

## INFORMATION FOR TEACHING STAFF



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Dear teaching colleagues!

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 Universität Klagenfurt. Please note that this document is “dynamic” in nature, it is 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

### Time & effort:

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 (<https://www.aau.at/en/study/support/term-dates-and-deadlines/>). A contact hour conducted in the lecture hall as a plenary session or, if required, as a synchronous online 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.

### Compensation:

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 (Central University Registration System) 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 (German abbrev. piLV)
- ✓ upper limit of 6 TU per day for lecture courses (German abbrev. VO)
- ✓ 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 (piLV) or three days (VO);
- ✓ 2-hour courses, condensed to four (piLV) or five days (VO).

It therefore follows that a course schedule providing for sessions every 2 weeks does not require authorisation.

The approval request must state the reasons for scheduling blocked units (e.g. non-local teaching staff, 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”:**

Teaching on Sundays and public holidays is only permissible with the prior approval of the Rector of Studies. 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.

### **Accessibility of teaching staff:**

All teaching staff are required to specify how students can contact them (e.g. e-mail, telephone, office hours in person or online).

### **Room reservations that are no longer required:**

If individual sessions for which you have reserved a room switch to the online mode or are cancelled during the course of the semester, you must cancel the room bookings for these sessions (course planner: "Time and place").

### **III. INFORMATION REQUIREMENTS**

#### **Course planner and ZEUS (Central University Registration System)**

The central information platform for courses is the course planner in ZEUS (Central University Registration System). Each course is assigned a course planner, which must contain all relevant information about the course. Using the course planner, lecturers are obliged to provide information on the objectives, form, content, dates and methods of their courses as well as on the content, form, methods, dates, assessment criteria and assessment standards of the examinations before the start of the registration period for students (for details see section V). This is a legal obligation and is based on Article 76 Paragraph 2 of the Universities Act (UA) and Article 10 Paragraph 6 [Part B of the University Statutes](#). The registration period begins at the end of August/beginning of September for the winter semester and at the end of January/beginning of February for the summer semester (exact dates can be obtained from the Programme Director or the administrative staff).

Students register for courses on the basis of this information. The end of the registration period is predefined. It is possible to make individual adjustments to the end of the registration period, in the sense of extending the deadline, but these adjustments must be carried out before the start of the registration period. 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. In the case of courses with continuous assessment where the number of registrations exceeds the maximum limit, we recommend that you do not accept participants until after the end of the registration period.

Any changes during the semester are only permitted for compelling reasons as determined by the Rectorate and relate to the announced form, dates, methods or assessment criteria of the course or examination. Students must be informed of the changes in an appropriate manner without delay. Those students who no longer wish to attend under the altered conditions shall in any case be granted the right to withdraw from the course or examination in question, without this being counted towards the permissible number of attempts to take the examination (Article 76 Paragraph 4 UA).

#### **Courses including eLearning elements (Blended Learning)**

Courses that include eLearning elements must be described accordingly in the online course planner and the percentage of blended learning components must be indicated.

Regardless of the type of course involved, at least two thirds of StEOP courses (= introductory and orientation phase) must be held face-to-face. For courses with continuous assessment (e.g. KS, PS, SE), at least 50% must be held face-to-face. At least 1/3 of lectures courses must be taught face-to-face.

Courses that differ from this and that are held without face-to-face teaching for valid reasons require a reasoned application by the Programme Director, which must be submitted to the Office of Academic Affairs for approval at least **two weeks before the start of the course registration**.

## **Examination method**

The examination method is derived from the University Statutes and the curriculum, and is further specified by the course lecturer (§ 11 para. 1 Part B University Statutes). 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; open-book exam, take-home exam; e-testing, online examination (ROPE).

It is not possible to change the examination method indicated on the course planner within an examination cycle. In principle, the same examination method must be used for all examination dates, unless the lecturer has allowed for the possibility of a change of examination methods in advance (ZEUS).

**Exception:** In the event that an examination is conducted in a single act using the multiple-choice method, students are entitled to take the last permissible re-take of the exam for which they have received a negative assessment as an oral exam. This switch to a different examination method is contingent upon a formal request, which must be submitted at the time of registering to re-sit the exam (§ 15 para. 3a Part B University Statutes).

