



# Laws Governing University Studies

## General provisions

### Definitions

#### § 1

In addition to the definitions in § 51 para. 2 UG (*Universitätsgesetz*, Universities Act), the following definitions shall be valid in this part of the statutes:

##### (1) Subjects

1. Subjects are parts of study programmes whose content, as a rule, shall be conveyed in several related courses;
2. Compulsory subjects are those subjects, which are characteristic of a study programme and in which examinations must be taken;
3. Electives are subjects, which students can select either according to the conditions stipulated in the curriculum (restricted electives, § 16 para. 1) or freely from those offered at any recognised domestic and foreign university, domestic university of applied sciences, and teacher training college (free electives, § 16 para. 2). Examinations must be taken for these courses.

##### (2) Examinations

1. Subject examinations shall provide proof of the student's knowledge and competences in one subject;
2. Comprehensive examinations shall provide proof of the student's knowledge and competences in more than one subject;
3. Individual examinations are examinations conducted by a single examiner;
4. Examinations before a committee shall be conducted by examination senates;
5. Oral examinations are examinations in which the examination questions shall be answered orally. They shall be open to the public and it shall be permissible to limit admission to the number of persons that the premises can accommodate.
6. Written examinations are examinations in which the examination questions must be answered in writing;

7. Examination papers are practical, experimental, theoretical or written papers that shall be produced during examinations;

8. Course examinations shall provide proof of the knowledge and competences acquired in the individual courses;

9. Final examinations are examinations that must be taken in certificate university programmes for further education. A certificate university programme for further education shall be deemed to be completed when all the parts of a final examination have been positively assessed.

### (3) Types of courses

1. In courses with ongoing assessment, assessment shall take place not only on the basis of a single examination at the end of the course, but also on the basis of regular assessment of the participants' achievement. All courses listed under subpara. 3 c) to q) are courses with ongoing assessment.

2. Practice is the execution of an activity which gives students the chance to try out and put into practice the acquired knowledge and competences outside the classroom and to gain practical experience in potential areas of application.

3. The following types of courses can be stipulated in the curriculum:

a) lecture,

b) orientation course,

c) tutorial,

d) *Kurs* (course),

e) proseminar,

f) exercises,

g) seminar,

h) research seminar,

i) study group,

j) repetitorium,

k) discussion course,

l) practical training,

m) excursion,

n) lecture with exercises,

o) excursion with exercises,

p) laboratory exercises,

q) doctoral colloquium.

Concerning a) lectures (VO) are courses in which the instructors shall impart knowledge by lecturing. There is only one examination, which may be conducted orally, in writing or in writing and orally. The examination method shall be stipulated in the curriculum.

Concerning b) orientation courses (OL): Courses that offer an introduction to the study programme. They shall provide information and shall be conducted in such a way that they provide an overview of the study programme and its progression, thus enabling students to make objective decisions about their choice of study programme. Compulsory attendance may be required for this type of course.

Concerning c) tutorials (TU) shall accompany lectures and are supporting courses held by qualified students.

Concerning d) *Kurse* (KS) are courses in which students and instructors shall work together with the goal of gaining experience with the subject matter and applying it.

Concerning e) proseminars (PS) are taken before seminars. They shall impart basic knowledge of how to conduct academic work, give an introduction to specialist literature and deal with examples of issues in the subject by means of presentations, discussions and case studies.

Concerning f) exercises (UE) must correspond to the practical and professional goals of the study programmes and require the completion of concrete tasks.

Concerning g) seminars (SE) shall serve as platforms for academic discussion. Participants shall make their own contributions. As a rule, seminars shall be completed by taking a written examination.

Concerning h) research seminars (PV) are specialised seminars.

Concerning i) study groups (AG) shall deal with specific questions, methods and techniques in research and act as an introduction to academic cooperation in small groups.

Concerning j) repetitoriums (RE) are review courses for diploma and bachelor's programmes, covering all the subject matter of the lectures. In addition, students shall be given the opportunity to make a request to deal with specific sub-areas. Repetitoriums may be conducted as question and answer sessions.

Concerning k) discussion courses (KO) are courses in the form of discussions, during which instructors shall answer the students' questions.

Concerning l) practical trainings (PK) shall supplement professional preparation or academic training in a meaningful way. If it should not be possible to conduct practical trainings at the university, students must complete their practical training at administrative and juridical authorities, institutes or companies whose facilities are suited to this purpose.

Concerning m) excursions (EX) shall serve to illustrate and consolidate the subject matter that has been taught.

Concerning n) lectures with exercises (VU): They are directly related to the lecture according to para. 3 subpara. 3 a, and must deal with specific tasks and their completion in accordance with the practical and professional goals of the diploma, bachelor's and master's programmes.

Concerning o) excursions with exercises (XU): They are a combination of the courses listed in f) and m).

Concerning p) laboratory exercises (LU): Laboratory exercises shall impart experimental techniques and competences that students shall then put into practice.

Concerning q) doctoral colloquiums (DQ) shall provide students with an opportunity to discuss the academic theses they must write.

4. In principle, only persons with the appropriate teaching qualification (*venia docendi*) may hold lectures, seminars and research seminars. Only the dean of studies may decide to make an exception.

5. Types of courses that are determined in the existing curricula shall remain unaffected.

6. The number of contact hours is the amount of time during which the teaching staff and students meet within the framework of courses for the purpose of imparting knowledge, competences and methods.

7. One semester hour is equivalent to the number of teaching units per week of instruction per semester.

One teaching unit shall last 45 minutes.

## **Organisation of the academic year**

### **§ 2**

(1) The academic year shall consist of the winter semester, the summer semester and recess periods. It shall start on 1 October and end on 30 September of the following year.

(2) The senate shall stipulate the weeks of instruction and recess periods in such a way that the academic year shall comprise between 28 and 30 weeks of instruction and that each semester shall consist of at least 14 weeks of instruction. The recess period shall include one continuous time period of at least 8 weeks once every academic year.

(3) Upon the filing of a petition by the student, instructor or examiner, the director of studies shall have the right to approve courses and examinations to be held during the recess period if this shall be required for organisational or academic reasons. Approval of the responsible instructor or examiner shall be obtained.

## **Student leave of absence**

### **§ 3**

(1) Pursuant to § 67 UG, the director of studies shall permit students who have submitted a well-founded petition to take a leave of absence of a maximum of two semesters on each occasion. Satisfactory reasons are compulsory military or community service, longer periods of illness, pregnancy or care of their own children. All further circumstances or events that may be subjectively regarded as equally important shall also count as satisfactory reasons for a leave of absence.

(2) The petition for a leave of absence shall be submitted no later than the end of the general admission period for the semester during which the leave of absence shall take place. A leave of absence shall not stop the expiration of transition periods according to § 124 UG.

### **Governing bodies responsible for study law**

#### **Director of studies**

### **§ 4**

(1) The director of studies shall be responsible in the first instance for executing the provisions of study law (§ 19 para. 2 subpara. 2 UG). He/She shall be responsible for coordinating and planning all matters related to studying and teaching.

(2) The director of studies shall be elected by the senate for the senate's term of office upon the proposal of the rectorate or senate. The director of studies shall be elected from the circle of professors and university teaching staff who have completed a habilitation. At the end of the senate's term of office, activities shall be continued until the election of the new director of studies. It shall be permissible for the director of studies to be re-elected repeatedly.

(3) 1. If there are several candidates for election, the candidate who shall hold more than half of the casted votes shall be deemed to be elected. If none of the candidates receives the required number of votes, a run-off shall be held between the two candidates that have received the most votes cast; if several candidates receive the same number of votes, the decision shall be made by drawing lots. In the second election, the candidate who receives the majority of the votes cast shall be deemed to be elected. In the case of a tie, the decision shall be made by drawing lots.

2. The candidate shall not be deemed to be elected if all representatives of the student curia in the senate veto the elected person (absolute veto). In this case, a new election shall be held. The person who was vetoed by the students in the first election shall not be proposed as a candidate for the second election. The students may once again veto the elected person in the second election, although this veto shall only have the effect of postponing the decision. After eight weeks, a third election may be held, for which the students may propose the candidate who was vetoed in the second election once again.

(4) The director of studies may be dismissed by the senate.

