) A negative assessment or unexcused absence from the set exam date result in the termination of studies. It is, however, possible to file an application for the continuation of studies with the Academic Director within 14 days after the exam date (= repetition from the study year in which the negatively completed course took place). The application has to contain a written explanation of the student's reasons.

(4) In case of a board examination, the student may not have another such examination in the following 5 working days.

5.3.1.7. Bachelor, Diploma and Master Theses

Sec. 73. (1) The bachelor thesis is examined. Written explanations are given for the individual assessments. In case the assessments of two examiners for the second bachelor thesis differ, the grade is the arithmetic mean of the two marks. If one of the diverging assessments is "insufficient", a third independent assessment is required. It is the responsibility of the Academic Director to decide on a third examiner. If two out of three assessments are negative, the overall grade is "Nicht genügend" (insufficient) - otherwise the arithmetic means of the three marks forms the result.

(2) A change of subject is possible only after consultation with the Academic director. Generally, there are no provisions for a change of supervisor. If the revised bachelor thesis ("second submission") is assessed negatively as well, the student has the opportunity to revise the thesis once again ("third submission").

(3) The content of the previous paragraph applies to master theses as well.

5.3.1.8. Semester Abroad

Sec. 74. In all courses, the proofs of performance from the semester preceding the previous semester are to be provided before the beginning of the semester abroad and may contain no more than one second attempt (i.e. only one "insufficient" grade).

5.3.2. Study Programme Healthcare and Nursing

5.3.2.1. Attendance

Sec. 75. (1) All courses are subject to compulsory attendance.

(2) **Courses with a strong theoretical focus:** When it comes to lectures (VO), students have to be present for more than 50% of the designated attendance time. If a student fails to meet this requirement, she/he has to provide an appropriate compensatory performance in order to compensate for her/his absence and to be admitted to the second exam date (the first attempt was negatively assessed). The student is to be granted an appropriate time period in order to provide the required compensatory performance (first repetition).

(3) **Courses with a strong practical focus:** When it comes to course of a strongly practical nature, students have to be present for at least 2/3 of all units. If a student fails to meet this requirement, she/he has to provide an appropriate compensatory performance in order to compensate for her/his absence and to be admitted to the second exam date (the first attempt was negatively assessed). The student is to be granted an appropriate time period in order to provide the required compensatory performance (first repetition).

(4) **Course with continuous assessment:** When it comes to courses with continuous assessment, students have to be present for at least 2/3 of all units. If a student fails to meet this requirement, she/he has to provide an appropriate compensatory performance in order to compensate for her/his absence and to be admitted to the second exam date (the first attempt was negatively assessed). The student is to be granted an appropriate time period in order to provide the required compensatory performance (first repetition).

(5) When it comes to **courses which are confirmed by participation**, students have to be present for at least 2/3 of all units (this applies to seminars, exercises and workshops only). If a student fails to meet this requirement, she/he has to provide an appropriate compensatory performance in order to compensate for her/his absence and to be admitted to the second exam date (the first attempt was negatively assessed). The student is to be granted an appropriate time period in order to provide the required compensatory performance (first repetition).

(6) This applies to **all courses**: in case the attendance requirement of more than 50 % is not met, it is up to the Academic Director to decide - based on subject-related criteria - whether the student can successfully complete the course, or whether she/he has to repeat the entire course. In this case, the Academic Director stipulates that the course be repeated at the next possible date.

(7) If the course in question is an **optional subject**, students have to be present for at least 50% of the units in order to receive a confirmation of participation.

5.3.2.2. Types of Courses

Sec. 76. (1) Within the framework of the courses, lecturers have to take into account the different course types which are briefly described in the following:

1. Lecture (Vorlesung, VO)
2. Lecture with integrated exercise part - integrated course (integrierte Lehrveranstaltung, ILV)
3. exercise (Übung, UE), seminar (SE), project work (PT), workshop (WK)
4. vocational internship (Berufspraktikum, BP)

(2) The purpose of a lecture is to impart application-oriented knowledge rooted in science about the defined subject of the lecture to the students. In this context, the aim is that after completing the lecture, students have gained an overview plus detailed knowledge and are able to recognise different scientific approaches to the solution of problems as well as to understand interrelationships. Last but not least, lectures also aim to enable students to find their own answers to questions and problems based on existing

orientational and factual knowledge and to argue them conclusively. The performance in a course which is designated as a lecture may be assessed in the form of an oral or written individual examination.

(3) The objective of exercises, seminars, projects and workshops is to give the students skills relevant for their chosen professional field. The goal is that the students can solve specified problems in an active and reflecting manner by using manual and communicative competencies.

(4) Subject-related practical exercise: in accordance with FH-GuK-AV (pursuant to Art. 4 (1) line 7), the practical training has to be preceded by a training of skills which corresponds to the stage of training in order to ensure basic practical skills in line with patient safety. In the study programme, this requirement is met within the framework of subject-related practical exercises.

(5) The performance in a course which is designated as an exercise, seminar or project in the curriculum is assessed in the form of a course-immanent examination (continuous assessment). In this context, the performance is continuously assessed orally, in writing and/or in practical form. The sum of all performance assessments determines the final grade.

(6) Lectures with an integrated exercise aspect - integrated courses (ILV) - serve to combine the knowledge acquired in the lectures with action-oriented learning in simulated practical situations and the training of practical skills. The aim is to enable the students to complete theory-practice/exercise cycles in an independent and comprehensible manner. For the performance assessment in a course which is designated as a lecture with an integrated exercise part in the curriculum, the above-mentioned provisions for lectures and exercises apply *mutatis mutandis*.

5.3.2.3. Methods and Types of Examinations

Sec. 77. (1) Examinations may cover either individual courses or, as module examinations, several courses.

(2) Examination methods

1. Oral (mündlich, M)
2. Written (schriftlich, S)
3. Practical/constructive (P/K)
4. Projects

(3) Types of examinations

1. Final individual exam (Einzelprüfung, E)
2. Course-immanent examination (per)
3. Module examination

(4) The applicable type of examination for each course can be looked up on the eCampus. The examination method is announced at the beginning of every respective course.

5.3.2.4. Examination Dates

Sec. 78. (1) The examination dates are determined by the examination organisation unit of the study programme Healthcare and Nursing in consultation with the respective course heads. It is expressly forbidden for students to arrange examination dates with the lecturers on their own or to postpone examination dates autonomously.

(2) Repeat examinations take place in the course of the semester as well as during the examination weeks at the beginning and end of the following semester.

(3) All examinations are announced at least two weeks prior to the examination date in a publicly accessible form (e.g. CIS, notice board or e-mail).

(4) Students are automatically registered for the first examination date (first attempt) unless they provide proof of sufficient grounds for not taking the exam to the Academic Director. Sufficient grounds may include illness (a medical confirmation has to be presented immediately on the first working day after the end of the sick leave; in case a longer absence due to illness is expected, the medical confirmation has to be submitted to the study programme administration no later than two weeks after the end of the sick leave) or force majeure (this is for the Academic Director to decide).

(5) Students can unsubscribe from the exam before it takes place, that is, by 10 a.m. on the day of the exam at the latest, exclusively by sending an e-mail to the study programme administration at: bgk@fhstp.ac.at

(6) If students are planning on being absent from several exams (for example, on several days in a row - examination week), it is mandatory to unsubscribe separately from every individual exam (procedure see above).

(7) Students wishing to inspect their assessment documents have to arrange a date with the study programme administration via e-mail.

5.3.2.5. Examination Modalities

Sec. 79. (1) The students are informed about the concrete examination modalities as well as the types of performance assessment and their weighting at the beginning of every course. This applies equally to repeat examinations.

(2) When it comes to examinations with practical content, students have to make sure to wear suitable clothes and comply with the hygiene and safety standards. The examiner may deny access to the examination to students who fail to comply with these provisions (e.g. fingernails too long, clothes that restrain movement).

5.3.2.6. Final Bachelor Board Examination

Sec. 80. (1) Students may attend the bachelor board examination only if they have successfully completed all courses (including a positive assessment in their practical education). Students are informed about their admission in writing by appropriate means (e.g. notice board, e-mail, CIS) and in a timely manner (no later than one week prior to the planned examination date).

(2) The examination board consists of the circle of all persons eligible for the board examinations. These may include members of the teaching and research staff of the study programme as well as internship supervisors or other experts from the respective subject areas. It is assured that the members of the examination board cover both subject-related and medical content. The chairperson of the examination documents the entire examination procedure.

(3) The bachelor board examination consists of two parts:

Part 1: presentation of the written bachelor thesis II, defence of the thesis in a discussion about the exam subject including the appropriate cross-connections to relevant subjects of the curriculum.

Part 2: bachelor board examination: practical exam by means of complexly formulated patient examples (case examples) including a subsequent cross-disciplinary oral exam with appropriate cross-connections to subjects of the curriculum.

(4) In addition to subject-related and methodical competences, the social, communicative and reflection skills of the candidate are included in the assessment as well.

5.3.2.7. Repetition of Examinations

Sec. 81. (1) The repeat examination dates take place primarily in the examination weeks at the beginning and end of the following semester.

(2) The second repetition of an examination (board examination) is held in the form of an oral exam in front of a board consisting of at least three persons.

5.3.2.7.1. Bachelor Theses

Sec. 82. (1) The first bachelor thesis is written in the fourth semester, the second bachelor thesis in the sixth semester. Both bachelor theses have to address practice-relevant questions pertaining to healthcare and nursing. The theses have to be written in accordance with the guidelines for scientific papers of the St. Pölten UAS.

(2) The Academic Director may assign the topics or subject areas to the students.

(3) The students select the topics for their bachelor theses I and II in the corresponding course (bachelor seminar) together with the supervisors. Further information on this topic as well as guidelines, criteria catalogue and submission deadlines are announced in the corresponding course. The assessment period for the bachelor theses I and II is four weeks.

(4) During the writing of their bachelor theses, the students attend bachelor seminars held by the respective supervisors of the bachelor theses. The supervisors assigned to the students by the Academic Director perform an advisory function for technical questions related to the bachelor thesis. It is, however, up to the student to write the bachelor thesis on her/his own initiative and to assume responsibility for the handling of and elaboration on the topic.

(5) When writing their bachelor theses, the students are obliged to inform their supervisors on the progress of their theses at regular intervals within the framework of the accompanying bachelor seminars.

(6) Failure to submit a bachelor thesis by the prescribed deadline results in a negative assessment. The course head/supervisor issues a new submission date. Three negative assessments or missed submission dates lead to an exclusion from the study programme (after expiry of a two-week objection period).

