

# Examination Regulations - General terms

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## Examination regulations - General terms

version 3.1

Entry into force on 28 April 2020 by decision of the Board and in agreement with the provider.<sup>1</sup>

Valid for all courses from summer semester 2020

Provisions marked with the letter "a" are necessary due to the measures concerning COVID-19 and the changed circumstances in teaching and apply from the date of entry into force.

### Preamble

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

### 1. Examinations

1.1 Examinations assess the performance and can be written and/or oral. In addition, it is possible to assess the students' performance through seminar or project work, laboratory protocols, treatment protocols, etc.

1.1a Written and/or oral examinations and/or performance assessments may also be conducted electronically. Written examinations and/or performance assessments may be conducted using, for example, a test in Moodle or as a paper-pencil variant monitored via a video conferencing system (e.g. TEAMS or Webex). Oral examinations or performance assessments can be conducted using a video conferencing system (e.g. TEAMS or Webex). In order to conduct examinations or performance assessments electronically, a suitable technical infrastructure must be available on the part of the examiner and the student.

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

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

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<sup>1</sup> Circular Resolution of the dated 24 April 2020 (circular resolution 20\_2020, minutes of the 57th ordinary meeting), agreement reached on 27 April 2020 (AN 05\_20, Annex 73 to the minutes of the 57th ordinary meeting)

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

1.5 At the University of Applied Sciences Burgenland, all courses, with the exception of lectures (VO), are subject to continuous assessment. Lectures are generally concluded with a final examination. A description of the different types of courses and their respective examination types is provided in Appendix A.

### 2. General Examination Modalities

2.1 The curriculum, the examination regulations and the organisation of the courses make it possible to complete the course of study in the time specified in the study regulations.<sup>2</sup>The examination dates are scheduled in such a way that the students can complete their studies without any loss of time if they have the appropriate commitment. There is at least one main date<sup>3</sup> for each final examination of courses/modules, followed by at least two further supplementary/resit dates. The main date is the first date when students are obligated (obliged is a moral commitment whereas obligated has some legal implication) to take the exams. Resits are examination dates that are provided if the student fails to attend or fails the exam at the main date. As stated in section 13 (1) FHStG, examinations (main dates) are held promptly after the courses in which the exam-relevant contents are taught.

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

2.3 Examination dates (main and resit dates) are announced<sup>4</sup>at least two weeks in advance in the usual manner in the timetable.

2.3a In the case of examinations by electronic means, the electronic system used, the principles of the examination procedure and the necessary technical infrastructure shall also be announced in a suitable manner (e.g. via a learning platform or by e-mail to students).

2.4 The course instructors inform the students regarding the concrete examination modalities (contents, methods, assessment criteria and evaluation standards, attendance requirements and repetition options) for each course on the first day of the course in documented form by the course instructor<sup>5</sup>. This documentation of the examination modalities remains available to the students for the duration of the course (e.g. via learning platform).

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

2.5 As stated in section 13 (5) FHStG, the failure to attend an examination date for courses that are evaluated on the base of this examination without sufficient justification leads to the loss of the possibility to take the examination. The programme director shall be responsible for assessing the reasons for absence. In any case, medically confirmed sick leave, the duty of care confirmed by leave

<sup>2</sup> cf. FHStG § 13 (3)

<sup>3</sup> As an alternative to one main date, students can be offered a choice of main dates in order to promote learning autonomy and flexibility.

<sup>4</sup> Specification FHStG § 13 (3)

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of absence for nursing care, one's own marriage and the funeral of a close relative are deemed to be justified absences. The absence must be announced at the earliest possible time. Proof of the reasons for the absence must be submitted proactively to the programme administration office as soon as possible.

2.6 As stated in section 13 (6) FHStG, the students shall be granted access to the assessment documents and the examination records if they request this within six months of the announcement of the assessment. The assessment documents also include the examination questions asked during the relevant examination. Students shall be entitled to make photocopies of these documents. Examination papers may not be photographed, copied or otherwise recorded by students during the examination. Subsequent copies of students' own examination papers may be made on the occasion of their viewing.

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

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

2.7 If the assessment documents (in particular reports, corrections of written examinations and examination papers) are not handed over to the students, they shall be kept by the course instructor for at least six months from the announcement of the assessment.<sup>6</sup> Part-time lecturers shall deposit the original documents with the programme administration within two weeks of the assessment having been made and announced.