(5) The director of studies shall be represented by the oldest dean of studies in terms of age.

### **§ 5**

(1) The tasks of the director of studies shall be to

1. organise study programmes and instruction,
2. approve applications for admission to an individual bachelor's, master's or diploma programme and provide official notification thereof (§ 55 UG),
3. approve the taking of examinations at another university (§ 63 para. 9 subpara. 2 UG),
4. approve applications for a leave of absence and provide official notification thereof (§ 67 para. 1 UG),
5. annul assessments and provide official notification thereof (§ 74 UG),
6. issue graduation certificates (§ 75 UG),
7. recognise examinations and provide official notification thereof (§ 78 UG),
8. recognise master's and diploma theses and provide official notification thereof (§ 85 UG),
9. annul negatively assessed examinations and provide official notification thereof (§ 79 UG),
10. safeguard assessment documents pertaining to examinations, bachelor's, master's and diploma theses and dissertations (§ 84 UG),
11. approve applications for the temporary suspension of the use of the submitted copies of an academic thesis (§ 86 UG),
12. award academic degrees and provide official notification thereof (§ 87 and § 55 para. 4 UG),
13. revoke domestic academic degrees and provide official notification thereof (§ 89 UG),
14. decide on applications for the recognition of foreign degrees as domestic ones (nostrification) and revoke nostrifications (§ 90 UG),
15. approve the holding of block courses,
16. establish and implement tutorials for first-year students together with the Austrian National Union of Students,
17. bring in examiners to conduct supplementary, course, final, master's and diploma examinations and doctoral examinations (*Rigorosen*) (§ 76 UG, §§ 22 to 25),
18. secure a sufficient number of places for courses in accordance with § 15 para. 2,
19. determine examination dates and deadlines (§ 28),
20. accept registration for subject examinations and comprehensive examinations before a committee (§ 30),

21. assemble and chair the examination senates (§ 32),
22. entrust members of the university according to § 94 para. 1 subpara. 4 and 6 to 8 UG with the supervision of master's and diploma theses, assign doctoral candidates to supervisors, and accept the announcement of the topic of the master's or diploma thesis or dissertation (§§ 26, 27),
23. approve applications for the substitution of courses from compulsory subjects (§ 19),
24. issue notifications in other study law matters in the first instance,
25. determine the workload of students pursuant to § 12 para. 2,
26. approve a professional practical training as part of the free electives (§ 16 para. 2).

(2) The director of studies shall entrust the deans of studies or the vice-deans of studies with all matters concerning the organisational units. The director of studies shall entrust the chairpersons of the subject-related curricular committees and/or the responsible dean of studies or the vice-deans of studies with the issuing of prerecognitions (§ 36), the recognition of examinations (§ 78 UG) and practice (§ 16 para. 2, § 17) and the recognition of master's and diploma theses (§ 85 UG). This assignment shall be published in the *Mitteilungsblatt* (information newsletter). The deans of studies, vice-deans of studies and the chairpersons of the curricular committee shall make their decisions on behalf of the director of studies. The director of studies shall exercise supervisory control and may issue directives. If requested, the directives shall be issued in writing to the dean of studies, the vice-dean of studies or the chairperson of the curricular committee.

(3) When required by a curia of the senate, the director of studies, every dean of studies or every vice-dean of studies as well as every chairperson of a curricular committee shall provide the senate with reports and other information on his/her work and shall clarify matters in the event that irregularities are suspected.

(4) The deans shall provide adequate infrastructure and staff for the deans of studies. Each faculty shall establish a standardised filing office for students where they may submit all applications and other documents concerning their studies.

(5) The senate shall be entitled to decide on general guidelines for the work of the director of studies. The dean of studies and the chairperson of the curricular committee affected by these guidelines shall speak before the senate on this subject prior to any decision being made.

### **Curricular committees**

(see decision of the senate as of 10 March 2004, *Mitteilungsblatt* dated 24 March 2004)

### **§ 6**

(1) The University of Graz has set up collegial bodies holding decision-making power (curricular committees) for degree programmes and certificate university programmes for further education.

(2) The curricular committee is comprised of nine members. It shall be filled according to a parity of 3:3:3 (members of the group of university professors pursuant to § 94 para. 2 subpara. 1 UG:

members of the group of associate professors, and of academic staff in research and teaching pursuant to § 94 para. 2 subpara. 2 UG: students). In each individual case, the senate shall decide on the number of members and the composition of the curricular committee for inter-university studies.

(3) The committees shall be appointed by the senate. The curia spokespersons of the group of university professors pursuant to § 94 para. 2 subpara. 1 UG and the group pursuant to § 94 para. 2 subpara. 2 UG (associate professors and academic staff in research and teaching) of the faculty committees shall have the right of proposal; the students shall have the right of delegation pursuant to § 23 HSG 1998 (Union of Students Act). Attention shall be paid to an appropriate number of women on the committee.

(4) The curricular committee shall be responsible for the following tasks:

- election and recall of a chairperson
- issuing of the curricula for degree programmes and certificate university programmes for further education and amendments to it.
- opinions on applications for admission to individual bachelor's, master's and diploma programmes,
- making recommendations to the dean of studies concerning the implementation of curricula,
- drafting courses for the dean of studies in compliance with the curriculum, and giving the heads of the respective sub-units the opportunity to speak before the curricular committee.

The curricular committee shall adopt the senate's rules of procedure. The members of the rectorate and the responsible dean of studies shall be entitled to speak before the curricular committee. The chairpersons of the curricular committee shall be entitled to speak before the senate on decisions made by their curricular committee.

(5) The committee shall consult with at least one advisor on the issuing of curricula or on making far-reaching amendments in curricula. This advisor shall come from outside the university and have relevant professional experience concerning the respective study programme.

Suggestions for new curricula and extensive changes in existing curricula shall be made accessible to all teaching staff and students of the respective study programme in a suitable form (homepage, notice in the notice board), and at any rate on the homepage of the dean of studies. These persons shall be entitled to comment on the presented draft within four weeks, of which two weeks may not fall within the recess period.

In the case of new curricula or extensive changes in existing curricula, subject-related associations (for example, legal interest groups, the Austrian Federation of Trade Unions, the Federation of Austrian Industry, and chambers of liberal professions) shall be given no more than four weeks to deliver an opinion, whenever possible.

Curricula shall be presented to the university council pursuant to § 54 para. 5 UG, to the rectorate, the dean of studies and the faculty committee pursuant to § 22 para. 1 subpara. 12 UG, and to the Austrian National Union of Students pursuant to § 3 para. 3 and 4 HSG (Union of Students Act) for the purpose of giving an opinion. A period of four weeks shall be provided for this.

Decisions of the committee shall be presented to the senate for approval according to § 25 para. 1 subpara. 10 UG.

(6) The curricular committees shall be bound to the senate's guideline on the establishment of curricula. The senate shall be entitled to demand the establishment and changing of existing curricula.

(7) The terms of office of the curricular committees shall end with the terms of office of the senate.

## **Study programmes**

### **§ 7**

(1) The following study programmes may be established according to § 54 and § 56 UG:

1. Bachelor's programmes
2. Master's programmes
3. Diploma programmes
4. Doctoral programmes
5. Joint study programmes
6. Certificate university programmes for further education

(2) Students shall be entitled to admission to individual study programmes pursuant to § 55 UG.

(3) Diploma programmes shall be divided into two or three stages of study. The number and length of the stages shall be stipulated in the curriculum. The first stage of study shall include an orientation phase during which students acquaint themselves with the foundations of the programme. This first stage shall be worth at least 60 ECTS credits. The following stages of study shall provide consolidation and specialised training.

(4) Diploma programmes may be divided into branches of study if this shall be deemed to be useful for the programme. The branches of study shall be given a short title that refers to the respective focus.

(5) Certificate university programmes for further education may be established as non-degree programmes by issuing a curriculum.

## **Establishment and termination of study programmes**

### **§ 8**

(1) New bachelor's, master's, diploma or doctoral programmes and joint study programmes shall be established by the decision of the rectorate.

(2) The senate shall commission the curricular committee closest in terms of subject matter with establishing the curriculum. If none of the already appointed curricular committees should be

sufficiently related to the subject matter and thus to the curriculum to be established, a new curricular committee shall be established.