5.3.2.8. Semester Abroad

Sec. 83. (1) The semester preceding the semester abroad should be largely completed, which means that the following two requirements have to be met:

1. The student has completed at least 80 % of all courses with an examination or, if applicable, is still awaiting the results.
2. No more than three exams have not been taken yet (or the student is still awaiting the results), among them a maximum of two individual exams.

(2) If exams of the previous semester are still outstanding, there are two options:

1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam.
2. In case not all examinations of the semester preceding the semester abroad are completed, these may be completed at separately arranged dates prior to the final bachelor board examinations.

5.3.2.9. Vocational Internships

Sec. 84. (1) In accordance with the FH-GuK-AV, the practical education has to cover at least 2,300 hours.

(2) If repeat examinations or second examination attempts result in absence periods, the lost time has to be recovered to the same extent.

(3) In case of more than two repeat examinations or second examination attempts, or outstanding positive assessments of special subject areas whose content is necessary for certain internships, it is up to the Academic Director to decide whether the student is admitted to the respective internships or whether this entails an extension of the education and the internship block has to be completed at a later date.

(4) If the internship is positively completed, it is assessed as "Successfully completed", in negative cases "Participated without success".

(5) The assessment is made up of two components:

1. Continuous assessment by the internship supervisor
2. Assessment of the internship documentation (competence-oriented reflection report, learning diary, training protocol, process documentation) by the Academic Director or the responsible lecturer of the UAS practice coordination.

(6) In the case of negatively completed internships, the provisions for courses with continuous assessment apply (see item 9 of the general examination regulations). In this case, the Academic Director stipulates that the course be repeated at the next possible date.

5.3.3. Study Programme Physiotherapy

5.3.3.1. Attendance

Sec. 85. (1) **Courses with a strong theoretical focus:** students who have failed to duly attend more than 50 % of a course with a strong theoretical focus (attendance obligation) have to provide proof of performance in order to compensate for their absence and to be admitted to the second exam date (the first attempt was negatively assessed).

(2) **Courses with a strong practical focus:** in courses of a strongly practical nature, students with an absence frequency of 1/3 (33.3 %) or higher have to provide proof of performance in order to compensate for their absence and to be admitted to the second exam date (the first attempt was negatively assessed). The student is to be granted an appropriate time period in order to provide the required performance records (first repetition). In case the attendance requirement of at least 50 % is not met, it is up to the Academic Director to decide whether the student can successfully complete the course, or whether she/he has to repeat the entire course. In this case, the Academic Director stipulates that the course be repeated at the next possible date.

(3) When it comes to **courses with continuous assessment**, students with an absence frequency of 1/3 (33.3 %) or higher have to provide proof of performance in order to compensate for their absence. The first exam attempt is considered to be negatively assessed. The student is to be granted an appropriate time period in order to provide the required performance records (first repetition). In case the attendance requirement of at least 50 % is not met, it is up to the Academic Director to decide whether the student can successfully complete the course, or whether she/he has to repeat the entire course. In this case, the Academic Director stipulates that the course be repeated at the next possible date. If absence frequencies are technically within the range of tolerance but a continuous assessment is not possible due to the absence, this fact alone may result in a worse assessment based on the absence frequency.

(4) In **courses which are confirmed with participation** (this applies to workshops, some seminars and exercises), students with an absence frequency of 1/3 (33.3 %) or higher have to provide proof of performance in order to compensate for their absence. The student is to be granted an appropriate time period in order to provide the required performance records (first repetition). In case the attendance requirement of at least 50 % is not met, it is up to the Academic Director to decide whether the student can successfully

complete the course, or whether she/he has to repeat the entire course. In this case, the Academic Director stipulates that the course be repeated at the next possible date.

(5) If the course in question is **optional**, students have to be present for at least 50% of the units in order to receive a confirmation of participation.

5.3.3.2. Examination Dates

Sec. 86. (1) The dates for examinations and repeat examinations per semester are scheduled in such a way that the students may complete their studies within the prescribed period without losing a semester. This is contingent on the fulfilment of the admission criteria for the respective vocational internships.

(2) The examination dates are determined by the examination organisation unit of the study programme Physiotherapy. It is expressly forbidden for students to arrange examination dates with the lecturers on their own or to postpone examination dates autonomously.

(3) Repeat examinations take place during the examination weeks at the beginning and end of the following semester.

(4) All examinations are announced at least two weeks prior to the examination date in a publicly accessible form (e.g. CIS, notice board or e-mail).

(5) Students are automatically registered for the first examination date unless they provide proof of sufficient grounds for not taking the exam to the Academic Director. Sufficient grounds may include illness (a medical confirmation has to be presented immediately on the first working day after the end of the sick leave; in case a longer absence due to illness is expected, the medical confirmation has to be submitted to the study programme administration no later than two weeks after the end of the sick leave) or force majeure (this is for the Academic Director to decide).

(6) Students may unsubscribe from the exam by 10 a.m. on the day of the exam at the latest by calling the study programme administration. In case no member of the study programme administration can be reached, the unsubscription has to be sent via e-mail by 10 a.m. at the latest.

(7) If students are planning on being absent from several exams (for example, on several days in a row - examination week), it is mandatory to unsubscribe separately from every individual exam (procedure see above).

(8) Students wishing to inspect their assessment documents have to arrange a date with the study programme administration via e-mail.

5.3.3.3. Methods and Types of Examinations

Sec. 87. (1) Examination Methods:

1. Oral (mündlich, M)
2. Written (schriftlich, S)
3. Practical/constructive (P/K)
4. Projects

(2) Types of Examinations

1. Final individual exam (Einzelprüfung, E)
2. Course-immanent examination (per)

(3) The applicable type of examination for each course can be looked up on the eCampus.

(4) When it comes to examinations with practical content, students have to make sure to wear clothes suitable to physiotherapy and comply with the hygiene and safety standards. The examiner may deny access

to the examination to students who fail to comply with these provisions (e.g. too long fingernails, clothes that restrain movement, sheet for therapy bed).

5.3.3.4. Final Examination

Sec. 88. (1) Students may attend the bachelor board examination only if they have successfully completed all courses including internships. Students are informed about their admission in writing by appropriate means (e.g. notice board, e-mail, CIS) and in a timely manner (no later than one week prior to the planned examination date).

(2) The examination board consists of the circle of all persons eligible for the board examinations. These may include members of the teaching and research staff of the study programme as well as internship supervisors or other experts from the respective subject areas. It is assured that the members of the examination board cover both subject-related and medical content. The chairperson of the examination documents the entire examination procedure.

(3) The bachelor board examination consists of two parts

Part 1: Presentation of the written bachelor thesis II, defence of the thesis in a discussion about the exam subject including the appropriate cross-connections to relevant subjects of the curriculum.

Part 2: Final examination on a patient with performance of the complete physiotherapeutic process including a final cross-disciplinary oral examination. The complete physiotherapeutic process consists of the following: physiotherapeutic assessment, formulation of physiotherapeutic diagnosis, determination of therapeutic goals, therapy planning and practical implementation of therapy, evaluation, including documentation and explanation of the theoretical background.

(4) In addition to subject-related and methodical competences, the social, communicative and reflection skills of the candidate are included in the assessment as well.

5.3.3.5. Assessment of Performance

Sec. 89. If an overall grade is made up of several individual subjects (e.g. a clinical subject and a physiotherapeutic one), all individual exams have to be passed in order to successfully complete this subject area. The overall grade is the arithmetic mean of the individual exams – a grade with a decimal point of 0.5 or higher is rounded up, while a decimal point smaller than 0.5 is rounded off.

5.3.3.6. Repetition of Examinations

Sec. 90. (1) The repeat examination dates of a course take place within the framework of the examination weeks at the beginning and end of the following semester. The dates are outside these examination weeks only in exceptional cases (on the part of the lecturer).

(2) The second repetition of an examination (board examination) is held in the form of an oral exam in front of a board consisting of at least three persons.

5.3.3.7. Bachelor Theses

Sec. 91. (1) The Academic Director may assign the topics or subject areas to the students.

(2) Time frame for bachelor theses:

1. Bachelor thesis I:

The students select the topics for their bachelor thesis I in the corresponding course. Further information on this topic as well as submission deadlines are announced in the corresponding course. The assessment period for the bachelor thesis I is four weeks.

2. Bachelor thesis II:

The student may begin with the practical implementation and work with the test person only after the supervisor has given her/his approval for the exposé. The student has until the end of the fifth semester in order to present the bachelor thesis to the study programme administration (the submission deadline is scheduled in the examination weeks). The assessment period for the bachelor thesis II is four weeks.

(3) Supervision process: During the writing of their bachelor theses, the students attend bachelor seminars held by the respective supervisors of the bachelor theses. The supervisors assigned to the students by the Academic Director perform an advisory function for technical questions related to the bachelor thesis. It is, however, up to the student to write the bachelor thesis on her/his own initiative and to assume responsibility for the handling of and elaboration on the topic.

(4) When writing their bachelor theses, the students are obliged to inform their supervisors on the progress of their theses at regular intervals within the framework of the accompanying bachelor seminars.

5.3.3.8. Semester Abroad

Sec. 92. (1) The fifth semester preceding the semester abroad (which is possible in the sixth semester but not mandatory) should be largely completed, which means that the following two requirements have to be met:

1. The student has completed at least 80 % of all courses with an examination or, if applicable, is still awaiting the results.
2. No more than three exams have not been taken yet (or the student is still awaiting the results), among them a maximum of two individual exams.

(2) If exams of the previous semester are still outstanding, there are two options:

1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam.
2. In case not all examinations of the fifth semester preceding the semester abroad are completed, these may be completed at separately arranged dates in the sixth semester prior to the final bachelor board examinations.

5.3.3.9. Vocational Internships

Sec. 93. (1) In case the absence frequency amounts to 1/3 (33.3%) or more in one internship period, the internship is negatively assessed.

(2) If repeat examinations or second examination attempts result in absence periods, the lost time has to be recovered to the same extent and the student has to present a written confirmation from the internship provider regarding the recovered time.

(3) In case of more than two repeat examinations or second examination attempts, or outstanding positive assessments of special subject areas whose content is necessary for certain internships, it is up to the Academic Director to decide whether the student is admitted to the respective internships or whether this entails an extension of the education and the internship block has to be completed at a later date.

(4) The assessment of vocational internships follows the Austrian grading system (1-5) using the following scale:

1. "Excellent" (1)
2. "Good" (2)
3. "Satisfactory" (3)
4. "Sufficient" (4)
5. "Insufficient" (5)

(5) The assessment is made up of two components:

1. Continuous assessment on the part of the internship supervisor
2. Assessment of the reports and internship assessment sheets on the part of the internship supervisor

(6) In case an internship is not completed successfully, it is possible to repeat one internship per subject area and semester. In this case, the Academic Director stipulates that the course be repeated at the next possible date.

