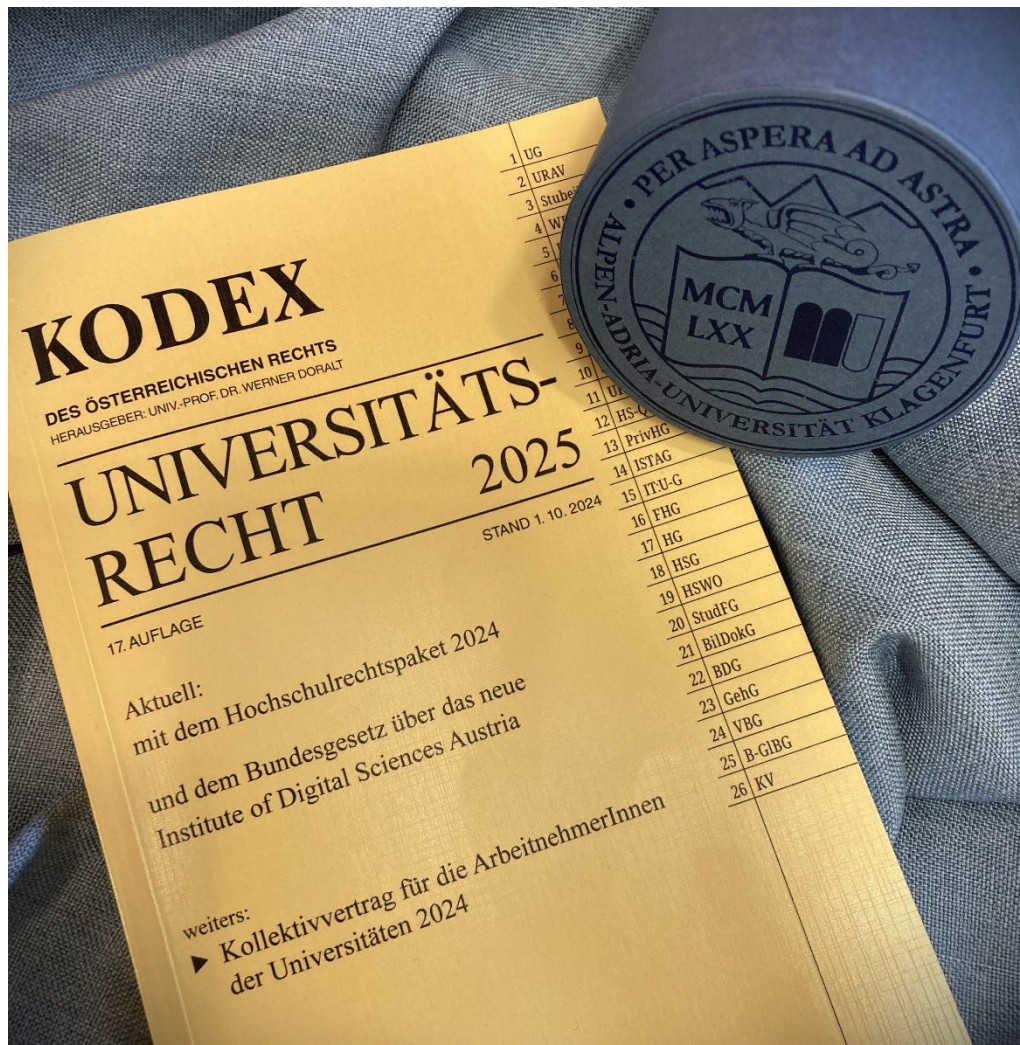


INFORMATION FOR TEACHING STAFF



Last update: November 2025

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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.

Prioritization of courses

Covering the demand for courses in regular degree programmes takes precedence over teaching in continuing education programmes (Statutes Part B Section 21 (1)). In doing so, care must be taken to ensure that priority is given to courses in the compulsory program of bachelor's, combined bachelor's, and master's degree programs. Those who have completed their habilitation can generally be entrusted with all types of courses.

Reading courses

In principle, courses with fewer than 5 students (fewer than 8 students for external lecturers) must be canceled. In order to ensure that the course can be studied, it can be offered as a reading course, whereby the number of hours is adjusted due to the lower supervision requirements. Example: For a two-hour course, the number of hours is reduced to one semester hour, while the amount of self-study is increased so that the workload for students (ECTS-AP) remains unchanged.