## **§ 9**

(1) Termination of an existing bachelor's, master's, diploma or doctoral programme and the transformation of a diploma programme into a bachelor's and/or master's programme shall be carried out by a decision of the rectorate. Both the senate and the curricular committee that is responsible for the programme to be terminated shall have the right of petition. Whenever possible, the committee shall seek agreement with the senate.

(2) When terminating a programme, interim regulations in accordance with § 21 shall be provided, which ensure that students, who are registered in this programme at the time of termination, shall be given the opportunity to complete their studies in appropriate time.

## **Establishment of curricula**

## **§ 10**

(1) Pursuant to § 25 para. 1 subpara. 10 UG, it shall be the senate's responsibility to issue the curricula for degree programmes. For this purpose, the senate shall appoint the responsible curricular committee as a collegial body holding decision-making power pursuant to § 25 para. 8 UG.

(2) The curricular committee shall define the objectives of the study programme by determining the knowledge, competences and methods in scientific, social, cultural, technical and economic areas that graduates of the respective programme should possess (qualification profile).

(3) Based on the study objectives, the curricular committee shall stipulate the content to be imparted in the programme.

(4) The curricular committee shall prepare a draft of the curriculum that shall be based on the content pursuant to para. 3 and the workload determined by the director of studies pursuant to § 12 para. 2. This workload is required for attending different categories of courses and taking examinations.

(5) In his/her opinion, the director of studies shall in particular address

1. the financial impact of the approval of the draft,
2. the expected resources required,
3. the validity of the estimated ECTS credits,
4. and the impact of the interim regulations.

(6) The possible opinion of the university department responsible for legal matters shall address whether the draft is in accordance with the legal provisions, in particular with Part II of the UG and the statutes of the University of Graz.

(7) The senate may commission a peer review of the curriculum draft. The curricular committee shall both deal with the opinions received as well as take into consideration the results of the peer review in a demonstrable way. The senate may opt for a joint discussion of the opinions and results of the peer review together with the curricular committee. After having made the changes, if any, the curricular committee shall pass on the decision on the curriculum to the senate for approval. For this purpose, the committee shall enclose the qualification profile and the opinions received.

(8) According to § 25 para. 10 UG, the senate's approval shall be required for the decision on the curriculum. If the senate approves the curriculum, the curriculum shall be deemed to be issued. If the senate rejects the curriculum, it shall be recommitted and reasons therefore shall be given to the curricular committee.

(9) If the curriculum has been recommitted to the curricular committee pursuant to para. 8, the committee shall deal with the curriculum and adopt it anew while taking into consideration the enclosed statement of grounds. Subsequently, para. 8 shall be followed again.

(19) For studies at the Catholic-Theological Faculty, the public law concerning religious bodies shall be observed.

### **Content of the curricula for bachelor's, master's, diploma and doctoral programmes**

#### **§ 11**

In particular, the following shall be stipulated in the curriculum:

1. Qualification profile
2. The number and name of branches of study and the number and length of stages of study for diploma programmes,
3. The name of compulsory subjects and electives and the ECTS credits and number of contact hours allocated to each of them,
4. The description of the knowledge, methods and competences to be imparted in the compulsory subjects,
5. The names and types of courses in the compulsory subjects and electives and the ECTS credits and number of contact hours allocated to each of them,
6. The registration requirements and maximum number of participants for courses with limited participation,
7. The allocation of courses to the participating universities if the programme has been established together with another university,
8. Regulations on restricted and free electives and the scope of ECTS credits allocated to them,
9. Regulations on a practice, if applicable,

10. Provisions on the implementation of studies abroad as part of bachelor's and master's programmes,
11. Using foreign languages in courses, on exams and in writing academic papers and theses.
12. More specific regulations on the writing of bachelor's, master's and diploma theses and dissertations,
13. For doctoral programmes, a supervision agreement (§ 27 para. 6) (see the sample supervision agreement for a dissertation at the University of Graz in the Appendix)
14. The examination regulations,
15. A list of subject-related study programmes, of which repetitions for the same examination subject pursuant to § 77 para. 2 UG shall be counted towards the number of permissible examination repetitions,
16. and the interim regulations.

### **Duration of studies and workload in ECTS credits**

#### **§ 12**

(1) According to the European Credit Transfer System, the scope of the study programmes shall be stated in ECTS credits. The relative share of the respective workload associated with the amount of work shall be determined by these credit points. A year's workload shall be deemed to be 1,500 real hours, which corresponds to 60 ECTS credits. This shall result in a total workload of 25 hours of work for one ECTS credit.

(2) The director of studies shall determine the average workload students must complete in order to attend different categories of courses and to sit examinations.

(3) The actual scope of the subject matter and the performance required for the positive completion of a course examination shall correspond to the workload assigned to the respective course in the form of ECTS credits.

(4) The number of contact hours for individual courses shall be specified in semester hours in the curriculum and in course catalogues.

(5) Appendix 1 to the UniStG (University Studies Act) which came into force on 31 December 2003 and the curricula valid at that time shall determine the duration of studies for diploma programmes and the sum of ECTS credits.

(6) The bachelor's programmes shall last six semesters. There shall be 180 ECTS credits in total. The workload for a bachelor's programme may be up to 240 ECTS credits provided that the prerequisites pursuant to § 54 para. 3 second and third sentences UG are given.

(7) The master's programmes shall last four semesters. There shall be at least a total of 120 ECTS credits.

(8) The duration of studies and the workload for doctoral programmes shall be stipulated in the curriculum. Pursuant to § 54 para. 4 UG in comparison with § 124 para. 15 UG, the duration of studies shall be at least 3 years.

### **Courses with ongoing assessment**

#### **§ 13**

(1) Only courses whose number of participants allows for individual supervision of students may be courses with ongoing assessment. The assessment criteria and standards for courses with ongoing assessment shall be selected in such a way that participants can successfully complete the course by continuously delivering written, oral or practical contributions.

(2) As soon as the student repeats the course twice, he/she may petition that his/her participation in the course with ongoing assessment be assessed by an examination.

### **Distance learning units and compulsory attendance**

#### **§ 14**

(1) Attendance may only be required in courses with ongoing assessment and in orientation courses. Students may be released from compulsory attendance for individual course units if there is good cause to do so. A good cause is in particular: illness, pregnancy, employment or duty of care.

(2) Distance learning units as part of courses may be determined in the curriculum as long as it can be ensured that the students participating in the course have access to the required aids (for example, internet access) and that the course instructors can provide their students with regular supervision.

### **Courses with a limited number of participants**

#### **§ 15**

(1) Students shall be entitled to register for courses with a limited number of participants within the stipulated deadlines. The registration shall be accepted after the student has proven that he/she has met the registration prerequisites stipulated in the curriculum.

(2) For courses with a limited number of participants, the director of studies shall be responsible for organising parallel courses in the event that the number of registrations exceeds the total number of available places in the course.

(3) If the registration cannot be accepted due to a lack of places, a waiting list shall be kept. Students shall be put on the waiting list according to the ranking stipulated in the curriculum. The director of studies shall ensure that the students who are deferred at the time of registration shall not experience a prolongation of the length of their studies due to this.

### **Electives**

#### **§ 16**

(1) Restricted electives/compulsory electives are subjects from which students shall choose according to the regulations in the curriculum. For master's programmes, a minimum of 10% of ECTS credits allotted for the respective programme and for diploma programmes (with the exception of teacher training programmes), at least 15% of the ECTS credits allotted for the respective programme, shall be restricted electives. For teacher training programmes, respective electives are recommended to be completed in both subjects of instruction as well as in the courses of the pedagogical pre-vocational education.

(2) Pursuant to § 1 para. 1 subpara. 3, free electives are courses students may freely choose from the courses offered at all domestic and foreign universities and all domestic universities of applied sciences and teacher training colleges. Courses that have already been completed as part of a study programme pursuant to § 64 para. 5 UG may not be recognised as free electives in the master's programme. In the curriculum of bachelor's, master's and diploma programmes, at least 5% of the ECTS credits allotted for the respective programme shall be free electives. For teacher training programmes, at least 10 ECTS credits total shall be free electives in both subjects of instruction, with a minimum of 5 ECTS credits for each subject of instruction. In the curriculum for NAWI Graz bachelor's and master's programmes, at least 12 ECTS credits for each programme shall be free electives. There is also the possibility to complete a maximum of 8 weeks of professional practice, which is equivalent to a fulltime job, as part of the free electives (this corresponds to 12 ECTS credits). Active participation in an academic event shall be considered practice as well. This practice shall be approved by the director of studies and must represent a meaningful supplement to the study programme.

