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# STUDY AND EXAMINATION REGULATIONS

FHWien der WKW and the Vienna Management Academy  
Version 11

ACADEMIC BOARD  
FHWIEN DER WKW

25.06.2024



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|-------------|----------------|------------|------------------------------|
| Version 9.1 | Academic Board | 18.01.2022 | Resolution by Academic Board |
| Version 9.2 | Academic Board | 27.06.2022 | Resolution by Academic Board |
| Version 9.3 | Academic Board | 14.03.2023 | Resolution by Academic Board |
| Version 10  | Academic Board | 27.06.2023 | Resolution by Academic Board |
| Version 11  | Academic Board | 25.06.2024 | Resolution by Academic Board |

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## 1 GENERAL TERMS – EXAMINATION & ATTENDANCE

The examination regulations comprise the relevant provisions of FHG (Fachhochschulgesetz) and supplementary provisions of the Academic Board of FHWien der WKW/University of Applied Sciences for Management and Communication.

The examination regulations apply to all regular degree programs and all university courses at the Vienna Management Academy. For the Vienna Management Academy, the respective program head shall be deemed identical to “Head of Program”.

### Section 13 para. 1 FHG

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

### Supplementary provisions concerning examination procedures at main examinations, resit examinations, and final examinations.

An identity check may be carried out at the beginning of an examination. Upon request, students must be able to prove their identity by presenting a photo ID (student ID card, driving license, ID card, passport). Students who fail to do so shall not be admitted to the examination.

Once the examination details have been taken, it is forbidden to leave the room. An exception can be made in individual cases if there are justified grounds for doing so. If a student leaves the room without the permission of the invigilator or the exam paper is not handed in, the exam shall not be assessed and the examination attempt shall be considered forfeit.

### Section 13 para. 2 FHG

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

### Supplementary provisions to section 13 para. 2 FHG

Applications for examination adjustments based on a disability must be submitted to the Head of Program. Student will receive a form that has to be filled out by a medical specialist. Students have to make sure that they get in touch with the Head of Program in good time.

Students will be entitled to an examination adjustment if the following conditions are fulfilled.

1. A disability is proven (through a medical certificate)
2. The proven disability necessitates an examination adjustment
3. The examination adjustment will not reduce the content and requirements of the examination

**Section 13 para. 3 FHG**

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

**Supplementary provisions to section 13 para. 3 FHG**

At least three dates must be offered for the three exam attempts. A fourth date can be offered if the student can provide significant justification for not attending. The dates must be offered before the grading deadline.

The grading deadline ends

- on April 14 for the winter semester and
- on November 14 for the summer semester.

If a student does not pass all examinations for the semester by the end of the grading deadline or uses up all examination dates without passing, the student cannot continue with his/her studies. However, s/he can submit a request to repeat a year.

If a student cannot continue their studies due to compelling personal, health or work related reasons, s/he should immediately get in contact with the Head of Program and inform themselves on the options available for a one-time leave of absence BEFORE using up all four examination dates.

**Study-abroad semester:**

In the event of commencement of a study-abroad semester or an internship abroad despite a negative grade at the first attempt, the regular resit dates are available to students. Should students not be able to attend these due to the study-abroad semester or the internship abroad, the last resit date is in any case to be completed at the latest by the grading deadline relevant to the study-abroad semester.

Resit examinations from the study-abroad semester can be completed until the grading deadline for the following semester has expired. This affords students the opportunity in justified cases to take resit examinations at the host university or at the FHWien der WKW for individual incomplete educational components. Please inquire about the examination regulations at your host university in good time. We recommend that you take the examinations without delay on the first available date. Please take note in this connection of set deadlines for bursaries and grants for the semester abroad. In individual cases, compensation benefits may be approved by the head of the study program.

**Section 13 para. 4 FHG**

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

**Supplementary provisions to section 13 para. 4 FHG**

The examination modalities and resit options will be published in the syllabus. Students can find the syllabi in the courses on the teaching and learning platform pertaining to the modules in question; syllabi will be made available at the beginning of the semester or by the start of the module at the very latest.

**Section 13 para. 5 FHG**

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

**Supplementary provisions to section 13 para. 5 FHG**

Sufficiently justified no-shows for an examination date are exclusively limited to sickness or care leave confirmed by a medical certificate. Such documents should be issued at the latest within three days of the examination date.

As a rule, a missed submission deadline cannot be excused by sickness, as the deadline only establishes the expiration of an already extended period. In justified exceptional cases, the head of the study program may grant a fourth date on a case-by-case basis. In cases of a prolonged sickness, an interruption of studies can be discussed.