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

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

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

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

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

2.11a In the case of examinations conducted electronically, the identity of the student shall be verified. To this end, the student is required to show his/her face and his/her student ID or any other official photo ID to the camera that is to remain switched on during the test.

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

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

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<sup>6</sup> cf. FHStG § 13 (6)

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

2.15 Students are prohibited from making video and/or audio recordings during courses and/or examinations without the consent of the course instructor or the examination committee. In any case, personal rights must be protected.

2.15a This prohibition against the production of video and / or sound recordings on the part of the students also applies to courses and examinations that are held electronically. Teachers and examiners are prohibited from making video and/or audio recordings of examinations held electronically.

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

### 3. Repetition of Examinations for Courses / Modules

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

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

3.2a As a result of the measures relating to COVID-19, examinations before a committee can also be carried out electronically.

3.3 A sufficient number of dates for examinations and resits per semester and academic year is provided, so that the continuation of studies is possible without losing a semester. The concrete time frame for resitting examinations is based on the scope and difficulty of the examination.<sup>7</sup>

3.4 For courses/modules with continuous assessment, a date of completion shall be set. If the sum of the individual assessments results in a negative assessment, the students shall be granted a reasonable extension period for the completion of the required coursework (1st resit). A second negative assessment shall automatically result in an examination before a committee (2nd resit).<sup>8</sup> The aforementioned reasonable extension period shall be at least two weeks.

The compensation work requested in the course of the 1st resit within the extension period refers to partial performance aspects that were assessed negatively on the completion date; however, they do not have to be identical to these, but only comparable in content and scope. Positively assessed partial performances are included in the assessment of the 1st resit with their original assessment.

In an examination before a committee (2nd resit) all initially required partial performances are assessed anew. Assessments of prior partial performances are not retained and are not included in the assessment of the 2nd resit.

3.5 As stated in section 18 (4) FHStG, the one-time repetition of an academic year in university of applied sciences degree programmes is possible following a negative assessment by a committee. The director of the university of applied sciences degree programme shall be notified in writing of any repetition. In any case, failed examinations and their corresponding courses shall be repeated in the course of the repetition of the respective academic year. Examinations that have been passed and their

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<sup>7</sup> cf. FHStG § 13 (3)

<sup>8</sup> FHStG § 18 (2)

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corresponding courses shall only be repeated or attended again if the purpose of the degree programme makes it necessary.

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

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

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

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

3.10 A successfully completed examination cannot be repeated. In well-founded exceptional cases, the programme director will decide. A negative assessment of the 1<sup>st</sup> resit of an examination automatically results in an examination before a committee (2nd resit).

## 4. Oral examinations for courses / modules

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

4.1a Due to the measures concerning COVID-19, the publicity requirement in oral examinations is met by the fact that at least the examinee is entitled to have a person of trust present during the examination. This also applies to examinations by electronic means. In this case, a person of trust may be connected electronically or may also be present in the examination room in sight of the examiner.

4.2 The examination procedure for oral examinations is recorded. The records shall include the subject of the examination, the place and time thereof, the names of the examiners or the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The result of an oral examination shall be communicated to the student immediately after the examination. The records of the examination shall be kept for at least one year from the date on which the assessment was announced.<sup>9</sup> In the case of an examination before a committee, the committee chairperson shall deposit the examination with the programme administration for safekeeping. In the case of oral examinations not held by a committee, the examiner keeps the examination record.

4.2a The recording requirements listed under 4.2 also apply to oral examinations by electronic means.

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<sup>9</sup> cf. FHStG § 15 (2)

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## 5. Examinations before a Committee for Courses/Modules

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

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

5.3 The examination committee for module-related committee examinations consists of all lecturers of the courses of the module and the programme director or a representative appointed by the programme director or a representative appointed by the programme director as chairperson of the examination committee. In the case of an even number of committee members, the chairperson of the examination committee shall have the right to cast the deciding vote in case of a tie.<sup>10</sup>

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

5.5 In the case of oral examinations, each member of the examination committee shall be present for the duration of the entire examination; this obligation may also be fulfilled by the use of electronic media, however, the transmission quality in terms of image and sound must be suitable<sup>11</sup>. In addition, the regulations for oral examinations apply, as the case may be.

