

# INFORMATION FOR LECTURERS



Effective: 12<sup>th</sup> March 2018

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Dear lecturers!

This brochure combines information compiled from responses to frequently asked questions pertaining to study matters with recommendations developed by the Office of Academic Affairs, and we hope that it will serve as a useful tool, supporting your teaching activities at the Alpen-Adria-Universität Klagenfurt (AAU). Please note that this document is “dynamic” in nature, a work in progress, which we shall endeavour to continuously update, extend and improve. The applicable current version of this document is published on the website of the Office of Academic Affairs.

With best wishes,

the Team at the Office of Academic Affairs

## I. GENERAL INFORMATION

One **semester hour** is equivalent to approx. 15 teaching units, with each unit lasting 45 minutes (acc. to § 29 para. 3 Collective Agreement for Universities, resp. § 155 para. 10 Federal Civil Servants Act (German abbreviation BDG): “as many units, as there are weeks of instruction in the semester”; the start and the end of the semester are defined by the Senate; see <https://www.aau.at/en/study/support/term-dates-and-deadlines/>). A contact hour conducted in the lecture hall as a plenary session is regarded as a standard “teaching unit” (TU).

The time and effort required for preparation and follow-up, for examinations, and for student counselling is not included in these calculations.

The **standard compensation category for courses** at the AAU is Category 2 (75%). The course categories are described in detail in the [works agreement governing the establishment of course categories in the case of lecturers](#).

## II. COURSE SCHEDULE – BLOCKED UNITS

### Course schedule:

According to § 10 para. 4 Part B of the University Statutes, courses should, as a general rule, follow a regular (i.e. weekly) schedule, and **blocked units** (“taught only during part of the semester, but with a correspondingly higher number of weekly hours”) represent **exceptions, which are subject to approval**. (See below for information regarding blocked units.) The precise course schedule including times and room details must be announced in ZEUS no later than at the beginning of the registration period.

### **Blocked units:**

Following provisions must be observed in any event:

- ✓ upper limit of 8 TU per day for courses with continuous assessment
- ✓ upper limit of 6 TU per day for lecture courses
- ✓ lecturers must allow for sufficient breaks

An **approval request** ([form “Blocked Units”](#)) is only required in the following instances:

- ✓ 1-hour courses, condensed to two days;
- ✓ 2-hour courses, condensed to four days.

(It therefore follows that a course schedule providing for 10 x 3 or 7.5 x 4 teaching units does not require authorisation).

The approval request must state the reasons for scheduling blocked units (e.g. non-local lecturers, didactic considerations, ...).

The request must be submitted to the Office of Academic Affairs for authorisation at least **2 weeks before the start of the course registration period**, and **must be routed via the Programme Director**. The request shall be deemed approved unless the Office of Academic Affairs issues a prohibition notice within 14 days following receipt of the request.

**Teaching activities at “unusual times”** (e.g. on Sundays) are only permissible with the prior approval of the Rector for Academic Affairs. As a matter of principle, no courses are held on Sundays and public holidays, as stipulated in the guideline [“Fulfilment of Teaching Duties”](#). In exceptional circumstances, external lecturers may schedule course units to take place on Sundays and public holidays, if an alternative distribution of the course units cannot be managed reasonably, particularly in cases involving domestic and foreign long-distance travel (refer to the form [“Request to teach on Sundays and Public Holidays”](#) for further details). The request must be submitted to the Office of Academic Affairs for authorisation at least **2 weeks before the start of the course registration period**, and **must be routed via the Programme Director**. The request shall be deemed approved unless the Office of Academic Affairs issues a prohibition notice within 14 days following receipt of the request.

## **III. INFORMATION REQUIREMENTS**

### **Zeus**

The end of the registration period for students is predefined in ZEUS by Central Computing Services (German abbreviation ZID). It is possible to make individual adjustments to the end of the registration period, but these must be carried out before student registration is activated. Bringing the end date of the registration period forward during active registration is not permitted. If the number of registrations exceeds the number of available places, please refer to the requirements stipulated in the curriculum when considering the acceptance of students. It is not permissible to use the time and date of the registration as selection criterion.