(3) The share of ECTS credits for electives stipulated in the curriculum may not exceed half of the total number of ECTS credits intended for the study programme.

(4) For studies at the Catholic-Theological Faculty, the topics of the free electives must be related to the compulsory subjects or electives listed in the respective curricula. For examinations that were completed on free electives pursuant to para. 2 at faculties other than theological faculties, the dean of studies of the Catholic-Theological Faculty must officially confirm whether the required topical relevance has been met.

(5) Negatively assessed examinations on courses that are exclusively offered as part of the orientation phase and are completed as free electives may be repeated twice.

## **Practice**

### **§ 17**

The curriculum may require students to complete a subject-related practice to try out and put into practice the acquired knowledge and competences. An appropriate number of ECTS credits shall be allocated to the practice in the curriculum. The curriculum shall specify suitable alternative forms in case the completion of a practice is not possible.

The completion of the practice must be confirmed.

## **Examination regulations**

### **§ 18**

(1) Examination regulations shall be stipulated in the curriculum pursuant to § 51 para. 2 subpara. 25 UG. The regulations shall specify the types, methods and procedures of examinations.

(2) The legal provisions and provisions of the statutes must be observed when stipulating the examination regulations.

(3) The bachelor's, master's and diploma examinations and doctoral examinations shall be conducted according to the respective type of examination specified in the curriculum.

(4) If the curriculum requires the completion of one or several examinations as a prerequisite to register for a course pursuant to § 54 para. 7 UG, this shall be permissible only if students will not be able to acquire the knowledge, competences and methods to be imparted in the course without mastery of the subject matter of the examination(s).

### **Substitution of courses**

#### **§ 19**

Provisions on the substitution of courses may be included in the curriculum. These provisions shall entitle students to petition for a substitution of courses in the scope of no more than 18 ECTS credits with courses of other fields of studies for the purpose of setting their individual focus. This may be approved only as long as the objective of pre-vocational education and training in the respective field of study shall not be impaired. The director of studies shall decide on petitions for the substitution of courses by providing an official notification within six weeks of filing the petition.

### **Announcement and coming into effect of the curriculum and amendments to the curriculum**

#### **§ 20**

(1) Pursuant to § 20 para. 6 subpara. 6 UG, the curriculum shall be announced in the university's information newsletter (*Mitteilungsblatt*) following approval by the senate.

(2) If curricula and their amendments are published in the *Mitteilungsblatt* prior to 1 July they shall come into effect on 1 October of the same year. If they are published after 30 June, they shall come into effect on 1 October of the following year.

### **Inclusion of interim regulations in curricula**

#### **§ 21**

(1) In the event of the coming into effect of a new curriculum, degree students, who have been admitted in a curriculum, shall be entitled to complete their studies - which have yet to be completed at the time of the coming into effect - according to the previously valid curriculum. The minimum time period for completing their studies shall be the time period resulting from the ECTS credits stipulated pursuant to § 7 plus two additional semesters.

(2) If the programme is not completed within the specified time, students must automatically pursue their further studies according to the new curriculum. During the respective admission periods, these students shall have the right to voluntarily adopt the new curriculum at any time.

(3) Specific provisions on the equivalency of positively assessed examinations of the old and new curriculum shall be stipulated in the curriculum. The body responsible for issuing the curriculum shall be entitled to issue further provisions of this kind by means of a decree. These provisions shall ensure that the coursework of students that have started their studies prior to the coming into effect of the new curriculum and must adopt the new curriculum shall be taken into full consideration concerning the workload measured in ECTS credits. If required, the director of studies shall ensure that courses which were compulsory in the old curriculum shall continue to be offered after the coming into effect of the new curriculum if the completion of studies according to the old curriculum would not be possible otherwise.

(4) Degree students who must adopt the new curriculum pursuant to para. 2 shall be entitled to file petitions with the director of studies for the equivalency of examinations that deviate from or supplement the provisions stipulated pursuant to para. 3. These petitions shall be approved within two months by an official notification, provided that the examinations are equivalent.

(5) When amendments are made in the curriculum, there must be provisions in the new curriculum that ensure that coursework (in ECTS credits) of students that have started their studies prior to the coming into effect of the new curriculum shall be taken into full consideration concerning the workload measured in ECTS credits.

(6) The curricular committees shall have the right to make amendments to the curriculum that students must adopt immediately without transition periods pursuant to para. 1, provided that only specific changes have been made which shall have no impact on the overall course of the study programme, and in particular that

1. there shall be no fundamental change of the subject matter of the programme or a branch of study,
2. there will be no change in the number of branches of study,
3. there will be no change in the number and length of stages of study,
4. there will be no change in the type of study programme,
5. there will be no fundamental change in the examination regulations,
6. there will be no new definitions of compulsory subjects,
7. and that there will be no changes in the content and allocation of ECTS credits for examination subjects and courses that exceed more than 20% of the total number of ECTS credits allocated to the study programme.

## **Examinations**

### **Course and subject examinations and comprehensive examinations before a committee**

#### **§ 22**

(1) As a basic principle, course examinations shall be conducted by the course instructors. If necessary, the director of studies shall bring in other examiners who are experts in the field.

(2) Students shall be informed in detail about the assessment criteria in the courses at the beginning of the semester.

(3) It shall be stipulated in the curriculum whether the final, bachelor's, master's or diploma examinations shall be taken in the form of course or subject examinations or as comprehensive examinations before a committee.

### **Final examinations for certificate university programmes for further education (§ 1 para. 2 subpara. 9)**

#### **§ 23**

(1) The subjects and the method for taking the final examination shall be stipulated in the curriculum.

(2) If the final examinations shall be taken as subject examinations or comprehensive examinations before a committee, the director of studies shall bring in other examiners who are experts in the field.

(3) Students in certificate university programmes for further education shall be entitled to register for final examinations as long as they meet the prerequisites stipulated in the curriculum.

### **Bachelor's, master's and diploma examinations**

#### **§ 24**

(1) The subjects and the methods for taking bachelor's, master's and diploma examinations shall be stipulated in the curriculum.

(2) For the conducting of bachelor's, master's and diploma examinations as subject examinations and comprehensive examinations before a committee, the director of studies shall bring in university teaching staff with a teaching qualification pursuant to § 98 para. 12 and § 103 UG to conduct examinations in those subjects in which they hold their teaching qualification.

(3) The director of studies shall also be entitled to bring in persons with a teaching qualification at another domestic or recognised foreign university or at another domestic or foreign institution equivalent to the universities in order to conduct bachelor's, master's and diploma examinations, provided that their teaching qualification is equivalent to a teaching qualification pursuant to para. 2.

(4) If required, the director of studies shall be entitled to bring in academic staff and other qualified experts within and from outside the profession as examiners.

(5) Students in bachelor's, master's or diploma programmes shall be entitled to register for the bachelor's, master's and diploma examinations as long as they meet the prerequisites stipulated in the curriculum.

### **Doctoral examinations**

## **§ 25**

(1) The subjects and the method for taking the doctoral examination shall be stipulated in the curriculum.

(2) For the conducting of doctoral examinations as subject examinations and comprehensive examinations before a committee, the director of studies shall bring in university teaching staff with a teaching qualification pursuant to § 98 para. 12 and § 103 UG to conduct examinations in those subjects in which they hold their teaching qualification.

(3) The director of studies shall also be entitled to bring in persons with a teaching qualification at another domestic or recognised foreign university or at another domestic or foreign institution equivalent to the universities in order to conduct doctoral examinations, provided that their teaching qualification is equivalent to a teaching qualification pursuant to para. 2.

(4) Students in doctoral programmes shall be entitled to register for doctoral examinations as long as they meet the prerequisites stipulated in the curriculum.

### **Academic theses**

#### **Master's and diploma theses**

## **§ 26**

(1) The topic of the master's and diploma thesis shall be chosen from one of the examination subjects stipulated in the curriculum or shall be reasonably related to one of these subjects. The workload of the diploma thesis to be written in teacher training programmes together with the final diploma examination before a committee shall be 30 ECTS credits.

