

## Commentary on the WU Examination Regulations valid as of October 1, 2018

### WU Examination Regulations

### Commentary

Pursuant to § 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. 129/2017, 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.

This means that these Examination Regulations are binding for all courses and examinations held at WU.

(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).

The total grade is based on the final examination, and students' participation in the corresponding course has no effect on the grade. A minimal number of additional points can be awarded for the course, e.g. for homework assignments.

At least three examination dates per semester must be offered (→ § 2 [2]).

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).

PI courses are courses that require active classroom participation; students learn for example by solving problems and taking part in discussions on scientific approaches to topics and problems.

It is recommended to require that students attend at least 80% of the scheduled classroom units. Requiring 100% attendance can cause problems, as there are justifiable grounds (e.g. illness, confirmed by a physician) for absence from class.

A performance component is an individual task or item required of a student that can be (reasonably) graded. Typical performance components include homework assignments, quizzes, seminar papers, presentations, essays, tests, or classroom participation.

Weighting of individual performance components can be based on the amount of effort required to complete the performance component in question or on its significance for reaching the course's learning objectives. In a PI course, students should be subject to continuous evaluation, meaning that in this setting, setting the weight of one particular component very high, e.g. at 70%, contradicts the format's intended effect. A passing grade for a PI course, therefore, should not depend on one individual performance component. (In the event that a passing grade does depend on the successful completion of one component, please note that it will be necessary to provide an opportunity to repeat it → §2 [4].)

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).

VUE courses are a combination of the LVP and PI formats and include both interactive components and lectures.

The recommended attendance requirement is between 50 and 70% of the scheduled class units. The specific attendance requirement must be communicated to students in advance in the course catalog.

Here too, a performance component is an individual task or item required of a student that can be (reasonably) graded, e.g. written midterms or final exams or homework assignments. When weighting components for the final grade, the focus can be on one component, but for the most part, one individual component should not account for more than 80% of the final grade.

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).

In FS courses, students realize their own projects, based on the concepts of experiential and research-based learning. These can be either research projects or practically oriented projects, e.g. with company representatives. These seminars offer a high degree of flexibility, allowing instructors to provide the best possible support in the learning process.

Instructors can reduce the student attendance requirement and the contact hours in class. A reduction in the student attendance requirement and scheduled contact hours is possible because a significant part of the teachers' and students' workload is done outside the classroom.

Whether or not a reduction is sensible depends, among other factors, on the course design and the students' prior knowledge; for this reason, the decision is left to the course instructor. As a guideline, required attendance should be at least 50%. The Rector's Council requires that any reduction in scheduled contact hours may not exceed one third of the scheduled contact hours (e.g. for a course with 2 semester credit hours that would be at least 15 contact hours as announced in the online course catalog). A reduction in contact hours has no effect on the calculation of teaching load.

Typical performance components include seminar papers, project reports, project presentations, essays, or proposals.

5. Subject examinations (*Fachprüfung*, FP) are examinations held to assess knowledge and skills acquired in at least two preparatory courses.

FP serve to assess students' mastery of skills and knowledge gained from a number of courses; students can also learn these skills and knowledge through independent study.

a) 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).

The FP grade is based solely on the examination. No additional points can be awarded aside from those earned on the written and oral (if applicable) parts of the examination.

If a student does not take the oral part of the exam at the first available opportunity, the grade on the written part remains valid.

Students are not required to attend the preparatory courses for subject examinations (*fachprüfungsvorbereitende Veranstaltung*, FPV) and no performance components may be required of them. Attendance of the FPV is not a prerequisite for registering for the FP, unlike for module examinations (MP).

At least three FP examination dates per semester must be offered (→ § 2 [2]).

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

It is specified in the curricula which courses an FP is based on and whether FP exams are only written or if they are to have a written and an oral part.

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

MP exams serve as an integrated assessment of students' mastery of the skills and knowledge gained from a number of courses; at least partial attendance of the preparatory courses is required to gain these skills and knowledge.

a) 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).

Module examinations are held either in written or in oral form; the grade is based solely on the examination, and no points can be awarded aside from those earned on the written or oral examination.