5.3.4. Study Programme Dietetics and Further Education Programme Applied Nutritional Therapy

5.3.4.1. Attendance

Sec. 94. (1) Students have to confirm their attendance by signing the attendance list at the beginning of each course unit.

(2) When it comes to courses with a primarily practical focus, or which entail the transfer of soft skills, students have to be present for at least 75 % of all units.

(3) In case the attendance requirements are not met, the following provisions apply:

1. In courses with final examinations (AP): the course is automatically assessed as "Insufficient". Participation in the exam is classified as the first repeat examination (second attempt). If the exam result is negative, a board examination follows automatically.
2. In courses with continuous assessment (IP): the course is automatically assessed as "Insufficient". If all partial performances were positive and the course head considers it possible for the student to acquire missed course content on her/his own, she/he may provide the student with alternative work in order to successfully complete the course (= first repetition / second attempt). If one or more partial performances were "insufficient", these have to be repeated in addition. The student is to be granted an appropriate time period in order to complete the alternative work or partial performance (at least two weeks).

If alternative work is not possible, the course has to be repeated at the next possible date. Courses generally have to be completed by the end of the following semester. In individual cases, however, this may be possible only in the semester after that due to study programme-specific reasons.

3. In courses assessed with "Participated": the course is automatically registered as "No assessment". If the course head considers it possible for the student to acquire missed course content on her/his own, she/he may provide the student with alternative work in order for the participation to be confirmed. The student is to be granted an appropriate time period in order to complete the alternative work whose assessment has to be positive.

If alternative work is not possible, the course has to be repeated at the next possible date.

(4) Attendance in the course of internships: the number of internship hours indicated in the internship description is to be considered as the minimum attendance requirement. This means that internships essentially have an attendance requirement of 100 %. Times of absence have to be reported to the internship supervisor immediately, made note of in the internship assessment sheet and confirmed by the internship supervisor.

supervisor. Incomplete internship hours have to be made up for. The decision regarding individual cases rests with the Academic Director.

5.3.4.2. Examination Dates

Sec. 95. (1) The examination dates are determined by the examination organisation unit of the study programme Dietetics. It is expressly forbidden for students to arrange examination dates with the lecturers on their own or to postpone examination dates autonomously.

5.3.4.3. Registration for and Unsubscription from Examination Dates

Sec. 96. (1) The following applies to final examinations: students are automatically registered for the first examination date via the UAS exam registration tool unless they provide proof of sufficient grounds for not taking the exam to the Academic Director. Sufficient grounds may include illness (in which case a medical confirmation has to be presented immediately!) or force majeure (this is for the Academic Director to decide). In case of illness or force majeure, students have to inform the study programme administration in writing via e-mail before the beginning of the exam.

(2) If there is more than one date to choose from for the first exam attempt, the students have to register bindingly for one of the dates no later than two weeks before the first offered date by using the exam registration tool. If a student fails to register in time, she/he is assigned to one of the dates by the Academic Director. In certain individual cases, this may result in a notice period of less than two weeks before the exam date.

(3) If students are planning on being absent from several exams (for example, on several days in a row - examination week), it is mandatory to unsubscribe separately from every individual exam (procedure see above).

5.3.4.4. Methods and Types of Examinations

Sec. 97. (1) For information regarding the type of examination and course, students can refer to the course room on the eCampus: "Administrationskurs DI" and "Administration LAET".

(2) Examination methods: course assessments may be either oral, in writing, practical/constructive, or in the form of project work.

(3) Types of examinations: the examination methods referred to in the general section of the examination regulations can be used for final examinations (abschließende Prüfung, AP), course with continuous assessment (immanenter Prüfungscharakter, IP), and module examinations (Modulprüfung, MP).

5.3.4.5. Repetition of Examinations, Access to Results

Sec. 98. (1) In individual cases, the examiner may also determine longer periods for the repetition of an exam than the two weeks specified in the general section. The date of the board examination is announced to the candidate in writing (via eCampus, CIS or e-mail) at least two weeks prior to the exam date.

(2) In addition to the examination weeks, one more date per semester is offered for the repetition of negatively assessed exams and exams not taken.

(3) If an overall grade is made up of several individual performances, all individual performances have to be successfully completed in order to receive a positive result for this entire subject area. In case an individual performance is negatively assessed, only this performance is evaluated in the repetition. The overall grade is the arithmetic mean of the individual exams – a grade with a decimal point of 0.5 or higher is rounded up, while a decimal point smaller than 0.5 is rounded off.

(4) Repeat and board examinations may differ from the first exam date in terms of method. When the exam date is announced to the student, she/he has to be made aware of this fact as well.

(5) The examination senate of an oral board examination consists of the chairperson (usually an Academic Director), the examiner and an assessor with expert knowledge in the exam subject. The examiner is the lecturer of the examination subject. In case the senate fails to reach an agreement regarding the assessment of the board examination, the decision rests with the chairperson. Negative assessments have to be explained.

(6) Students have the right to access their examination papers. To do this, they have to arrange a date with the lecturers responsible for the module, or – when it comes to LAET – with the respective assistants (for module responsibilities, refer to the eCampus: "Administrationskurs DI").

(7) The students are informed about the examination results via the CIS and may also access them at <https://cis.fhstp.ac.at>.

5.3.4.6. Internship

Sec. 99. (1) The assessment of vocational internships follows the Austrian grading system (1-5).

(2) The assessment is made up of the following components:

1. Continuous assessment by the internship supervisor
2. Assessment of the internship report by the head of the internship seminar
3. If applicable, assessment of the presentations or written works within the framework of the internship seminar by the head thereof
4. Assessment of the dietetic processes

(3) The attendance requirement (at least 75 %) in the internship seminar has to be met!

(4) Negatively assessed internships can be repeated once. In this case, the duration of the education is extended unless the student repeats the respective internship during a period without lectures and examinations within the duration of study. If this second internship is negatively assessed as well, the student is excluded from the study programme.

5.3.4.7. Bachelor Theses

Sec. 100. (1) When it comes to choosing a topic, the Academic Director makes suggestions but the candidate's ideas are taken into consideration as well.

(2) The current dates and the description of the supervision process can be found in the respective applicable version of the bachelor guidelines (see eCampus course "Lehre Allgemein - Bachelorarbeiten - Bachelorarbeiten BDI").

5.3.4.8. Bachelor Board Examination

Sec. 101. (1) After having successfully completed all courses including internships, the candidates are admitted to the bachelor examination in front of a board. The students are informed about their admission in writing (e.g. notice board, e-mail or CIS) at the end of the sixth semester.

(2) The examination board consists of the teaching staff of the study programme; in certain individual cases, it may also include internship supervisors and experts on the subject. The examination senate is selected for every candidate by the Academic Director from among the members of the examination board. It consists of a chairperson and at least one examiner and an assessor. The chairperson of the examination documents the entire examination procedure.

(3) The board examination concluding the bachelor degree programme Dietetics is held in front of an examination senate. This board examination is made up of two components:

1. Oral discussion of the written bachelor theses
2. Oral discussion regarding cross-connections with relevant subjects of the curriculum including the presentation of a dietetic process. In this context, it is ascertained – with particular regard to Art. 27 (2) MTD Law – whether the student has acquired knowledge, skills and abilities required in order to exercise the professional activity in higher medical-technical services, and is capable of exercising this professional activity independently and properly. To this end, both theoretical knowledge and practical skills (presentation of a practically executed dietetic process in accordance with the accredited application 2019) have to be examined.

5.3.5. Study Programme Digital Healthcare

5.3.5.1. Attendance

Sec. 102. (1) When it comes to courses (and parts of courses with different lecturers) with a primarily practical focus, students have to be present for more than 75 % of the prescribed (online) attendance times (otherwise 50 %). The Academic Director is free to formulate a different attendance requirement which is to be made known to the students by the beginning of the semester, at the latest.

(2) If the attendance requirement is not met or cannot be met, the student has the possibility to compensate the absence, subject to the assessment of the circumstances on the part of the course head and the Academic Director. The compensation work should cover the scope of the student's absence in terms of content and is assessed by the course head and the Academic Director. If the attendance requirement is not met and the provision of compensation work is not expedient, the first exam date is negatively assessed.

5.3.5.2. Examination Dates

Sec. 103. (1) The scheduling of an exam has to be completed no later than two weeks before the exam date. The two-week notice period applies to submissions (of papers, written tests, etc.) and submission discussions as well.

(2) The first exam date is mandatory. When it comes to the second exam attempt, students can choose between two different dates and have to register. Students may unsubscribe from these until two days prior to the exam date.

5.3.5.3. Assessment of Final Examinations in UAS Study Programmes

Sec. 104. The scheduling of a final exam has to be completed no later than two weeks before it takes place.

5.3.5.4. Repetition of Final Examinations

Sec. 105. The second repetition is held as an oral exam in front of a board.

5.3.6. Study Programmes Media Technology and as well as Study Programme Creative Computing Study Programme Digital Design Study Programme Digital Media Production Study Programme Interactive Technologies Further Education Programme MA in Film, TV and Media

5.3.6.1. Attendance

Sec. 106. When it comes to courses with a primarily practical focus, students have to be present for more than 2/3 of the prescribed attendance times. The Academic Director is free to formulate higher attendance requirements for individual courses. In coordination with the lecturers, the attendance requirement may be met by switching groups in individual cases. In case the attendance requirement is not met, the first exam date is negatively assessed.

5.3.6.2. Examination Dates

Sec. 107. The scheduling of final examinations in bachelor and master degree programmes has to be completed no later than two weeks before a final exam takes place.

5.3.6.3. Deadlines for the Unsubscription from Examination Dates

Sec. 108. Students may unsubscribe until two days prior to the exam date.

5.3.6.4. Repetition of Examinations

Sec. 109. The second repetition is held as an oral exam in front of a board.

5.3.6.5. Submission Deadlines for Projects (Course Project Work)

Sec. 110. (1) For projects, there are two possible submission dates: the first submission date is the last day of the first examination week. The second submission date for projects in the winter semester is 31 March; for projects in the summer semester, it is the last day of the second examination week.

(2) In case projects are not successfully completed by the second submission date, there will be a board examination.

5.3.6.6. Second Submission Date for Courses with Continuous Assessment

Sec. 111. (1) The second submission date for courses with continuous assessment in the winter semester is 31 March; in the summer semester, it is the last day of the second examination week.

(2) In case courses with continuous assessment are not successfully completed by the second submission date, there will be a board examination.

5.3.6.7. Announcements

Sec. 112. The two-week notice period also applies to submissions and submission discussions.

5.3.6.8. Bachelor and Master Theses

Sec. 113. The submission date for bachelor and master theses is determined in the accompanying courses.