Students shall have the right to suggest the topic or to choose from a number of suggestions from the supervisors at their disposal.

(2) The workload of master's and diploma theses stipulated in the curriculum shall not be less than 20 ECTS credits and shall not exceed 30 ECTS credits. The supervisors of master's or diploma theses must ensure that the topic and content of the thesis correspond to the intended workload.

(3) Members of the university who have a teaching qualification pursuant to § 98 para. 12 and § 103 UG shall be entitled to supervise and assess master's and diploma theses in the subject in which they hold their teaching qualification. If required, the director of studies shall be entitled to entrust academic staff pursuant to § 94 para. 2 supara. 2 UG with the supervision and assessment of master's and diploma theses in the subject of their dissertation or in the research area in which they have received their doctoral degree. Students shall have the right to choose a supervisor within the realm of possibilities.

(4) The director of studies shall also be entitled to bring in persons with a teaching qualification at another domestic or recognised foreign university or at another domestic or foreign institution equivalent to the universities in order to supervise and assess master's and diploma theses, provided that their teaching qualification is equivalent to a teaching qualification pursuant to para. 3.

Students shall announce the topic and supervisor of the master's or diploma thesis to the director of studies in writing before they start working on the thesis. The topic and supervisor shall be deemed to be accepted unless the director of studies rejects them with an official notification within one month after receipt of the announcement. A change of supervisor shall be permissible until the master's or diploma thesis is submitted.

(6) In the treatment of the topic and the supervision of students, the provisions of the Austrian Copyright Act, Federal Legal Gazette No. 111/1936 must be observed.

(7) The completed master's or diploma thesis shall be submitted to the director of studies for assessment in printed and electronic form (PDF format). The exploitation rights of the person submitting the thesis pursuant to the Copyright Act shall remain unaffected. The thesis shall be examined using suitable electronic means to determine whether the thesis complies with the rules and principles of good academic practice and does not exploit the intellectual property of others without authorisation. The report on the results of the examination shall be prepared within 14 days and given to the supervisor.

The director of studies shall give the master's or diploma thesis to the supervisor, who shall assess the thesis within two months after submission and provide a written statement of the reasons for the assessment. If the master's or diploma thesis is not assessed within two months, the director of studies shall, upon the student's petition, reassign the master's or diploma thesis to a different university teacher pursuant to para. 3 or 4 for assessment.

If the plagiarism check of the assessor reveals that the author has made use of the intellectual property of others without declaring it as such or by violating the rules of good academic practice, the thesis shall be assessed negatively.

If this is only discovered after the thesis has been positively assessed, proceedings for annulment of the assessment pursuant to § 35 para. 5 Study Law (§ 74 para. 2 UG) shall be instituted. If the assessment of the academic thesis is annulled, this shall lead to the revocation of an already awarded academic degree pursuant to § 89 UG.

In consultation with the director of the university library and the students' representatives, the director of studies shall stipulate more specific regulations regarding the submission, archiving and possible provision in electronic form of theses in a separate decree.

(8) The topic and assessment of the academic diploma or master's thesis shall be documented in the final certificate at the end of the study programme.

## **Dissertations**

### **§ 27**

(1) The topic of the dissertation shall be chosen from one of the examination subjects stipulated in the curriculum of the completed study programme or shall be reasonably related to one of these subjects.

(2) The workload of dissertations as stipulated in the curriculum shall be at least half of the ECTS credits of the doctoral programme. The supervisors of dissertations must ensure that the topic and content of the dissertation correspond to the intended workload.

(3) Students shall have the right to suggest the topic or to choose from a number of suggestions from the supervisors at their disposal. If the topic proposed by the student is not accepted, but is still suited for a dissertation, the director of studies shall assign the student to a suitable university teacher with his/her consent.

(4) Members of the university who have a teaching qualification pursuant to § 98 para. 12 and § 103 UG shall be entitled to supervise and assess dissertations in the subject in which they hold their teaching qualification. Students shall have the right to choose a supervisor or suggest an expert within the realm of possibilities.

(5) The director of studies shall also be entitled to bring in persons with a teaching qualification at another domestic or recognised foreign university or at another domestic or foreign institution equivalent to the universities in order to supervise and assess dissertations, provided that their teaching qualification is equivalent to a teaching qualification pursuant to para. 4.

(6) Students shall announce the topic and supervisor of the dissertation to the director of studies in writing before they start working on the thesis. The topic and supervisor shall be deemed to be accepted unless the director of studies rejects them with an official notification within one month after receipt of the announcement. This decision shall not be construed as a statement on the organisational and financial feasibility of the thesis. A change of supervisor shall be permissible until the dissertation (para. 8) is submitted. More specific regulations regarding the procedure for the announcement of the topic, the submission of any possible additional documents specifying the dissertation project, the tasks and activities of graduation committees as well as regulations concerning the content of the supervision agreement may be stipulated in the curriculum. In the event of a serious breach of the duties stipulated in the supervision agreement by the student, the director of studies may issue an official notification and withdraw the topic upon the supervisor's petition.

(7) In the treatment of the topic and the supervision of students, the provisions of the Austrian Copyright Act, Federal Legal Gazette No. 111/1936 must be observed.

(8) The completed dissertation shall be submitted to the director of studies for assessment in printed and electronic form (PDF format). The exploitation rights of the person submitting the thesis pursuant to the Copyright Act shall remain unaffected. It shall be examined using suitable electronic means to determine whether the thesis complies with the rules and principles of good academic practice and does not exploit the intellectual property of others without authorisation. The report on the results of the examination shall be prepared within 14 days and given to the assessor of the dissertation.

The director of studies shall give the dissertation to the teaching staff pursuant to para. 4 and 5. If required, the director of studies may bring in a third assessor upon petition of the supervisor or the student. It shall be permissible to choose the second and, if necessary, the third assessor from a subject related to the dissertation subject. The dissertation must be assessed within four months at the latest.

If the plagiarism check of the assessor reveals that the author has made use of the intellectual property of others without declaring it as such or by violating the rules of good academic practice, the thesis shall be assessed negatively.

If this is only discovered after the thesis has been positively assessed, proceedings for annulment of the assessment pursuant to § 35 para. 5 Study Law (§ 74 para. 2 UG) shall be instituted. If the

assessment of the academic thesis is annulled, this shall lead to the revocation of an already awarded academic degree pursuant to § 89 UG.

In consultation with the director of the university library and the students' representatives, the director of studies shall stipulate more specific regulations regarding the submission, archiving and possible provision in electronic form of dissertations in a separate decree.

(9) If only two assessors have been assigned and one of them has assessed the dissertation negatively, the director of studies shall bring in a third assessor who must at least come from a closely related subject. This third assessor shall assess the dissertation within two months.

(10) If the assessors cannot reach a decision on the assessment, the proposed assessments shall be added up, the sum shall be divided by the number of assessors, and the result shall be rounded to a whole number. Results greater than x.5 shall be rounded up.

(11) The topic and assessment of the dissertation shall be documented in the certificate of doctoral examinations.

## **Examination procedures**

### **Examination dates**

#### **§ 28**

(1) Examination dates are periods of time during which students shall be given the possibility to take examinations. As a principle, examination dates shall not be scheduled during recess periods.

(2) The director of studies shall set examination dates in such a way that students shall be able to adhere to the duration of studies stipulated in the curriculum for each stage of study. For courses in the orientation phase, at least two examination dates shall be scheduled per semester so that there are at least four examination dates per year. For courses outside the orientation phase, examination dates shall be scheduled at the beginning, in the middle and at the end of each semester so that there are at least six examination dates per year. The director of studies shall be entitled to have the course instructors set the dates for course examinations within the realm of the actual possibilities. The examination dates shall be announced in a suitable form. Additional examination dates may be scheduled during recess periods.

(3) For the registration for examinations, the director of studies shall set a period of at least three weeks, which shall end one week prior to the examination date at the earliest. The director of studies shall be entitled to have the course instructors set the deadlines for course examinations within the realm of the actual possibilities.

(4) Additional personal agreements on dates for oral subject examinations or comprehensive examinations before committees between the student and the examiner shall be permissible. They shall be reported informally to the director of studies in good time.