The following terms apply to the submission of medical certificates (sick leave or care leave) to account for **absences from examinations**:

- 1.) **Degree students** at FHWien der WKW are required to send any medical certificates together with the corresponding "Sick Leave and Care Leave Registration Form" without undue delay within 3 business days of the examination date to [servicepoint@fh-wien.ac.at](mailto:servicepoint@fh-wien.ac.at).
- 2.) **Non-degree students** (university courses at the VMA) must send any medical certificates without undue delay within 3 business days of the examination date to the educational partner. No forms need to be submitted.

However, if FHWien der WKW is the place of study, the above terms for degree students apply, namely the medical certificates need to be sent together with the corresponding "Sick Leave and Care Leave Registration Form" without undue delay within 3 business days of the examination date to [servicepoint@fh-wien.ac.at](mailto:servicepoint@fh-wien.ac.at).

Generally speaking, the medical certificate must be submitted independently by the student as outlined above and there will be no further prompts on the part of FHWien der WKW.

In any case, the supplementary provision to section 13 para. 3 FHG applies: a fourth examination date will only be offered in addition to the three examination dates.

**Section 13 para. 6 FHG**

*(6) Students shall be permitted to inspect the assessment documents and the examination records, provided that they make such requests within six months of the announcement of examination results. Students shall be entitled to make photocopies of these documents. Neither multiple choice questions nor the questions of structured oral exams nor the answers to such questions may be photocopied or inspected by means of electronic communication.*

**Supplementary provisions to section 13 para. 6 FHG**

Copies may be made for personal use only and must not be disseminated.

**Section 13 para. 7 FHG**

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

**Supplementary provisions to section 13 para. 7 FHG**

Legal provisions stipulate that assessment documents can only be inspected and cannot be made available permanently. With regard to storage, the internal archiving regulations of the University of Applied Sciences for Management and Communication apply.

**Supplementary provisions to the modules**

The modularized curriculum distinguishes between cumulative and integrative modules.

An integrative module is composed of several topic blocks. At least 60 out of 100 percent shall be awarded by a performance assessment that covers these topic blocks (e.g. completion of a written test, preparation and presentation of a case study, preparation of an academic paper, etc.).

Cumulative modules consist of two or more sub-modules, which are assessed individually. The overall grade is derived from the weighted individual assessments. Each sub-module has to be completed with a positive grade in order for the student to be able to complete the entire module with a positive grade. Sub-modules that have been granted as a credit or that have been assessed as "successfully completed" will not be taken into consideration in the weighting.

In the assessment of an integrative module or a cumulative sub-module, points will be awarded. In general, such points shall only be in whole numbers but proportional points with decimal places may also be used in multiple choice tests if the decimal places are technically justified. If, as part of a module or a course, a performance is required that contributes more than 50% of the overall assessment, the positive overall assessment can be made dependent on whether this partial performance is assessed with a positive grade when viewed in isolation.

**Supplementary provisions with regard to mandatory attendance**

In principle, there is mandatory attendance for all (sub-)modules. The non-fulfillment of mandatory attendance for a (sub-)module will lead to the loss of one examination attempt and thus also one examination date. A maximum of three examination dates will then be

available for the remaining two examination attempts. Failure to comply with mandatory attendance, however, occurs only when falling below a minimum presence of less than 75% of the teaching units actually held for the (sub-)module.

Attendance will be recorded for each course; the examination date will not count towards attendance.

If lecturers wish to decide against mandatory attendance for their class(es), this can be decided in accordance with the head of the study program. This must be documented in the syllabus and explicitly noted on the attendance list.

- If mandatory attendance is lower than 75% (for all modules, in specific cases the Head of Program can set up different attendance rules), students lose one of their three attempts at the exam.
- We believe that all non-attendance for health-related or professional reasons can be covered by the 25% absence rule. If a student is unable to fulfil the 75% mandatory attendance requirement due to illness and wishes to have this accepted as a legitimate excuse s/he must provide proof of the facts.

The following terms apply to the submission of medical certificates (sick leave or care leave) to account for **failure to meet attendance requirements**:

- 1.) **Degree students** at FHWien der WKW are required to send medical certificates covering their period of course absence together with the corresponding "Sick Leave and Care Leave Registration Form" without undue delay within 3 business days of learning they have failed the course in question to [servicepoint@fh-wien.ac.at](mailto:servicepoint@fh-wien.ac.at).
- 2.) **Non-degree students** (university courses at the VMA) must send the medical certificates covering their period of course absence without undue delay within 3 business days of learning they have failed the course in question to the educational partner. No forms need to be submitted.