5.5a Due to the measures concerning COVID-19, both the examination committee and the candidate can meet the obligation to attend by using electronic media. This is determined by the programme director on the basis of the measures taken by the University of Applied Sciences Burgenland regarding COVID-19.

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

5.6a For examinations in which the examinee is present through electronic media, the electronic system used and the technical infrastructure requirements will also be announced.

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

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

## 6. Performance Evaluation of Courses/Modules

6.1 The assessment of the examinations and independent written work is carried out according to the Austrian grading system 1 to 5<sup>12</sup>. The following grading scale applies:

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<sup>10</sup> cf. FHStG § 15 (3)

<sup>11</sup> cf. FHStG § 15 (3)

<sup>12</sup> cf. FHStG § 17 (1)

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Grading Scale	
100 % - 87,50 %	Grade 1 (Very Good)
87,49 % - 75,00 %	Grade 2 (Good)
74,99 % - 62,50 %	Grade 3 (Satisfactory)
62,49 % - 50,00 %	Grade 4 (Sufficient)
49,99 % - 0 %	Grade 5 (Unsatisfactory)

6.2 If this form of assessment is impossible or inexpedient, the positive assessment is "pass" or "credited". In a negative case, the regulations for the repetition of the coursework for courses with continuous assessment shall apply.<sup>13</sup>

### 7. Bachelor's Papers

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

7.2 Several students may jointly work on a topic, provided that the performance of each student can be assessed separately.<sup>14</sup>

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

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

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

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

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

8.3 The approval of the Master's thesis is a prerequisite for admission to the examination before a committee. A decision on the approval of a Master's thesis submitted for approval must be made within six weeks. A Master's thesis that has not been approved must be rejected to allow for correction and resubmission, whereby the student shall correct and resubmit the thesis within twelve weeks<sup>15</sup>. In special cases, an extension of the deadline may be granted by the programme director. A Master's thesis that has not been approved may be submitted twice for reapproval, whereas a Master's thesis submitted for the third time must be approved by the programme director. In the case of three failed approval attempts, the student can announce a repetition of the academic year within four weeks, provided that this opportunity was not taken up during the preceding course of study. The approval process is the

<sup>13</sup> cf. FHStG § 17 (1)

<sup>14</sup> cf. FHStG § 19 (1)

<sup>15</sup> Specification FHStG § 19 (2)

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programme director's responsibility. Approval shall be granted at least by the supervisor of the Master's thesis and the programme director or a person appointed by him/her.

8.4 A master's thesis that has received a positive assessment shall be published by consigning it to the library of the University of Applied Sciences Burgenland. On consigning a master's thesis, the author shall be entitled to apply for access to the copies deposited with the library to be withheld for a maximum of five years from the time of delivery. Such applications shall be approved, if the student establishes that permitting access to the thesis potentially endangers important legal or business interests of the student.<sup>16</sup>

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

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

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

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

## 9. Final Examinations in a University of Applied Sciences' Bachelor's Degree Programme

9.1 Pursuant to section 3 (2) no. 6 FHStG, the final Bachelor's examination shall be an examination before a committee.

9.2 Thus, this examination before a committee concluding the Bachelor's degree programme is taken before a relevant examination committee. This examination before a committee consists of the following examination sections<sup>17|18|19</sup>

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

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

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

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

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

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<sup>16</sup> cf. FHStG § 19 (3)

<sup>17</sup> cf. FHStG § 16 (1)

<sup>18</sup> Note: A presentation of the Bachelor theses is not required, see Hauser (2014), p. 207

<sup>19</sup> Note: These are examination parts and not partial examinations, see Hauser (2014), p. 206

<sup>20</sup> Specification FHStG § 16 (3)



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

9.8 The results of the assessment of the examination before a committee shall be communicated to the student immediately after the Bachelor's examination.<sup>21</sup>

9.9 The evaluation of the examination before a committee concluding a university of applied sciences Bachelor's degree programme is subject to the following assessment<sup>22</sup>:

- Passed: for a positive assessment;
- Passed with merit: for a well-above average examination performance;
- Passed with distinction: for a considerably above average examination performance.

9.10 As stated in section 18 (3) FHStG, a Bachelor's examination can be repeated twice in the event of a negative assessment.<sup>23</sup> The possibility stated in section 18 (3) FHStG to provide for additional resit possibilities in the statutes is not taken up.