Teaching activities at “unusual times”:

As a matter of principle, no courses are held on Sundays and public holidays. Teaching on Sundays and public holidays is only permissible with the prior approval of the Rector of Studies (Point 5 der [Betriebsvereinbarung über die Zulassung der Betrauung mit Lehrtätigkeiten zu außergewöhnlichen Zeiten](#) - only in german). 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.

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

Minimum requirement:

- ✓ 1-hour Lectures (VO) must take place on at least 3 days.
- ✓ 2-hour Lectures (VO) must take place on at least 5 days.
- ✓ 1-hour Examination-immanent courses (piLV) must take place on at least 2 days.
- ✓ 2-hour Examination-immanent courses (piLV) must take place on at least 4 days.

In these cases a block unit application is required.

If lectures are held on more than 3 or 5 days and examination-immanent courses on more than 2 or 4 days, no application is required. The 14-day holding of courses is therefore not subject to approval.

The approval request ([form “Blocked Units”](#)) 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.

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 § 76 para. 2 of the Universities Act (UA) and Section 10 (2) Part B of the University Statutes. The course description may also indicate that the examination may be taken in another language, provided that this option is anchored in the relevant curriculum. If the assessment of a course does not comply with the announced criteria and standards, this shall be considered a serious deficiency in the conduct of the examination within the meaning of § 79 para. 1 UG. For courses with continuous assessment (Section 11 (3) in conjunction with Section 10a (2) to (8) Part B of the University Statutes), it must also be specified whether and to what extent attendance is mandatory.

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. Incoming students (e.g. Erasmus+ or Joint Study programs) and students of the MORE program must be accepted in any case. 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 (§ 76 para. 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 (Section 11 (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). If specified in the curriculum and noted on the course planner, the exam may be taken in English instead of German with the consent of the course lecturer. The option to change languages must be noted on the course planner.

Exceptions:

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 (Section 15 (3a) Part B University Statutes).

Alternative examination method if the student provides evidence of a disability or chronic illness, see Section XIII of this document.

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 (§ 79 para. 1 UA).

In the case of **courses with continuous assessment** the evaluation is not based on a single examination, but on several written and/or oral partial assessments of the participants. A comprehensive list of all accomplishments required for the positive assessment (e.g. attendance, active participation, written work, final examination, ...) must be announced on the course planner before the start of the course. 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. If a partial performance is essential for the successful completion of a course with continuous assessment and is subject to a deadline (e.g., midterm or final exam), students must be given the opportunity to make up the missed partial performance if they have a valid reason. 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.

In addition, we recommend setting a date for the **latest possible withdrawal** from the course (e.g., October 31 for the winter semester or March 31 for the summer semester) and informing students of the consequences (e.g. negative assessment) of failing to attend the course without withdrawing in a timely manner. In our view, a negative assessment is only permissible after appropriate notification. This also applies to the later discontinuation of the course without valid reason.

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. ONLINE TEACHING

Information regarding the course model and the percentage of online components must be included in the course description/course planner. This does not include the self-study component for students.

1st year of study

In the 1st year of a bachelor's or combined bachelor's degree program, all courses that are scheduled for the first or second semester in accordance with the recommended course of study must be held in person or in a hybrid format. In the case of parallel courses, a course may also be held online. Deviations are permitted in the case of jointly established degree programs or joint study programs.

From the third semester (BA) and from the first semester (MA) onwards, the following formats are possible:

Courses without continuous assessment (lectures)

- **In-person** (100% attendance in the lecture hall/seminar room): the course is held exclusively in the lecture hall/seminar room; synchronous streaming is not provided. Recordings of lecture units may be used as a supplement.
- **Hybrid** (100% attendance in the lecture hall/seminar room with synchronous streaming): the lecture is held in person and streamed synchronously.
- **In-person and online:** (at least 40% attendance in the lecture hall/seminar room): the lecture takes place in person and in synchronous online sessions. Up to 15% can be held asynchronously.
- **Online** (100% synchronous): the course is held online and synchronously; recordings of lecture units can be used as a supplement; up to 15% can be held asynchronously; the exam is held online; this format requires the approval of the program director.