However, if FHWien WKW is the place of study, the above terms for degree students apply, namely the medical certificates need to be sent together with the corresponding "Sick Leave and Care Leave Registration Form" without undue delay within 3 business days of the student learning they have failed the course in question to [servicepoint@fh-wien.ac.at](mailto:servicepoint@fh-wien.ac.at).

- Generally speaking, the medical certificate must be submitted independently by the student as outlined above and there will be no further prompts on the part of FHWien der WKW.
- Exceptions: Heads of programs can make exceptions from mandatory attendance on an individual basis in case of care duties or serious and long-term work or health-related absences.

More information on the terms laid out in the Examination Regulations and all necessary forms can be found in the "Information for Students and Teaching Staff" (glossary) in the Moodle course *FHWien Services* available at <https://moodle.fh-wien.ac.at/moodle/mod/glossary/view.php?id=385871>.



- The attendance requirement for courses does not apply to student representatives (definition according to §30 of the Students' Union Act ("HSG")). This exemption does not apply to cohort speakers.

### Supplementary provisions to distance learning units

There is a distinction between synchronous and asynchronous distance learning.

**Definition of synchronous distance learning:** Synchronous distance learning takes place at a fixed time with a fixed start and end time and lecturers and students participate simultaneously via video communication.

**Definition of asynchronous distance learning:** Asynchronous distance learning takes place independent of time and place. The focus is on the provision of materials and tasks for self-study. Lecturers and students are not in direct exchange at a fixed time.

In the case of **synchronous** distance learning, mandatory attendance applies, in the same way as for on-site teaching.

In the case of **asynchronous** distance learning, attendance cannot be recorded. However, it is possible to take into account performance in the form of points. This is to be specified in the syllabus and explained in a comprehensible manner.

## 2 ASSESSMENT OF PERFORMANCE

### Section 17 para. 1 FHG

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

### Section 17 para. 3 FHG

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

### Section 17 para. 4 FHG

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

### Supplementary provisions

The following grading scheme applies:

- Very good (1): 100% to > 90% of the maximum points; performance assessed with "very good" meets the requirements to an outstanding degree.
- Good (2): 90% to > 75% of the maximum points; performance assessed with "good" meets the requirements to a degree that substantially goes beyond basic requirements.
- Satisfactory (3): 75% to > 60% of the maximum points; performance assessed with "satisfactory" meets the requirements set for key areas.
- Sufficient (4): 60% to > 50% of the maximum points; performance assessed with "sufficient" mostly meets the requirements for key areas, despite deficiencies.
- Insufficient (5): 50% to 0% of the maximum points; performance assessed with "insufficient" and does not meet the requirements for an assessment of "sufficient".

If assessing a (sub-)module by grade is inexpedient, the note "successfully completed" is affixed on successful participation, or "unsuccessfully completed" for a negative assessment.

Only the final grades of (sub-)modules are included on the certificates.

Mere class participation is not included in the performance assessment. Verifiable achievements in written or oral form are the basis for performance assessment.

### 3 RESIT EXAMINATIONS

#### Section 18 para. 1 FHG

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

#### Section 18 para. 2 FHG

*(2) If the sum of the individual assessments made in courses with continuous assessment results in a negative overall assessment, the students shall be granted a reasonable extension period for the completion of the required coursework (1st repetition). After a further negative assessment, it is necessary to take part in an examination before a board. (2nd repetition).*

#### Section 18 para. 3 FHG

*(3) Students shall be entitled to repeat failed Bachelor's examinations held before a board and failed examinations held before a board in University of Applied Sciences Master's degree programs twice. The statutes can permit further resit examinations.*

#### Supplementary provisions with regard to resit examinations

There is no possibility for repetition of already completed positive exams (e.g. to improve a grade).

Supplementary to the provision in section 18 para. 2 FHG, a "reasonable extension period" means that the earliest date for the first or second resit examination is the fourteenth day after the examination date has been announced.

#### Supplementary provisions with regard to examinations held before a board

Examinations held before a board are written as a matter of principle. Examinations held before a board may be carried out orally if the main examination was carried out orally.

A faculty member of FHWien der WKW must always form part of the three-member examination board.

If a candidate is negatively assessed in an examination held before a board, any other examinations to be held before a board as well as other examinations and classes that have already been scheduled may be taken during the two-week period of appeal.

Continuous (partial) assessment (e.g. group work, presentations of results) will not be considered in the final attempt examination. A possible consideration of a continuous (partial) assessment as part of the first resit must be specified in the syllabus.

