

Regulations on the Conduct of Courses and Exams During the COVID-19 Period

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Pursuant to § 10 (2) of the Government Ordinance on COVID-19 Measures for Universities (*COVID-19-Universitäts- und Hochschulverordnung*), Federal Law Gazette (*Bundesgesetzblatt, BGBl.*) II No. 171/2020, in conjunction with § 1 (11) of the COVID-19 Act for Universities (*COVID-19-Hochschulgesetz*), Federal Law Gazette I No. 23/2020, the Rector's Council of WU (Vienna University of Economics and Business) issues the following regulations:

§ 1 Scope

(1) In addition to the Examination Regulations of WU, these regulations apply to courses and examinations held in the 2020 summer semester and in the 2020/2021 winter semester.

(2) In classroom teaching, the general conditions communicated by the Vice-Rector for Infrastructure and Digitalization and/or the Vice-Rector for Academic Programs and Student Affairs must be observed, e.g. distancing, safety, and room occupancy regulations.

§ 2 Courses

(1) In addition to classroom teaching, courses may also be held (fully or partially) in distance-learning format, pursuant to items 2 and 3.

(2) For (full or partial) distance learning, it is recommended to conduct courses via tools provided by WU, e.g. MyLEARN or Microsoft Teams. The following options for distance-learning teaching designs can be used:

1. Distance mode (synchronous or asynchronous): Courses with more than 65 participants must always be conducted in distance mode.
2. Synchronous hybrid mode: The course is held in the classroom for a part of the students. At the same time, the course is also streamed online for all students who cannot be present on campus.
3. Rotation mode: Periods of classroom teaching are divided between two or more groups of students. In this mode, the instructor holds all the classes of the course on campus, but with alternating student groups. Content that cannot be taught in on-campus classes must be studied by the students independently.
4. Combinations of the modes described in items 1 through 3.

(3) The following minimum requirements apply for courses taught in distance-learning formats:

1. The character of the course in question, as specified in the Examination Regulations of WU, must remain unchanged. In principle, the applicable attendance requirements remain in effect, but they can be modified to accommodate course designs based on item 2. In the case of student absences due to important reasons (e.g. restrictions on travel from the student's home country to Austria, illness, membership in a COVID-19 high-risk group pursuant to the Government Ordinance on COVID-19 High-Risk Groups [*COVID-19-Risikogruppe-Verordnung*], Federal Law Gazette II No. 203/2020), it must still be possible for the student to complete the course successfully despite the absences.

2. The syllabus, in particular the weighting of performance components, must not be changed after the start of the semester, and the grade scale must remain unchanged.
3. The student workload must be based on the ECTS credits awarded for the course, and it must remain the same, as far as possible, compared to classroom teaching.

§ 3 Types of distance-learning examinations

- (1) If examinations are to be held in distance-learning mode, the following types of exams are available:
 1. Written online exams
 2. Oral online exams
 3. Remote take-home exams
- (2) Examinations with more than 400 participants must always be held in distance mode.

§ 4 Written online exams

- (1) Written online exams are held via the online exam environment on MyLEARN. A laptop computer or PC is required for taking a written online exam. If the exam includes automated online exam supervision, students must use the latest version of Google Chrome as a web browser. A microphone and webcam must be installed and ready for use.
- (2) The exam shall be graded if the following conditions are met before the start of the exam:
 1. The student has uploaded a photo for identification (if applicable)
 2. The student has consented to automated online exam supervision (if applicable)
 3. The student has confirmed the examination statement
- (3) By confirming the examination statement, the student also confirms receipt of the examination, which means that the exam attempt will be counted. If the requirements pursuant to paragraph 2, items 1 or 2, are not fulfilled at the time when the student confirms the examination statement, the exam shall not be graded and marked with an appropriate note. In this case, the examination shall count as an examination attempt.

§ 5 Oral online exams

- (1) The following criteria must be met for oral online exams:
 1. Use of software tools for synchronous live communication that comply with WU's directives and regulations for data protection and the use of cloud services, and that are supported by WU (e.g. Microsoft Teams).
 2. The examiner and the student must activate the microphone and webcam on their computers. The examiner and the student must be able to clearly and accurately perceive each other's voice, facial expressions, and gestures.
 3. The student's identity is confirmed via webcam based on the student's student ID card or an official photo ID.

(2) The student must be informed of the result of the oral exam immediately after the end of the examination. If the student receives a failing grade, the examiner must explain the reasons why the negative grade was awarded.

(3) The requirement that oral examinations must be public is met if the examinee is entitled to have at least one other person attend the exam, if necessary via electronic means.

§ 6 Remote take-home exams

(1) Remote take-home exams are written online examinations where students can freely structure the allotted exam time within a predefined time frame.

(2) The predefined time frame is longer than the allotted exam time. It is recommended to set a time frame ranging between 6 and 48 hours.

(3) The exam shall be graded if the student has confirmed the examination statement (if applicable) when submitting the exam.

§ 7 Premature termination and cheating

(1) If a student terminates the exam prematurely, the exam attempt shall not be counted if the student was unable to continue the exam due to technical difficulties (e.g. loss of internet connection). This provision only applies if it is plausible and credible that the student was forced to terminate the exam for such reasons and if he or she reported the difficulties to the person responsible for the exam without delay.

(2) In the cases covered in (1) above, the exam shall be graded and the exam attempt counted if the student explicitly requests that the exam be graded within a period of 24 hours and if the other requirements pursuant to § 4 (1) to (3), § 5 (1), and § 6 (3) are met. The allotted exam time shall not be extended if technical difficulties occur.

(3) Any instances or attempts of cheating, in particular by using unauthorized aids (e.g. cell phones, unauthorized study materials, help from other people, copying from other students) will result in the exam being declared void. The exam attempt shall be counted in such cases. All students involved shall be excluded from re-registering for and attempting to take all exams in the subject concerned for a period of four months.

§ 8 Jurisdiction

The Vice-Rector for Academic Programs and Student Affairs is responsible for the execution of these regulations. The Vice-Rector for Academic Programs and Student Affairs can give orders and instructions to course instructors and the persons responsible for conducting the exams to ensure the proper conduct of academic activities.

§ 9 Effective date

(1) These regulations take effect on the day after their publication in the WU Bulletin (*Mitteilungsblatt*).

(2) The amendments to these regulations take effect on the day after their publication in the WU Bulletin.

§ 10 Expiration

These regulations shall expire on February 28, 2021.

On behalf of the Rector's Council

Edeltraud Hanappi-Egger

Rector

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