## **Assessment criteria/assessment standards for course examinations**

It is incumbent upon the lecturer to define the assessment criteria, and these must be indicated on the course planner in good time (see above). 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. If the assessment of the course is not carried out according to these specifications, this shall be considered a serious flaw in the conduct of the examination. At the request of the student, this examination shall be annulled by the Rector of Studies by means of a formal ruling, and the examination shall not count towards the permissible number of attempts to take the examination (Article 79 Paragraph 1 UA).

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, ...). Using the course planner, lecturers shall also provide information in advance about the maximum number of permitted absences (with or without justification), without impact on the final course grade and without having to produce an alternative piece of work. Lecturers may also indicate a deadline by which students can de-register without triggering an assessment. Furthermore, details must be provided of any arrangements to be made in the event of non-attendance. If students are to be allowed to repeat individual negatively assessed partial performances (e.g. final exam), this must be announced in advance by the lecturer using the “assessment criteria” section in ZEUS.

**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 must be recorded when planning the courses offered. Lecturers are invited to check the English course title when completing the course planner and to inform the Programme Director of any need for change before the start of the semester at the latest.

## 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, the student is attending the course

**“eliminated”:** the terms of admission have not been met, the student cannot attend or chooses not to attend

**“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. EXAMINATIONS AND PERFORMANCE ASSESSMENTS

### Examination dates

For examinations conducted in the form of a single examination act, at least three examination dates must be scheduled in each semester (Article 76 Paragraph 3 UA), bearing in mind that the examination act may consist of two interrelated examination parts (written and oral). If lecture courses are not taught every semester, a minimum of four examination dates must be offered, with at least one examination date being scheduled at the end of the semester in which the lecture course is held and at least one date being scheduled in the following semester. As a rule, there should be a gap of at least six weeks between the individual examination dates. A shorter interval may be chosen in justified cases provided that students are guaranteed the possibility of retaking the examination on the next following date (Article 76 Paragraph 3 UA; Article 14 Paragraph 1 Part B of the Statutes).

Students must be informed about the content, form, methods, dates, assessment criteria and assessment standards of the examinations **before the beginning of each semester**. Examination dates must be recorded in the electronic course registration system (ZEUS). Examinations may also be held at the beginning and end of the period during which no courses take place.

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 recommends the following approach when scheduling examination dates:

- The first examination date - at the end of the lecture course or at the end of the semester - should ideally (and if at all 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, third and (in the case of lecture courses) fourth examination should be indicated (e.g. at the beginning of October, in mid- to late November, during the last week of 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.

According to Article 14 Paragraph 2 of Part B of the University Statutes, the following registration periods apply depending on the type of examination:

<b>Type of examination</b>	<b>Registration period</b>
Lecture course	Two weeks
Modular examination	Two weeks
Examination before an examination board	Three weeks
Oral defence, viva voce	Five weeks

### **Conducting examinations by means of electronic communication**

According to the special regulation pursuant to Article 76a UA, the proper conduct of examinations by means of electronic communication must be ensured, and the following minimum requirements must be complied with in addition to the general regulations on examinations:

1. Announcement before the start of the semester of the standards that students' technical devices must meet in order to be able to take these examinations.



2. Technical or organisational measures shall be implemented to ensure the independent completion of the examination by the student.
3. In the event of technical problems that occur through no fault of the student, the examination shall be discontinued and shall not count towards the permissible number of examinations.

### **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 of Studies will rule in the matter by issuing an official ruling. 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 “extended submission period” (§ 10 para. 2 Part B University Statutes - this must be listed in ZEUS as “course with extended submission period”). For courses taught during the winter semester, the extended submission period ends on the following 30<sup>th</sup> of June, and for courses taught in the summer semester, it ends on the 31<sup>st</sup> of January of the following year. The deadline may be further extended by the lecturer.

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

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 or discontinue without stating a compelling reason, is only permissible with due regard

for the following points: The consequence of receiving a negative grade for non-attendance without a valid reason 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)).

## VI. ASSESSMENTS AND DEADLINES

### 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). The student is entitled to make photocopies of these documents. The right to make photocopies and the right to scrutiny by means of electronic communication does not extend to multiple-choice questions including the respective answer items (§ 79 para. 5 UA).