## 4 LEGAL PROTECTION

### Section 21 FHG

**§ 21** Appeals against the academic judgment of examiners shall be impermissible. If the manner in which an examination resulting in a negative assessment was conducted is shown to be unsuitable, the student has the right to lodge an appeal with the Head of Program within two weeks, who can then revoke the examination. If the examination was held by the Head of Program, the appeal shall be lodged with the Academic Board. The student has the right to continue to take courses until a decision on the appeal has been made. Examinations that are revoked shall not be counted towards the permissible number of resit examinations.

### Supplementary provisions

An appeal against a procedural violation must be submitted in writing to the Head of Program and / or the Academic Board within two weeks of the negative test result having been communicated. If the student's appeal against the procedural violation with regard to an examination has been rejected by the Head of Program, the student may appeal to the Academic Board against the decision of the Head of Program, within two weeks of receiving notification of such rejection. An appeal to the Academic Board must be filed via the Chair of the Academic Board at the e-mail address [kollegiumsleitung@fh-wien.ac.at](mailto:kollegiumsleitung@fh-wien.ac.at).

It is recommended that students consult the student representatives or the ombudsperson before filing an appeal.

## 5 ORAL EXAMINATIONS

### Section 15 para. 1 FHG

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

### Section 15 para. 2 FHG

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

### Section 15 para. 3 FHG

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

### **Supplementary provision with regard to oral examinations held before a board according to section 15 para. 3 FHG**

A faculty member of FHWien der WKW must always form part of the three-member examination board.

## 6 FINAL EXAMINATIONS IN UNIVERSITY OF APPLIED SCIENCES BACHELOR'S AND MASTER'S PROGRAMS

### Section 3 para. 2 number 6 FHG

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

### Section 16 para. 1 FHG

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

- 1. oral examination on the submitted Bachelor's theses as well as*
- 2. on the connections to relevant subjects in the curriculum.*

### Section 16 para. 2 FHG

*(2) The comprehensive final examination concluding a University of Applied Sciences Master's degree program under § 3 para. 2 subpara. 6 shall be held before an examination board that has the relevant expertise. This final examination shall consist of the following parts:*

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

### Supplementary provisions to section 16 para. 2 FHG in connection with section 2 point 6 FHG

The master's thesis must have been positively assessed in order to sit for the master's examination. The assessment of the master's thesis is independent of the assessment of the comprehensive final examination.

### Section 16 para. 3 FHG

*(3) The students shall be informed about admittance to the final examinations in an appropriate manner.*

### Supplementary provisions to section 16 para. 3 FHG

Each degree program must transparently document the examination procedure used for the final examination (Bachelor's or Master's), assessment mode (points or grading system) and other conditions (examination dates, examination duration, examination topics, etc.). This written documentation must be communicated to students in advance, in a timely and appropriate manner.

### Section 16 para. 4 FHG

*(4) The students shall be informed about the assessment criteria and the results of the assessment of the final examination.*

**Section 16 para. 5 FHG**

*(5) The examination board shall be selected from those persons who are entitled to act as examiners for examinations before boards. The examination board shall consist of the examiners for each candidate.*

**Supplementary provisions to section 16 para. 5 FHG**

A faculty member of FHWien der WKW must always form part of the three-member examination board.

**Section 17 para. 2 FHG**

*(2) The assessment of a comprehensive final examination concluding a University of Applied Sciences Bachelor's degree program as well as the comprehensive final examination concluding a University of Applied Sciences master's degree program shall be based on the following assessments:*

*Passed: for a positive assessment;*

*Passed with merit: for a performance at the examination that is considerably above average*

*Passed with distinction: for an outstanding performance at the examination.*

**Supplementary provisions to section 17 para. 2 FHG**

The final overall assessment is based on the following scale:

- Mit Auszeichnung bestanden (pass with distinction): For an outstanding examination performance with a maximum average score of 1.5 in the oral examination.
- Mit gutem Erfolg bestanden (pass with merit): for a well above average examination performance with a maximum average grade of 2.0 in the oral examination.
- Bestanden (pass): for a satisfactory examination, in which all the individual assessments of the oral examination receive a positive grade.
- Nicht bestanden (insufficient): for insufficient performance, if one or more individual assessments are awarded a negative grade.

## 7 BACHELOR'S THESES AND MASTER'S THESES

### Section 19 para. 1 FHG

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

### Section 19 para. 2 FHG

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

### Section 19 para. 3 FHG

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

### Supplementary provisions

Bachelor's and Master's theses are to be written using gender-neutral language.

The provisions of Section 13 para. 3 FHG and the supplementary terms agreed on the basis thereof apply accordingly to the number of permissible attempts for the Bachelor's thesis (see page 2 of the Study and Examination Regulations).