Before the respective semester commences, and using appropriate means in the electronic course registration system (ZEUS), lecturers are obliged to inform students about the contents,

teaching methods, and learning outcomes of their courses, as well as the contents, methods, assessment criteria, and assessment standards relating to course examinations (§ 76 para. 2 [Universities Act \(UA\)](#) and § 10 para. 6 Part B University Statutes). Furthermore, students must be informed about any applicable provisions in the case of failure to attend (see below, Item V.). If the assessment concluding the course does not comply with these stipulated provisions, this shall be regarded as a serious flaw in the manner in which the examination is conducted. Following an application by the student, this examination shall be annulled by an official notice issued by the Rector for Academic Affairs, and the attempt shall not be counted towards the permissible number of attempts to take the examination (§ 79 para. 1 UA).

## **Courses including eLearning elements**

On average, courses consist of 15 sessions. As a general rule, no more than 1/3 of these 15 sessions may be delivered online (i.e. in the form of eLearning units) (see “Guideline on the Fulfilment of Teaching Duties” <https://intranet.aau.at/pages/viewpage.action?pagelid=92111684> Section 1.2); for the definition of eLearning, see <https://intranet.aau.at/display/aauzeelse/Lehre+mit+eLearning+und+Blended+Learning?pre-view=/101254938/101254937/Lehre%20mit%20eLearning%20und%20Blended%20Learning.pdf>

Provided that the eLearning elements do not exceed 1/3, no further approval is required.

If the eLearning elements exceed 1/3, the following procedure shall be applied:

- An application requesting approval for a greater proportion of eLearning is required. This request is submitted by the lecturer and must be routed via the eLearning Department ([Request Form](#)).
- The eLearning Department checks each request received to make sure it complies with the established eLearning rules and, after adding a statement, forwards the request to the Office of Academic Affairs, copying in the responsible Programme Director.
- The Office of Academic Affairs approves or rejects the request based on the statement. The request shall also be deemed approved, if no prohibition notice is issued within three weeks following receipt of the request.

Courses that include eLearning elements must be described accordingly in the online course data sheet.

## **Examination method**

The examination method is either directly derived from the curriculum, or it is determined by the course lecturer on the basis of a delegation of power stipulated in the curriculum. With regard to the examination method, the Office of Academic Affairs strongly recommends the inclusion of the following details in ZEUS: oral or written; multiple choice examination, open-ended questions or cloze (gap) test; e-testing.

## Assessment criteria/assessment standards for course examinations

It is incumbent upon the lecturer to define the assessment criteria. There is no rule that dictates that an examination is assessed as positive, as soon as 50% of the required effort has been achieved. There is a rather vague provision, which states that the standard of evaluation must be objective and factual. The evaluation criteria must be announced before the course commences (see above).

In the case of **courses with continuous assessment**, a comprehensive list of all accomplishments required for the positive assessment must be announced (e.g. attendance, active participation, written work, final examination, ...). Lecturers shall also provide information in advance about the maximum number of permitted absences (with or without excuse), without impact on the final course grade.

**Compulsory attendance:** In the case of courses with compulsory attendance, student representatives are permitted to fall short of the stipulated attendance by an additional amount not exceeding 30% (§ 31 para. 6 HSG), further to the existing exemptions. If, for instance, compulsory attendance is set at 80%, student representatives are deemed to have fulfilled the required compulsory attendance once they have reached 56%. In addition to the mandataries, the category of student representatives includes heads of student union divisions (Referent/innen), responsible officials (Sachbearbeiter/innen), and all student representatives delegated to the collegiate bodies of the university.

## English course titles

English course titles in ZEUS are a compulsory requirement for all courses.

## Lecturers - access and contact details

Lecturers must provide students with information about means of access and contact details (e.g. e-mail, telephone, consultation during office hours).

