

Examination Regulations

WU Vienna University of Economics and Business



Pursuant to § 25 (1) item 10 § 25 (1) item 10 of the Universities Act 2002 (*Universitätsgesetz 2002*), Federal Law Gazette (*Bundesgesetzblatt*, BGBl.) I No. 120/2002, last amended by the federal act promulgated in Federal Law Gazette I No. 3/2019, the following regulation is passed:

§ 1 Definitions

(1) The curricula for programs at WU (Vienna University of Economics and Business) consist of the curriculum program structures and these Examination Regulations.

(2) Within the scope of application of these Examination Regulations, the following definitions shall apply:

1. Course examinations (*Lehrveranstaltungsprüfung*, LVP) are examinations held at the end of lecture-oriented courses to assess knowledge and skills taught in a particular course. In LVP-type courses, student performance is evaluated exclusively on the basis of a final course examination. Attendance is not required in the classes held in preparation for the course examination. Passing grades are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).
2. Courses with continuous assessment of student performance (*prüfungsimmanent*, PI) are courses in which attendance is mandatory and student performance is evaluated on the basis of at least three performance components. Passing grades are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).
3. Lectures with interactive elements (*Vorlesungsübung*, VUE) are courses with lower attendance requirements; student performance is evaluated on the basis of at least two performance components. Passing grades are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).
4. Research seminars (*Forschungsseminar*, FS) are coaching-type courses with an increased level of independent work required of students. The number of contact hours in class can be reduced with approval from the Vice-Rector for Academic Programs and Student Affairs, required levels of student attendance can also be reduced. Student performance is evaluated on the basis of at least two performance components. Passing grades are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).
5. Subject examinations (*Fachprüfung*, FP) are examinations held to assess knowledge and skills acquired in at least two preparatory courses.

Subject examinations in bachelor's and master's programs shall consist of a written and, if applicable, an oral examination. Passing the written examination shall be required for admission to the oral examination. The oral examination shall be scheduled no later than within four weeks of the written examination, even if this means holding the oral examination during a break period. Passing grades are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).

Details of subject examinations in other degree programs are specified in the relevant curricula.

6. Module examinations (*Modulprüfung*, MP) are examinations held to assess knowledge and skills acquired in several courses.

Module examinations consist of preparatory courses with reduced attendance requirements and a written or oral exam. Confirmed participation in the preparation courses is a prerequisite for taking the module exam. Passing grades on module exams are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).

Details of module examinations are specified in the relevant curricula.

7. Workshop-type courses (*Arbeitsgemeinschaft*, AG) are courses with required attendance in which topics are worked on cooperatively. Performance components can be required, and courses are graded on a pass/fail basis.
8. Within the meaning of the 1952 act on the conferral of a doctoral degree under the auspices of the President of the Federal Republic of Austria (*Bundesgesetz vom 5. März 1952 über die Verleihung des Doktorates unter den Auspizien des Bundespräsidenten*), subjects are considered to be thematic units the contents and methodology of which are normally imparted through a number of thematically related courses and examinations.

§ 2 Examination Dates

- (1) Examination dates shall mean periods of time during which students shall have the possibility to take exams.
- (2) Examination dates shall be scheduled in a manner which allows students to complete their studies within the time frame specified in the curricula. In any event, examination dates shall be scheduled and announced at the beginning, in the middle, and at the end of each semester. Examinations may also be held during university holidays and breaks.
- (3) Subject to the frequency of examinations, the Vice-Rector for Academic Programs and Student Affairs shall be entitled to permit private scheduling of examination dates between students and examiners.
- (4) If there are important reasons pursuant to § 3 (7), students who have missed a performance component upon which successful completion of a course depends shall

be given an opportunity to repeat the missed performance component within an appropriate period of time.

- (5) If a student receives a failing grade on a performance component upon which successful completion of a lecture with interactive elements (VUE) course depends, and if the student achieved at least 10% of the maximum achievable points for this component, the student (or students) shall be offered an opportunity to repeat the failed performance component within an appropriate period of time.