To be eligible to register for an MP, students must have attended the corresponding preparatory courses for module examinations (*modulprüfungsvorbereitende Veranstaltung*, MPV) and fulfilled the attendance requirements specified for each course (guideline: between 50 and 70% of the scheduled class units).

Depending on the course design, students can be encouraged to participate actively in class, but the MPV courses aren't graded individually; it is only indicated whether the student attended. Once students have attended all the required MPV for a specific MP, they can register for the module examination. The MP is graded and the students receive the total ECTS credits (analogous to FP).

At least three MP examination dates per semester must be offered (→ § 2 [2]).

b) Details of module examinations are specified in the relevant curricula.

It is specified in the curricula which courses together make up an MP and whether the examination will be written or oral.

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.

Students and teachers work together in class in workshop-type courses. The final grade is based on attendance and active classroom participation, which is why these courses are not graded using the 1–5 grading scale but rather on a pass/fail basis.

The recommended attendance requirement is therefore at least 80% of the scheduled class units.

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.

Note: Subject = weighted final grade of the courses named in the curriculum (§8 [2]), only the subject appears on the graduation certificate.

If a course is graded only as "passed," it is not included in the subject grade and the subject grade will be calculated based on the other courses completed. However, if a subject consists mainly of AG (over 50% of the ECTS credits or over half of all courses in the subject), then the entire subject is graded as "passed," so as not to distort the explanatory value of the subject grade on the graduation certificate.

## § 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.

The regulation that at least three examination dates must be offered per semester applies to LVP, MP, and FP, which are "examinations" within the meaning of these Examination Regulations. This corresponds to the legal requirements pursuant to the Universities Act 2002. It does not apply to performance components (including tests) in PI, VUE, and FS courses, as these are considered "courses" within the meaning of these Examination Regulations.

(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.

Important reasons are events upon which the student has no influence, e.g. accidents, illness, the funeral of a close relative, court appointments, or another WU examination being held at the same time.

The student is required to provide proof of the important reason unprompted, e.g. by presenting a court summons. Doctors' notes must be issued by a physician specialized in the appropriate field of medicine.

Vacation travel or job-related hindrances do not constitute important reasons.

A final grade depends on one performance component when it is impossible to pass the course based only on the remaining components, even if these receive the highest possible grade. At which point in the total weighting a grade becomes dependent on an individual performance component depends on the grading key for the final grade (see example). In the students' interest and to avoid conflicts, it is not recommended to weight performance components just under the respective limit (e.g. at 48%) to avoid having to offer an opportunity to repeat the component.

In the interest of supporting students in their academic progress, opportunities to repeat performance components are considered to be offered within an appropriate period of time if they are offered in the same semester. If this is not feasible because the main performance component date is too close to the end of the semester, the repeat date should be offered no later than at the beginning of the next semester. If the respective performance component is not dependent on a specific date (e.g. a seminar paper), it is sufficient to postpone the submission deadline in agreement with the student. Only one date/opportunity to repeat a performance component must be offered; if the student misses it again, it is not necessary to offer a further chance.

It is left to the instructor's discretion whether or not to offer an opportunity to repeat a missed performance component if passing the course does not depend on the respective component. It is recommended to review each individual case and consider offering the chance to repeat the component.

(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

VUE are the only course type to offer students who have failed a performance component upon which the final grade depends the opportunity to repeat it during the same course. In all other course types, this is left to the discretion of the instructors.

This is intended to offer students who make a serious effort on the exam but fail for whatever reason a second chance so they do not have to

to repeat the failed performance component within an appropriate period of time.

repeat the entire course the following semester. The 10% limit is intended to signalize that students are expected to make a serious effort on the exam, without contradicting the intended effect of this regulation.

### § 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

Pursuant to §59 (1) item 12 of the Universities Act, students have the right to be examined according to an alternative method if they suffer from a permanent disability which makes it impossible for them to take an examination in the prescribed manner and the other method does not limit the content and standards of the examination.

(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

Examinations by a panel of examiners are permissible only for LVP, FP, and MP.

notification. The regulations for examinations by a panel of examiners shall not apply to courses.