## IV. INFORMATION ABOUT THE STUDENT „STATUS“ IN ZEUS

**“registered”**: the student has registered for the course

**“admitted”**: the terms of admission have been met and there are sufficient places

**“eliminated”**: the terms of admission have not been met

**“rejected”**: the terms of admission have been met, but there are insufficient places (in this case, lecturers must ascertain that the student does not incur a delay in the overall duration of the degree programme)

**“discontinued”**: participation in a course with continuous assessment is discontinued due to a “compelling reason”; there is no assessment

## **V. INFORMATION RELATING TO EXAMINATIONS (EVALUATION OF PERFORMANCE)**

### **Examination dates**

Examination dates for examinations conducted as a single examination act must, in any case, be scheduled at the beginning, at the mid-point, and at the end of every semester (§ 76 para. 4 UA; § 14 para. 1 Part B University Statutes). Examination dates must be recorded in the electronic course registration system (ZEUS). In recognition of the university's commitment to improving the compatibility of studying and working, and of studying and family life (e.g. looking after children and dependent relatives in need of care), the Office of Academic Affairs urgently recommends the following approach when scheduling examination dates:

- The first examination date should ideally (and if possible) be established and announced in advance of the time when registration for the course is activated (entry in ZEUS)
- Additional examination dates should be announced at the earliest opportunity. If it is not yet possible to confirm a precise date, the intended approximate dates/periods for the second and third examination should be announced (e.g. at the end of October, the last week in January, ...).

### **Examination registration:**

In principle, students have the option to register for several offered examination dates simultaneously. However, by adjusting the relevant settings in ZEUS, lecturers can specifically eliminate this possibility. Particularly in the case of examinations with limited numbers of participants it is advisable to prevent multiple registrations.

The registration period for examinations must be set to last at least two weeks. In the case of examinations conducted by an examination board (and especially in the case of examinations marking the culmination of studies conducted by an examination board), the registration period must end no later than three weeks prior to the date of the examination, and in the case of modular examinations registration ends no later than two weeks prior to the examination.

### **Negative assessment of students in courses with continuous assessment, who fail to attend without providing a valid reason:**

There are no legal stipulations to guide us here (i.e. no provisions in the University Statutes). In our view, the negative assessment of students who fail to attend the course without notification is only permissible with due regard for the following points: The consequence of receiving a negative grade must be announced in advance in ZEUS. We also recommend the definition of the latest possible opportunity to de-register from the course (e.g. 31<sup>st</sup> October (winter semester) or 31<sup>st</sup> March (summer semester)). The same approach could also be applied when students drop out of a course at a later date without providing a valid reason.

### **Consequences in instances of failure to attend without de-registration within the period stipulated:**

- in the case of lecture course examinations, written modular examinations, and written modular examinations conducted by an examination board: none; a negative assessment

is not permissible and the failure to attend may also not be added to the number of attempts to take the examination (§ 14 para. 5 Part B University Statutes).

- in the case of oral modular examinations and oral comprehensive examinations conducted by an examination board: students, who fail to de-register in a timely manner without providing a compelling reason (in a timely manner = no later than 48 hours before the examination) can be banned from taking the examination for a period of six weeks. However, the ban must be lifted, if the student can prove that there was a compelling reason for not de-registering (§ 14 para. 5 Part B University Statutes).

## **Termination of an examination**

If the examination is terminated without a compelling reason, this results in a negative grade. If there is a compelling reason for terminating the examination, the attempt is not assessed, and it is also not included in the overall number of permissible attempts. If the existence of a compelling reason is not immediately affirmed by the examiner or by the chairperson of the examination board, the Rector for Academic Affairs will rule in the matter by issuing an official notice. The ruling shall be made upon application by the student and after consulting the examiner or the chairperson of the examination board. The student must submit the application within a period of two weeks following the termination (§ 14 para. 6 Part B University Statutes).

## **Courses with continuous assessment with/without extended submission period**

In the case of courses with continuous assessment, for which students must complete their Bachelor thesis, seminar papers, or comparable written assignments, students are entitled to fulfil these requirements up to the end of the semester following the semester in which the course is taught (“extended submission period” see § 10 para. 2 Part B University Statutes - this must be listed in ZEUS as “course with additional semester”). The earliest possible end date for the submission period for courses taught during the winter semester is the 30<sup>th</sup> of June, and for courses taught in the summer semester it is the 31<sup>st</sup> of January of the following year. The deadline may be extended by the lecturer.

## **Assessment of examinations**

**Examination certificates** must be issued promptly, and certainly no later than within four weeks from the date when the performance to be assessed is delivered (§ 74 para. 4 UA).

