
STUDY AND EXAMINATION REGULATIONS

FHWien der WKW and the Center for Academic Continuing Education
Version 9.0

4th Supplement due to Coronavirus COVID-19, valid until revoked

ACADEMIC BOARD
FHWIEN DER WKW

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1 GENERAL EXAMINATION PROCEDURE

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 Academic Continuing Education programs at FHWien der WKW. For the Center for Academic Continuing Education, the respective program head shall be deemed identical to “head of program”.

The additions and necessary adjustments due to Corona COVID-19 are supplemented and highlighted in color in the study and examination regulations. The special provisions apply until revoked by FHWien der WKW.

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 FH Wien 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.

The examination modalities and possibilities to resit as well as the fixed examination dates can be changed if this is necessary for organizational and didactic reasons, i.e. due to COVID-19 measures and changed circumstances in teaching. Changes made to examination modalities must be announced two weeks before the examination date.

All changes to the examination modes

- are to be documented in the syllabi,
- must be agreed between the lecturer and the Academic Coordinator,
- must be approved by the head of the study program
- must be uploaded to the corresponding platform for announcement to the students.
- The previous version of the syllabus should remain available on the Moodle platform for comparison purposes.

The above-mentioned provisions also apply to re-examinations and examinations before a board.

Depending on the duration of the exceptional situation, several adjustments may be necessary.

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.

In addition, the excuse for a justified 'failure to attend an examination date' applies to students who, due to the Corona situation, are doing civil service or military service. Proof of this must be provided if you fail to attend an examination date.

Other extraordinary cases can be accepted upon presentation of appropriate proof to the head of the study program. This is only possible if the application is submitted in good time after the reason for prevention is known.

For example:

Shift work in infrastructure-critical industries (such as trade, energy supply)

For students enrolled in a degree program at FHWien der WKW: The student must send the documents at once to the service point together with the "Notification of Illness for Exams" form to servicepoint@fh-wien.ac.at.

For students enrolled in a continuing education program: Students should send the documents to the continuing education course providers (no form required) or in the case of students studying at FHWien der WKW to service.point@fh-wien.ac.at (form required as above).

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. Multiple choice questions and the answers to the multiple choice questions may not be photocopied.

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. Such points shall only be in whole numbers. 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 to distance learning units

If the syllabus explicitly identifies teaching units as "distance learning", the teaching unit/s can be taken into account in two ways:

1. Evaluation of performance by awarding points OR
2. as part of the attendance requirements.

It is not possible to combine the two elements.

It is currently not possible for the attendance requirements to be taken into account. Mandatory course attendance is abolished until the provision is revoked.

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.

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. In the academic transcripts, only the final results of the (sub-)modules are shown.

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

Resit examinations cannot currently be organized centrally in grouped dates. Lecturers are recommended to replace them with other examination methods. The procedure for the approval of changes is described on page 3 of the study and examination regulations and must be observed.

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

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.

Examinations before a board cannot currently be organized centrally in grouped dates. Lecturers are recommended to replace them with other examination methods. The procedure for the approval of changes is described on page 3 of the study and examination regulations and must be observed.

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.

Supplementary provisions with regard to mandatory attendance

Mandatory course attendance is abolished until the provision is revoked.

In principle, there is mandatory attendance for all (sub-)modules. The non-fulfillment of mandatory attendance for a (sub-)module leads to the loss of one examination attempt. 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 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.
- For students enrolled in a degree program at FHWien der WKW: After a candidate has received a negative assessment for an examination or absented her/himself from an exam, s/he must immediately send a medical certificate issued during the period of absence from class, together with the “Notification of Illness for Exams” form to servicepoint@fh-wien.ac.at.
- For students enrolled in a continuing education program: Students should send the documents to the continuing education course providers (no form required) or in the case of students studying at FHWien der WKW to service.point@fh-wien.ac.at (form required as above).
- The medical certificate must be sent in accordance with the procedures described above; there will be no additional request from 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.

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.

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.

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.

In the case of oral examinations completed online, a second person can be called in by the students as a witness from the study program, from the staff at FHWien der WKW, or from the student representative at FHWien der WKW.

A recording of oral examinations conducted online may only be made with the consent of the student.

Supplementary provisions for oral examinations not held before a board

In the case of oral examinations not before a board, a second person from FHWien der WKW has to be called in online as a witness from the study program or from the staff at FHWien der WKW or from the student representative at FHWien der WKW.

In addition, a second person can be called in by the students online as a witness from the study program or from the staff at FHWien der WKW or from the student representative at FHWien der WKW.

A recording of oral examinations conducted online may only be made with the consent of the student.

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.

In the case of a negative grade, a 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.

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

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.

Supplementary provisions

A students' request for recognition shall be submitted to the respective head of program. The application for recognition must be accompanied by the appropriate academic transcripts as well as descriptions of courses or modules.

The deadlines for submitting an application for recognition shall be determined by the head of program.

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.

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 leave of absence must be made in writing to the head of program. 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 of the leave of absence must be documented in writing by the head of program. 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. It is recommended that students consult the student representatives or the ombudsperson before filing an appeal.

In the event of an interruption to studies due to call-up for civil service or military service due to the corona situation, a further interruption will be approved.

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

The written request for a repeat year must be made to the head of program within one month of the announcement of the negative result of the final-attempt examination.

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).

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 Coordinator 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) 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

Due to the current situation, the obligation to complete a semester or internship **abroad** is suspended until revoked.

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).

Procedure

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. 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 FH Wien 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

The following section is only relevant for Bachelor's programs.

For the Bachelor's degree programs, mandatory internships must be completed in accordance with the curriculum.

The deadline for completing internships will be extended until the end of studies. However, the internship must be completed before admission to the final examination.

Even if deemed necessary in the curriculum, the obligation to complete a semester **abroad** is suspended until revoked.

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