

Commentary on the WU Examination Regulations valid as of October 1, 2023

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The commentary on the WU Examinations Regulations below are intended to more closely define the regulations with regard to practical application and to provide examples to make them more easily understood; they are meant to help answer the many questions that can arise when teaching, provide instructions, and offer a basis for decision making.

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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. 177/2021, 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 cumulative grade is based on the final examination as the only achievement. The exams must be offered at least three times per semester (→ § 2 [2]). Students' participation in the course cannot affect the assessment.

It is possible to award bonus points during the regularly announced course units (no break-out dates, etc.), e.g. through clicker questions. These performances are voluntary for students and are not formal examinations (e.g. cheating to achieve bonus points cannot result in any consequences under study law). Bonus points can only be awarded to a very limited extent. The maximum number of bonus points that can be achieved is such that students who narrowly missed a better grade on the exam could still achieve it. Example of a course:

Sample grading key:
Very Good: 89 - 100 points
Good: 76 - 88 points
Satisfactory: 63 - 75 points
Sufficient: 50 - 62 points
Not enough: 0 - 49 points

→ Bonus points should be a maximum of 6 points so that students can improve from a "solid" grade.

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The awarding of bonus points must be communicated in the syllabus before the start of the semester, in any case with the indication that they are voluntary and that the final exam accounts for 100% of the overall grade.

Bonus points are used equally in all courses in a module, regardless of whether they are held during the regular semester or as part of the study acceleration program.

Bonus points remain valid for the following four exam weeks after completion of the course. If students earn bonus points again in a later semester, these replace the previous bonus points and are valid for the following four exam weeks. Records of bonus points are to be deleted after one year.

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].)

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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 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 syllabus.

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. The 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 syllabus). 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.

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a) Subject examinations can be held in writing (written subject examination/Fachprüfung schriftlich, FPS) or orally (oral subject examination/Fachprüfung mündlich, FPM). If a subject requires both a written and an oral subject examination, the successful completion of the written subject examination is the prerequisite for admission to the oral subject examination. Passing grades on subject exams are "excellent" (1), "good" (2), "satisfactory" (3), and "sufficient" (4); the failing grade is "fail" (5).

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

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

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).

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

The FP grade is based solely on the examination. No additional points can be awarded aside from those earned on the written or oral exam.

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).

Subject examinations must be offered at least three times per semester (→ § 2 Abs 2)

It is specified in the curricula which courses an FP is based on and whether FP exams are written and/or oral.

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.

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]).

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

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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. It is to be graded in any case, even if it is an extracurricular course.

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

8. Revision courses (*Repetitorien, RE*) are extracurricular courses intended to help students improve their grasp of materials taught in courses or included on examinations in regular degree programs. These courses have no attendance requirements and are not graded.

A revision course is an extracurricular course in which students can deepen or repeat the material of courses or exams of the degree programs. As an extracurricular course, it is to be taken voluntarily by students, therefore there is no attendance requirement, no obligation to perform and no assessment.

9. 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 (§9 [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.

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(4) One alternative date must be offered for each performance component in a course upon which successful completion of the course depends. A student is eligible to repeat the component on this alternative date if:

Regardless of the reasons for an alternative date, this is only to be offered once for students. This also applies to lectures with interactive elements (VUE) if the other of the two possible reasons at the alternative date.

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 also depends on the grading key for the final grade (see example).

An individual component can be a deciding factor even if it is not heavily weighted, if, for example, students have to score a minimum no. of points in this particular component to pass the course as a whole. In such cases, it is not possible to receive a positive grade without this particular component.

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. Alternative dates to repeat the performance component may also be held during break periods.

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. If an alternative date is not appropriate (e.g. in the case of a missed presentation), an alternative performance component can be offered (e.g. a term paper as a substitute for a missed group work).

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.

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1. The student missed the performance component for important reasons within the meaning of § 3 (7)

Or:

Important reasons are events upon which the student has no influence, e.g. accidents, illness, the funeral of a close relative, or court appointments.

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.