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

9.11a Due to the measures concerning COVID-19, the publicity requirement in oral examinations is met by the fact that at least the examinee is entitled to have a person of trust present during the examination. This also applies to examinations by electronic means. In this case, a person of trust may be connected electronically or may also be present in the examination room in sight of the examiner.

9.12 As stated in section 15 (1) FHStG for oral examinations, the examination procedure of the Bachelor's examination is recorded. For this purpose, the chairperson shall write the minutes of the examination. The records shall include the place and time of the examination, the names of the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The records of the examination shall be kept for at least one year from the date on which the assessment was communicated.

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

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

9.13a Due to the measures concerning COVID-19, both the examination committee and the candidate can meet the obligation to attend by using electronic media. This is determined by the degree programme director on the basis of the measures taken by the University of Applied Sciences Burgenland regarding COVID-19.

9.14 The examination part "Examination interview about the Bachelor's paper(s)" is introduced with a presentation of the Bachelor's paper(s). After the introductory presentation and subsequent examination

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<sup>21</sup> Specification FHStG § 16 (4)

<sup>22</sup> cf. FHStG § 17 (2)

<sup>23</sup> Note: If the final examination before the board was assessed negatively, it must be repeated in its entirety, see Hauser (2014), p. 208

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discussion of the Bachelor paper(s), the examination part "Cross-connections to relevant subjects of the curriculum" shall follow.

9.15 The Bachelor's examination is assessed as follows:

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

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

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

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

10.1 Pursuant to section 3 (2) sub-section 6 FHStG, the examination (Master's examination) that concludes a university of applied sciences Master's degree programme is a comprehensive examination, consisting of the submission of a Master's or diploma thesis and an examination before a committee.

10.2 This examination before a committee consists of the following parts<sup>24</sup>

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

10.3 Accordingly, this examination before a committee concluding the university of applied sciences Master's programme is taken before a relevant examination committee.

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

10.5 The students shall be informed in writing about admittance to the Master's examination. This notification also includes the announcement of the the examination committee members and the time and place of the examination. Students shall be informed at the latest two weeks prior to the examination date <sup>25</sup>. Room changes, which have become necessary at short notice at the announced examination location are permissible. The students are to be informed of these changes in a suitable form.

10.5a In the case of examinations take place via electronic media, the requirements regarding the electronic system used and the necessary technical infrastructure will also be announced.

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

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

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<sup>24</sup> Note: These are examination parts and not partial examinations, see Hauser (2014), p. 206

<sup>25</sup> Specification FHStG § 16 (3)

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

10.9 The results of the assessment of the examination before a committee shall be communicated to the student immediately after the Master's examination.<sup>26</sup>

10.10 The evaluation of the examination before a committee concluding a university of applied sciences Master's degree programme is subject to the following assessment<sup>27</sup>:

- Passed: for a positive assessment;
- Passed with merit: for an above average examination performance;
- Passed with distinction: for a considerably above average examination performance.

10.11 As stated in section 18 (3) FHStG, a Master's examination can be repeated twice in the event of a negative assessment.<sup>28</sup> The possibility stated in section 18 (3) FHStG to provide for additional resit possibilities in the statutes is not taken up.

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

10.12a The requirement of publicity in oral examinations is fulfilled, due to the measures concerning COVID-19, by the fact that at least the person taking part in the examination is entitled to consult a person of trust for the examination. This also applies to examinations by electronic means. In this case, a person of trust may be connected electronically or may also be present in the examination room in a manner visible to the examiner.

10.13 As stated in section 15 (1) FHStG for oral examinations, the examination procedure of the Master's examination is recorded. For this purpose, the chairperson shall write the minutes of the examination. The records shall include the place and time of the examination, the names of the members of the examination committee, the names of the students, the questions asked, the grades awarded, the reasons for any negative assessment as well as any unusual occurrences. The records of the examination shall be kept for at least one year from the date on which the assessment was communicated.

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

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

10.14a Due to the measures concerning COVID-19, both the examination committee and the candidate can meet the obligation to attend by using electronic media. This is determined by the degree programme director on the basis of the measures taken by the FH Burgenland regarding COVID-19.