5.3.6.9. Semester Abroad

Sec. 114. (1) The semester preceding the semester abroad should be largely completed, which means that the following two requirements have to be met:

1. The student has completed at least 80% of all courses with an examination or, if applicable, is still awaiting the results.
 2. No more than three exams have not been taken yet (or the student is still awaiting the results), among them a maximum of two individual exams.
- (2) If exams of the previous semester are still outstanding, there are two options:
1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam which has to be held on the same day and at the same time as the exam at the UAS.
 2. In case the student has not yet completed all examinations of the semester preceding the semester abroad, she/he may – as an exception – take these at the regular exam dates in the semester following the semester abroad.

5.3.6.10. Vocational Internships

Sec. 115. Vocational internships are assessed as "credited". The assessment equals the positive evaluation of the internship report by the Academic Director.

5.3.7. Study Programme Smart Engineering

5.3.7.1. Attendance

Sec. 116. When it comes to courses with a primarily practical focus, students have to be present for more than 75 % of the prescribed attendance times. The Academic Director is free to formulate a different attendance requirement which is to be made known to the students by the beginning of the semester, at the latest. In case the attendance requirement is not met, the first exam date is negatively assessed.

5.3.7.2. Examination Dates

Sec. 117. (1) Deadlines for the unsubscribing from examination dates: students can unsubscribe until 2 days before the exam date, at the latest.

(2) The scheduling of an exam has to be completed no later than two weeks before the exam date. The two-week notice period applies to submissions (of papers, written tests, etc.) and submission discussions as well.

5.3.7.3. Assessment of Final Examinations in UAS Bachelor Degree Programmes

Sec. 118. (1) The scheduling of a final exam has to be completed no later than two weeks before the exam date. The exam is considered passed only if the student has positively completed all partial exams. The individual partial exams are assessed by the lecturers assigned to the courses. The Academic Director shall decide on any exceptions to this rule. According to the general examination regulations, the final exam is assessed by the examination board.

(2) Assessment of business projects in dual phases: when it comes to business projects, the student's performance is assessed by the UAS supervisor, taking into account the assessment of the internship supervisor at the company. The Academic Director shall decide on any exceptions to this rule.

(3) Submission dates for projects (course type: project work): unless otherwise agreed within the framework of the course and in accordance with the general examination regulations, there are two dates for the submission of projects: the first date is the last day of the respective semester. The second submission date for projects is 31 March for the winter semester, 1 September for the summer semester. If projects are not positively completed by the second submission date, students have to possibly revise the project one more time ("third submission"). If this third submission does not earn a positive assessment from the project supervisor, the Academic Director is to consult two experts. If the experts' assessment is negative as well, the student may file an application for the repetition of the study year.

(4) Second submission date for courses with continuous assessment: unless otherwise agreed within the framework of the course and in accordance with the examination regulations, the second submission date for courses with continuous assessment is 31 March for the winter semester, 1 September for the summer semester. In case courses with continuous assessment are not successfully completed by the second submission date, the result is a board examination.

5.3.7.4. Repetition of Examinations, Access to Results

Sec. 119. (1) The second repetition is held as an oral exam in front of a board.

(2) Students have the right to access their examination papers. In case of negatively assessed exams, this right has to be granted prior to the repetition date. The examination documents are not handed over to the student unattended.

5.3.7.5. Semester Abroad

Sec. 120. (1) All courses of the second to last semester before the semester abroad have to be positively completed.

(2) In all courses, the proof of performance of the last semester (that is, the one right before the semester abroad) has to be provided before the beginning of the semester abroad and may contain no more than one second attempt (i.e. only one "insufficient" grade).

(3) In case students go abroad although exams of the previous semester are still outstanding, they have the following options:

1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam which has to be held on the same day and at the same time as the exam at the UAS.
2. In case the student has not yet completed all examinations of the semester preceding the semester abroad, she/he may - as an exception - take these at the regular exam dates in the semester following the semester abroad. The relevant decision rests with the Academic Director.

5.3.8. Study Programmes in the Department of Computer Science & Security

5.3.8.1. Attendance

Sec. 121. When it comes to courses with a primarily practical focus, students have to be present for more than 50 % of the prescribed attendance times. The Academic Director is free to formulate an attendance requirement of more than 75 % for certain individual courses which is to be made known to the students by the beginning of the semester, at the latest. In coordination with the lecturers, the attendance requirement may be met by switching groups in individual cases. In case the attendance requirement is not met, the first exam date is negatively assessed.

5.3.8.2. Examination Dates

Sec. 122. The first exam date is mandatory. When it comes to the second exam attempt, students can choose between two different dates and have to register. Students may unsubscribe from these until two days prior to the exam date.

5.3.8.3. Final Examinations in Bachelor and Master Degree Programmes

Sec. 123. The scheduling of a final exam has to be completed no later than two weeks before it takes place.

5.3.8.4. Repetition of Examinations

Sec. 124. The second repetition is held as an oral exam in front of a board.

5.3.8.5. Semester Abroad

Sec. 125. (1) As for all students, the regulations provide that all courses have to be completed by passing the respective examinations by the end of the following semester.

(2) The semester preceding the semester abroad should be largely completed, which means that the following two requirements have to be met:

1. The student has completed at least 80 % of all courses with an examination or, if applicable, is still awaiting the results.
2. No more than three exams have not been taken yet, among them a maximum of two individual exams.

(3) If exams of the previous semester are still outstanding, there are two options:

1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam which has to be held on the same day and at the same time as the exam at the UAS.
2. In case the student has not yet completed all examinations of the semester preceding the semester abroad, she/he may – as an exception – take these at the regular exam dates in the semester following the semester abroad.

5.3.8.6. Vocational Internships

Sec. 126. Vocational internships are assessed as "credited". The assessment equals the positive evaluation of the internship report by the Academic Director.

5.3.8.7. Bachelor and Master Theses

Sec. 127. The submission dates for bachelor and master theses are determined in the accompanying courses.

5.3.9. Study Programmes in the Department of Rail Technology & Mobility

5.3.9.1. Attendance

Sec. 128. (1) All courses are subject to compulsory attendance. The Academic Director is free to formulate a different attendance requirement for certain individual courses (but, in any case, more than 50 %) which is to be made known to the students by the beginning of the semester, at the latest. In coordination with the lecturers, the attendance requirement may be met by switching groups in individual cases.

(2) In case the attendance requirements are not met, the first exam date is negatively assessed.

5.3.9.2. Examination Dates

Sec. 129. (1) In every semester, a total of 6 collective exam dates are announced for the ongoing and following semesters (3 dates per semester).

(2) Within the framework of timetabling, the lecturer announces the suggested the main exam date to the timetable planner.

(3) The lecturer actively communicates the suggested main exam date to the students once more in the first course unit.

(4) In this first course unit, the suggestion is either mutually agreed between the students and the lecturer or changed, and is thus binding. (= main exam date for which the lecturer is usually present)

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

(6) The two collective exam dates following the main exam date are the second and third "first exam date" (first attempt). The student has the possibility to bindingly switch from the main exam date to one of the two later collective exam dates within a predefined period of 3 working days after the first course unit by sending an e-mail to the study programme administration. This switching of the first exam date is possible once. The exam date selected by the student herself/himself is then binding. This is to take any possible timetable-related incompatibilities into account. Another unsubscription or switching of the date is not possible.

(7) In case the change of registration is not on time and in line with the rules, the student loses the respective exam attempt.

(8) Unsubscription from an exam date is possible only in justified cases. Sufficient grounds may include illness (medical confirmation required) or force majeure (this is for the Academic Director to decide). The study programme administration is to be informed in person (via telephone or e-mail) no later than by 9 a.m. on the day of the exam. In case of illness, the medical confirmation is to be presented to the study programme administration within two weeks. In case the change of registration is not on time and in line with the rules, the student loses the respective exam attempt.

5.3.9.3. Announcement of Grades

Sec. 130. Examination grades are announced via the CIS. Students are obliged to refer to the CIS to obtain information regarding their grades.

5.3.9.4. Assessment of Final Board Examinations in Bachelor and Master Degree Programmes

Sec. 131. The scheduling of a final exam has to be completed no later than two weeks before it takes place.

5.3.9.5. Repetition of Examinations

Sec. 132. (1) When it comes to the second exam attempt (after the first one has been negatively assessed), it is to be held at the next collective exam date, taking into account the 14-day notice period. The students are automatically registered for this date. A regular unsubscription is not possible.

(2) The second repetition is held as an oral exam in front of a board. Within the framework of the oral exam, the students may be required to solve calculation tasks as well. The respective date is announced by the study programme administration.

5.3.9.6. Semester Abroad

Sec. 133. (1) The semester preceding the semester abroad should be largely completed, which means that the following two requirements have to be met:

1. The student has positively completed at least 80 % of all courses with an examination (completion of the exam is sufficient for fulfilling this criterion, even if results are still outstanding).

2. No more than three exams have not been taken yet, among them a maximum of two individual exams.

(2) In case students go abroad although exams of the previous semester are still outstanding, they have the following options:

1. Outstanding exams can be optionally taken abroad as well. For this purpose, students may ask a member of the partner university's teaching staff to supervise the exam which has to be held on the same day and at the same time as the exam at the UAS.
2. In case the student has not yet completed all examinations of the semester preceding the semester abroad, she/he may – as an exception – take these at the regular exam dates in the semester following the semester abroad. The relevant decision rests with the Academic Director.

5.3.9.7. Vocational Internships

Sec. 134. Vocational internships are assessed as "credited" provided that all requirements (supervision, internships reports) laid down in the internship guidelines are met in time. The assessment equals the positive evaluation of the internship report by the Academic Director.

5.3.9.8. Bachelor and Master Theses

Sec. 135. The schedules and other requirements for bachelor and master theses are specified in the respective guidelines for bachelor and master theses available on the eCampus, and are binding.

5.3.10. Study Programme Social Work (BA)

5.3.10.1. Attendance

Sec. 136. (1) The students generally have to demonstrably confirm their attendance for all courses.

(2) Full-time students

1. Courses with a strong theoretical focus (lecture):

Students have to be present for more than 50 % of the prescribed attendance time. In case they fall below this threshold, the Academic Director is to be informed. In consultation with the Academic Director, a student may compensate insufficient attendance with additional work (e.g. written paper) provided that the course target can still be met. The submission and assessment of the additional work is considered the second exam date. Hardship cases with excused absence are to be taken into account and special solutions found in coordination with the Academic Director. Participation in exercises and courses may play a role in the assessment.

In case the course target cannot be met by means of compensatory work, the lecture is to be repeated in the following study year.

