

## GUIDELINE

governing study period extensions for students enrolled in the **Bachelor's degree programme in Applied Business Administration (Version 14W)**, which is due to be terminated and can therefore only be studied until **31<sup>st</sup> of March 2023**.

### PREREQUISITES:

In accordance with § 8 para. 2 Part B of the Statutes of the University of Klagenfurt, an extension of the period of study can only be approved in **“cases of particular hardship”**. This is the case if an **“exceptional” reason** of a **temporary nature** prevents the timely completion of studies (e.g., military, training or community service; pregnancy; illness, which verifiably interrupts study progress; childcare responsibilities, or other similar responsibilities to care for dependents; completion of a voluntary social service year).

**Employment is not considered to be a case of particular hardship** unless it has a specific, short-term impact.

The approval of a study period extension can only be granted for **one semester**. A further (second) semesters may be approved, if the student can demonstrate **significant academic progress**.

### IN ADDITION, THE FOLLOWING REQUIREMENTS MUST BE FULFILLED:

- The application must be submitted **electronically** (student online account - My Applications).
- Credible evidence demonstrating reasonable grounds for an extension should be provided.
- The application must be received no later than **24:00 hrs (midnight) on the 10<sup>th</sup> of March 2023**, (please note the expiry date: Applications received after the deadline will not be considered under any circumstances).
- The electronic examination book (ePB) must be **at least 80%** complete.

By submitting your application, you formally confirm that you meet the above requirements.

## IMPORTANT INFORMATION:

- Extensions to the period of study will only be granted if **all of the requirements listed above have been met in full**.
- An extension of the duration of study amounting to more than **two semesters is excluded**. An extension for a third or fourth semester will not be approved under any circumstances.
- The university **is not legally required** to grant an extension to a student's study period.
- Please note: In order to ensure that you can complete your studies within the stipulated deadline, the **electronic examination book (ePB = degree of completion 100%)** must be submitted in a timely manner (approx. three weeks prior to the termination date indicated on the data sheet of the course) to allow the necessary time for the formal review process.
- It is expressly pointed out that in the case of the provision of incorrect information, the extension of period of study is deemed not to have been granted and the student will be **subject to the new curriculum retroactively** (from the summer semester 2023).
- An extension of the duration of study does not mean that students don't have to pay the required university fees and student union fee.
- A leave of absence does not prolong the duration of study.