**The pre- or postdating of certificates:** represents a „falsification of documents“ and is a criminal offence!

### **Assessment documents:**

- **Legal requirement to retain documents:** Assessment documents relating to written examinations (expert reports, corrections of written examinations and examination papers) resp. to Bachelor theses, Diploma and Master theses and Dissertations / Doctoral theses (particularly reports by evaluators and corrections) must be retained for at least six months following the announcement of the assessment result, if they are not handed



over to the student (§ 79 para. 3 resp. § 84 para. 1 UA). The detailed records of examinations must be retained for at least six months following the announcement of the assessment result (§ 79 para. 4 UA).

- **Right of scrutiny, production of copies:** The student must be granted access to his or her assessment documents (including the examination questions asked) and to the examination records, if he/she exercises his/her right of scrutiny within a period of six months following the announcement of the assessment result (§ 79 para. 5 resp. § 84 para 2 UA). Students are also entitled to make photocopies of the assessment documents. The right to make photocopies does not extend to multiple-choice questions including the answer items (§ 79 para. 5 UA).

#### **Special features of oral examinations:**

- Students must be informed of the result of an oral examination immediately after the examination. If the result is negative, lecturers must explain the reasons for the negative assessment to the student (§ 79 para. 2 UA).
- The compulsory detailed examination record must include the subject of the examination, time and place of the examination, name of the examiner (in the case of examination boards, the names of the board members), the questions asked, the assessments delivered, as well as the reasons for the negative assessment and any special occurrences, if applicable. Upon request, the student shall also be informed of the reasons for the negative assessment in writing. The detailed examination record must be retained for at least six months following the announcement of the assessment result (§ 79 para. 4 UA).

**Special features of courses with continuous assessment:** If students produce written assignments or carry out projects within the context of courses with continuous assessment (Bachelor theses, seminar papers, introductory seminar papers, or comparable written assignments), lecturers must offer students oral or written feedback (§ 10 para. 2 Part B University Statutes).

#### **Examinations marking the culmination of studies (Diploma, Master and teacher qualification examinations)**

A separate examiner must be appointed for each examination subject (§ 12 para. 5 Part B University Statutes); this means that even if a person is suitably qualified, he or she cannot serve as examiner for more than one examination subject.

## VI. ASSESSMENT DEADLINES

The following time limits apply to the assessment of examinations and written academic assignments:

Academic achievement	Time allowed for assessment
Lecture course examinations and courses with continuous assessment (incl. the assessment of the Bachelor thesis); refer also to Item V	The assessment must be carried out within 4 weeks following the fulfilment of the requirements or resp. following the conclusion of the course (§ 74 para. 4 UA).
Master and Diploma theses	The evaluation must be produced within 2 months following the submission of the thesis (§ 18 para. 6 Part B University Statutes). The reference date is the submission date recorded in the electronic register of academic theses (German abbreviation WIA).
Dissertations / Doctoral theses	The evaluation of the Dissertation must be produced within a period not exceeding 4 months (§ 19 para. 7 Part B University Statutes). The reference date is the submission date recorded in the electronic register of academic theses (German abbreviation WIA).

## VII. RE-TAKING EXAMINATIONS

**Re-taking examinations (modular examinations, lecture course examinations):** The students' right to re-take examinations is limited (§ 77 UA in combination with § 15 Part B University Statutes). Several distinctions must be made:

### Re-taking examinations, which have received a positive assessment

- ✓ These examinations can be re-taken once in the period lasting up to twelve months following the examination, however no later than by the conclusion of the stage of studies / degree programme.
- ✓ The repeat attempt to take an examination automatically expunges the previous positive assessment (consequently, the grade assigned for the repeat examination shall apply exclusively).

This also applies to the teaching practice units identified in the curriculum for the teacher training programmes, which are completed as part of the pedagogical-practical studies.

### Re-taking examinations, which have received a negative assessment

All attempts to take a particular examination at Klagenfurt University and at any educational institution participating in the jointly established teacher training degree programme in the Development Alliance South-East shall be added to the total number of permissible attempts.