By contrast, in the case of a negative grade, the Master's thesis may be resubmitted only once; the latest possible resubmission must be made within one year of the initial submission date set by the Head of Program. Failure to submit a thesis by a submission deadline determined by the Head of Program is equivalent to a negative grade. A resubmitted thesis will be assessed by a board of examiners.

In the case of a repeated year or leave of absence, the student is not entitled to keep the same supervisor / tutor for a Bachelor's or Master's thesis that they had already begun but not concluded with a positive grade.

In the case of negative assessment due to plagiarism, a new topic can be set by the Head of Program in the course of re-submission of a Bachelor's or Master's thesis.

Master's theses that have received a positive assessment are submitted to the library for publication digitally, i.e. a printed copy of the Master's thesis is not required.

The application to block publication of a Master's thesis is standardized. If the application is approved, publication shall be blocked for five years.

Master's theses from Academic Continuing Education programs may be - but do not have to be - published by the library.



## 8 RECOGNITION OF PRIOR LEARNING & VALIDATION

### Section 12 para. 1 FHG

**§ 12 (1)** *Regarding the recognition of documented knowledge, the principle of course-based or module-based recognitions shall apply. The equivalence of the acquired knowledge with the requirements regarding subject content and scope of the courses or modules to be recognized shall be determined upon application by the student. If considered equivalent, passed examinations shall be recognized. In these cases, the student's knowledge shall not be tested.*

### Section 12 para. 2 FHG

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

### Section 12 para. 3 FHG

*The university of applied sciences may recognize examinations taken in accordance with Section 78 para.1 no.. 2, lit. b and c UG along with vocational or non-vocational qualifications with a maximum of 60 ECTS credits. A maximum of 90 ECTS credits in total may be awarded for these qualifications.*

### Section 12 para. 4 FHG

*The university of applied sciences may recognize vocational or non-vocational qualifications after validating the learning outcomes up to the maximum extent specified in para. 3. In this case, the regulations and standards that apply to the process used to validate learning outcomes is stipulated in the statutes.*

### General supplementary terms

Students must submit their application for recognition to the Service Point for administrative processing by sending an email to the address listed under "Anerkennung nachgewiesener Kenntnisse/Recognition of prior learning" in the glossary of the FHWien Services Moodle course. The respective Head of Program decides whether to grant a student's request for recognition. The application for recognition must be accompanied by the appropriate academic transcripts as well as descriptions of courses or modules.

The respective deadlines for submitting the application for recognition are determined by the Head of Program in coordination with the Service Point and can also be found in the glossary of the FHWien Services Moodle course under "Anerkennung nachgewiesener Kenntnisse/Recognition of prior learning".

Recognition of an internship for part-time students is only possible on presenting evidence of subject-related professional activities.

Recognition of individual topic blocks of an integrated module is generally not possible. However, the Head of Program may grant individual exemptions from the mandatory attendance requirement on presentation of relevant evidence.

Experience that may be recognized includes:

- a.) Passed examinations and other academic achievements for vocational or non-vocational degree programs at recognized domestic and foreign post-secondary education institutions as per Section 4 para. 4 FHG;
- b.) Passed examinations at higher vocational schools in the vocational subjects required for a future occupation in the field as per Section 78 para. 1 no. 2, lit. b UG as well as comparable examinations within the framework of the vocational school-leaving examination (Berufsreifeprüfung);
- c.) Vocational or non-vocational qualifications and specialist knowledge or experience gained in a professional setting, particularly informally obtained competences.

**Supplementary terms on evidence of experience**

Generally speaking, evidence of experience needs to be submitted for the recognition thereof.

Only documents or information issued by someone other than the applicant can be accepted as evidence.

Evidence of knowledge that may be recognized as stipulated in lit. a and b may take the form of certificates for examinations or subjects completed, including course or module descriptions and, if required, curricula or teaching materials.

Evidence of knowledge that may be recognized as stipulated in lit. c may take the form of:

- Certificates for examinations completed at non-university institutions or professional associations along with course descriptions and teaching materials, if applicable.
- Proof of participation and certificates;
- References and interim references;
- Job and role descriptions;
- Work samples;
- Other information and documents requested by the Head of Degree Program or Course.

Documents used to prove skills acquired in the course of employment, particularly references and interim references, job descriptions, and work samples, must be signed or verified by a superior.

**Special supplementary terms on the recognition of vocational/non-vocational qualifications as per Section 12 para. 4 FHG**

The recognition of vocational or non-vocational qualifications requires a validation that is conducted by the Head of Degree Program. This determines whether the vocational or non-vocational qualifications submitted by the student for recognition can be regarded as com-

parable to the requirements program in terms of the content and scope of the corresponding classes or modules. The required learning outcomes can be found in the corresponding curricula.