2. Courses with a strong practical focus (seminar, exercise):

Students have to be present for more than 2/3 of the prescribed attendance time. A lack of attendance can be compensated through an additional performance (e.g. written paper), provided that the course target can be met in this way. The submission and assessment of the additional work is considered the second exam date. There are, however, certain exercises and seminars where a too low attendance rate cannot be compensated for by an additional performance. These

are marked as such in the module handbook, and the respective exercise/seminar is to be repeated in the following study year.

In case a student falls short of the required attendance rate by more than 50 %, the Academic Director is to be informed. Hardship cases with excused absence are to be taken into account and special solutions found in coordination with the Academic Director. Participation in exercises and courses may play a role in the assessment.

3. Integrated courses (ILV):

When it comes to ILVs, the above-mentioned attendance requirement of 50 % applies to the lecture part. For the exercise part, the minimum required attendance is 2/3 (again, as described above). Absences exceeding this limit have the above-mentioned consequences. It has to be possible to provide separate proof when it comes to the fulfilment of the attendance requirements.

4. In courses taught by more than one lecturer, the attendance regulation applies to the entire course. Special regulations have to be announced in the module handbook.

(3) Students in dual study programmes (BB students): these students have an attendance requirement of 100 %. In case a student misses an entire block, it is specified individually for every course whether acquisition of the required competencies is possible through compensatory work or not.

(4) Study programme- or department-related optional subjects: in optional subjects with a 100 % attendance requirement, students have to provide additional work in case of an absence rate of more than 1/3 in order to compensate for their absence and to be able to positively complete the course.

(5) Optional subjects with a distance-learning part: the attendance requirement is 100 %.

5.3.10.2. Examination Dates

Sec. 137. (1) First exam date: at the beginning of every semester, the course head informs the students (in writing; within the framework of the respective module handbook) about the acquisition of competencies for the course, the procedure, requirements, deadlines for the submission of works, and the first exam date (= either submission of the last paper or first date of the written exam). The module handbooks are published in the respective courses on the eCampus.

(2) Exams which are specified for the respective module in the module handbook have to be announced to the students at the beginning of a semester as well.

(3) Second exam date: a second exam date following a negative first exam attempt or a non-assessed exam (due to either non-appearance for the first date or insufficient course attendance) is to be scheduled no sooner than two weeks after the grades are announced (and no later than 15 March for the winter semester, or 15 October for the summer semester).

(4) In this context, the timing of the internships needs to be taken into account. There must be no exam dates during internships (unless at the student's own urgent request). In the bachelor degree programme, it should be noted that the first semester ends with a four-week internship, while the third semester starts with an eight-week internship, and the sixth semester begins with a four-week internship (instead of the internship in the sixth semester, students of the full-term study programme can alternatively complete the inclusion counselling covering the entire fifth and sixth semester starting from the study year 2021/22).

(5) Third exam attempt / board exam: if the second exam attempt is negatively assessed as well or cannot be assessed (due to non-attendance / non-submission of the required tasks), the lecturer is to inform the study programme administration.

(6) A board exam has to be completed no later than by the end of the following semester. In exceptional hardship cases (medically attested illness, special circumstances), the Academic Director may also – upon request – agree to an extension of this deadline or a repetition of the second exam attempt.

5.3.10.3. Information on Score / Assessment of Partial Work

Sec. 138. (1) The students have to be informed about the assessment of partial works as soon as possible (no later than four weeks after the submission date) via the eCampus in the form of individual feedback. When it comes to partial works, the sum of assessments is essential for the final grade.

(2) Every partial task has to be positive in order for the overall assessment to be positive. Exceptions from this rule cannot comprise more than 20 % and are to be defined in the module handbook before the beginning of the course.

(3) Regardless of the grounds, the delayed submission of partial tasks results in a deduction of two points. However, it must not mean that a positive performance turns negative.

(4) When it comes to students in dual study programmes (BB students), individual feedback regarding the grading is to be given via the eCampus.

(5) Full-time students may also receive either individual feedback or "group feedback" (in the sense of overall feedback).

5.3.10.4. Assessment of Performance, Access to Results

Sec. 139. The grades have to be entered into the CIS within four weeks after the first overall exam date. In the sixth semester, it has to be ensured that the grades are announced by the beginning of June.

5.3.10.5. Vocational Internships

Sec. 140. A total of three vocational internships have to be completed in the bachelor degree programme Social Work.

(1) Scheduling for full-time students: the first internship takes place at the end of the first semester, the second one is regularly scheduled for the beginning of the third semester, and the third internship should be completed at the beginning of the sixth semester. Instead of the internship in the sixth semester, students can alternatively complete the inclusion counselling covering the entire fifth and sixth semester starting from the study year 2021/22. For further details, refer to the curriculum.

(2) Scheduling for BB students: in line with the schedule referred to in (1), the students draw up a practice plan with the expected internships and practical periods at the beginning of their studies. Relevant professional experience in the social sector can be credited – recognition has to be applied for well in advance. In any case, the first and second internships are to be completed by the end of the following semester, respectively. For further details, refer to the curriculum.

(3) The third internship (or alternatively, the inclusion counselling) has to be completed no later than by the beginning of June in the sixth semester if the student is planning to enter the bachelor exam at the first possible exam date.

(4) Relevant professional activity in the social sector can be credited. As a rule, however, this does not apply to the first internship (120 hours) which has to be completed within the prescribed period of time.

(5) Internship assessment: internships are confirmed with "Mit Erfolg teilgenommen" (participated successfully). The conditions can be found in the respective module handbooks.

5.3.10.6. Recognition of Courses

Sec. 141. Course recognitions have to be uploaded on the eCampus in due time by using the respective form. This means the student may submit the certificates for all courses which she/he would like to have recognised as soon as in the first semester. The persons responsible for the modules then check whether these recognitions are possible. The study programme administration sends out a notification in this regard.

5.3.10.7. Bachelor Thesis

Sec. 142. (1) In the course of the bachelor degree programme, the students have to write an independent written paper within the framework of the accompanying bachelor project course in the fifth and sixth semesters. The bachelor thesis have to comply with the basal criteria for scientific works in order to be positively assessed.

(2) The exact guidelines for bachelor thesis can be found on the eCampus and are updated annually with regard to dates.

(3) The assessment of the bachelor thesis is carried out on the basis of a set of criteria which is communicated to the students at the beginning of the relevant course. This set of criteria makes it possible for the respective student's supervisor to assess the thesis in a traceable and verifiable manner.

(4) The supervisor grades the bachelor thesis.

(5) In case a bachelor thesis has to be rejected on formal grounds, the student has to be granted a reasonable deadline to correct any defects. In justified exceptional cases, the student may choose a new topic and/or a new supervisor.

5.3.10.8. Final Bachelor Board Examination

Sec. 143. (1) The expert knowledge about the bachelor thesis is implicitly covered by a social work case representation. This case representation can – but does not have to – pertain to the bachelor thesis.

(2) Admission to the bachelor board examination requires the following:

1. Positive completion of all courses
2. Positive assessment of the vocational internship
3. Positive assessment of the bachelor theses

(3) The students are informed by e-mail about their admission to the bachelor board examination and the exact exam date.

(4) The examination senates for the bachelor exams in front of a board are put together by the Academic Director. An examination senate has to consist of three persons including the chairperson. The Academic Director appoints one member as chairperson of the examination senate.

(5) Immediately after the bachelor exam, the senate gives its feedback and tells the student whether she/he has passed or not ("bestanden/nicht bestanden"). The overall result of the exam is announced after all candidates participating in the respective date have completed the exam. In case the student has not passed the exam, the senate has to state the reasons.

(6) When it comes to bachelor exams, repetition deadlines have to be within a range of two weeks to half a year. The Academic Director has to schedule the dates for the repeat examinations within these limits.

5.3.10.9. Semester Abroad

Sec. 144. In the bachelor degree programme Social Work, study semesters and internships abroad are explicitly promoted. The Academic Director approves according individual agreements in coordination with the Office for International Relations and the international coordinator in the study programme.

5.3.11. Study Programme Social Work (MA)

5.3.11.1. Methods and Types of Examinations

Sec. 145. (1) All courses are subject to continuous assessment, which means that the students usually have to perform several tasks.

(2) The examination components, their weighting for the assessment, and the submission dates are communicated by the course heads in the course descriptions on the eCampus no later than by the beginning of the course (usually four weeks prior to the attendance date).

(3) For the successful completion of the course, all examination parts have to be positively assessed. Well-reasoned exceptions to this rule are possible. The delayed submission of individual examination parts generally results in a deduction of points. However, the deduction of points must not lead to the negative assessment of an otherwise positive examination part.

5.3.11.2. Examination Dates

Sec. 146. (1) The submission date of the final subtask is considered the first exam date in the sense of the examination regulations. The course head is to announce the assessment within four weeks after the submission date of the final subtask.

(2) The course heads are to set a second submission date in the course description. This second submission date is considered the second exam date in the sense of the examination regulations. If the student can prove sufficient grounds for non-attendance of the first exam date, the second possible date is considered to be the first. The Academic Director has the right to schedule additional exam dates.

(3) If the second exam attempt – or potentially another exam attempt approved by the Academic Director – is negatively assessed as well, a final exam date in front of a board is to be scheduled with a minimum notice period of two weeks after the previous date. The senate for the board examination consists of the course head (or a representative if she/he is unavailable), the Academic Director (or her/his representative), and a lecturer. The composition is up to the Academic Director who also chairs the senate. The students are to present all tasks which were intended as examination parts for the course to the senate, if applicable in improved form (via e-mail to the Academic Director), no later than one week prior to the board examination date. The senate evaluates the works and holds an exam conversation with the candidates on the content of the course. The senate takes its decisions by majority.

5.3.11.3. Assessment of Performance

Sec. 147. (1) When it comes to courses assessed with "participated successfully", all tasks defined in the course description have to be positively completed. Beyond this, there is no differentiated assessment.

(2) In case the student misses significant parts of the attendance phase, the course head has to define compensatory work necessary to ensure acquisition of the desired competence. The student has to complete the compensatory work in addition to the required (partial) exam performances. The result is not included in the grade for the course.

(3) Internships, conference attendance and other performances within the framework of the module "Disziplinäre Praxis" (disciplinary practice) have to be arranged with the course head and are credited provided that the agreed performances and confirmations of participation are delivered by the student and approved by the course head.

5.3.11.4. Recognition of Performance

Sec. 148. Competencies acquired outside the study programme can be credited upon request by the student and subject to a hearing of the course head by the Academic Director. Generally, achievements can be credited only if they were not performed within the framework of studies constituting the admission requirement for the master degree programme.

5.3.11.5. Semester Abroad

Sec. 149. (1) It is possible to spend the second or third semester abroad.

