



# Legal Regulations for Academic Affairs

part of the

## TU Graz Statute

The senate of Graz University of Technology agreed the part on Legal Regulations for Academic Affairs of the TU Graz statute in its present form in the meeting dated 3 October 2016 on a proposal by the rectorate.

This part of the statute shall come into effect on 5 October 2016 with its announcement in the university gazette (*Mitteilungsblatt*).

*(Please note: The English version of this document is a courtesy translation. Only the German version is legally binding.)*

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## Preamble

TU Graz strives to offer its students an excellent education that can compete with that offered by other top universities. To achieve this aim, high-quality degree programmes, internationality, and the possibility of completing the degree programmes in a reasonable time must be ensured.

The degree programmes at TU Graz enable students to carry out scientific work, to critically assess their scientific findings and to act with professional and ethical responsibility. To this end, students are provided with the necessary specialist knowledge, skills and methods as required by the job market. In addition, the aim is to strengthen students' initiative and independence.

## I. General provisions and terms

### § 1. Officers responsible for study matters

The officers responsible for study matters at TU Graz are defined and described in the part on organisation of academic affairs of the TU Graz statute: The vice rector for academic affairs and the deans of studies.

### § 2. Subjects

(1) Degree programmes are subdivided into subjects. Subjects are thematically related parts of the degree programme, the content and methods of which are generally taught in several courses.

(2) Compulsory subjects constitute a prerequisite for completing a degree programme. Compulsory subjects are composed of compulsory courses. These must be offered at least once per academic year.

(3) Elective subjects are subjects from which students must choose according to the conditions determined in the curricula. For each elective subject, there is a catalogue of electives, from which students can make their choice. The courses selected become the elective courses and form the elective subject.

(4) The free-choice subject consists of courses that can be freely selected by the students from the courses offered by any recognised Austrian or foreign universities, as well as any recognised Austrian or foreign institutes of post-secondary education. Courses that were completed to obtain the qualification for the degree programme pursuant to the University Entrance Qualification Act (StudBerG) or to obtain the general or special university entrance qualification (§ 64 para. 2 or para. 3 Universities Act [UG]) are excluded therefrom. For all bachelor's, master's and diploma programmes, a free-choice subject with a minimum scope of 5% of the total sum of ECTS credit points shall be completed.

### § 3. Modules

Pursuant to the Bologna Process, courses may also be combined to produce modules within the framework of a curriculum.

### § 4. Types of courses

(1) In the curricula, the following types of courses may be offered:

- 1) VO ... lecture
- 2) UE ... exercise
- 3) KU ... design exercise
- 4) LU ... laboratory course
- 5) PT ... project
- 6) VU ... lecture with integrated exercises
- 7) SE ... seminar
- 8) SP ... seminar project
- 9) EX ... excursion
- 10) OL ... orientation course
- 11) PV ... exclusive seminar

(2) The types of courses shall be described in the curricula. The curricular committee shall propose guidelines for this purpose, which shall be adopted by the senate.

(3) The courses named in para. 1 subpara. 2 to 11 are courses with continual assessment (§ 5 para. 2 subpara. 3 lit. b).

### § 5. Examination methods and types

(1) A differentiation shall be made between the following examination methods:

1. Oral examinations are examinations in which the examination questions must be answered orally. They are publicly accessible, and admission restrictions shall be permitted for reasons of spatial conditions.
2. Written examinations are examinations in which the examination questions must be answered in writing.
3. Written and oral examinations are examinations containing both a part pursuant to subpara. 1 and a part pursuant to subpara. 2.

(2) A differentiation shall be made between the following types of examinations:

1. Individual examinations are examinations held by individual examiners.
2. Examinations before a committee of examiners are examinations taken before examination committees.
3. Course examinations are examinations that serve to test the knowledge and skills students acquired during a single course:
  - a) Lecture-type courses are assessed by means of a single examination at the end of the course (selective examination);

- b) Courses with continual assessment are assessed by means of regular written and/or oral and/or practical contributions by the participants (continual monitoring of progress).
4. Subject examinations or module examinations are examinations that serve to test the students' knowledge and skills in a subject or module.