2. The student received a failing grade on the respective performance component in a lecture with interactive elements (VUE) and achieved at least 10% of the maximum achievable points for this component

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 additional reason for an alternative date is intended to offer students who took the exam but fail for whatever reason a second chance so they do not have to 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.

Once a student repeats an exam, the first attempt is no longer valid, and only the result of the second exam attempt is to be counted towards the total grade. Whether the positive exam result was achieved on the first or second attempt shall not have any effect on the grade.

However, there is always only one alternative date, i.e. if the first date is missed due to an important reason (§ 2 [4]), there is no additional alternative date, but the alternative date for the missed performance component coincides with the date for the second examination (insufficient, > 10%).

§ 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

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

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

(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.

The no-show rule applies only to LVP.

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(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.

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.

(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.

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.

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(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.

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]).

(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.

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(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.

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.

(6) The Vice-Rector for Academic Programs and Student Affairs shall be entitled to specify details regarding the administration of examinations in a directive.

Please see the [Directive on the conduct of examinations and dealing with cheating and fraud](#)

(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.

(8) If a student uses unauthorized aids in exams or when completing performance components of courses, or if a student attempts to cheat, the exam or the entire course shall not be graded, marked with an appropriate note, and be counted as a lost examination attempt. All participating students shall be excluded from re-registering for and attempting to take all exams and/or courses in the subject concerned for a period of four months.

For the consequences of cheating, it is already sufficient if an unauthorized aid is discovered - an intent to defraud is not necessary. It is sufficient, for example, if a certain type of calculator is not allowed and one is discovered during the exam; unawareness does not protect against the consequences, nor is actual use of the unauthorized aid required.

If no unauthorized aid is involved, an attempt is sufficient, but an intent to commit fraud must be present in this case. If, for example, other programs or browser tabs are open during online examinations, or if self-talking is taking place during this time, the intent to obtain a (better) grade must be proven.

(9) Within two weeks after the exam or course has been marked with a note pursuant to item 8 above, the student may file a request for the cheating attempt to be confirmed, the number of remaining examination attempts to be recalculated, and the four-month exclusion to be put in effect.

§ 6 Written Online Exams

(1) It is not permitted to make visual, audio, and screen recordings of online exams. For a course examination (LVP), subject examination (FP), module examination (MP), and for course performance components that are decisive

§ 6 serves on the one hand to establish identity and to guarantee the independent performance at the examination, and on the other hand to prevent acts of cheating during written online exams, both through unauthorized assistance by persons who are in the room with the examinee and through

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for a passing grade, the examiner may decide to use real-time electronic exam supervision and video, audio, and screen recording of the written online exam to ensure that students complete their exams independently within the meaning of § 76a (2) of the Universities Act 2002, in addition to the other examination regulations that apply.

unauthorized chats, open documents, or programs on the computer.

The data processing is necessary for the performance of a task assigned by law (Art 6 para 1 lit e GDPR). It pursues the goal, which is in the public interest, of ensuring equal opportunities under examination regulations and the independent examination performance.

Requiring a camera pan through the student's room or apartment is impermissible to protect privacy. Requiring control over the end user device beyond screen recording, as well as the use of software that scans the examinee's computer, is also impermissible. The use of software for attention tracking as well as for tracking eye, head and body movements is also impermissible. The personal rights of the student may not be restricted more than is necessary for legitimate control purposes.

Students must be informed before the start of the semester for which written exams images, sound and screen recordings will be made, in accordance with § 76 para. 2 Universities Act 2002.

(2) Automated analyses of these recordings are not permitted. Only the personnel entrusted with exam supervision and the support and system administration staff have access to the recordings. The recordings must be deleted when the grades are announced.

The right to analyze the examination recordings is limited to persons who supervise the examination, assess it or are responsible for the technically flawless conduct of the examination. Only in justified cases of suspicion are those persons also granted access who are entrusted with conducting the legal proceedings for cheating on an examination performance.