(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.

(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.

The no-show rule applies only to LVP.

For information on what constitutes important reasons, please see § 2 (4).

For LVP, FP, and MP type examinations, no separate repeat dates need to be offered, as these exams are already offered three times per semester, giving students who missed an exam for important reasons sufficient opportunities to register for an alternative date.

It is recommended to drop students from the course list who do not attend the first class of a course without presenting an excuse. It is not permitted to fail a student for not appearing at the first class. Instructors should inform students by email that they are being dropped from the course. Dropped students can complete courses within the same module in the same semester (if courses are available) and are not blocked. This applies to all course types with required attendance, independent of the required level of student attendance. (For information on subsequently registering and dropping students, please see the [course administration](#) page.)

**§ 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.

Third and fourth repeat examination attempts (i.e. attempts number four and five overall) are always held in the form of an examination by a panel of examiners. At the student's request, the third overall examination attempt can also be held as an examination by a panel.

(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. A result in which the decimal is higher than .5 shall be rounded to the next higher whole number.

(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 has failed the examination, reasons for the failure shall be stated.

(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.

As soon as a student has accepted receipt of the examination questions at an LVP, MP, or FP type examination, the examination shall count as an examination attempt and included in the total number of permissible attempts (see [5]).

Visible reasons for leaving the room are if a student signals that he or she needs to use the toilet or indicates that he or she is physically not able to continue with the examination. If a student leaves the room without notifying the examination staff, the examination paper is marked "NI" (null and void) and the attempt is counted. § 79 (1) of the Universities Act regulates legal protection with respect to examinations.

Please see the [Directive on the administration of examinations](#)

## **§ 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.

§ 33 (4) of the By-Laws states: The supervisor shall grade the master's thesis within two months of submission and prepare an assessment report on the master's thesis. If the master's thesis is not graded within that period, the Vice-Rector for Academic Programs and Student Affairs shall assign the thesis to another person pursuant to (1) or (2) for grading, upon the student's application.

(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.

Until the dissertation is handed in for grading, the Vice-Rector for Academic Programs and Student Affairs can appoint a different examiner than the one originally appointed. Examiners have a total of four months' time from the submission date to evaluate the thesis and write their appraisal.

(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 Theses**

(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 shall be entitled to choose their thesis supervisors, subject to feasibility.

(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 grading courses, only the criteria specified in advance in the [syllabus](#) can be applied.

Repeated performance components of the same type (e.g. written reviews at the start of each class) can be weighted as one component for the final grade, e.g. 60% seminar paper, 30% weekly homework assignments, 10% class participation. Attendance requirements must be announced in the online course catalog under "Attendance requirements", either as the required percentage of units attended or as the number of units a student can be absent for without a documented excuse. It is recommended to also include information on voluntary extra credit activities students can perform to compensate for absences. In the comments in the course catalog, you can also specify individual class units that are compulsory for all students attending the course (under "Unit details").

Absences may not have any effect on the student's final grade, as long as the student has fulfilled the attendance requirement. Absences can, however, have an indirect effect, e.g. if points are awarded for active student participation in each class unit. If a student is absent without an excuse, he or she has missed an opportunity to receive points for the performance component "classroom participation."

It is also recommended to inform students in the first class of the course about the attendance

requirements and the consequences of missing performance components.

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

In these cases, please note that it will be necessary to provide an opportunity to repeat the component if missed for an important reason (→ § 2 [4]).

(3) 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).

If a student fails to fulfill the attendance requirement, it needs to be taken into account if the absence was due to an important reason or if he or she was absent without an excuse (see comments on §2 [4]). If the absence was due to important reasons (e.g. illness, confirmed by a doctor's note), a failing grade is not justified.

As instructor, you may also offer alternative options for fulfilling the attendance requirement. This option is at the discretion of the course instructor and is voluntary. If in place, however, this type of rule must be communicated clearly to students in advance in the syllabus in the online course catalog and apply to all students equally.

For examples on how missed performance components should be dealt with when grading a course, please see the annex.