**a) Re-taking examinations, which have received a negative assessment and are conducted in the form of a single examination act:**

**Number of times students may re-take an examination**

- ✓ Examinations (general) first attempted before the 1<sup>st</sup> of October 2011 can be re-taken four times
- ✓ Examinations (general) first attempted after the 30<sup>th</sup> September 2011 can be re-taken three times

**Examination by an examination board in the case of repeat examinations**

- ✓ **obligatory:** for the third attempt to re-take an examination (general) (§77 para. 2 UA) and for the second attempt to re-take examinations in the context of the university entrance qualification examination (§ 64a para. 12 UA)
- ✓ **upon application by the student:** for the second attempt to re-take an examination (does not apply to examinations in the context of the university entrance qualification examination)

**Size/composition of the examination board:**

- ✓ **general:** at least 3 members; for the third attempt to re-take an examination, the Rector for Academic Affairs is included as a member and must act as chairperson. It is advisable to nominate the course lecturer as a member of the examination board.
- ✓ **examinations marking the culmination of studies** (this refers to examinations, which are explicitly defined as such in the curriculum): 5 members

**Procedure for the registration for a repeat examination before an examination board:**

- ✓ In principle, written repeat examinations conducted by an examination board are scheduled to coincide with regular examination dates. The possible dates are therefore predefined as the regular examination dates announced previously.
- ✓ When registering for the examination in ZEUS, the student in question receives the information that the examination has to be conducted by an examination board. He/she is further instructed to complete the [form](#) “Application for Admission to Re-take an Examination before an Examination Board” and to submit this form to the Programme Director no later than two weeks before the examination date.
- ✓ In line with the department’s suggestion, the Programme Director assembles the examination board and records the authorisation on the form. In the next step, the Programme Director informs the student and the members of the examination board.
- ✓ The student attends the examination, bringing a copy of the approved application with him/her. The student must present this form, in order to be permitted to take the examination. If the student takes the examination regardless of not being able to present the form, the attempt is not assessed, and no grade is recorded (especially no positive grade).

- ✓ In the case of electronic examinations, students must contact the eLearning Department no later than two weeks before the date of the examination or, respectively, two weeks before the examination week, and should also register their need for a loan device, if required. Students must bring their copy of the approved application to the examination and must present this to the members of the eLearning team, who then formally register the students for the examination.
- ✓ The chairperson of the examination board forwards the [examination record](#) to the Office of Admissions and Records.
- ✓ The Office of Admissions and Records is responsible for recording the grade in ZEUS.

**The board’s decision regarding the result of the examination:**

The deliberation shall take place in a non-public session of the examination board; compulsory attendance for all members applies, be this in person, or via conference call (e.g. including “video conference”). For comprehensive examinations, each subject is assessed separately. Resolutions are passed by majority vote, with the chairperson casting his/her vote last. When voting on the examination result in each separate subject, members must also consider the overall impression gained during the examination. If the majority of the assessments are negative, the student receives a negative assessment for the subject (§ 12 para. 6 Part B University Statutes).

**b) Repeating courses with continuous assessment, for which the student has received a negative assessment:**

In this case, the student must repeat the entire course. The relevant remarks apply with regard to the permissible possibilities to repeat the course.

**Important note:** If students should be given the option to repeat individual parts of their course performance previously failed, (e.g. the final examination), the lecturer must announce this in ZEUS in advance under the heading “assessment criteria”. In any case, for participants in courses with continuous assessment, the final course grade may only be given once.

**c) Repeating teaching practice units within the scope of pedagogical-practical studies:**

Teaching practice units identified in the curriculum can be repeated once following a negative assessment. In order to prevent exceptional cases of hardship, a second repetition may be permissible under certain circumstances (§ 77 para. 4 UA).

**What are the possible consequences, if a student fails all examinations, including the final permissible attempt to re-take?** Here too, several distinctions must be made:

**General rules:**

- ✓ Annulment of the student’s admission to all degree programmes in which the course in question is listed as compulsory course in the curriculum (§ 68 para. 1 subpara. 3 UA).
- ✓ The renewed admission to these degree programmes at Klagenfurt University shall be excluded. Special provisions apply to the jointly established teacher training degree programme in the Development Alliance South-East in accordance with § 63 para. 7 UA.

### **STEOP examinations (introductory and orientation phase):**

- ✓ Admission to the degree programme is annulled (§ 66 para. 4 UA).
- ✓ Students may apply for renewed admission to this degree programme no sooner than three semesters following the annulment. Students are entitled to apply for renewed admission twice. Once renewed admission has been granted, the student is entitled to the full number of examination attempts permitted during the introductory and orientation phase (§ 66 para. 4 UA).

