

Filing an Appeal against Official Credit Transfer Notifications

You have the right to file an appeal against official credit transfer notifications with the Federal Court of Administration. Appeals must be filed in writing within four weeks of service of the notification and submitted to the Study Service Center (Study Regulations and Credit Transfer Office). You can submit your appeal in person or by post (the date on the postal stamp counts as the date of submission). Your appeal must designate the ruling against which it is being filed, state the issuing authority, and include a motion stating the scope of and grounds for appeal. It must also include the remedy sought and the information required to ascertain if the appeal was filed on time.

Please note that appeals filed with the Federal Court of Administration are subject to a fee. This fee is not charged by WU and WU does not benefit from it in any way. The fee is € 30 and is to be transferred to the account of the tax authority responsible for fees, transaction taxes, and gambling (*Finanzamt für Gebühren, Verkehrssteuern und Glücksspiel*). Please be sure to indicate the reason for payment. Proof of payment is required in the form of an original payment slip (*Zahlungsbeleg*) confirmed by a post office or bank. This confirmation must be submitted together with your appeal to the Study Service Center. If the appeal fee is not paid in full, the tax authority responsible for fees, traffic taxes, and gambling will issue an assessment notice.

You must be enrolled in the degree program for which the credit transfer application was made during the entire appeal process. You are considered to be enrolled in a program when you have re-registered for your specific program for all semesters concerned.

Appeals are submitted to the Study Service Center (Study Regulations and Credit Transfer Office), where they are forwarded to the Senate Appeal Review Committee. The Appeal Review Committee or the Senate will then decide if they are going to issue an opinion, which must then be taken into consideration by the Study Service Center (Study Regulations and Credit Transfer Office) or the Federal Court of Administration in their deliberations.

The actual decision on your appeal is made by the Federal Court of Administration or the Study Service Center (Study Regulations and Credit Transfer Office) in the form of a preliminary decision.

If you have any questions about the procedure or about your appeal, please contact the Legal Affairs Office (Reingard Schneider, ext. 5164 or by email: reingard.schneider@wu.ac.at).

The Appeal Review Committee is made up of two professors, one representative of the junior faculty, and one student representative. For a list of the Committee members, please see: <http://www.wu.ac.at/structure/management/senate/commissions/rm>.