(5) In any case, students shall be able to take course examinations up until the end of the third semester following the semester in which the course was held.

(6) For written examinations with a limited number of participants and comprehensive examinations before a committee, the director of studies shall ensure that students have the possibility to take the examination within a maximum time period of two months after registration. If required, additional examiners shall be brought in.

### **Registration for course examinations**

#### **§ 29**

(1) Students shall be entitled to register for course examinations within the stipulated deadline. The registration shall be accepted when the student meets the registration prerequisites stipulated in the curriculum, when the student has been granted admission to the respective study programme by the date of the examination, and when the student has registered for the continuation of studies in the respective semester. Registration for course examinations without ongoing assessment shall not require compulsory attendance of the respective course. If students in a bachelor's programme register for course examinations of a master's programme, this registration shall be accepted if the students have already successfully completed compulsory subjects and electives in the amount of at least 80% of the ECTS credits allocated to bachelor's programmes, provided that there are no other provisions for individual courses in the curriculum of the master's programme. However, only a maximum of 40% of the ECTS credits of the respective master's programme may be completed in advance.

(2) In courses with ongoing assessment, students shall be entitled to withdraw from examinations up to 24 hours prior to the examination date without giving reasons. Students shall report this to their examiners by telephone, letter, fax or e-mail.

If the candidate fails to appear without excuse, the examiner may decide that the candidate shall not be admitted to take the examination again before the end of eight weeks or not before the examination after next.

(3) For courses with ongoing assessment, demonstrable proof of undertaking the first part of the work required shall be equivalent to taking an examination. If the student does not continue to deliver the rest of the work required for the course without good cause (for example, medical certificate), the examination shall be deemed to be terminated and the examination shall be assessed negatively.

(4) When registering for the examination, students shall be entitled to apply for a different examination method than the one stipulated in the curriculum or one that has been specified in some other way. Petitions for the approval of alternative examination methods shall be accepted if students can produce proof of a long-term disability that makes it impossible for the student to take the examination according to the stipulated examination method and if an alternative method does not infringe upon the content and requirements of the examination.

As soon as the student repeats the course examination twice, the student's petition for a specific examiner shall be granted in any case.

(5) If the registration and the petition for an alternative examination method, the petition for an examination before a committee (available starting from the second repetition of a course examination), or the examiner are not accepted, the director of studies shall consult with the course instructor and then issue a decree upon the student's petition for the issuing of a decree.

## **Registration for subject examinations and comprehensive examinations before a committee**

### **§ 30**

(1) If the completion of subject examinations or comprehensive examinations before a committee is stipulated in the curriculum, students shall be entitled to register for the examination within the specified deadline. The director of studies shall accept the registration, provided that the student has proven that he/she meets the registration prerequisites stipulated in the curriculum. The director of studies shall have the right to instruct students to apply directly with the examiners for subject examinations.

(2) When registering, students shall be entitled to submit the following applications:

1. A specific examiner,
2. Examination day and
3. a different examination method than the one stipulated.

(3) Whenever possible, the student's petition regarding the examiner and the examination day(s) shall be complied with. Starting with the second repetition of an examination, the petition regarding a specific examiner must be complied with by all means. Petitions for the approval of an alternative examination method shall be accepted if students can produce proof of a long-term disability that makes it impossible for the student to take the examination according to the stipulated method and if the alternative method does not infringe upon the content and requirements of the examination.

(4) If the registration, the petition for a specific examiner starting with the second repetition, or the petition for an alternative examination method are not accepted, the director of studies shall issue a decree on this.

(5) Students shall be entitled to withdraw from examinations up to 24 hours prior to the examination date without giving reasons. Students shall report this to their examiner by telephone, letter, fax or e-mail.

If the candidate fails to appear without excuse, the examiner may decide that the candidate shall not be admitted to take the examination again before the end of eight weeks or not before the examination after next.

## **Conducting of examinations**

### **§ 31**

(1) Oral examinations shall be public. If required, it shall be permissible to limit admission to the number of people that the premises can accommodate. Every member of the examination senate shall be present during the entire oral examination before a committee. The result of an oral examination shall be announced to the student immediately after the examination. If the examination has been assessed negatively, the reasons for this shall be explained to the student.

(2) The examiner or the chairperson of the examination senate shall be responsible for the orderly procedure of the examination and for taking the minutes of the examination. The minutes shall include the examination subject, the place and time of the examination, the name of the examiner or the names of the members of the examination senate, the name of the student, any questions asked and the respective assessments, in particular the reasons for any negative assessments as well as any special incidents. The reasons for negative assessment shall be reported to the student in writing upon his/her petition. The minutes of the examination shall be kept for at least a year after the assessment has been announced.

(3) The situation in which only the examiner and the examinee are present at the examination shall be avoided whenever possible.

(4) During the examination, students shall be given the opportunity to give proof of the current state of their acquired knowledge and competences. The content and scope of the subject matter shall be announced in a suitable form ahead of time. The subject matter of the course shall be the basis for course examinations.

(5) The information contained within the examination minutes which is necessary for issuing certificates shall be sent to the Admissions Office (*Studien- und Prüfungsabteilung*) without delay. With the help of electronic data processing, the Admissions Office shall handle the issuing of certificates and shall keep examinations on file including the recognition of examinations.

(6) Consultation and agreement on the result of an examination before an examination senate (§ 32), with regard to each individual subject in the case of several examination subjects, shall be carried out in a non-public meeting of the examination senate following a discussion among its members. The decisions of the examination senate shall be reached by majority vote. The chairperson shall have the same voting right as the other members. However, the chairperson is the last person to cast a vote. Each member shall consider the overall impression of the examination when discussing the results in the individual subjects.

(7) If the examination senate does not reach a decision on the assessment of an individual subject, the assessments proposed by its members shall be added up, the sum shall be divided by the number of members, and the result shall be rounded up if it is greater than x.5, or otherwise rounded down.

(8) If the candidate does not show up for the examination, the examination shall not be assessed and this examination shall not be counted towards the number of attempts at the examination. It shall count as an attempt at the examination if the candidate has shown up at the examination and it can be shown that the student acknowledged the first question concerning the subject matter of the examination.

(9) If a student terminates the examination without good cause, the examination shall be assessed negatively. Upon the petition of the student, the director of studies shall determine whether there is a good cause or not with an official notification. The petition shall be filed within two weeks after the examination has been terminated.

## **Examination senates**

### **§ 32**

(1) The director of studies shall establish examination senates for examinations before a committee.

(2) A senate shall be comprised of at least three persons. There shall be one examiner for each examination subject or sub-area of it. One member shall be appointed the chairperson of the examination senate. Rules for the composition of a graduation committee shall be specified in the curriculum.

(3) The director of studies shall be a member of the examination senate and shall be the chairperson at the last repetition of the examination. If the student files an application to bring in an examiner from a different domestic or foreign university, this application shall be approved within the realm of actual and financial possibilities.

(4) For the last permissible repetition of the last examination in the programme, the examination senate shall consist of five members (in contrast to para. 2). Para. 3 shall still apply.

### **Assessment of academic success**

#### **§ 33**

(1) Successful completion of examinations and academic theses shall be assessed with "sehr gut" (very good, 1), "gut" (good, 2), "befriedigend" (satisfactory, 3) or "genügend" (sufficient, 4), whereas a negative result shall be given a "nicht genügend" (insufficient, 5). Half-grades shall not be permissible. If this form of examination assessment is impossible or inexpedient, positive assessment shall be indicated by "mit Erfolg teilgenommen" (with successful participation), whereas negative assessment shall be indicated by "ohne Erfolg teilgenommen" (with unsuccessful participation).

(2) If positive assessment for examinations is indicated by "mit Erfolg teilgenommen" (with successful participation) and negative assessment by "ohne Erfolg teilgenommen" (with unsuccessful participation), all students taking the examination shall be assessed according to this same form.

#### **§ 34**

(1) In addition to the assessments pursuant to § 33, the following assessment shall be made according to the ECTS guidelines: "sehr gut" (very good) shall be (A), "gut" (good) shall be (B), "befriedigend" (satisfactory) shall be (C), "genügend" (sufficient) shall be (D) and "nicht genügend" (insufficient) shall be (F).