(2) The students continue to participate in their research project during their semester abroad. They acquire the ECTS credits assigned to the research project and the writing of the master thesis at the St. Pölten UAS as their home university.

(3) Together with the students spending a semester abroad, the project heads and, if applicable, the Academic Director arrange work packages for the research projects which the students can work on abroad as well. Contact with the other students in the project and the project head is maintained through the eCampus and/or other online communication tools.

(4) ECTS credits not covered by the research project are to be acquired in a master degree programme for social work or on a closely related topic. A high degree of consistency with the UAS degree programme is not necessary.

(5) When it comes to students wishing to acquire a certificate as case manager in addition to their master degree, however, they have to provide evidence of completion for all course necessary for the acquisition of the certificate according to the certification guidelines, even if they spend a semester abroad.

5.3.11.6. Master Thesis

Sec. 150. (1) The master thesis proves the students' ability to independently examine and process a question at the latest scientific level and in compliance with the rules of correct scientific work.

(2) The topics or questions for the master thesis are to be chosen in connection with an R&D project that the students work on in their degree programme (modules FOA and FOB). The responsible teaching and research staff suggest topics to the students. The master thesis generally constitutes a relevant contribution to this project. The candidates are supported through the provision of access to data, through counselling in the choice of a research method, and in the elaboration of the research concept. They are free to use the infrastructure of the UAS and the Ilse Arlt Institute for Social Inclusion Research.

(3) Support is provided by members of the degree programme's teaching and research staff. The supervisor and second supervisor of the master thesis are appointed by the Academic Director.

(4) The master thesis is to be written in the third and fourth semesters. The first submission date is scheduled for the end of April, which allows for completing the degree programme in due time. The second submission date is scheduled for the beginning of September. The exact dates and deadlines can be found on the eCampus. The supervisor has to assess the work within four weeks after its submission. In case the two

supervisors cannot agree on an assessment, the Academic Director appoints a third assessor who then takes a decision within the framework of the existing assessments within one week.

(5) Students are allowed and encouraged to work on a topic together. However, it has to be possible to separately assess the performance of each individual student. The assessment also takes into account the team performance on a proportional basis. Assessments are made using the assessment form available on the eCampus.

(6) The approval of the master thesis is an indispensable prerequisite for being admitted to the master board examination. A master thesis not approved is to be returned to the student for correction and re-submission within a period to be specified (usually three months).

5.3.11.7. Final Board Examination

Sec. 151. (1) Candidates are informed about their admission to the final board examination by appropriate means (via e-mail and letter) as soon as the requirements are met.

(2) The examination board consists of the teaching and research staff of the study programme. The examination senate is selected for every candidate by the Academic Director from among the examination board; it consists of a chairperson and two examiners. Students who have submitted a master thesis together take the exam on the same date in front of the same senate.

(3) The diploma board examination consists of the presentation of the master thesis, an oral examination which focuses on the cross-connections between the master thesis' topic and the relevant subjects of the curriculum, and the presentation and discussion of a case study. The maximum total duration of the diploma board examination is 45 minutes.

5.3.12. Further Education Programmes in the Department of Media & Economics

5.3.12.1. Examination Modalities

Sec. 152. The exam may be held in the form of a written exam or a paper written at home.

5.3.12.2. Examination Dates

Sec. 153. (1) When it comes to written exams, the lecturers may send the exam documents to the St. Pölten UAS. Members of the UAS teaching staff or the administrative staff will supervise the examination process. The documents are then sent back to the lecturers for correction.

(2) Attendance: generally, the attendance requirement is 100 % for presence teaching blocks. The head of the further education programme and the respective lecturers may, however, agree on certain exceptions (max. two days of absence) or the specification of compensatory work in case of absences.

(3) If it is clear from the outset that a student will be unable to attend a certain exam date, she/he may arrange an alternative solution (alternative exam date, compensatory work, etc.) with the course head beforehand. Unexcused non-attendance of an exam or failure to submit a written paper for a first date automatically results in a negative assessment, which means the loss of one exam attempt.

5.3.12.3. Master Thesis

Sec. 154. (1) The topic of the master thesis can be changed only once in coordination with the supervisor and the head of the further education programme.

(2) The master thesis is assessed by a supervisor. Written explanations are given for the individual assessments. In case of a negative assessment, the supervisor obtains a second opinion. The grade of the master thesis is communicated to the student within six weeks at the latest.

5.3.12.4. Graduation from Academic Further Education Programmes

Sec. 155. (1) After having successfully completed all courses, the student is awarded a graduation certificate including the title stipulated for this further education programme (e.g. Academic Event Manager or Academic Digital Marketing Manager, etc.).

(2) The following grades are derived from the overall average of all exam performances:

1. "Ausgezeichneter Erfolg" (excellent success): grade average less than or equal to 1.5
2. "Guter Erfolg" (good success): grade average greater than two but less than or equal to 2.0
3. "Bestanden" (passed): grade average greater than 2.0

5.3.13. Further Education Programmes Social Sciences

5.3.13.1. Course Examinations

Sec. 156. (1) All courses are subject to continuous assessment, which means that the students usually have to perform several tasks.

(2) The examination components, their weighting for the assessment, and the submission dates are communicated by the course heads in the course descriptions on the eCampus no later than by the beginning of the course (usually four weeks prior to the attendance date).

(3) For the successful completion of the course, all examination parts have to be positively assessed. Well-founded exceptions to this rule are possible. Examination parts are assessed according to a points system and – depending on their respective weighting – used to determine the overall grade. Students are to be informed about the weighting, assessment criteria and submission dates of the individual examination parts in the course description as well. The delayed submission of individual examination parts generally results in a deduction of points. However, the deduction of points must not lead to the negative assessment of an otherwise positive examination part.

(4) The course heads are to set a second submission date in the course description. This second submission date is considered the second exam date in the sense of the examination regulations. If the student can prove sufficient grounds for non-attendance of the first exam date, the second possible date is considered to be the first.

(5) When it comes to courses assessed with "participated successfully", all tasks defined in the course description have to be positively completed. Beyond this, there is no differentiated assessment.

(6) In case the student misses significant parts of the attendance phase, the course head has to define compensatory work necessary to ensure acquisition of the desired competence. The student has to complete the compensatory work in addition to the required (partial) exam performances. The result is not included in the grade for the course.

(7) If the second exam attempt is negatively assessed as well, a final exam date in front of a board is to be scheduled with a minimum notice period of two weeks after the previous date. The senate for the board examination consists of the course head (or a representative if she/he is unavailable), the Academic Director (or her/his representative), and a lecturer. The composition is up to the Academic Director who also chairs the

senate. The participants of the further education programme are to present all tasks which were intended as examination parts for the course to the senate, if applicable in improved form (via e-mail to the Academic Director), no later than one week prior to the board examination date. The senate evaluates the works and holds an exam conversation with the candidates on the content of the course. The senate takes its decisions by majority.

5.3.13.2. Internships, Conference Attendance and Other Performances within the Framework of the Module "Disziplinäre Praxis" (Disciplinary Practice)

Sec. 157. Internships, conference attendance and other performances within the framework of the module "Disziplinäre Praxis" (disciplinary practice) have to be arranged with the course head and are credited provided that the agreed performances and confirmations of participation are delivered by the student and approved by the course head.

5.3.13.3. Recognition of Performances

Sec. 158. Competencies acquired outside the further education programme can be credited upon request by the student and subject to a hearing of the course head by the Academic Director. Generally, achievements can be credited only if they were not performed within the framework of studies constituting the admission requirement for the further education programme.

5.3.13.4. Master Thesis in the Further Education Programme Social Pedagogy (MA)

Sec. 159. (1) The topics or questions for the master thesis are to be chosen in connection with an R&D project that the students work on in their further education programme (modules FLA and FLB). The responsible teaching and research staff suggest topics to the students. The master thesis generally constitutes a relevant contribution to this project. The candidates are supported through the provision of access to data, through counselling in the choice of a research method, and in the elaboration of the research concept. They are free to use the infrastructure of the UAS and the Ilse Arlt Institute for Social Inclusion Research.

(2) Support is provided by members of the further education programme's teaching and research staff. The supervisor and second supervisor of the master thesis are appointed by the Academic Director.

(3) The master thesis is to be written in the third and fourth semester. The first submission date is scheduled for the end of April (in case the programme was begun in a winter semester), which allows for completing the programme in due time. The second submission date is scheduled for the beginning of September. The exact dates and deadlines can be found on the eCampus. The supervisor has to assess the thesis within four weeks after its submission. In case the two supervisors cannot agree on an assessment, the Academic Director appoints a third assessor who then takes a decision within the framework of the existing assessments within one week.

(4) The assessment also takes into account the team performance on a proportional basis. Assessments are made using the form MTh_Beurteilungsformular.docx

5.3.13.5. Qualification Works in the Academic Further Education Programme Social Pedagogy

Sec. 160. (1) The qualification works "Fall" (case) and "Projekt" (project) prove the students' ability to independently examine and process a social pedagogy-related question at the latest scientific level and in compliance with the rules of correct scientific work. Assessments are made using an assessment form available on the eCampus.

(2) The topics or questions for the qualification work "Projekt" are to be chosen in connection with an R&D project that the students work on in their further education programme. The qualification work "Projekt" generally constitutes a relevant social pedagogy contribution to this project. The topic is selected in consultation with the course head. The candidates are supported through the provision of access to data, through counselling in the choice of a research method, and in the elaboration of the research concept. They are free to use the infrastructure of the UAS and the Ilse Arlt Institute for Social Inclusion Research.

(3) The qualification work "Fall" is a social pedagogy case analysis in entails the exploration of a question by means of scientific instruments. It is made up of two components: a detailed social pedagogy case analysis, and a research exposé on a scientific question which is compiled by reflecting on the case in a structured manner.

(4) Support is provided by members of the further education programme's teaching and research staff. The supervisor and second supervisor of the master thesis are appointed by the Academic Director.

(5) The submission deadlines for the qualification works are announced on the eCampus, so that students are able to complete the further education programme in due time. The supervisor has to assess the work within four weeks after its submission. In case the two supervisors cannot agree on an assessment, the Academic Director appoints a third assessor who then takes a decision within the framework of the existing assessments within one week.

(6) Within the framework of the qualification work "Projekt", students are allowed and encouraged to work on a topic together. However, it has to be possible to separately assess the performance of each individual student. The assessment also takes into account the team performance on a proportional basis.

(7) The approval of the qualification works is an indispensable prerequisite for being admitted to the final board examination. A qualification work not approved has to be returned to the student for correction and re-submission within a period to be specified (usually three months).

5.3.13.6. Final Board Examination

Sec. 161. (1) Candidates are informed about their admission to the final board examination by appropriate means (via e-mail and letter) as soon as the requirements are met.