(4) 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

Grades may only be based on the students' actual performance, i.e. a student cannot be graded until he or she has completed one of the required tasks, otherwise he or she is to be dropped from the course.

Conversely, it is not permissible to keep a student from continuing to attend a course because he or

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cancelled and the course shall not be graded.

(5) 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.

### *Commentary*

she has failed or not completed a required performance component. In other words, it is not allowed to sequence performance components within a course.

This is required by the Universities Act.

## Annex

### Example 1 – PI (continuous assessment course):

Sample grading key:

100% - 90%	= excellent
89% - 75%	= good
74% - 60%	= satisfactory
59% - 50%	= sufficient
≤49%	= fail

<i>Performance component</i>	<i>Weight</i>	<i>Performance component grade</i>	
Class participation (1 <sup>st</sup> perf. comp.)	20 points (20%)	18 points (90%)	Excellent
Homework (2 <sup>nd</sup> perf. comp.)	40 points (40%)	34 points (85%)	Good
Final exam (3 <sup>rd</sup> perf. comp.)	40 points (40%)	- (0)	Excused for important reason
<b>Total</b>	<b>100 points (100%)</b>	<b>52 points (52%)</b>	<b>Satisfactory</b>

→ It is not required to offer an alternative for the missed third performance component, regardless of whether or not the student had an excuse, but it is possible in individual cases and at the instructor's discretion.

### Example 2 – FS (research seminar):

Sample grading key:

150 - 135 points	= excellent
134 – 115 points	= good
114 – 90 points	= satisfactory
89 – 75 points	= sufficient
<75 points	= fail

<i>Performance component</i>	<i>Weight</i>	<i>Performance component grade</i>	
Class participation (1 <sup>st</sup> perf. comp.)	30 points / 20%	28 points	
Homework (2 <sup>nd</sup> perf. comp.)	45 points / 30%	38 points	
Seminar paper (3 <sup>rd</sup> perf. comp.)	75 points / 50% (required for a passing grade)	- (0)	Missed deadline
<b>Total</b>	<b>150 points / 100%</b>	<b>66 points</b>	<b>Fail</b>

→ If the student can document an important reason for missing the deadline, the submission deadline must be extended.

**Example 3 – PI (continuous assessment course):**

Sample grading key:

100% - 90% = excellent  
89% - 80% = good  
79% - 70% = satisfactory  
69% - 60% = sufficient  
<59% = fail

<i>Performance component</i>	<i>Weight</i>	<i>Performance component grade</i>	<i>Weighted grade</i>
Homework (1 <sup>st</sup> perf. comp.)	60 points (30 %)	48 points (80%)	Good
Mid-term test (3 <sup>rd</sup> perf. comp.)	40 points (20 %)	30 points (75%)	Satisfactory
Class participation (4 <sup>th</sup> perf. comp.)	20 points (10 %)	14 points (70%)	Satisfactory
Final exam (2 <sup>nd</sup> perf. comp.)	80 points (40 %)	17 points (21%)	Fail
<b>Total</b>	<b>200 points (100%)</b>	<b>109 points (54.5%)</b>	<b>Fail</b>

→ As this is a PI course, it is not necessary to offer the option of repeating a performance component, regardless of the grounds.

**Example 4 – VUE (lecture with interactive elements):**

Sample grading key:

100% - 90% = excellent  
89% - 80% = good  
79% - 70% = satisfactory  
69% - 60% = sufficient  
<59% = fail

<i>Performance component</i>	<i>Weight</i>	<i>Performance component grade</i>	<i>Weighted grade</i>
Mid-term test (1 <sup>st</sup> perf. comp.)	45 points (25%)	34 points (75.5%)	Satisfactory
Final exam (2 <sup>nd</sup> perf. comp.)	135 points (75%)	68 points (50.3%)	Fail
<b>Total</b>	<b>180 points (100%)</b>	<b>102 points (57%)</b>	<b>Fail</b>

→ As this is a VUE course, the student must be given the option of repeating the 2<sup>nd</sup> performance component. Students who are absent for the 2<sup>nd</sup> performance component for important reasons must also be offered an opportunity to repeat it.