### Special features of oral examinations:

- Oral examinations are public. The examiner or the chairperson of the examination board is entitled to limit access, if necessary, to a number of persons appropriate for the available space or, if the examination is conducted by means of electronic communication, to limit access to a number of persons appropriate for the technical conditions. In the case of oral examinations conducted by a board of examiners, each member of the board of examiners must be present or connected during the entire examination.
- 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, the location of the examination or the format and the beginning and end, the name of the examiner (in the case of examination boards, the names of the board members), the name of the student, 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.

### 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's and Diploma theses	The evaluation must be produced in the form of an expert appraisal 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 must be produced in the form of expert appraisals within 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), § 77 para 1 UA 2002.

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:** in general, for the third attempt to re-take an examination (§77 para. 2 UA) and specifically 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)
- ✓ **Switch to a different examination mode:** In the event that an examination is conducted in a single act using the **multiple-choice method**, students are entitled to take the last permissible re-take of the exam for which they have received a negative assessment as an oral exam. This switch to a different examination method is contingent upon a formal request, which must be submitted at the time of registering for the exam (§ 15 para. 3a Part B University Statutes).

### Size/composition of the examination board:

- ✓ **General:** at least 3 members. 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
- ✓ On the occasion of the third re-take of the examination, the Rector of Academic Affairs shall join the examination board as a member and shall serve as the chairperson.
- ✓ In the case of oral examinations conducted by a board of examiners, each member of the board of examiners must be present or connected during the entire examination.

### 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 Admissions and Examinations Office.
- ✓ The Admissions and Examinations Office 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. BBB/Classroom or Skype 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.

**Exception:** In the event that an examination is conducted in a single act using the multiple-choice method, students are entitled to take the last permissible re-take of the exam for which they have received a negative assessment as an oral exam. This switch to a different examination method is contingent upon a formal request, which must be submitted at the time of registering for the exam (§ 15 para. 3a Part B University Statutes).

## **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 of Studies 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 of Studies 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.

### **Plagiarism and ghost-writing:**

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 does not meet the requirements imposed on a written assignment and “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.” (Article 51 Paragraph 2 Clause 31 UA)

It is also an act of academic dishonesty if the author makes “unauthorised use of another person in producing a written assignment (in particular, making use of a commissioned work produced by a third person), or when data and results have been fabricated or falsified. (Article 51 Paragraph 2 Clause 32 UA).

In both cases, the piece of work submitted shall consequently 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. This applies to seminar papers and other written work, Bachelor’s theses, Diploma and Master’s theses, Doctoral theses (§ 19a Statutes Part B). All cases of plagiarism or ghost-writing must be reported to the Rectorate.

## **IX. 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 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 in the Campus System.

## Collaborative work on a topic for academic theses

Working collaboratively, several students may jointly address a topic<sup>1</sup> for academic theses (Diploma and Master's theses, 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 § 18 para. 4a and § 19 para. 5 Part B University Statutes). The same applies *mutatis mutandis* to seminar papers. 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.

## Modularisation of Master's and Diploma theses

In accordance with the conditions listed below, students may request the **phased assessment of a Master's thesis or Diploma thesis** following the successful completion of components as defined by the competent curricular commission (Master's or Diploma thesis modules):

1. A workload of more than 16 ECTS credit points is assigned to the Master's or Diploma thesis in the curriculum;
2. It is only permissible to assess a maximum of three completed components;
3. The first and second completed component comprise 8 ECTS credit points each. A positive assessment shall be recorded as "participated with success" and a negative assessment shall be recorded as "participated without success".
4. The final completed component (= the submitted Master's or Diploma thesis) comprises the ECTS credit points that are still missing from the total credits as defined in the curriculum and shall be assessed in line with § 18 para. 6 and 7 Part B University Statutes.

## 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.

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<sup>1</sup> We recommend the application of these provisions to seminar papers as well.

Having received notification of the positive evaluation of an academic thesis, 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 (§ 86 para. 4 UA and § 18 para. 9 and § 19 para. 11 Part B University Statutes) within two weeks. The Rector of Studies 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, the obligation to protect personal data is not subject to any limitation. In § 7, 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, see [§ 7 of the Federal Act concerning the Protection of Personal Data](#) (German abbreviation DSG).