If the equivalence of the qualifications submitted by the student for recognition cannot be satisfactorily verified by the Head of Degree Program, suitable methods can be used to check the information provided (e.g. a validation survey, which does not constitute a scientific method).

The validation method for the recognition of vocational or non-vocational qualifications is the same as that used at present.

More information on the process and all of the required forms can be found in the “Information for Students and Teaching Staff” (glossary) in the Moodle course *FHWien Services* available at <https://moodle.fh-wien.ac.at/moodle/mod/glossary/view.php?id=385871>.

## 9 LEAVE OF ABSENCE

### Section 14 FHG

**§ 14** *An application for leave of absence shall be submitted to the Head of Program. The reasons for the leave and the intended continuation of the studies shall be substantiated or shall be plausible. The decision on the application shall take into account urgent personal, health or job-related reasons. While on leave, the student cannot take any examinations.*

### Supplementary provisions

A request for a single leave of absence must be made in writing to the Head of Program. The application must be submitted directly to the Service Point for administrative processing. The Head of Program decides whether to grant a leave of absence. A leave is granted for a maximum period of one year and may be extended by a maximum of one year if appropriate reasons exist.

The start and end date of the leave of absence must be documented in writing by adding a note to the student's file. Assessments of (sub-)modules that have already been successfully completed at the time a leave of absence is granted will be carried forward when the student resumes his/her studies.

The student will be offered the same number of examination dates after resuming their studies following a leave of absence, as when they took their leave of absence.

If the application for a leave of absence is rejected by the Head of Program, the student may submit a written appeal to the Academic Board against the decision of the Head of Program within two weeks. Such an appeal must be submitted to the Academic Board via the Chair of the Academic Board at the e-mail address [kollegiumsleitung@fh-wien.ac.at](mailto:kollegiumsleitung@fh-wien.ac.at). It is recommended that students consult the student representatives or the ombudsperson before filing an appeal.

## 10 REPETITION OF AN ACADEMIC YEAR

### Section 18 para. 4 FHG

*(4) Students have the right to repeat an academic year once in the case of a negatively assessed examination before a board. The application for repetition must be submitted to the head of the study program within one month of notification of the examination result. The head of the study program shall determine the examinations and courses for the repetition of the academic year, whereby examinations and courses that have not been passed shall be repeated or attended again in any case, and examinations and courses that have been passed shall only be repeated or attended again if this is necessary for the purpose of the study program.*

### Section 18 para. 5 FHG

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

### Supplementary provisions

In order to repeat the year, written registration using the corresponding form must be sent to the Head of Degree Program within one month of learning the former year was not passed. The application to repeat the year must be submitted directly to the Service Point for administrative processing.

A one-time request for a repeat year is also possible in case the student has used up all examination dates before sitting the final-attempt examination (see supplementary provisions of the study and examination regulations to section 13 para. 3 FHG).

It is also possible to repeat the year after the third failed attempt at the Bachelor's or Master's examinations.

In case of repetition of an academic year, all three examination attempts can be completed after re-entry.

A second repetition of an academic year within a degree program is not possible.

If the resubmitted Master's thesis is not submitted in due time, or if it is assessed with a negative grade, there is no possibility of repeating an academic year.

## 11 REVOCATION OF EXAMS AND ACADEMIC THESES

### Section 20 FHG

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

### Supplementary provisions

In detected cases of fraudulent behavior (e.g. plagiarism, ghost writing etc.) FHWien der WKW or any of its continuing education partners reserve the right to terminate the Learning agreement unilaterally.

Details on handling plagiarism are governed by a special directive of the Academic Board (see appendix); the policy forms part of the examination regulations and at the same time also part of the statutes of FHWien der WKW.

## 12 APPENDIX

### GUIDELINES FOR HANDLING CASES OF PLAGIARISM AT FHWIEN DER WKW

#### 12.1 Preliminary Remarks

These guidelines lay down the procedure for plagiarism cases for work prepared by students during their studies at FHWien der WKW. The guidelines are mandatory for all Bachelor's and Master's theses as well as for all types of performance assessment (i.e. term papers, audio-video submissions).

Students should note that, according to section 6 para. 8 UG, the sanctions for ghostwriters listed in section 116a UG also apply to universities of applied sciences (as educational institutions according to section 51 para. 2 no. 1 UG).

#### 12.2 Definition of Plagiarism

Plagiarism is appropriation of third-party intellectual property with the deliberate misleading intention of issuing the work as one's own. This is for example the case if the student, with fraudulent intent,

1. Reproduces content by other authors verbatim or in modified form (i.e. cut, reworded, translated or paraphrased, etc.) without a corresponding citation and / or
2. Publishes texts or text parts of other authors as his/her own work. This includes the writing of supposedly own work by a third party with knowledge of its supposed author ("ghost-writing").