(2) The examination board consists of the teaching and research staff of the study programme. The examination senate is selected for every candidate by the Academic Director from among the examination board; it consists of a chairperson and two examiners. Students who have submitted a master thesis together take the exam on the same date in front of the same senate.

(3) The final board examination in the further education programme Social Pedagogy (MA) consists of the presentation of the master thesis, an oral examination which focuses on the cross-connections between the master thesis' topic and the relevant subjects of the curriculum, and the presentation and discussion of a case study. The maximum total duration of the final board examination is 45 minutes.

(4) The final board examination in the academic further education programme Social Pedagogy consists of the presentation of the qualification work "Projekt", an oral examination which focuses on the cross-connections between the topic of the qualification work "Projekt" and the relevant subjects of the curriculum, and the presentation and discussion of a case study.

(5) The maximum total duration of the final board examination is 45 minutes.

(6) The students have to be informed about the assessment criteria and results of the performance assessment in the final board examinations.

5.3.14. Further Education Programmes MSc in Agricultural Management and Technology Management, and MSc in Production and Technology Management

5.3.14.1. Examination Dates

Sec. 162. (1) Students may unsubscribe until two days prior to the exam date.

(2) Examinations are assessed by the lecturers assigned to the respective courses. The Academic Director shall decide on any exceptions to this rule.

(3) The Zukunftsakademie (ZAM) is responsible for the coordination of examination dates. The dates are announced on the eCampus.

(4) Exam registrations are centrally pooled on the learning platform of the ZAM. The ZAM project coordinators then pass on the information to the responsible examiners.

5.3.14.2. Attendance

Sec. 163. (1) When it comes to courses with a primarily practical focus, students have to be present for more than 75 % of the prescribed attendance times. The Academic Director is free to formulate a different attendance requirement which is to be made known to the students by the beginning of the semester, at the latest. In case the attendance requirement is not met, the first exam date is negatively assessed.

(2) The ZAM transmits the exam results to the St. Pölten UAS.

5.3.14.3. Final Examinations

Sec. 164. (1) The scheduling of a final exam has to be completed no later than two weeks before the exam date. The module is considered passed only if the student has positively completed all individual subjects of the module. The individual partial exams are assessed by the lecturers assigned to the courses. The Academic Director shall decide on any exceptions to this rule.

(2) The final examination is held as an oral exam in front of a board.

5.3.14.4. Master Thesis

Sec. 165. The deadlines in connection with the master thesis are determined in the course accompanying the writing of the thesis.

5.3.14.5. Examination Dates

Sec. 166. (1) The two-week notice period applies to submissions and submission discussions as well.

(2) Submission dates for projects (course type: project work): unless otherwise agreed within the framework of the course and in accordance with the examination regulations, there are two dates for the submission of projects: the first date is the last day of the respective semester. The second submission date

for projects is 31 for the winter semester, 1 September for the summer semester. If projects are not positively completed by the second submission date, the result is a board examination.

(3) Second submission date for courses with continuous assessment: unless otherwise agreed within the framework of the course and in accordance with the examination regulations, the second submission date for courses with continuous assessment is 31 March for the winter semester, 1 September for the summer semester. In case courses with continuous assessment are not successfully completed by the second submission date, the result is a board examination.

5.3.14.6. Exchange of Information on Courses

Sec. 167. (1) Before the beginning of each semester, the ZAM transmits the following information about every study year to the UAS:

1. List of applicants
2. Application documents
3. Data sheets for every course in the semester

(2) At the end of each semester, or after the assessment has been completed in accordance with the examination regulations, the ZAM transmits the following information about every study year to the UAS:

1. Attendance lists for every course
2. Assessments / examination results
3. Results of course evaluations

VI. Discontinuation and Exclusion

Sec. 168. The student has the right to terminate the educational either by way of ordinary termination (subject to a notice period) or by way of extraordinary termination (contract termination with immediate effect for important reasons). The Provider reserves the right to unilaterally terminate the educational contract for justifiable reasons (grounds for exclusion). With regard to the concrete termination possibilities, reference is made to the educational contract in the respective applicable version.

VII. Academic Degrees and Titles

7.1. Awarding of Academic Degrees

Sec. 169. (1) After a student has completed the studies and examinations required for the university of applied sciences study programme,

1. the Academic Director has to immediately communicate this fact to the UAS Board which
2. has to award the student with the appropriate academic degree in a timely manner (resolution via circulation or at the next meeting) and in accordance with the following provisions.

(2) The academic degrees are "Bachelor..." for UAS bachelor degree programmes and "Master..." or "Diplom-Ingenieurin/Diplom-Ingenieur..." for UAS master degree programmes, plus an addition indicating the respective subject group. When it comes to UAS diploma study programmes, the academic degrees are "Magistra/Magister..." or "Diplom-Ingenieurin/Diplom-Ingenieur...", also with an addition indicating the

respective subject group as well as the designation "(FH)"⁴. If an academic degree has the designation "(FH)", it is inadmissible to use the degree without this designation.

(3) The respective academic degree including any additional designations is to be laid down by the Agency for Quality Assurance and Accreditation Austria (AQ Austria) in the accreditation certificate for every single UAS study programme.

(4) In order to promote the international mobility of the students, an English translation is to be attached to the award certificate (notification) – the names of the Provider and the issuing body as well as the academic degree itself with any additional designations do not have to be translated.

(5) The award certificate has to include at least the following information:

1. Last name and first names
2. Date of birth and nationality
3. Completed study programme
4. Awarded academic degree
5. Date of the final examination
6. Date of the UAS Board's decision

(6) The notification may be delivered either

1. in person:
 - a. collection by the student
 - b. handover within the framework of an academic ceremony,
2. or by mail.

(7) The academic degree may be used as of the delivery date.

Sec. 170. A diploma and a final graduation certificated may be transmitted together with the award notification. These documents have no legal effect when it comes to the use of the academic degree.

7.2. Academic Titles

Sec. 171. (1) The awarding of academic titles is governed by Art. 9 FHStG.

(2) In accordance with Art. 9 (2) FHStG, graduates of further education programmes may be awarded master degrees used at international level in their respective discipline.

(3) Graduates of further education programmes with at least 60 ECTS credits may be awarded the title "Akademische/Akademischer ..." (Academic ...) with an addition that characterises the content of the respective programme.

VIII. EEA Recognition

Sec. 172. (1) Upon application, the Federal Minister for Education has to recognise qualification certificates in higher medical-technical services issued by a contracting state of the Agreement on the European Economic Area (EEA member state) or the Swiss Confederation as proof of qualification in the respective higher medical-technical service, provided that the acquired professional qualification is equivalent to the Austrian education.

(2) In case the completed education differs considerably from the corresponding Austrian education (taking into account the knowledge acquired within the framework of professional experience), the recognition is to be subject to the condition of successful completion of an adaption period of no more than three years

⁴ Currently not offered at the St. Pölten UAS (status: August 2018)

(Art. 6c MTD Law) or an aptitude test (Art. 6d MTD Law). The applicant has the right to choose between the adaptation period and the aptitude test, unless she/he has a professional qualification in the sense of Art. 11 (b) of Directive 2005/36/EG. If she/he has a professional qualification in the sense of Art. 11 (a) Directive 2005/36/EG, the recognition may be tied to the condition of both the successful completion of an adaptation period and an aptitude test.

- (3) Further details, particularly with regard to
 1. application
 2. adaptation period
 3. aptitude test
 4. and the relevant tasks of the UAS Board,are provided for in Art. 6b ff MTD Law.

IX. Nostrification

9.1. General Information

Sec. 173. (1) In the sense of this Statute, nostrification means the recognition of a foreign academic degree as a domestic degree of regular study (academic recognition).

- (2) Nostrification does not mean
 1. full recognition in the sense of immediately applicable international agreements (hereinafter referred to as "recognition in the sense of agreements") as well as
 2. professional recognition on the basis of a legislative act of the European Union, particularly in the sense of Directive 205/35/EG on the recognition of professional qualifications ("EEA recognition").
- (3) Unless provided otherwise by law, the General Administrative Procedures Act (AVG) is to be applied to the nostrification process.

9.2. Application for Nostrification

Sec. 174. (1) If the study programme in question is offered at the St. Pölten UAS, the UAS Board decides about applications for nostrification of an academic degree acquired at a foreign recognised post-secondary educational institution.

- (2) A foreign recognised post-secondary educational institution is an educational institution which
 1. carries out study programmes with a duration of at least six semesters,
 2. requires a general university entrance qualification in accordance with Art. 64 University Law 2002 – UG (Federal Law Gazette I No. 120/2002) as the basis of admission, and
 3. is recognised as a post-secondary educational institution based on the legal provisions of the country where it is located.
- (3) Unless a shorter period for recognition procedures is defined in federal laws governing the recognition of foreign educational certificates or professional qualifications, applications are to be processed within four months after receipt of the complete documents (by way of derogation from Art. 73 AVG).
- (4) In case the UAS Board receives applications which do not fall within its competence (particularly applications for recognition in the sense of agreements, or applications for EEA recognition), the Board is to pass on these applications to the responsible body without unnecessary delay at the applicant's risk, or to refer the applicant to this body.
- (5) The application for nostrification of an academic degree acquired at a foreign recognised post-secondary educational institution requires proof that the nostrification is absolutely necessary

1. for a professional activity, or
2. for the continuation of the applicant's education

in Austria.

(6) The applicant has to provide proof of this absolute necessity to the Board.

(7) A nostrification is definitely necessary if the applicant

1. wishes to engage in a professional activity whose admission or execution is – on the basis of laws and administrative provisions [particularly the federal law on the regulation of higher medical-technical services (MTD Law, GuKG), Federal Law Gazette no. 460/1992, child and youth welfare of the federal states] - directly or indirectly dependent on an academic degree (regulated profession) and a recognition in the sense of agreements or an EEA recognition is not possible, or
2. the applicant wishes to be admitted to a post-graduate education (e.g. admission to the preparatory course in psychotherapy in accordance with Art. 10 (1) line 3 Psychotherapy Law, Federal Law Gazette No. 361/1990).

(8) A nostrification is **not** absolutely necessary especially if

1. the foreign academic degree of the applicant may be recognised on the grounds of directly applicable international agreements,
2. if the applicant wishes to be admitted to a regulated profession and EEA recognition is possible (particularly in the sense of Directive 2005/35/EG on the recognition of professional qualifications),
3. if the applicant only strives for a potentially better salary level, or
4. if the applicant's only motive for the desired nostrification is the use of the Austrian academic degree.

(9) The application for nostrification is to be filed with the UAS Board in writing. In the application, the applicant has to indicate the Austrian study programme comparable to the completed foreign one as well as the desired Austrian academic degree. The UAS Board has made an application form available on the website of the St. Pölten UAS.

