

Klagenfurt, 21st of July, 2025/ul

GUIDELINE

governing study period extensions for students enrolled in the **Master's degree programme in Information Management (UL 066 922, Version 19W)**, which is due to be terminated and can therefore only be studied until the **31st of March 2026**.

PREREQUISITES:

In accordance with [§ 8 para. 2 Part B of the University Statutes](#), an [extension of the period of study](#) by a maximum of two semesters 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 dependants; completion of a voluntary social service year). [Employment is not considered to be a case of particular hardship](#) unless compelling and unforeseeable changes arise.

The approval of a study period extension can only be granted for [one semester](#). A further (second and final) semester may be approved, if the student can demonstrate [significant academic progress](#). [An extension of the duration of study](#) amounting to [more than two semesters](#) is excluded.

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 relevant documents must be uploaded with the application.
- The application must be received no later than [24:00 hrs \(midnight\) on the 10th of March 2026](#). (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 75%](#) complete.

- The student must have an **active supervision arrangement** for the **Master's thesis** (approved academic thesis → electronic application: Application for supervision of Master's thesis).

By submitting your application, you formally confirm that you meet these prerequisites.

IMPORTANT INFORMATION:

- Please note that **the supervisor** is granted a period of **two months** from the date of submission **to assess the Master's thesis**. We recommend that you take this into consideration when planning your schedule.
- **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.
- The approval of an extension of the period of study does not mean an **exemption from the payment of the prescribed tuition fee or ÖH fee**.
- The university **is not legally required** to grant an extension to a student's study period.
- 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 2026).