§ 3 Registration for Examinations

- (1) Students shall be entitled to register for examinations during a registration period of at least one week. The registration shall be accepted if the student furnishes proof that he/she meets the registration requirements specified in the curriculum program structure.
- (2) Students shall be entitled to make the following requests when registering:
1. Request for a specific examiner
 2. Examination by a method other than the method of examination specified in the program structure
- (3) Requests made by students with regard to the examiner shall be taken into account, if possible. In the case of a second repeat examination, the request for a certain examiner from the faculty of WU (Vienna University of Economics and Business) shall be complied with in any event. The request for approval of an alternative examination method shall be complied with if the student furnishes proof of a disability which makes the student unable to take the examination in the method prescribed, and if the contents and requirements of the examination are not impaired by the alternative method.
- (4) If a request for an alternative examination method or a request for an examination by a panel of examiners in the third or subsequent repeat examination is not complied with, the representative for study regulations and academic legislation shall issue an official notification (Bescheid) denying the request if the student files a written application, stating reasons, for the issuance of an official notification. The regulations for examinations by a panel of examiners shall not apply to courses¹.
- (5) Students shall be informed of the allocation of examiners or subject coordinators and of the examination dates no later than three weeks before the examination is held. The replacement of incapacitated examiners shall be permissible.
- (6) Students shall be entitled to electronically cancel their registration for course examinations during the entire registration period. If students do not cancel their registration within said period, they shall be banned from registering for and taking the examination concerned for a period of ten weeks of the date of the examination which was not taken in spite of the registration. This ban shall not count towards the number of times the student is permitted to attempt the examination.

¹ Translator's note: PI, VUE, FS, and AG course types

- (7) On important grounds, the Vice-Rector for Academic Programs and Student Affairs shall lift the ban. The important grounds making the student unable to attend the examination (e.g. accident or illness, confirmed by a medical certificate) shall be evidenced in writing and submitted before commencement of the next registration period.
- (8) In the case of subject and module exams, students shall be entitled to cancel their registration in writing by notifying the Vice-Rector for Academic Programs and Student Affairs no later than one week before the date of the examination.
- (9) If a student fails to attend the first class unit of a course, the course instructor shall be entitled to cancel the student's registration for the course. Course instructors may subsequently add other students to the course at their discretion.

§ 4 Examination Panels

- (1) The Vice-Rector for Academic Programs and Student Affairs shall appoint examination panels for examinations by a panel pursuant to § 32 of the By-Laws of WU (Vienna University of Economics and Business) in conjunction with § 77 (3) of the Universities Act 2002.
- (2) A panel shall consist of at least three members of the faculty of WU (Vienna University of Economics and Business) from the subject in which the examination is to be taken or a related subject. At least one member of the panel must have a *venia docendi* (habilitation) in the subject in which the examination is to be taken, the remaining members must have at least completed a diploma program or a master's degree. The Vice-Rector for Academic Programs and Student Affairs shall appoint one member of the panel as the chairperson.
- (3) The examination panel shall deliberate and vote on the result of an examination by the panel in a non-public meeting. Resolutions by the panel shall be passed by a majority of votes; the chairperson shall have the same voting right as the other members of the panel but shall vote last.
- (4) If the examination panel does not reach an agreement on the grade to be awarded in the examination, the grades suggested by the members shall be added up, the result of the addition divided by the number of members, and the result rounded to a whole number. If the value is higher than .5, the result must be rounded up.
- (5) The Vice-Rector for Academic Programs and Student Affairs shall chair the panel of examiners in the last permissible repeat examination of the last examination of the degree program. Any request by the student to include an examiner teaching at another Austrian university shall be complied with, subject to feasibility.

§ 5 Conduct of Examinations

- (1) Examinations shall serve to give students the opportunity to demonstrate the knowledge and skills they have acquired, taking into account the content and scope of the subject taught in the courses.

- (2) Once a student has accepted receipt of the examination questions, the examination shall count as an examination attempt.
- (3) The details of the examination report required to issue certificates shall be forwarded to the Vice-Rector for Academic Programs and Student Affairs without delay.
- (4) The student shall be informed of the result of an oral examination immediately after the examination. If the student receives a "fail" grade, the examiner must explain the reasons why a negative grade is awarded.
- (5) If a student leaves the examination room without consulting the examination staff or fails to hand in his or her examination papers, the examination shall not be graded and shall be marked as null and void. In this case, the examination shall count as an examination attempt. § 79 (1) of the Universities Act 2002 (Universitätsgesetz) applies analogously.
- (6) The Vice-Rector for Academic Programs and Student Affairs shall be entitled to specify details regarding the administration of examinations in a directive.
- (7) If the curriculum provides for a choice between examinations, the student's choice shall be deemed final at the time of the fifth examination attempt. If the student receives a failing grade on this attempt, he or she will be unenrolled from all degree programs that require the examination in question.

§ 6 Assessment of Master's Theses and Dissertations

- (1) Apart from grading a master's thesis, the thesis supervisor shall write an appraisal of the thesis and submit it to the Vice-Rector for Academic Programs and Student Affairs together with the grade. § 33 (4) of the By-Laws shall also apply to such appraisals.
- (2) Apart from grading a dissertation, both examiners shall write an appraisal of the thesis and submit it to the Vice-Rector for Academic Programs and Student Affairs together with the grade. § 34 (2) to (4) of the By-Laws shall also apply to such appraisals.
- (3) For each dissertation, an abstract shall be written in German and English and incorporated into the thesis. If the text of the thesis is neither in German nor in English, the abstract shall be written in the language of the thesis and in German. After the thesis has been assessed, the student shall submit the abstract in electronic form to the WU University Library.