### **Examinations within the context of the university entrance qualification examination:**

After failing the final repetition permitted, the student shall be excluded from taking the university entrance qualification examination for this field of study at Klagenfurt University (§ 64a para.11 UA). In the case of the jointly established teacher training degree programme in the Development Alliance South-East the renewed admission to the university entrance qualification examination for the field of study “Teacher Training Qualification Programmes” shall be excluded at all participating educational institutions (§ 64a para. 12 UA).

## **Examination mode**

### **Repeat examinations - examination mode:**

If the examination mode is stipulated in the curriculum (particularly in the case of modular examinations), this same mode must be adhered to during all repetitions. If the determination of the examination mode has been delegated to the course lecturer, the following applies: In principle, the examination mode shall be the same for all repetitions, unless the lecturer has allowed for the possibility of a change of mode by announcing this in ZEUS in advance.

## **VIII. PROCEDURE IN THE CASE OF „CHEATING“ (USE OF UNAUTHORIZED AIDS)**

**Prior to (the assessment of) the examination:** It is up to the lecturer to define the list of “unauthorized aids” (e.g. mobile phones, tablet computers, set of course slides, literature, ...) prior to the examination. We recommend a written announcement containing this information, to be sent to all participants registered for the examination in advance of the examination date (e.g. using ZEUS, or via e-mail).

### **During the examination:**

- If a student is subsequently caught using unauthorized aids, it is our view that there is good cause to assume that the conditions for a positive assessment have not been met, and that the examination is therefore to be assessed as “insufficient”. A positive assessment can only be justified in cases when one can assume that an adequate level of the performance has indeed been produced independently, despite the use of unauthorized aids. However, it is essential that the definition of the “unauthorized aids” announced in advance is sufficiently clear.
- We urgently recommend the detailed [recording](#) of the incident (which unauthorized aid was used), particularly in view of the fact that students are entitled to apply to the Rector

for Academic Affairs requesting the annulment of a negatively assessed examination due to a serious flaw in the manner in which the examination was conducted. In our view, the measures listed above (advance information and documentation, impact upon the autonomy of the performance) are highly relevant for the appraisal to determine whether a “serious flaw” has occurred.

#### **After the assessment of the examination:**

The Rector for Academic Affairs shall annul the result of an examination, if it is established following the assessment that the admission to the examination was gained under false pretences (this also applies to courses with continuous assessment) or, respectively, if the positive assessment was obtained under false pretences (§ 73 para. 1 UA). An examination, the result of which is annulled, shall count towards the permissible total number of repetitions (§ 73 para. 2 UA). As the annulment is issued in the form of a contestable notice, it is particularly important to provide sufficient justification of the occurrence of an act intended to gain an advantage under false pretences.

**“Good scientific practice”, “plagiarism”** (seminar papers and other written assignments, Bachelor theses, Diploma and Master theses, dissertations/doctoral theses; § 19 Part B University Statutes):

The same approach as outlined above applies, if students do not adhere to the rules of “good scientific practise” (refer to Code of Conduct), when producing the types of written work listed above. An act of “plagiarism”<sup>1</sup> (in the sense of the assumption of the intellectual achievement of others) does not meet the requirements imposed on a written assignment. Consequently, the piece of work submitted shall be assessed as “insufficient”. Argumentation must be produced to justify the claim of plagiarism. It is a matter for the person responsible for the assessment to evaluate whether the case in question does, in fact, constitute a case of plagiarism. A breach of the principles of “good scientific practice” must be “appreciable to a significant extent”. The sporadic absence of individual references does not, by itself, justify a negative assessment of the piece of work. However, even in the case of minor infringements, it is doubtful whether the independent achievement produced justifies a positive assessment. The mere infringement of citation rules does not constitute plagiarism, in any case. Each case must be assessed on its own merits.