(2) For recognition of workloads completed abroad, the ECTS assessment shall be automatically converted to the corresponding assessment scheme. The ECTS assessments (D) and (E) shall be converted to "genügend" (sufficient, 4) pursuant to § 73 para. 1 UG.

### **Repetition of examinations**

#### **§ 35**

(1) Students shall be entitled to repeat negatively assessed examinations on orientation phase courses two times. Students shall be entitled to repeat negatively assessed examinations outside the orientation phase three times. Students participating in cooperation studies with Graz University of Technology (NAWI Graz) shall be entitled to repeat examinations four times.

(1a) Para. 1 sentence 2 shall be valid for examinations that have been taken for the first time starting with 1 October 2011.

(2) A petition for recognition of an examination from a subject-related study programme at the University of Graz pursuant to § 78 UG shall be rejected if the number of attempts at the examination submitted for recognition, added to those attempts at the examination for which they should be recognised, exceeds the number of permissible attempts according to para. 1.

(3) Starting with the second repetition of an examination, this examination shall be held before a committee upon the student's petition if the examination is conducted in the form of a single examination. Starting with the third repetition, this examination must be conducted before a committee.

(4) Comprehensive examinations before a committee shall be repeated in their entirety if more than half of the subjects were assessed negatively. Otherwise only the negatively assessed subjects shall be repeated.

(5) The director of studies shall issue an official notification on the annulment of an examination's assessment if a student is guilty of fraud in obtaining registration for this examination. Furthermore, the assessment of the examination or an academic thesis shall be annulled by issuing an official notification if this assessment has been obtained by fraud, in particular by using forbidden aids. The examination for which assessment has been annulled shall be counted towards the total number of repetitions. Examinations that have been completed outside the framework of a notification of continuation of enrolment, and assessments of academic theses that have been completed outside the framework of a notification of continuation of enrolment (*Fortsetzungsmeldung*), shall be null and void. They shall not be counted towards the total number of repetitions.

## **Recognition of examinations**

### **§ 36**

(1) Upon petition of degree students who want to complete parts of their studies abroad, the director of studies shall specify by means of an official notification prior to the beginning of the study abroad which examinations to be taken at the foreign educational institution are equivalent to the examinations stipulated in the curriculum (*Vorausbescheid*).

(2) The documents required for the assessment shall be submitted by the applicant. The applicant shall produce authorised translations of documents in a foreign language. If the educational institution abroad assessed the examinations by means of ECTS credits, the ECTS credits to be awarded shall be fully recognised.

(3) When recognising examinations pursuant to § 78 UG, the director of studies shall be bound to the content of prerecognitions. The establishment of the equivalency of examinations in prerecognitions shall not be a mandatory condition for the recognition of examinations that have been completed at foreign educational institutions.

## **Joint study programmes**

### **§ 37**

(1) A joint study programme is a degree programme that is conducted as a joint, double or multiple degree programme on the basis of an agreement between one or more Austrian universities, of providers of programmes at universities of applied sciences, private universities or teacher training colleges, and recognised foreign post-secondary educational institutions.

(2) It shall be a diploma, bachelor's, master's or doctoral programme (§ 51, para. 2 supara. 2 UG).

(3) The prerequisites for a joint study programme shall be:

a) for a programme with up to 120 ECTS credits, the completion of at least 30 ECTS credits, and for a programme with more than 120 ECTS credits, the completion of at least 60 ECTS credits at partner institutions,

b) the conclusion of an agreement on the implementation of the joint study programme with the respective partner institutions,

c) the compatibility of the participating institutions regarding the calculation of the workload for the allocation of ECTS credits.

(4) For a joint study programme, one academic degree may be awarded by means of a joint certificate (joint degree) or the degrees of those participating institutions may be awarded at which the student completed a part of his/her studies.

### **§ 38**

(1) The agreement on the respective joint degree programme shall be added to the curriculum and be an integral part of it.

(2) For the content of the curriculum and the approval procedure for a joint degree programme, the regulations of these statutes shall be valid for the curricula of bachelor's, diploma, master's and doctoral programmes.

(3) Prior to approval, the agreement on the respective joint diploma programme shall be submitted to the Vice Rector for International Relations for examination, who shall conclude the agreement upon approval of the curriculum.

### **§ 39**

(1) The following must be specified in the agreement:

a) the workload students have to produce at the participating institutions,

b) admission to the programme,

c) tuition fees,

d) examinations,

e) academic theses,

f) and academic degrees.

(2) In addition, the organisation and financing of the mobility of teaching staff and students may be stipulated in the agreement.

(3) Parts of already existing programmes may be combined with parts of corresponding programmes at a partner institution in the form of modules as part of a joint study programme. Moreover, brand new programmes without a connection to already existing degree programmes may be created.

a) For students of the university, who, as part of a joint study programme, would like to complete parts of their studies at a partner institution, the notification of the continuation of enrolment in a programme shall be made for those semesters, in which the student plans to pursue his/her studies at the university.

b) Students of a partner institution, who, as part of a joint study programme, would like to complete parts of their studies at the university, shall be treated as students participating in mobility programmes with regard to the admission period (§ 61 para. 3 subpara. 3, UG).

c) Pursuant to § 63, para. 5 subpara. 1 UG, students in joint study programmes, who have both a general and particular university entrance qualification, shall be admitted to the programme on a temporary basis for the duration of the part of their studies which shall be completed at the university according to the agreement.

d) The general and particular university entrance qualification shall be deemed to be proven upon nomination by the partner institution pursuant to § 63 para. 6 UG.

(4) Taking the regulations that apply for the participating institutions into account, the agreement shall stipulate which institution shall grant admission to the programme.

(5) Payment of tuition fees at the respective institutions shall be included in the agreement. Pursuant to § 92 para. 1 subpara. 1 UG, students shall not have to pay tuition fees for those semesters for which they can prove that they are pursuing their studies as part of a university mobility programme.

(6) Pursuant to § 78 para. 1 UG, the recognition of examinations may generally be stipulated in the curriculum. The general recognition shall override the decisions on recognition. Regulations concerning the supervision of theses shall be included in the agreement, and the following regulations of the UG shall apply:

a) It shall be possible to bring in supervisors from abroad for academic theses (§§ 80 to 82 UG).

b) If the academic thesis was supervised and/or assessed at a foreign partner institution, there shall be the possibility of having it recognised (§ 85 UG).

### **Master's programmes outside regular degree programmes**

#### **§ 40**

(1) The University of Graz shall have the right to establish master's programmes as joint study programmes (including joint degrees) outside the regular degree programmes, if, according to § 58

para. 1 UG, proof has been furnished that the admission requirements, scope and demands are comparable to the admission requirements, scope and demands of respective foreign master's programmes.

(2) A joint study programme outside the regular degree programmes shall be a master's programme, which is implemented by one or several Austrian and one or several recognised foreign post-secondary educational institutions.

(3) Master's programmes shall comprise at least 60 ECTS credits.

(4) The prerequisite for a joint study programme shall be the completion of at least 30 ECTS credits for a programme with 60 to 120 ECTS points, and the completion of at least 60 ECTS points at one or several partner institutions for a programme with more than 120 ECTS credits.

#### **§ 41**

(1) The regulations for the curricula of certificate university programmes for further education shall apply to the content of the curriculum and the approval procedure.

(2) The cooperation agreement shall be included in the curriculum petition.

(3) The compatibility of the participating institutions regarding the calculation of the workload for the allocation of ECTS credits shall be noted and documented in the course of proving their comparability (§ 58 para. 1 UG).

(4) Prior to approval of the master's programme, the cooperation agreement for the respective joint degree programme shall be submitted to the Vice Rector responsible for concluding the cooperation agreement for examination.

(5) The cooperation agreement shall regulate the rights and duties of the cooperation partners.

(6) The following must be specified:

1. the workload students have to produce at the participating institutions,
2. admission,
3. examinations and examination regulations,
4. academic degrees,
5. and fees.

(7) In addition, the organisation and financing of the mobility of teaching staff and students may be stipulated in the cooperation agreement.

#### **§ 42**

(1) The senate shall stipulate the master's degrees to be awarded, which are commonly used internationally.