(3) If the exam supervision staff suspects that there has been an instance of cheating, the staff of the office responsible for study regulations shall also be granted access to the exam recordings for the purpose of investigating the facts of the case. By derogation from item 2 above, in cases where students are suspected of cheating, the recordings shall only be deleted once the proceedings for investigating the suspected instance of cheating have been concluded.

The examination recording is not stored longer than necessary; normally, this is the time when the grading is announced. Only in cases of suspicion with regard to attempts to cheat during the exam is the recording to be stored for the purpose of preserving evidence until the conclusion of the proceedings for cheating on an examination.

(4) Upon request, the student shall be granted access to the exam recordings, provided that they have not yet been deleted pursuant to item 2 above.

After prior notification of the examiner, the examinees must be allowed to inspect the recordings. Since, except in cases of suspected examination fraud, the examination recording must be deleted at the latest when the grading is announced, insight can only be given up to this point. Spontaneous and without prior notice as well as in the presence of other examination participants no insight into the recordings must be granted.

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(5) The Vice-Rector for Academic Programs and Student Affairs is entitled to issue a directive containing more detailed provisions on the conduct of online examinations, in particular with regard to establishing the identity of the students, procedures for dealing with technical problems, and the rules regarding access to the exam recordings.

See [directive for distance learning and online exams](#)

§ 7 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 (5) (formerly 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.

The assessment report must be prepared in the IT application provided for this purpose.

(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.

§ 8 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

The assessment of the bachelor thesis must be prepared in the IT application provided for this purpose.

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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.

§ 9 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

§ 10 Grading Courses

(1) Before the start of each semester, 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.

The authorized aids must be stated in the syllabus, unauthorized aids can be mentioned in the syllabus. It is permissible to communicate unauthorized aids in other ways, e.g. in the first course unit or by

Examples:

a) Authorized aids for the exam:

- A calculator may be used, but it must not have any additional functions for differential, integral and matrix calculations. Furthermore, calculators with functions for solving linear systems of equations and calculators with a text memory are prohibited.
- A dictionary if your native language is not German.

or

b) Unauthorized aids for an Open Book Exam:

- Basically, all materials are allowed that do not influence the independence of the work. For example, the use of AI-based software for text generation such as ChatGPT is not permitted.

According to §76 Universities Act 2002, the specified information on form/dates/methods/assessment of the course may only be changed after the start of the semester for compelling reasons decided by the Rector's Council:

- Unforeseeable events that make the planned course design impossible (e.g. pandemic, fire on campus)
- Illness/similar reasons beyond the course instructor's control
- Change of course instructors

In case of a change due to such a reason, the students registered for the course must be informed via email about the changes and that they can withdraw from the course due to this/these change(s) without losing a possible attempt to take the course (even if they have already completed performance components).

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.

As the grading key is necessary to determine whether an individual component is required to

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achieve an overall positive grade, it must also be published in the course syllabus.

As the exact calculation for the overall grade can vary between courses, it is recommended to indicate in the syllabus whether for example all points are simply added together to calculate the final grade or if each component is graded separately and the final grade is calculated based on these individual grades.

Attendance requirements must be announced in the syllabus under "Attendance requirements", either as the required percentage of units attended or as the number of units a student can be absent. It is recommended to also include information on voluntary extra credit activities students can perform to compensate for absences. In the comments in the syllabus, you can also specify individual class units that are compulsory for all students attending the course (under "Unit details").

Attendance must be recorded in a transparent way (e.g. attendance list) in order to be able to present evidence in the case of a dispute.

Absences may not have any effect on the student's final grade, as long as the student has fulfilled the attendance requirement. Points may not be subtracted for absences or for the non-fulfillment of any alternative option offered. 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, 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.

In the context of the courses, only the criteria communicated in advance in the [syllabus may be used for assessment](#).

According to §76 Universities Act, the specified information on form/dates/methods/assessment of the course may only be changed after the start of the semester for compelling reasons decided by the Rector's Council:

- Unforeseeable events that make the planned holding impossible (e.g. pandemic, fire on campus)
- Illness/similar reasons beyond the course instructor's control
- Change of course instructors

In case of a change due to a compelling reason, the students registered for the course must be informed via email about the changes and that they can withdraw from the course due to this

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change(s) without losing an entry (even if they have already completed performance components).