Students retaking a course with continual assessment may, from the second re-take onwards, apply to be assessed by means of a selective examination.

## **§ 6. Structure of the academic year**

Beyond the legal regulations on the structure of the academic year (§ 52 UG), the following shall apply:

1. The academic year shall consist of 30 course weeks, whereby 15 course weeks shall generally be provided for per semester.
2. An uninterrupted period of at least eight weeks shall always be provided as a semester break between the summer semester (begins 1 March) and the winter semester (begins 1 October). The semester break after the winter semester shall last at least two weeks.
3. The exact structure of the academic year is determined by the senate and is published in the university gazette.

## II. Degree programmes

### § 7. Types of degree programmes

(1) The following types of degree programmes may be established:

1. bachelor's programmes (§ 51 para. 2 subpara. 4 UG and § 54 UG);
2. master's programmes (§ 51 para. 2 subpara. 5 and § 54 UG);
3. doctoral programmes (§ 51 para. 2 subpara. 12 and § 54 UG);
4. joint and double degree programmes (§ 51 para. 2 subpara. 27 and § 54 para. 10);
5. university certificate programmes for further education (§ 51 para. 2 subpara. 21 and § 56 UG);
6. extension programmes, and
7. degree programmes in a foreign language.

(2) Extension programmes are degree programmes (a diploma programme, a bachelor's programme with a workload of at least 240 ECTS credit points, or a master's programme) designed to extend a teacher training course completed at an Austrian university or university college for education with one or several teaching subjects or specialisations.

(3) The prerequisite for admission and registration to continue an extension programme for a diploma programme is the valid registration for, or the completion of an existing, complete teacher training course diploma programme which said extension programme extends. If the admission status for a teacher training course diploma programme expires before said teacher training course diploma programme is completed, the admission status for the extension programme shall also expire at the same time. Admission to the final diploma examination in the extension programme requires the completion of a teacher training course diploma programme. The diploma examination is an examination before a committee and is carried out in the same way as for the second teaching subject of a complete teacher training course diploma programme. No diploma thesis must be written.

(4) Admission to an extension programme for a diploma programme is possible until the summer semester 2017. Students who have been admitted to an extension programme for a diploma programme by the end of the summer semester 2017 are entitled to complete their extension programme by 30 September 2021.

(5) The prerequisite for admission and registration to continue an extension programme for a bachelor's programme is the valid registration for or the completion of an existing, complete teacher training course bachelor's programme with a workload of 240 ECTS credit points which said programme extends. If the admission status for a teacher training course bachelor's programme expires before said programme is completed, the admission status for the extension programme shall also expire at the same time. Completion of the extension programme for a bachelor's programme requires the completion of a teacher training course bachelor's programme. No bachelor's thesis must be written.

(6) The prerequisite for admission and registration to continue an extension programme for a master's programme is valid registration for or the completion of an existing, complete teacher training course master's programme which said programme extends. If the admission status for a teacher training course master's programme expires before said programme is completed, the admission status for the extension programme shall also expire at the same time. Admission to the master's examination before a committee in the extension programme requires the completion of a teacher training course master's programme. The master's examination is an examination before a committee and is held in the same way as the second part of the master's examination of a complete teacher training course master's programme. No master's thesis must be written.

(7) To document the completion of an extension programme, a certificate is issued. The completion of an extension programme does not confer any entitlement to be awarded a university degree.

## **§ 8. Establishing new degree programmes**

New degree programmes are established by the rectorate in agreement with the senate on the basis of a statement by the responsible curricular committee.

Curricula are developed and amended according to a special guideline by the senate.