(2) Pursuant to § 58 para. 1 UG, the required proof that the admission requirements, scope and demands are comparable to the admission requirements, scope and demands of respective foreign master's programmes shall be submitted to the Vice Rector for International Relations for examination in the course of the approval procedure.

(3) Detailed regulations concerning the awarding of a common academic degree or of several academic degrees shall be agreed in the cooperation agreement. The legal regulations that are binding for the participating institutions shall be observed.

(4) The awarding of a master's degree from the University of Graz shall also be possible when participating in a joint degree programme, even if no part of the programme has been completed at the University of Graz, provided that the curriculum is recognised by the University of Graz.

### **§ 43**

(1) Admission to the doctoral programme shall only be possible after completion of an international master's programme.

(2) Guidelines shall be issued for the admission of graduates to master's programmes.

(3) The recognition of ECTS credits completed as part of an international master's programme shall be taken into consideration when admitting students to a subject-related master's programme.

### **Nostrification**

#### **§ 44**

(1) Nostrification is the recognition of a foreign academic degree as the completion of a domestic degree programme.

(2) The application shall be submitted to the director of studies and shall indicate the programme, which must already be established at the university and can be compared to the completed foreign programme, as well as the desired academic degree. Filing an application shall be based on the provision of proof that nostrification is essential for the exercise of the applicant's profession or the continuation of his/her education in Austria.

(3) Nostrification is necessary if the applicant intends to pursue a profession in Austria that requires an Austrian academic degree by law or other legal provision (admission to a "regulated profession") or if nostrification is necessary for admission to post-graduate education. Admission to a "regulated profession" which is possible due to EU directives, in particular the directive 2005/36/EC on the recognition of professional qualifications, shall be exempt from this.

(4) It shall not be permissible to file a nostrification application at several universities at the same time or after withdrawing an application from another university.

(5) Together with the application, the following supporting documents must be submitted:

1. Passport,

2. Proof of the status and the comparability of the quality of the recognised foreign post-secondary educational institution that the student attended with a recognised domestic post-secondary educational institution, if this is not already beyond doubt from the outset,

3. Proof of the studies completed at the foreign post-secondary educational institution if they are not already known,

4. The certificate must be submitted in the original, which was issued as proof of the awarding of the academic degree or as proof of the proper completion of the programme if there was no academic degree to be awarded.

(6) The applicant shall submit authorised translations of documents in a foreign language.

(7) The obligation to submit individual documents shall be waived if the student can credibly show that the documents cannot be submitted within an adequate deadline or would cause enormous difficulties, and that the documents already submitted are sufficient for a decision.

(8) In consideration of the curriculum valid at the time of the application, the director of studies shall examine whether the foreign programme is structured in such a way that it is equivalent to the domestic programme referred to in the application with regard to the overall educational result.

(9) If the foreign programme is generally equivalent and there are only a few supplementary courses needed for full equivalency, the director of studies shall issue a decree instructing the applicant to complete the required examinations or to write an academic thesis within an adequate deadline in order to establish equivalency. The applicant shall be admitted as a non-degree student in order to complete the supplementary courses.

(10) The director of studies shall declare the nostrification with an official notification. This notification shall show which domestic degree the foreign degree corresponds to and which domestic academic degree the applicant shall be entitled to use on the basis of the nostrification, instead of the foreign academic degree. Issuance of the notification shall be recorded on the certificate that has been submitted as proof of the foreign degree.

## **Tuition fee**

### **§ 45**

(1) Pursuant to § 91 para. 1 UG, degree students, who have not exceeded the intended length of studies per stage of study plus two semesters, shall not have to pay the tuition fee (§ 2a para. 1 StubeiV 2004).

(2) All other students shall pay the stipulated tuition fee within the general admission period. If the tuition fee is paid within the grace period, it shall increase by 10 percent. A tuition fee that has not been paid in full shall be deemed to be unpaid. If students fail to pay their tuition fee in full, there shall be the opportunity to pay the tuition fee again in full. If the fee is paid again within the grace period, the

higher fee must be paid. The tuition fee that has not been paid in full shall be reimbursed upon petition of the student.

### **Waiving and reimbursement of the tuition fee**

#### **§ 46**

(1) Apart from the conditions listed in § 92 para. 1 UG for the waiving of tuition fees, the rectorate may waive the tuition fee upon the student's petition if the student loses his/her status as a student liable to the tuition fee before the end of the grace period of the respective semester.

a) due to the completion of a study programme that would have been possible even without paying a tuition fee for the current semester because of the validity of the notification of continuation of enrolment in the previous semester, or

b) because of a termination of studies, provided that the student was registered for continuation in the preceding semester, or

c) because of a termination of studies, provided that the student did not attempt an examination in the respective semester and has not submitted an academic thesis for assessment.

(2) In the case of the student's death, the tuition fee shall be deemed to be waived as listed in para. 1 lit. c of the aforementioned conditions and shall be reimbursed.

(3) The tuition fee may be reimbursed to the student upon his/her petition if

a) a fee exceeding the stipulated fee has been paid, or

b) the tuition fee already paid has been waived as the result of a petition filed before the end of the grace period of the respective semester, or

c) a fee has been paid that was not required or that did not result in a notification of continuation of enrolment due to late payment.

(4) The tuition fee shall be waived for foreign degree students pursuant to § 91 para. 2 UG if the university that they last attended concluded a university partnership agreement with the University of Graz or with another Austrian university which also includes the mutual waiving of the tuition fee.

(5) Pursuant to § 91 para. 2 UG, foreign degree students, who are citizens of the countries or territories listed in Appendix 3 of StubeiV 2004, shall be waived from the tuition fee (§ 3a para. 2 StubeiV 2004).

(6) Foreign degree students, who are citizens of the countries or territories listed in Appendices 1 and 2 of StubeiV 2004, may file a petition for reimbursement of the amount of 363.33 EUR per semester for those semesters that the tuition fee was paid if the criteria pursuant to § 3 para. 1 and 3 StubeiV 2004 have been fulfilled.

The chairperson of the senate:  
Hinteregger

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## **APPENDIX: Supervision agreement for a dissertation at the University of Graz**

As a quality assurance instrument in studies and teaching, the supervision agreement shall set minimum standards that apply to all faculties for the quality and supervision of a dissertation. The legal framework shall be provided by § 27 of the statutes of the Study Law. The regulations, in particular the resulting entitlements of the student to the university and its members, shall apply, provided that the student is admitted.

This agreement shall explicitly state the mutual responsibilities and entitlements of students and supervisors and the various benefits associated with this:

The work process is more transparent and thus facilitates supervision. The progress of the dissertation can be supported better. In addition, it can be demonstrated that the student is seriously working on the dissertation. Supervisors shall be regularly updated on the progress of the dissertation and thus shall be able to better direct and structure their supervision. Agreements that have previously been concluded orally shall now be documented and may provide arguments for decisions on what grades to give.

**Students** shall be entitled to supervision when working on their dissertation. Supervision includes at least two meetings per semester with the supervisor as well as feedback on the completed dissertation in the form of an expert opinion. Prior to submitting their thesis, students are given the opportunity to discuss their theses with their supervisors.

With their signature, students shall enter into an agreement to observe the criteria for the writing of academic theses according to good academic practice, to remain in contact with the supervisor, and to regularly report on the progress of the dissertation. If the student shall terminate work on his/her dissertation, he/she must inform the supervisor of this. The student shall inform the supervisor when he/she stops work on a topic.

**Supervisors** (principal supervisors) are entitled by this agreement to be regularly informed about the progress of the work. Supervision should start by drawing up a schedule with the student and then at least two meetings on the dissertation should take place, if the student requires them.

The duties of the supervisor include the documentation of the discussions in note form.

The co-supervisor does not have to be specified from the beginning. However, he/she shall be available to the doctoral student for at least one meeting on the dissertation and one meeting at the end of the dissertation during the dissertation process.

The supervision agreement shall consist of two documents that shall be adopted separately.

### **1. Supervision agreement**

This shall be submitted to

- the responsible dean of studies or to the responsible dean's office,
- the student in the form of a copy,
- the supervisor in the form of a copy.

### **2. Documentation of supervision**

- This part shall be documented by the supervisor. The original shall remain with the supervisor, and the student shall receive a copy. The supervisor shall take notes during the meetings and on the discussion topics.
- The document shall be signed by both parties after each meeting.