(10) Applicants have to present the following original document:

1. Passport
2. The following documents have to be presented as originals as well as notarially certified copies:
 - a. The graduation certificate for the foreign study programme which is to be the object of the nostrification – in the original language and, if necessary, including a diplomatic certification unless international agreements provide for exemption
 - b. An authorised German translation of the graduation certificate for the foreign study programme which is to be the object of the nostrification – if necessary, including a diplomatic certification unless international agreements provide for exemption
 - c. The certificate of general university entrance qualification (Art. 64 UG 2002) – in the original language and, if necessary, including a diplomatic certification unless international agreements provide for exemption
 - d. An authorised German translation of the certificate of general university entrance qualification (Art. 64 UG 2002) – if necessary, including a diplomatic certification unless international agreements provide for exemption
3. In addition, applicants have to present photocopies of the following documents:
 - a. Proof of the foreign educational institution's status as a recognised post-secondary educational institution (especially ENIC, NARIC, ANABIN)
 - b. All documents (such as curriculum, course book, study guide, exam certificates, scientific and/or practical works, certificates of completion, etc.) regarding the study programme completed at the foreign recognised post-secondary educational institution, in the original language and as an authorised German translation

- c. Proof in German of sufficient German-language skills at least at level B2 (Common European Framework of Reference for Languages, CEFR)
- d. A German curriculum vitae in table form
- e. The final paper (diploma or bachelor thesis) in the original language,
- f. An abstract of the final paper (diploma or bachelor thesis) in German, and
- g. A confirmation of payment of the nostrification fee (see Art. xx).

(11) The certificates of general university entrance qualification and graduation from the foreign degree programme are to be presented to the UAS Board in the form of a certified copy – other certificates and documents as photocopies. The original copy of the certificate of graduation from the foreign degree programme (diploma) is to be presented as well. Upon request of the UAS Board, all documents have to be presented as original copies.

(12) The graduation certificate for the foreign study programme and the certificate of general university entrance qualification have to include a diplomatic certification unless international agreements provide for a relevant exemption.

(13) When it comes to foreign-language documents, the applicant is to submit authorised German translations produced by a certified translator.

(14) The applicant is obliged to present all necessary documents and provide all relevant information in this regard, thus actively participating in the nostrification process. In case the applicant fails to comply with this obligation to cooperate and the settling of the matter is thus hampered considerably, the responsible authority may process the application without further investigations. Art. 13 (3) AVG remains unaffected.

(15) Shortcomings in written applications do not authorise the UAS Board to reject applications pursuant to Art. 13 (3) AVG. On the contrary, it is the UAS Board's responsibility to make sure that these are remedied immediately and it may instruct the applicant to fix the deficiency within an appropriate period - with the effect that the application is rejected if the period expires without results.

(16) The UAS Board has the right to waive the obligation to present certain individual documents if the applicant can prove that she/he is unable to submit these documents within a reasonable time or only with great difficulty, and the other submitted documents are sufficient to make a decision. It has to be possible to derive the necessary basis for a decision from the overall context of the other documents. The decision must not be based exclusively on mere allegations of the applicant. Reference is made to Art. 8 AuBG with regard to "Special provisions for persons entitled to asylum or to subsidiary protection".

(17) Pursuant to Art. 6 (7) FHSStG, it is not admissible to file the same nostrification with other Boards either simultaneously or after withdrawal of the initial application. The application for nostrification is to be rejected as inadmissible especially if another nostrification procedure at another Austrian post-secondary educational institution is pending which affects the recognition of the same foreign degree as equivalent with a comparable Austrian study programme, or such an application for nostrification has already been withdrawn. If another Board has already taken a negative decision regarding an application by the same applicant, another application is not admissible.

9.3. Preliminary Procedure and Assessment of Equivalence

Sec. 175. (1) The UAS Board is to verify whether the structure of the foreign degree programme completed by the applicant is in line with the necessary

1. requirements (classification of level: bachelor degree, master degree, diploma or doctoral programme)
2. the overall scope (ECTS credits), and
3. the study content

so that it may be deemed equivalent with the Austrian university of applied sciences degree programme referred to in the application.

(2) When it comes to the assessment of equivalence between the foreign degree programme and the Austrian degree programme, special consideration is to be given to the applicant's capacity to be as well prepared for activities in science or art as a graduate of the corresponding Austrian degree programme.

(3) In case it becomes necessary that evidence is accepted by expert witnesses, the Academic Director of the concerned degree programme is to be called in.

(4) A sample test is admissible evidence in order to gain more detailed knowledge regarding the foreign degree programme. Such a test does not qualify as an examination, which is why the provisions with regard to examinations (FHStG, examination regulations) do not apply. Rather, it is a measure within the framework of the investigation procedure (hearing of involved parties pursuant to Art. 51 AVG) which may also be carried out by consultation of experts (Academic Directors). In this context, the applicant may be asked to provide information about study content that she/he dealt with abroad or about literature used. Furthermore, exemplary inquiries regarding important fields of the acquired knowledge may be carried out in case the body of evidence leaves room for doubt otherwise.

(5) The concrete examination results of the completed foreign degree programme are not relevant for the assessment of equivalence. Any subjects that are not proven by the corresponding evidence are not to be included in the assessment of equivalence.

(6) The applicant has to be given the opportunity to access the result of the taking of evidence and to give a statement (hearing of involved parties).

(7) In case the fundamental possibility of nostrification cannot be ascertained within the framework of the investigation proceedings, the application is to be rejected after carrying out the hearing of the parties. In this case, the applicant has to be informed that she/he may apply for admission to the respective degree programme as a degree programme student and, if applicable after completing an admission procedure (Art. 11 FHStG), the recognition of the proven knowledge (Art. 12 FHStG).

(8) If equivalence is basically ensured and full equivalence requires only a few individual supplements, the applicant has the right to take these additional examinations (to be announced by decision of the UAS Board) at the St. Pölten UAS as a non-degree or degree programme student. If the applicant would have to completed an obviously disproportionate number of additional examinations in order to meet the total requirements of the Austrian degree programme, a nostrification is out of the question and the application is to be rejected⁵. A ratio of 25% of the overall scope of performances demanded in the curriculum has been defined as a quantitative guideline for individual supplements.

(9) The notification, in which the UAS Board informs the applicant about the courses and examinations that she/he has to complete in order to achieve full equivalence, has to stipulate an appropriate period for the completion of the announced courses and exams. Unless the applicant presents evidence of having completed the required courses and exams within the prescribed period, the notification becomes void. An extension of the period is possible on the basis of a justified request, especially for reasons such as pregnancy, illness and military or civilian service.

(10) The completion of the prescribed courses and exams is based on an educational contract under private law between the applicant (non-degree programme student) and the Provider of the St. Pölten UAS.

(11) The applicant has to pay a tuition fee for the time period required for the completion of the prescribed courses and exams.

⁵ Decision of Administrative Court from 29/11/1993, 90/12/0106; Hauser, Kommentar zum Fachhochschul-Studiengesetz, 7. Edition, 2014, page 104, figure 37.

(12) The Austrian Students' Union (ÖH) is obliged to collect a fee from all of its ordinary members (degree and non-degree programme students)⁶. The tuition fee and the student union fee are collected together.

9.4. Acknowledgement of Nostrification

Sec. 176. (1) The UAS Board has to declare the nostrification by issuing a written notification which has legal effect.

(2) The written notification has to indicate the Austrian degree programme that the foreign degree programme equates to as well as the Austrian academic degree that the applicant may now - on the basis of the nostrification – use instead of the foreign academic degree.

(3) If applicable, the notification of nostrification has to include a professional title in accordance with the relevant applicable professional laws (especially the MTD Law and GuKG).

(4) The nostrification is to be made note of on the original certificate which was submitted as evidence of completion of the foreign degree programme. This notice is not an order and has to include the following specifications:

1. The decision-making body (UAS Board)
2. The date of the decision
3. The name of the applicant
4. The Austrian degree programme
5. The Austrian academic degree
6. The signature of the decision-making body complete with stamp.

9.5. Revocation of Nostrification

Sec. 177. The nostrification is to be withdrawn by notification if it was obtained by fraud (especially through forged certificates).

9.6. Nostrification Fee

Sec. 178. (1) For the nostrification of a foreign academic degree, applicants have to pay a tax pursuant to the university law in advance.

(2) The nostrification fee does not have to be paid if the application for nostrification is rejected or withdrawn.

9.7. Appeal

Sec. 179. (1) It is admissible to file a complaint against decisions of the UAS Board with the Federal Administrative Court. Complaints have to be filed within four weeks from the day of receipt of the notification on the part of the applicant.

(2) The complaint has to include the following:

⁶ See Art. 1, 2 HSG 2014.

1. The designation of the contested notification
2. The designation of the authority the complaint is filed against
3. The grounds that the assertion of unlawfulness is based on
4. The object of the complaint
5. The information required in order to assess whether the complaint was filed in due time.

(3) Information and attachments to the Federal Administrative Court (complaints, requests for reinstatement or resumption, or separate requests for exclusion or approval of the suspensive effects, requests for submission) are subject to the payment of a fee in accordance with the decree of the Federal Minister of Finance pertaining to the fee for filings with the Federal Administrative Court as well as the state administrative courts (BuLVwG-Eingabengebührverordnung - BuLVwG-EGebV) Federal Law Gazette II No. 387/2014, unless legal regulations provide for a waiver of fees.

(4) Further details are regulated in the federal law on the proceedings of the administrative courts (Verwaltungsgerichtsverfahrensgesetz – VwGVG) Federal Law Gazette I No. 33/2013.

X. Academic Ceremonies

Sec. 180. (1) The St. Pölten UAS holds graduation ceremonies to honour the graduates of its bachelor and master degree programmes who have been awarded an academic degree by the UAS Board in accordance with Art. 6 FHStG.

(2) When it comes to honouring the graduates of a further education programme (Art. 9 FHStG), the Academic Director may host academic graduation ceremonies as well (subject to approval of the Provider).

Sec. 181. Following a hearing of the Chairperson of the UAS Board, the Provider may issue more detailed provisions for the regulation of academic ceremonies (particularly regarding their structure) and announce them on the UAS website.

XI. Tuition Fee, Further Education Programme Fee and Students' Union (ÖH) Fee

Sec. 182. (1) The Provider reserves the right (Art. 2 FHStG) to issue more detailed provisions regarding the collection of the tuition fee and the further education programme fee in the form of a separate directive.

(2) The St. Pölten UAS collects the students' union fee in accordance with the HSG.

Annex

Annex – Application for Interruption of Studies

Annex – Withdrawal Form (Withdrawal from the Contract)