Plagiarism also includes

3. submitting a student's own text that has already been assessed or published for re-use without a corresponding citation ("self-plagiarism").
4. translating a text verbatim from a foreign language and subsequently offering the translation as the student's own work without a corresponding citation of the source ("translation plagiarism").

According to copyright law, the following information is required in all cases for the correct specification of a source:

- ▶ name of the author / creator (§ 57 para. 2 of the Copyright Act)
- ▶ title of the work (ibid.)
- ▶ rapid searchability (by specifying the page numbers of the quoted segments of the work) (UrhG & VerwGesG, point 2 of § 57)
- ▶ indication of the quotation taken (see OGH 10.07.1990, 4 Ob 72/90) by placing quotation marks at the beginning and end of the passage quoted

Student work that lacks fraudulent intent or where such intent is undetectable is not to be classified as plagiarism. In such cases, the work presented is to be graded as "insufficient" and the regular assessment procedure shall apply.

## 12.3 Procedure in Cases of Plagiarism

### 12.3.1 Identification of Plagiarism by Supervisor

Each piece of work must be checked by the supervisor with the software provided. Passages identified by the software as problematic must be scrutinized by the supervisor (e.g. by comparison with the original source).

If this scrutiny reveals an accumulation of citation errors, linguistic breaks, stylistic anomalies etc., a suspicion of plagiarism exists. In such cases, the regular assessment procedure no longer applies and the supervisor shall consult with the relevant study program (Academic Expert & Lecturer and Head of Program).

If the plagiarism suspicions can be refuted, the regular assessment procedure shall apply.

If, on the other hand, the suspicion is confirmed and if the head of the study program corroborates the plagiarism, the following mandatory procedure must be followed:

- ▶ documentation of the facts of the case,
- ▶ notification of the Academic Board ([kollegiumsleitung@fh-wien.ac.at](mailto:kollegiumsleitung@fh-wien.ac.at)) by the head of the study program/Head of Program,
- ▶ the work in question is assessed with a negative grade.

The Academic Board must be informed about the documented cases in a subsequent Board meeting.

If any questions or contradiction arise in the course of the treatment of a case, the Academic Board shall consider the matter. The Academic Board must be provided with the documentation required to this end, in particular:

- ▶ the work in question,
- ▶ the protocol of the plagiarism-finder software and indication of the plagiarized passages,
- ▶ the highlighted plagiarized passages (or those suspected of having been plagiarized), and
- ▶ copies of the original sources.

### 12.3.2 Review by the Academic Board or the Plagiarism Commission

The Academic Board shall either carry out the review by itself or shall set up an individual plagiarism commission. This shall consist of:

- ▶ the Chair or Deputy Chair of the Academic Board
- ▶ an expert in academic theses
- ▶ a professionally recognized expert in the subject area of the thesis



Both of the latter can be faculty members of FHWien der WKW or external lecturing staff. They must not be staff from the study program in which the plagiarism has occurred. The plagiarism commission must hear the ombudsperson and arrive at a consensus decision. This is documented in a report, which must contain the following information:

- ▶ listing of the plagiarized passages,
- ▶ short description of the plagiarism case,
- ▶ arguments of the ombudsperson
- ▶ the grounds for the decision of whether or not there is plagiarism
- ▶ signing of the report by the three commissioners

### 12.3.3 Further Processing by the Study Program / Center for Academic Continuing Education

1. If the suspicion of plagiarism has been refuted, the regular assessment procedure shall apply.
2. If the work has unequivocally been confirmed as plagiarism, pursuant to § 20 FHG, the Head of Program shall inform the student concerned of the fact that the work has been assessed as a fail. The communication shall not contain any substantive feedback on the quality of work, but the following points:
  - ▶ listing of the plagiarized passages,
  - ▶ short description of the plagiarism case, and
  - ▶ explanation of consequences based on the examination regulations of FHWien der WKW
3. Under the current examination regulations, the student has the possibility to re-submit the thesis, provided the last possible submission date has not yet expired.

In the case of confirmation of plagiarism, FHWien der WKW or any of its continuing education partners reserve the right to alternative consequences, in particular the termination of the Learning agreement.

## 12.4 Degree Revocation

If a degree has already been awarded with the aid of resorting to plagiarism, the academic degree shall be revoked by the Chair of the Academic Board (Kollegiumsleitung) and the work declared invalid. If the degree has been earned by a final examination consisting of the submission of a Master's thesis and an oral examination held before a board, the final examination may also be revoked. The repetition of this revoked exam shall count toward the total number of repetitions.