Courses with continuous assessment

- **In-person** (100% attendance in the lecture hall/seminar room): the course is held exclusively in the lecture hall/seminar room; synchronous streaming is not planned but is possible.
- **Hybrid** (100% attendance in the lecture hall/seminar room with synchronous streaming): the course is held in person and streamed synchronously; online interaction is not required but is possible.

- **Blended learning** (at least 40% attendance in the lecture hall/seminar room): The course takes place in face-to-face and online units, whereby the online units must be independent, didactically adapted teaching/learning units that can contain both synchronous units and asynchronous units (self-study units with teacher feedback).
- **Online (100%)**: at least 60% must be held as synchronous units and up to 40% can be designed as asynchronous units (self-study units with teacher feedback); requires a detailed justification from the teacher, including a didactic concept and the approval of the program director.

Asynchronous units are about providing your students with learning materials that they can use to work on or deepen their understanding of a topic in a self-directed manner, apply content they are already familiar with, or be guided through practical work. The aim is for students to consolidate and apply content from previous course units through asynchronous study, or to prepare intensively for an upcoming course unit.

V. 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

VI. 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 (§ 76 para. 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 (§ 76 para. 3 UA; Section 14 (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 Section 14 (2) of Part B of the University Statutes, the following registration periods apply depending on the type of examination:

Type of examination	Registration period
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 § 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

- 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 (Section 14 (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 (Section 14 (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 (Section 14 (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” (Section 10 (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 30th of June, and for courses taught in the summer semester, it ends on the 31st 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 (see III. INFORMATION REQUIREMENTS - Assessment criteria/assessment standards for course examinations).

If the student has already performed in the course, he/she is to be assessed (exception: if stating a valid reason).

Students who can credibly demonstrate a valid reason for not attending the course, are not to be assessed. In Zeus, "discontinued" must be entered for the course.

VII. 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's 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 (Section 10 (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 (Section 12 (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 VI	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 (Section 18 (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 (Section 19 (7) Part B University Statutes). The reference date is the submission date recorded in the electronic register of academic theses (German abbreviation WIA).

VIII. 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 Section 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.
- ✓ 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.

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 1st of October 2011 can be re-taken four times
- ✓ Examinations (general) first attempted after the 30th September 2011 can be re-taken three times
- ✓ If the last retake (fourth attempt) is assessed negatively, the student is entitled to repeat it one more time (fifth attempt), but only if it is the last examination of the degree program.

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 (Section 15 (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 CULT (cult@aau.at) 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 (Section 12 (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).
- ✓ A renewed admission is not possible.

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. 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 specified in the curriculum and noted on the course planner, the exam may be taken in English instead of German with the consent of the course lecturer. The option to change languages must be noted on the course planner.

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 (Section 15 (3a) Part B University Statutes).

IX. ACADEMIC MISCONDUCT (e.g. deceit, plagiarism, ghost-writing, use of unauthorised aids)

1. General Information

Provisions on academic misconduct can be found in the [Higher Education Quality Assurance Act \(HS-QSG\)](#), in the Statute of the University of Klagenfurt, [Part B, Section 19a](#), in the [Code of Conduct](#), and in the [Academic Misconduct Policy issued by the Rectorate and the Rector of Studies](#). Academic misconduct is deemed to have occurred if someone

- a. obstructs or sabotages the research activities of others;
- b. uses unauthorised aids, which also includes the improper use of artificial intelligence applications. The University's guidelines „[Recommendations for indicating the use of generative artificial intelligence](#)“ and „[Recommendations for dealing with artificial intelligence in the context of written digital examinations](#)“ provide recommendations for teaching staff on dealing with artificial intelligence in written academic papers or exams. It is essential for the teaching staff to clearly define what constitutes improper use and the extent to which the use of artificial intelligence is permitted. We recommend including this information in the course planner. Unauthorised or, if permitted, undeclared use of generative AI systems will be regarded as academic misconduct.

- c. makes unauthorised use of another person when writing a paper or taking an examination or uses work commissioned from a third party (ghost-writing);
- d. adopts texts, ideas or artistic works in whole or in part and passes them off as their own, in particular if someone uses text passages, theories, hypotheses, findings or data by directly adopting, paraphrasing or translating them without appropriately identifying and citing the source or the author (plagiarism). Also the reuse of one's own work or parts thereof without appropriate identification by means of a citation, the verbatim translation of a text from a foreign language, which is then presented as one's own work ("translation plagiarism") and the use of generative AI systems without disclosure.
- e. invents or falsifies data or results.