10.15 The Master's examination is assessed as follows:

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<sup>26</sup> Specification FHStG § 16 (4)

<sup>27</sup> cf. FHStG § 17 (2)

<sup>28</sup> Note: If the final examination before the board was assessed negatively, it must be repeated in its entirety, see Hauser (2014), p. 208

# Examination Regulations - General terms

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

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

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

10.16 The partial assessment of the Master's thesis (i.e. the examination part "Writing of a Master's thesis" of the comprehensive examination) is shown in a grading system in accordance with the Austrian grading system and applies the grading scale mentioned in item 6.

## 11. Leave from Study in University of Applied Sciences Degree Programmes

11.1 As stated in section 14 FHStG, degree programme students and non-degree seeking students of the University of Applied Sciences Burgenland have to apply for leave from study with the programme director. The reasons for the leave and the intended continuation of the studies shall be substantiated or shall be plausible. The decision on the application shall take into account urgent personal, health or job-related reasons.

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

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

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

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

12.1 The result of an examination or academic thesis shall be annulled if it was obtained by fraudulent means, in particular by the use of unauthorised aids or through plagiarism. Such annulled examinations shall be counted towards the permissible number of resits,<sup>29</sup>. If prior to the assessment (e.g. during the examination), an activity aimed at fraud is perceived (e.g. by the assessor or the examination supervisor), the student shall be excluded and the test shall be counted towards the total number of repetitions.

12.1.a In order to guarantee the independent provision of the examination performance by the student, at least the following technical or organisational measures shall be provided for:

- Students need a stable internet connection and a PC/laptop/notebook with camera and microphone to take an exam electronically. According to the examiner's instructions, a smartphone is also required in order to allow a second camera perspective and, if necessary, to enable the taking of photographs of prepared examination papers.
- The student's camera and microphone must remain switched on during the entire examination.
- The PC/laptop/notebook with camera and microphone must be aligned in such a way that the workstation is clearly visible for written examinations and the examination candidate is clearly visible for oral examinations. If necessary, students to be examined will be asked to show the room by 360° panning of the laptop/camera. According to the examiner's instructions, a second

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<sup>29</sup> cf. FHStG § 20

# Examination Regulations - General terms

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camera perspective, for example on the screen of the PC/laptop/notebook, can be created via the camera of the smartphone.

- Written examinations can be validated by random oral questions on the examination content during or directly after the examination.

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

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

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

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

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

12.4.a If technical problems occur over a longer period of time (e.g. bad connection or loss of connection) during an exam and these problems are beyond the student's control, this is to be classified as force majeure and the regulations for this apply. However, if the interruption is only of short duration, the examination can be continued, if necessary by asking a new question. The existence of technical problems must at least be credible.

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

12.5.a Should students refuse to take examinations by electronic means for reasons of data protection or privacy, then, with the agreement of the students, examinations may also be held after the end of the COVID-19 measures in physical presence, with the extension of the duration of study. Furthermore, a refusal of the electronic examination for this reason does not lead to a loss of the possibility for the students to take the examination.

12.6 If a repeated decision is made during the course of studies in accordance with point 12.1, this may lead to the termination of the contract.

## 13. Jurisdiction and Appeal

13.1 The programme director is responsible for the admission to examinations, assigning examiners, setting examination dates, giving credits for studies and examinations in individual cases, revoking examinations, as well as for decisions in matters concerning study law according to FHStG §§ 11 to 21.<sup>30</sup>

13.2

No appeal can be lodged against an examination assessment

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<sup>30</sup> Cf. FHStG § 10 (5) or the part of the statutes entitled "Studienordnung - Allgemeine Bestimmungen für Lehrgänge zur Weiterbildung"

# Examination Regulations - General terms

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13.

If there is a deficiency in how an examination has been conducted, which results in a negative assessment, the student can submit a written complaint to the programme director within two weeks; the programme director can then annul the examination.

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If the examination was held by the programme director, the complaint shall be lodged with the board

of the University of Applied Sciences Burgenland. This complaint must be submitted in writing to the chairperson of the board.<sup>35</sup>

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

13.5 The student has the right to continue to take courses until a decision on the complaint has been made. Examinations that are annulled shall not be counted towards the permissible number of resits.<sup>36</sup>

13.6 Students have the possibility to appeal against decisions made by the programme director and have the right to lodge a complaint with the board. This complaint must be submitted in writing to the chairperson of the board within two weeks of the decision made by the programme director.<sup>37</sup>