Several performance components of the same kind (e.g. written repetitions at the beginning of each course unit) can be combined with regard to their weighting for the cumulative grade, e.g.: 60 % seminar paper, 30 % weekly homework, 10 % cooperation. Since the grade key is necessary to determine whether a performance component is indispensable for a positive cumulative grade, it must also be published in the syllabus.

Since the concrete calculation of the cumulative grade can also vary between courses, it is recommended to indicate in the syllabus whether, for example, all points are added together for the cumulative grade or whether each performance component is graded separately and the cumulative grade is calculated on the basis of this.

The exact extent of the student attendance requirement must be communicated under "attendance regulations" in the syllabus, either as a percentage of the course units or as the number of units that students can be absent without an excuse. It is recommended that voluntary arrangements for substitutions for absences also be communicated here. Individual course units that are obligatory for all participants can also be indicated in the comments in the syllabus (under "Detailed information on individual course units").

Absences may not affect the student's cumulative grade as long as the overall attendance requirement is met. No points may be deducted for absences or for failure to substitute for absences. However, absences may have an indirect effect, such as when points can be earned for participation in each course unit. If a student is absent without excuse once, he/she has one less opportunity to receive points for the performance component "Mitarbeit".

It is recommended that the criteria for meeting attendance requirements and the consequences of missing a performance component be communicated to students in the first unit of the course as well.

(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

An important reason for a student's absence is only relevant in the case of performance components (§ 2 [4]), but not in the case of compulsory attendance. As far as 100% attendance is not required, an absence does not harm.

If a student fails to fulfill the attendance requirement, an instructor may offer alternative

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syllabus, he or she shall receive a failing grade (5).

options for fulfilling the attendance requirement, analog to the missed performance components (§ 2 [4]). This option is at the discretion of the course instructor and is voluntary. Especially in the case of an excused absence, it is recommended to offer such an alternative option. If in place, however, this type of rule must be communicated clearly to students in advance in the syllabus and apply to all students equally. Alternative options may not affect the overall grade; they are treated the same as attendance requirements and can only be a prerequisite for a positive grade, not an influencing factor.

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 cancelled and the course shall not be graded.

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. To be graded, students must complete a performance component; simple attendance or the opportunity to collect points for class participation do not count as performance components.

Conversely, it is not permissible to keep a student from continuing to attend a course because he or she has failed or not completed a required performance component. In other words, it is not allowed to sequence performance components within a course. Points may also not be subtracted for failure to fulfill a performance component or for failing a component.

(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.

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 st perf. comp.)	20 points (20%)	18 points (90%)	Excellent
Homework (2 nd perf. comp.)	40 points (40%)	34 points (85%)	Good
Final exam (3 rd perf. comp.)	40 points (40%)	- (0)	Excused for important reason
Total	100 points (100%)	52 points (52%)	Satisfactory

→ 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 st perf. comp.)	30 points / 20%	28 points	
Homework (2 nd perf. comp.)	45 points / 30%	38 points	
Seminar paper (3 rd perf. comp.)	75 points / 50% (required for a passing grade)	- (0)	Missed deadline
Total	150 points / 100%	66 points	Fail

→ 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 st perf. comp.)	60 points (30 %)	48 points (80%)	Good
Mid-term test (3 rd perf. comp.)	40 points (20 %)	30 points (75%)	Satisfactory
Class participation (4 th perf. comp.)	20 points (10 %)	14 points (70%)	Satisfactory
Final exam (2 nd perf. comp.)	80 points (40 %)	17 points (21%)	Fail
Total	200 points (100%)	109 points (54.5%)	Fail

→ 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 st perf. comp.)	45 points (25%)	34 points (75.5%)	Satisfactory
Final exam (2 nd perf. comp.)	135 points (75%)	68 points (50.3%)	Fail
Total	180 points (100%)	102 points (57%)	Fail

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

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