## **IX. NOTES ON THE PRODUCTION OF ACADEMIC THESES**

### **Fixed-term supervision of Master and Diploma theses and Dissertations / Doctoral theses**

The supervision arrangement for Master and Diploma theses is limited to two years, in the case of Dissertations / Doctoral theses the period is four years. In exceptional and duly justified cases

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<sup>1</sup> According to § 51 para. 2 subpara. 31 of the Universities Act, “an incidence of plagiarism (...) has clearly occurred, *when texts, contents, or ideas are adopted and presented as one’s own. This comprises, in particular, the appropriation and use of passages of text, theories, hypotheses, insights, or data in the form of a direct, paraphrased, or translated adoption without the appropriate identification and citation of the source and the author.*”

an extension of the two-year-period (Master and Diploma theses) resp. of the four-year-period (Dissertations / Doctoral theses) can be authorised by the supervisor. One month before the supervision arrangement is due to expire, the student and the supervisor(s) will receive an automatically generated e-mail, advising them of the imminent termination of supervision. The supervisor can authorise a 12-month extension of the supervision arrangement, if it is reasonable to assume that the thesis will be completed within this timeframe. Otherwise, the supervision arrangement shall be deemed terminated. AAU supervisors and external persons with access to their own “AAU account”, can authorise and record the extension of the supervision arrangement in person, using the Dashboard for Academic Theses.

## **Collaborative work on a topic for Bachelor theses and academic theses**

Working collaboratively, several students may jointly address a topic<sup>2</sup> for Bachelor theses and other academic theses (Diploma and Master theses, Dissertations / Doctoral theses), provided that the performances of individual students can be separately assessed, and that the individual performances of the students each meet the respective requirements (§ 81 para. 3 UA resp. 83 para. 2 UA as well as § 17a, § 18 para. 4a and § 19 para. 5 Part B University Statutes). In order to ensure that the differentiated assessment of collaboratively produced work is possible, the separate parts of the submitted work must each be produced by an individual student, who must be explicitly named. Students must highlight the collaborative approach to the topic, and the nature of collaboration must be described. The same applies, if the work is submitted in the form of separate theses.

## **Duty to publish academic theses**

In principle, academic theses must be published (§ 86 para. 1 UA, "Duty to Publish"). Above all, this is because the author of an academic thesis should be prepared to be challenged by the scientific community, and because the duty to publish helps to counteract other potential transgressions. This statutory duty to publish is mandatory and consequently it cannot be rescinded by an agreement with a company, an institution, or a third party.

On submitting a piece of scientific or artistic work which has received a positive evaluation, the author shall be entitled to apply for a **temporary bar on access** to the copies deposited for a limited period not exceeding five years from the time of delivery (§ 86 para. 2 UA). The Rector for Academic Affairs shall allow such an application, if the student establishes beyond a doubt that significant legal or business interests of the student (and not those of a business, of an institution, or of a third party) would be materially endangered by permitting access. Such an application for a temporary bar on access must be lodged online within two weeks from the date of notification of the positive evaluation, using the Campus system. Applications submitted after this date cannot be considered. Both the application for a temporary bar on access and the duration requested must be duly substantiated.

The “**protection of personal data**” (“**data protection**”) does not qualify as a valid argument to substantiate the temporary bar on access to an academic thesis, because, as a matter of principle,

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<sup>2</sup> We recommend the application of these provisions to seminar papers as well.

the obligation to protect personal data is not subject to any limitation. In § 46, the Data Protection Act includes special provisions pertaining to the use of personal data for the purposes of scientific research or statistics. In particular, any direct reference to persons must be encrypted immediately, if data involving indirect or anonymous references to persons is deemed to suffice during individual stages of the scientific or statistical work.

Refer to § 46 of the Federal Act concerning the Protection of Personal Data (German abbreviation DSG):

[https://www.ris.bka.gv.at/Dokumente/Erv/ERV\\_1999\\_1\\_165/ERV\\_1999\\_1\\_165.pdf](https://www.ris.bka.gv.at/Dokumente/Erv/ERV_1999_1_165/ERV_1999_1_165.pdf)

The mere reference to a **non-disclosure agreement (NDA)** with a third party cannot serve as a suitable argument to obtain a temporary bar on access to an academic thesis, because such an obligation to maintain confidentiality is generally agreed without any time limitation. By contrast, an academic thesis is accessible to the public after a maximum of five years in any case.

A “**non-disclosure notice**“ may only be recorded in the thesis by the Office of Admissions and Records and only in cases where the Rector for Academic Affairs has allowed the temporary bar on access.