If there is suspicion of academic misconduct of any kind, it must be addressed by the course lecturer, examiner, or supervisor of a bachelor's or master's thesis or by a supervisor or tutor of a doctoral thesis. When assessing whether academic misconduct has occurred, the standard of practice in the relevant scientific community at the time of writing (e.g., citation rules, rules of use in relation to AI systems) serves as a benchmark for the assessment. If there is suspicion of plagiarism or any other form of academic misconduct, the course lecturer or examiner may invite the student to an oral follow-up interview within one month of submission of the written work in order to verify plausibility as to the independence of the student's work. Different deadlines are applicable for master's and doctoral theses (please see Section 3).

To classify academic misconduct as 'serious' within the meaning of Section 2a (4) HS-QSG, the frequency and severity of the misconduct must be considered as they constitute the decisive factors for such classification. The following aspects in particular must be considered:

- ✓ Quantity of adoptions in absolute terms and in relation to the work as a whole;
- ✓ Adoption of entire trains of thought or merely of isolated phrases;
- ✓ Planned and systematic adoptions (intent) or only (at least) recurring 'improper' citations, whereby occasional citation errors, such as omitting to clearly indicate a verbatim citation, do not constitute academic misconduct, if the external source has been identified and can be located. If only a few source references are missing, the work should not be assessed negatively solely for that reason.
- ✓ Recurrence of academic misconduct in subsequent written work or examinations.

Academic misconduct must be reported to the Rectorate (please see the description of the procedure below). If the academic misconduct is serious and the student has acted with intent, the Rectorate may exclude the student from her or his studies for up to two semesters.

2. Courses and Examinations

Prior to the course or examination

It is the responsibility of the lecturer to clearly define what constitutes „unauthorised aids” (e.g. mobile phones, tablets, slides, literature, AI etc.). Written exams must be completed without unauthorised aids. Written assignments must be written independently. The degree of independence may vary depending on the topic, type, and scope of the work and must be determined in advance by the course lecturer. We recommend to make this information available in the course planner as early as possible as well as communicating it to all course participants in writing prior to the examination (e.g., in ZEUS, Moodle, or via email).

During the examination or during the writing/supervision phase

If a student is caught using an unauthorised aid, it is our view that there are good reasons to assume that the requirements for a positive assessment have not been met. A positive assessment would only be justified if, despite the use of unauthorised aids, it can still be assumed that the work was produced to a sufficient extent independently. However, it is crucial that the unauthorised aids were clearly defined prior to the incident. We urge you to record the incident and in particular the information about the type of unauthorised aid and extent to which it was used. You can find the relevant form “The use of unauthorised aids” [here](#).

If early signs of academic misconduct become apparent before the submission of a written work, a verbal warning must be issued. We recommend documenting this warning. Students are entitled to apply to the Rector of Studies to request 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 aforementioned measures (advance information and documentation, impact upon the independence of the performance) are crucial for the appraisal in determining whether the manner in which the examination was conducted had indeed been subject to a serious flaw.

During the assessment of the examination or another written work

Bachelor's and master's theses, as well as doctoral theses are subject to a compulsory review using the plagiarism detection software in use at the University of Klagenfurt. Other student papers can also be checked in this way. This check is intended to help identify academic misconduct, but only serves to provide an initial indication as a supplement to the supervisor's own assessment of the content and form of the written work.

Written seminar and examination papers, bachelor's theses, and academic papers (master's theses, dissertations) are to be graded as 'insufficient' if academic misconduct took place. The student must be given the opportunity to make a statement before this assessment is recorded. This statement together with a description of the circumstances of the case, must be submitted to the Rectorate. Such notification has to be submitted during the assessment process in ZEUS (email icon). If the written work was completed as part of a course with ongoing assessment,

the entire course has to be graded as 'insufficient.' Additionally, the assessment will be flagged by the Admissions and Examinations Office in the examination records.