In order to determine plagiarism, a commission of the Academic Board shall also be set up in this case, the functioning of which shall correspond to the procedure outlined above.

## 13 MANDATORY STUDY-ABROAD SEMESTER OR INTERNSHIP ABROAD FOR FULL-TIME BACHELOR'S STUDENTS – STANDARDIZED EXEMPTION RULES

Given that a semester spent studying or working abroad optimally prepares students for the global labor market and the mandatory inclusion of these program elements in the curricula of full-time study programs has been extensively communicated, each full-time student on a Bachelor's program must as a matter of principle complete a semester of study or an internship abroad.

Exceptions are only possible

1. In cases of serious illness that require a specific treatment
2. In cases of disability and chronic illness that severely restrict mobility
3. Important family obligations (e.g. sudden family care and nursing commitments that make it impossible for the student to spend a lengthy period away from home, or childcare)

Financial reasons do not constitute grounds for an exception to this rule, as there are a large number of support schemes at both the EU and national level (e.g. Erasmus).

Three possible application dates are offered for students to apply for the mandatory study-abroad semester. However, if the student fails to apply by all of these deadlines without having obtained exemption from the study-abroad semester or internship abroad due to exceptional circumstances, the student shall be deemed to have violated their obligations laid out in Section 5.2.1 of the Learning agreement. As a result, FHWien der WKW is entitled to exclude the student from further studies with immediate effect for good cause as per Section 4.1.1 of the Learning agreement. Executive management is responsible for determining whether good cause applies after consulting the Academic Board.

### **Deadlines for submitting recognition of learning outcomes for the study-abroad semester:**

Summer semester: September 30 (main deadline)

Winter semester: March 15 of the following year (main deadline)

Students who fail to submit the recognition documents will be sent a reminder and requested to (1) complete the recognition by the date listed below or (2) provide credible evidence that the deadline cannot be met due to external factors (e.g. technical problems, delays caused by the host university, etc.). The Head of Program decides whether to accept the reasons given by the student under (2).

Summer semester: January 30 of the following year (1st extension period)

Winter semester: June 30th (1st extension period)

If a credible reason for failure to meet the deadline is provided by the end of the respective extension period specified above, the deadline will be extended for the last time to the following date (2nd extension). If the student fails to meet the deadline again, they will be dismissed.

Summer semester: March 15 (2nd extension)

Winter semester: October 15 (2nd extension)

Students should note that in addition to the deadlines specified by FHWien der WKW, the corresponding deadlines of the host university must also be observed.

If the study-abroad semester cannot be commenced or completed due to failure to meet deadlines of the host university, this shall constitute a breach of the Learning agreement pursuant to subparagraph 5.2.1 of the Learning agreement. In accordance with subparagraph 4.1.1 of the Learning agreement, FHWien der WKW shall subsequently have the right to exclude the student from continuing their studies at FHWien der WKW for good cause with immediate effect. The decision on whether good cause exists shall be made by the Executive Management following consultation with the Chair of the Academic Board.

**Process for potential exemption from the study-abroad semester or internship abroad:**

The student shall submit an application to the Head of Program who shall reach a decision regarding the application in agreement with the Chair of the Academic Board and CIEM. In their application, students must provide evidence of their exceptional circumstances, or, depending on the case at hand, make their case credible. The Chair of the Academic Board is involved to ensure consistency in decisions across all degree programs. The student shall hand over the letter granting the application to the central office who will file it away in the Student's file.

The application for an exemption from a study abroad semester or internship abroad must be submitted before the end of the application period for the study abroad semester or the internship or as soon as the circumstance arises that justifies an exemption.

If the application to be exempted from a study abroad semester is granted, the student must attend preferably international or English-language courses totaling 30 ECTS at the FHWien der WKW. These classes must be agreed with and approved by the Head of Program.

If the application to be exempted from an internship abroad is granted, the student must complete an internship at an Austrian company with an international connection; this must be authorized by the Head of Program.

## 14 COMPULSORY INTERNSHIP AT HOME AND ABROAD

### **Section 3 para. 2 no. 3 FHG**

*Students are required to complete an internship, which constitutes an educational part of the course for Bachelor's degree programs. The study period is not extended by the length of the internship.*

### **Supplementary provisions**

This section only pertains to Bachelor's degree programs.

Mandatory internships need to be completed in the Bachelor's degree, as specified in the curriculum. As completing an internship constitutes a legal requirement, students are not able to graduate from the Bachelor's degree program without completing an internship.

**This document is a translation of the German original. In case of discrepancy between the English and German versions, the German version shall apply.**