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 Admissions and Examinations Office and only in cases where the Rector of Studies 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 of Studies).

## X. DATA PROTECTION

The new privacy law no longer differentiates between electronic or physical (e.g. paper) data processing. The General Data Protection Regulation (GDPR) lays down basic principles for the processing of personal data. As a matter of principle, personal data must be handled **carefully, restrictively** and exclusively for **specific purposes**.

Teaching staff are permitted to use student data from the central systems. They are authorised to use the data made available in these applications (e.g. ZEUS, student profile pages) in connection with the course or examination. As far as possible, you should use these applications. Information about students received in other contexts must not be linked to teaching and examination data (e.g. using the student's CV from an application process as additional information for assessment).

**Open access** to personal data (e.g. publicly accessible lists of grades and notifications including students' personal data) is **prohibited**.

You can find full information on data protection in teaching at: <https://intranet.aau.at/display/DSGVO/Datenschutz+in+der+Lehre> (German only)

## XI. EQUAL TREATMENT OF PEOPLE WITH DISABILITIES AND CHRONIC ILLNESSES

The University of Klagenfurt is committed to the equal treatment of people with disabilities and chronic illnesses and to the creation of framework conditions that ensure the equal participation of people with disabilities and chronic illnesses in all study, teaching and research operations (University Statutes Part E/II: Guidelines for the equal treatment of people with disabilities and chronic illnesses at the University of Klagenfurt). Any form of discriminatory act or behaviour against people with disabilities and chronic illnesses will not be tolerated.

Article 24 of the UN Convention on the Rights of Persons with Disabilities recognises the right of disabled people to education. The 2017 amendment to the UA introduced relevant study law provisions for curricula into the Universities Act.

According to § 58 para. 11, for students with disabilities in the meaning of § 3 of the Federal Act on the Equalization of Persons with Disabilities, the requirements stipulated in the curricula - if need be with regard to examinations according to alternative methods pursuant to § 59 para. 1 subpara. 12 applied for - shall be modified by official notification of the body responsible for study law, making the educational goal of the chosen programme attainable.

For further information please refer to the website at <https://www.aau.at/universitaet/service-kontakt/services-fuer-menschen-mit-behinderungen/> (German only) or address your enquiries to Mark Wassermann, the university's representative for disabled persons.

## **Application for alternative examination arrangements**

When students register for an exam, they may apply to sit the examination in a format other than one of those listed in the programme curriculum. They must provide evidence of a disability that would prevent them from sitting the exam in the usual format and the alternative arrangement should have no negative impact on the content or requirements of the examination (Section 59 Para. 1 Clause 12 of the Universities Act 2002). If the registration or application for alternative exam arrangements is not accepted, the Rector of Studies/Vice Rector of Studies will formally confirm this upon the request of the student and after consultation with the relevant member of teaching staff.

Applications should be made in writing (without an application form) to the Office of Academic Affairs.

If a format other than one of those listed in the programme curriculum is approved, the examiner or the chairperson of the examination board has to ensure that the examination is conducted in an appropriately modified manner.

## **XII. THE USE OF GENDER-INCLUSIVE LANGUAGE**

The University of Klagenfurt is strongly committed to equal opportunities for the sexes (University Statutes Part E/I: [Advancement of Women Plan](#)). Fully aware that equal opportunities do not arise by themselves, the University of Klagenfurt is pursuing an active policy of equality. To this end, structural disadvantages must be identified and eliminated or compensated for by support measures. Equal opportunities are based on the understanding that all sexes are equal. The use of gender-inclusive language is understood as an active measure to raise awareness. We therefore encourage teaching staff to counsel their students to use gender-inclusive language when writing academic papers (e.g. seminar papers, Bachelor's and Master's theses and doctoral theses): <https://intranet.aau.at/display/orghandbuch/Empfehlungen+zur+geschlechterinklusionen+Sprache> (German only).

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

Since 2011, the University of Klagenfurt has repeatedly been awarded the certificate for the “*university and family* audit”. In accepting these certificates, the university also commits to the continuous development and implementation of 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.

### **XIV. SUSTAINABLE USE OF RESOURCES**

The 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.

**Sources**

Universities Act (UA)

Part B of the University Statutes:

Provisions Pertaining to Study Matters

**Imprint**

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