After the evaluation of the exam or another written assignment

If a student believes that academic misconduct has been wrongfully determined with regard to her or his written work, she or he has the right to request that the programme director conducts a review of the decision by a commission within 14 days of the assessment. If the course is one that was enrolled in as part of individual course attendance according to § 51 para. 2 subpara. 20 of the UA or a co-registration according to § 63 para. 9 subpara. 2 UA, the responsible programme director will be determined by the Rector of Studies. If the exam or another written assignment was carried out as part of the certificate university programmes for further education, the Vice-Rector for programmes for further Education replaces the programme director in carrying out the aforementioned review. The course lecturer or examiner has the right to be heard (please see Section 19a (4), Part B of the Statute of the University of Klagenfurt for further information).

The Admissions and Examinations Office flags a negative assessment with a red X due to academic misconduct next to the student's name. In case of repeated misconduct, the red X becomes visible to

- ✓ proposed supervisors for master's theses;
- ✓ prospective supervisors, tutors, and expert reviewers of the doctoral theses;
- ✓ teaching staff of the courses with ongoing assessment, which the student in question registers for.

If the academic misconduct is serious and the student has acted with intent, the Rectorate may exclude the student from her or his studies for up to two semesters.

The Rector of Studies shall annul the result of an examination, if, after the assessment, it is determined that the admission to the examination was gained under false pretences or a positive assessment was obtained through serious academic misconduct (Section 73 (1) of the Universities Act 2002). The student must have acted or concealed the relevant circumstances intentionally. The examination declared null shall be counted towards the total number of repetitions (§ 73 (2) UG). As the annulment is issued in the form of an appealable official notification, it is particularly important to keep detailed documentation and/or provide sufficient justification for the establishing such an act.

3. Special provisions for bachelor's theses, master's theses, and dissertations

The principles outlined in Sections 1 and 2 generally also apply for bachelor's theses, master's theses, and dissertations. In particular, the obligation to report to the Rectorate must be observed. However, the deviating provisions and deadlines apply in the following circumstances:

If plagiarism or another form of academic misconduct occurs during the supervision phase of a master's thesis or dissertation, a verbal warning must be issued and documented. Furthermore,

the supervisor is entitled to suspend their supervision. The supervision phase lasts until the submission of the academic paper.

Bachelor's and master's theses as well as doctoral theses are subject to a mandatory check performed by the plagiarism detection software in use at the University of Klagenfurt. This check is intended to help identify academic misconduct. However, it serves to provide a preliminary indication of academic misconduct and constitutes a supplement to the supervisor's own assessment of the content and form of the thesis.

If there is a suspicion of plagiarism or another form of academic misconduct, the reviewer may invite the student to discuss the issue within two months for master's theses and within four months for dissertations after the paper's submission, in order to assess the plausibility as to the independence of the student's work.

The Admissions and Examinations Office flags a negative assessment due to academic misconduct. This becomes visible immediately after the entry for:

- ✓ proposed supervisors of master's theses;
- ✓ prospective supervisors, tutors and reviewers of doctoral theses;
- ✓ teaching staff of the courses with ongoing assessment, which the student in question registers for.

In the case of a serious or repeated violation of the standards of good academic practice, students will not be allowed to rework the same topic for their bachelor's, master's, or doctoral theses.

X. COURSE FEEDBACK

Courses are regularly evaluated by the students. The responsible bodies must take the evaluation results into account when planning university teaching (Section 3 (3) (b) University Statute Part C).

The evaluation takes place every semester in the form of an anonymous, electronically conducted survey ([LV-Feedback](#)). In the case of courses held weekly, course feedback begins approximately two weeks before the end of the semester; in the case of blocked courses, it begins in the last blocked unit. The dates for the deadlines of the survey period can be taken from the LV card. Date adjustments can be arranged in consultation with the [Quality Management Office](#). Students must be made aware of the possibility of giving course feedback. In order to achieve a high response rate, students should be given time within a course unit to complete the electronic questionnaire. At the end of the survey period, the results should be reviewed and a statement made regarding the student feedback. The statement (comment, thanks, etc.) signals to the students that their feedback is taken seriously. It is possible for teachers not to agree to the publication of the results (by contacting the Qualifications Management Office). In addition to the electronic feedback at the end of the course, it is recommended to invite students to provide (oral) interim feedback once approx. one third to one half of the course has been completed.

XI. 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 topic¹ 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 (4a) and § 19 (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;

¹ We recommend the application of these provisions to seminar papers as well.

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 Section 18 (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.