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

## 14. Recognition of Documented Knowledge

14.1 The decision on the recognition of documented knowledge is the responsibility of the programme director.<sup>38</sup>

14.2 Regarding the recognition of documented knowledge, the principle of course-based recognitions shall apply documented knowledge. The equivalence of the acquired knowledge with the requirements regarding subject contents and scope of the courses to be recognised shall be determined upon a respective application by the student. Where equivalence is established, examinations passed shall be recognized. In these cases, there will be no additional assessment..<sup>39</sup>

14.3 Specialist knowledge or on-the-job experience shall be taken into consideration for the recognition of courses or the work placement; this shall apply in particular to part-time degree programmes and parts of degree programmes or certificate programmes and parts of certificate programmes, respectively

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<sup>31</sup> cf. FHStG § 21

<sup>32</sup> Note: It is therefore not possible to correct grades as a result of a justified complaint, see Hauser (2014), p. 224

<sup>33</sup> Note: No annulment is possible without a corresponding complaint by a student, see Hauser (2014), p. 225.

<sup>34</sup> Note: A complaint possibility in case of a positive assessment is not possible, see Hauser (2014), p. 224

<sup>35</sup> cf. FHStG § 21

<sup>36</sup> cf. FHStG § 21 or the part of the statutes entitled "Studienordnung - Allgemeine Bestimmungen für Lehrgänge zur Weiterbildung

<sup>37</sup> cf. FHStG § 10 (6)

<sup>38</sup> cf. FHStG § 10 (5) or the part of the statutes entitled "Studienordnung - Allgemeine Bestimmungen für Lehrgänge zur Weiterbildung" ("Study regulations - general provisions for continuing education courses")

<sup>39</sup> cf. FHStG § 12 (1)

<sup>40</sup> cf. FHStG § 12 (1)

# Examination Regulations - General terms

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

14.5 The recognition of documented knowledge is in principle not limited to examinations passed at other educational institutions. However, copies of appropriate verifiable official documents or confirmed job descriptions in the case of recognition from professional practice must be enclosed with the application as proof of knowledge and as a basis for checking equivalence. Verifiable official documents shall contain at least information on the issuing institution, the date of issue, course content or learning outcomes and scope (semester hours, ECTS or equivalent). Confirmed job descriptions are, for example, a qualified job reference or confirmation issued by the employer. If no sufficient written documents to establish equivalence can be presented, the knowledge may be tested by the course instructor upon request by the programme director. It is explicitly stated that content equivalence of knowledge takes into consideration the level of the learning<sup>41</sup>. . According to the level of the qualification objectives, the learning outcomes of the different educational levels vary accordingly. This may, for example, concern knowledge that is necessary to fulfil the entry requirement, which then cannot be recognised. Furthermore, it is expressly pointed out that in the case of knowledge that was acquired a long time ago, it is necessary to check whether this older knowledge corresponds to or is equivalent to the knowledge required in the course to be recognised.

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

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

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

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

## 15. Attendance

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

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

15.3 Failure to meet a course-related attendance requirement is equivalent to a negative assessment of the course. In this case, the student shall be given the opportunity to provide the required coursework (1st resit). A negative assessment of the required coursework automatically results in an examination before a committee (2nd resit).

15.4 Pursuant to § 31 (6) of the Student Union Act (HSG), the attendance requirement of student representatives (see § 30 HSG) may fall below the standard requirement by a maximum of 30 per cent to attend to student representatives' tasks, in addition to the existing regulations concerning exceptions

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<sup>41</sup> See European Commission (2008): The European Qualifications Framework for Lifelong Learning (EQF)

# Examination Regulations - General terms

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to the attendance requirements. This shall not apply if full attendance is required to obtain a professional qualification. The course instructor is entitled to demand the submission of appropriate proof.

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

## 16. Abrogation

16.1 With the entry into force of the "Examination Regulations - General Provisions Version 3.0" section of the Articles of Association, the "Examination Regulations - General Provisions Version 2.0" section of the Articles of Association shall be abrogated.