§ 7 Bachelor's Thesis

- (1) Teaching and research staff of WU (Vienna University of Economics and Business) shall be entitled to supervise and assess bachelor's theses if they have completed at least a doctoral/PhD program. Other staff who have completed a doctoral/PhD program, in particular external lecturers, professors emeriti/ae, and retired full professors shall be entitled to supervise and assess bachelor's theses subject to the approval of the head of the academic unit dealing with the subject in which the bachelor's thesis is written. Students are entitled to select their supervisors, as far as possible.

- (2) The Vice-Rector for Academic Programs and Student Affairs is entitled to consult a person or persons with a *venia docendi* (habilitation) or equivalent academic qualification from a recognized university in Austria or abroad, or from an equivalent post-secondary educational institution in Austria or abroad, to supervise and assess bachelor's theses.
- (3) If a bachelor's thesis receives a failing grade (5), the student shall choose a new topic in consultation with the Academic Director of the respective bachelor's degree program.

§ 8 Grading Subjects

- (1) Examinations consisting of several subjects or parts shall be assessed as passed only if each subject or part has been assessed as passed.
- (2) If a subject consists of several partial examinations, the subject shall be assessed as follows:
 1. The grade of each partial examination being part of the subject shall be multiplied by the number of ECTS credits of the respective course
 2. The values calculated in accordance with item 1 shall be added up
 3. The result of the addition shall be divided by the total number of ECTS credits of the courses
 4. If required, the result of the division shall be rounded to a whole-number grade; a result in which the decimal is higher than .5 shall be rounded to the next higher whole number

§ 9 Grading Courses

- (1) Before the start of each semesters, course instructors shall indicate in the course syllabi the prerequisites for each course, the types of performance components required, and how these performance components are weighted in the calculation of the final grade (in percent), and the assessment criteria, including any authorized aids. The level of attendance specified in the syllabus shall be required for the successful completion of the respective course, but it shall not count as a performance component.

In lectures with interactive elements and research seminars, a passing grade can depend on one individual performance component.

If a student fails to complete a performance component, subject to the provisions in §2 (4), this performance component shall be taken into account and given zero points. If a student completes and is graded on a performance component but does not fulfill the attendance requirement specified in the syllabus, he or she shall receive a failing grade (5).

Students who receive a failing grade shall have to repeat the entire course. Any completed performance components shall not be carried over to the next semester. In case a

student does not complete any of the required performance components, his or her registration for the course may be cancelled and the course shall not be graded.

Each individual performance component of a course shall be graded immediately, at the latest within four weeks. The final grades for shall be awarded within four weeks of the last class unit or completion of the last performance component.

§ 10 Effective Date

- (1) These Regulations shall enter into effect at the beginning of the semester following their promulgation in the bulletin of WU (Vienna University of Economics and Business).
- (2) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated March 16, 2006, approved by the Senate on March 22, 2006, shall enter into effect on the day following their announcement in the bulletin of WU (Vienna University of Economics and Business).
- (3) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 6/20/2006, approved by the Senate on 6/21/2006, shall enter into effect on the day following their announcement in the bulletin of WU (Vienna University of Economics and Business).
- (4) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 6/21/2007, approved by the Senate on 6/27/2007, shall enter into effect on the day following their announcement in the bulletin of WU (Vienna University of Economics and Business).
- (5) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 4/17/2008, approved by the Senate on 4/23/2008, shall enter into effect on the day following their announcement in the bulletin of WU (Vienna University of Economics and Business).
- (6) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated November 20, 2012, approved by the Senate on December 12, 2012, shall enter into effect on October 1, 2013.
- (7) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 6/10/2014, approved by the Senate on 6/25/2014, shall enter into effect on 10/1/2014.
- (8) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 11/18/2014, approved by the Senate on 12/3/2014, shall enter into effect on 10/1/2015.
- (9) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 5/31/2016, approved by the Senate on 6/15/2016, shall enter into effect on 10/1/2016.
- (10) Amendments to these Regulations pursuant to the resolution of the Committee for Academic Programs dated 12/5/2017, approved by the Senate on 12/13/2017, shall enter into effect on 10/1/2018.

(11) Amendments to these Regulations as published in the WU Bulletin No. 41, dated June 25, 2020, shall enter into force on October 1, 2020.