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 (9) and § 19 (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's theses are not counted as academic theses as stipulated by § 72 UA.

“Resubmission” of negatively assessed Master’s theses

Master’s 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 Master thesis, the supervisor is entitled to dissolve the supervision arrangement.

Continuation of doctoral studies following the negative assessment of the dissertation

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 (8) in combination with § 19 (9) of Part B University Statutes), the continuation of doctoral studies is only possible, provided that the student addresses a new Dissertation subject.

XII. 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://intra-net.aau.at/x/bwpcG>

XIII. 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: [Services for disabled students](#) (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 (§ 59 para. 1 subpara. 12 of the UA). 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.

XIV. 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+geschlechterinklusive+Sprache> (German only).

XV. 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 VI above) be announced at the earliest possible opportunity.

XVI. 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.

XVII. VIOLATIONS OF THE RULES OF CONDUCT

The rules of conduct for all properties, buildings, and rooms available to the university for the fulfillment of its tasks are laid down in the [House Rules and Use Policy](#). The provisions of the guidelines are also decisive for the smooth fulfillment of teaching tasks.

The following must be observed when conducting courses and examinations:

Teachers, students, and participants in a course or examination shall treat each other with respect and consideration and shall, in particular, respect the freedom of teaching and learning as well as freedom of speech as the foundation of a democratic society. They observe the limits set by the legal system and, in particular, the prohibition of direct or indirect discrimination on the basis of gender, ethnicity, religion or belief, age, or sexual orientation. They refrain from any behavior that impairs the dignity of a person or is undesirable, inappropriate, degrading, offensive, or objectionable to the person concerned (Section 10a of the AAU House and Usage Regulations).

In the interests of proper operation, restrictions on use may be imposed:

- a) by the Rectorate for the entire University of Klagenfurt if safety and order appear to be at risk,
- b) by the heads of the organizational units in their area if warnings for violations of the house rules and rules of use have been unsuccessful,
- c) by the course lecturer or head of any other event in case of overcrowding in a lecture hall or seminar room with regard to the necessary safety and order,
- d) by the Union of Students at the University of Klagenfurt for its premises.

In cases b) to d), the person issuing the order must notify the Rectorate.

In the event of serious or repeated violations of the house rules and regulations, persons (with the exception of members of the university in accordance with § 94 (2) and (3) UG) may be excluded by the Rectorate from using the premises, grounds, and/or services for a limited period of time or permanently. In special cases the Rectorate may issue a temporary or permanent ban on entering the premises.

If course lecturers observe violations of these guidelines or cases of sexism or sexual harassment, they are obliged to issue a warning. In serious cases or in the event of a repeat offense, the person concerned must be instructed to leave the room and can, in the event of further violations, temporarily be excluded from the teaching activities. If the person poses a danger to themselves or others, they must be instructed to leave the university premises. The assistance of the security service may be requested to enforce this order.

In order to ensure the proper, unimpeded, and appropriate conduct of a **written examination**, the instructions of the examination supervisors (subject supervisors and other staff entrusted with supervision) regarding seat allocation and seating arrangements must be followed. If these instructions are not followed despite being requested, the examination supervisor is authorized to exclude the participant from the examination and to expel them from the room, with the assistance of security if necessary.

If courses or examinations are disrupted to such an extent that it becomes impossible or unreasonable for the lecturer to continue, the course or examination may be interrupted. If necessary, security personnel and, if necessary, the police must be notified.

If courses or examinations are held in the form of a teleconference, students or participants may be temporarily excluded from further participation and/or the course may be discontinued, in accordance with the above provisions and after prior warning.

The Rectorate is responsible for enforcing the house and usage rules, in particular for supervising the maintenance of safety and order. The heads of the organizational units are responsible for enforcing the house and usage rules in their respective areas of activity. In the event of imminent danger, every user of the University of Klagenfurt is entitled and obliged to take appropriate measures to avert danger and damage to the university.

Sources

[Universities Act 2002 \(UG\)](#)

[Higher Education Quality Assurance Act \(HS-QSG\)](#)

[University of Klagenfurt Statute, Part B: Regulations relating to Study Matters](#)

[Academic Misconduct Policy issued by the Rectorate and the Rector of Studies](#)

[Guidelines of the Rectorate and the Director of Studies on teaching](#)

[House Rules and Use Policy](#)

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