## **Retraction of submitted academic theses and Bachelor theses**

It is not possible to retract an **academic thesis** once it has been submitted. Any editorial amendments must be rendered visible through the use of a supplementary errata sheet. It is, however, possible for lecturers to re-set an uploaded **Bachelor thesis**, as long as the confirmation of the plagiarism report has not yet been recorded. This is because Bachelor theses are not counted as academic theses as stipulated by § 72 UA.

## **“Resubmission” of negatively assessed Diploma and Master theses**

Diploma and Master theses, which have received a negative assessment, can be “resubmitted”. However, a renewed submission of the same thesis subject is only admissible, if significant changes and/or enhancements have been implemented with respect to the negatively assessed version. Moreover, following the negative assessment of a Diploma or Master thesis, the supervisor is entitled to dissolve the supervision arrangement.

## **Continuation of doctoral studies following the negative assessment of the Dissertation / Doctoral thesis**

In the event that the Dissertation / Doctoral thesis receives a negative assessment during the course of the doctoral degree programme (both expert reports or, respectively, two of the three expert reports result in a negative assessment, § 19 para. 8 in combination with para. 9 of Part B University Statutes), the continuation of doctoral studies is only possible, provided that the student addresses a new Dissertation subject (please also refer to the [Guideline](#) drawn up by the Rector / Vice-Rector for Academic Affairs).



## **X. THE USE OF GENDER-NEUTRAL LANGUAGE**

Equality between men and women is the responsibility and the guiding principle of the Alpen-Adria-Universität Klagenfurt in the fulfilment of its tasks (§ 3 subpara. 9 and § 2 subpara. 9 UA). In accordance with the statutory provisions, Klagenfurt University is committed to gender democracy and the advancement of women. The use of gender-neutral language is regarded as an active awareness-raising measure (Resolution of the Rectorate dated 1<sup>st</sup> July 2014). We would therefore encourage lecturers to advise students to use gender-neutral language when preparing written assignments (e.g. seminar papers, Bachelor, Master and dissertations / doctoral theses). (Please also refer to the German information brochure “Geschlechtergerechter Sprachgebrauch - Ein Leit-faden von Studierenden”, [https://www.aau.at/wp-content/uploads/2016/10/A4\\_Leit-faden\\_GS\\_von\\_Studis.pdf](https://www.aau.at/wp-content/uploads/2016/10/A4_Leit-faden_GS_von_Studis.pdf)).

## **XI. THE COMPATIBILITY OF STUDYING AND FAMILY LIFE**

As of the 15<sup>th</sup> of June 2011, the Alpen-Adria-Universität Klagenfurt was awarded the “Basic certificate for the *university and family* audit”. In accepting this certificate, the university also entered into a commitment to develop and implement additional measures aimed at improving the compatibility of studying and family life. With regard to the scheduling of courses and examinations, particularly in the case of courses with compulsory attendance and the compulsory preliminary course sessions, we urge you to give students with responsibilities of care (children, dependent relatives in need of care) due consideration. One measure could be to specify substitute work packages to compensate for any absence due to caring duties. Furthermore, we strongly recommend that examination dates (see Item V above) be announced at the earliest possible opportunity.

## **XII. SUSTAINABLE USE OF RESOURCES**

The Alpen-Adria-Universität Klagenfurt has successfully addressed the issue of “sustainability” and its associated challenges for several years now - for instance, it has been awarded the EMAS certificate, is a member of the “CCCA - Climate Chance Centre Austria”, and is one of the winners of the Sustainability Award. What is more, sustainability is the subject of several research projects and is not only taught in various courses and university certificate programmes, but is also actively embraced.

In this spirit, we call on you to take due care in your teaching as well, wherever possible: Before you leave the room at the end of every class, please turn off the lights, the pc and the data projector, and make sure that no windows remain open. Print any teaching materials double-sided, for the sake of the environment, and please support us by carefully separating any rubbish. Please convey this attitude to your students as well.

## Imprint

### Sources

Universities Act (UA)  
Part B of the University Statutes:  
Provisions Pertaining to Study Matters

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H [www.aau.at/studienrektorat](http://www.aau.at/studienrektorat)