### Note

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

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

Hauser (2014): FHStG Fachhochschul-Studiengesetz including 20 appendices and detailed notes, 7th edition, Verlag Österreich

**Furthermore, reference is made to the provisions and regulations set out in the Fachhochschulstudiengesetz (Federal Act on University of Applied Sciences Studies Act) in its current version. Reference is also made to the regulations specific to the respective programmes as stated in the programme regulations or accreditation applications.**



# Examination Regulations - General terms

## Overview of versions of the examination regulations that have come into force

Version	Change to the previous version	effective from	overruled on
1.0	First version	03.07.2013 Resolution of the board on 03 Jul, 2013 (Annex 3 to the minutes of the 9th ordinary meeting), circular resolution 09_13, Annex 1 to the minutes of the 9th ordinary meeting, agreement documented on 25 Sept, 2013 (AN 16_13, Annex 2 to the minutes of the 9th ordinary meeting)	on November 4, 2015, loses validity for all courses from summer semester 2016
version 2.0	New version	4.11.2015, valid for all courses from summer semester 2016 Decision of the board on 14 Oct, 2015 (minutes of the 22nd ordinary meeting), agreement reached on 04 Nov, 2015 (AN 35_15, Supplement 21 to the minutes of the 22nd ordinary meeting)	26 Jan, 2020, loses validity for all courses in the summer semester 2020
version 3.0	Comprehensive changes	27.01.2020 valid for all courses from the summer semester 2020 board decision on round trip on 10 Jan, 2020 (circular resolution 01_2020, supplement 1 to the minutes of the 56th ordinary meeting), agreement reached on 27 Jan, 2020 (AN 01_20, supplement 4 to the minutes of the 56th ordinary meeting)	

# Examination Regulations - General terms

version 3.1	Provisions marked with the letter "a" are necessary due to the measures concerning COVID-19 and the changed circumstances in teaching.	28.04.2020 valid as of entry into force decision of the board dated 24 Apr 2020 (circular resolution 20_2020, supplement 75 to the minutes of the 57th ordinary meeting), agreement reached on 27 Apr 2020 (AN 05_20, supplement 73 to the minutes of the 57th ordinary meeting)	

# Examination Regulations -

## General terms

### Annex A: Types of courses and examination character

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

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

## Examination Regulations - General terms

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

# Examination Regulations - General terms

ULV	Introductory course	<p>In introductory courses, theoretical and professional-practical contents are taught (e.g. through lectures, excursions and self-study). Additional exercises and/or case studies or project-oriented tasks are used to illustrate the teaching content. A differentiated presentation of contrary positions and approaches as well as unresolved questions of a subject area are to be addressed. In addition to continuous, active participation, students are required to pass oral and/or written examinations. Thereby</p> <p style="padding-left: 40px;">they acquire knowledge and an understanding that usually builds on and expands on their bachelor's degree, and that provides a starting point for new impulses in the development or application of ideas - often in the field of research</p> <p>Exam modality: continuous assessment</p>
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# Examination Regulations - General terms

ALV	Applied course	<p>In applied courses, theoretical and practical professional contents are taught (e.g. through lectures, excursions and self-study) and the processing of practical professional tasks (e.g. through exercises, case studies, role plays) in combination with a subject- and function-related scientific discussion is practiced. In addition to continuous participation, scientifically sound written and oral contributions are required from students. Thereby</p> <p style="padding-left: 40px;">they acquire knowledge and an understanding that usually builds on and expands on the bachelor's degree, and that provides a starting point or opportunity for new impulses in the development or application of ideas</p> <p style="padding-left: 40px;">- often in the field of research</p> <p style="padding-left: 40px;">develop their knowledge, understanding and problem-solving skills in new or unfamiliar environments within a broader (or interdisciplinary) context related to their field of study</p> <p style="padding-left: 40px;">they learn to present their conclusions and the knowledge and reflections on how they arrived at their conclusions clearly and unambiguously to an audience of experts and laypersons</p> <p>Exam modality: continuous assessment</p>
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## General terms

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



# Examination Regulations - General terms

EX	Examinations	<p>Examinations are assessments and can be written and/or oral. In addition, an assessment of documentable achievements by students is possible (e.g. seminar or project work, laboratory protocols, treatment protocols).</p> <p>Basically, a distinction is made between courses/modules with a final examination covering the entire subject matter of the course/module and courses/modules with continuous assessment.</p>
WA	Thesis	<p>The student acquires the competence to formulate scientific questions independently and to find the appropriate methodology to answer them. He/she is familiar with recognized methods of scientific work and has a good command of the scientific writing style and the language rules that apply. The student acquires the competence to work independently on complex interdisciplinary problems and to write a scientific paper independently.</p>