## **§ 9. Curricular content for bachelor's or master's programmes**

(1) In a curriculum, the following shall be determined:

1. the qualification profile;
2. the structure of the degree programme and, if necessary, the total sums of the ECTS credit points, whereby the proportion of lecture-type courses shall be at least 25% and the proportion of courses with continual assessment shall be at least 30% in the compulsory subject area or, including the elective subject area, there must be the possibility of completing courses with a workload of the abovementioned percentages;
3. the course descriptions and types and, if necessary, the number of ECTS credit points and semester hours (SSt);
4. the registration requirements for examinations;
5. if the degree programme is established jointly with another university, the assignment of the courses to the participating universities;
6. provisions on completing an internship if the curriculum provides for such an option;
7. more detailed provisions on writing bachelor's theses;
8. more detailed provisions on writing master's and diploma theses;
9. examination regulations;

10. for master's programmes, a list of the subject-related bachelor's programmes and other subject-related degree programmes of a recognised Austrian or foreign institute of post-secondary education that entitle the student to be admitted to the master's programme.

(2) Furthermore, the curriculum may determine that distance learning units replace or may replace parts of the attendance degree programme (§ 53 UG).

## **§ 10. Curricular content for doctoral programmes**

In a curriculum, the following shall be determined:

1. the objective and qualification profile;
2. admission, the workload and duration of studies;
3. the structure and nature of the doctoral schools;
4. the rights and obligations of the supervisor and the doctoral candidate;
5. the guidelines for the doctoral thesis and its assessment;
6. provisions for the curricular workload of the doctoral programme;
7. the procedures of the thesis defence;
8. the procedures of the overall assessment, taking into consideration the doctoral thesis, the curricular workload and the thesis defence
9. any transitional provisions.

## **§ 11. Transitional provisions for curricula**

(1) The curriculum shall stipulate that, when a new curriculum comes into effect, degree students shall be entitled to complete the degree programme that has not yet been completed at that time within a time period that corresponds to the period of study prescribed by law plus one semester per stage of the programme. In the case of degree programmes with one stage (bachelor's, master's and doctoral programmes), two semesters shall be allowed in addition to the scheduled period of study according to the curriculum.

(2) If the degree programme is not completed in time, the student is subject to the new curriculum for the rest of their degree programme. Students are entitled to voluntarily opt for the new curriculum at any time within the respective admission periods.

(3) The curriculum shall determine specific provisions on the equivalence of positively assessed examinations of the expiring and the new curriculum. In these provisions, care shall be taken to ensure that students do not suffer from any major disadvantage regarding academic progress as a result of the change.

(4) Care shall also be taken to ensure that students have the possibility of completing their degree programme according to the expiring curriculum. If necessary, the dean of studies shall ensure that courses that were offered in the expiring curriculum are still offered after the new curriculum has come into effect if it would not otherwise be possible to complete the degree programme according to the expiring curriculum.



(5) Degree students who are subject to the new curriculum pursuant to para. 2 are entitled to submit applications to the dean of studies for the recognition of positively assessed examinations that deviate from or supplement the provisions determined pursuant to para. 3.

## **§ 12. Legal validity of the curricula**

(1) The curriculum that has been approved and thereby adopted by the senate shall be announced in the university gazette.

(2) The curriculum and any amendments to the curriculum shall come into effect on 1 October immediately following the announcement, provided that the announcement is made before 1 July of the same year; if the announcement is made after 1 July, the curriculum and any amendments to the curriculum shall come into effect on 1 October of the following year. A later date for the legal validity may be determined in the curriculum if this is expedient for organisational reasons.

(3) The regulations on university certificate programmes for further education shall come into effect no earlier than four weeks after the announcement, by way of derogation from para. 2.

## **§ 13. Discontinuing degree programmes**

(1) Existing degree programmes may be discontinued and diploma programmes may be converted into bachelor's or master's programmes by means of a decision by the rectorate. Consensus with the senate must be achieved. The senate and the responsible curricular committee shall each have a right to apply for the discontinuation of a programme. The discontinuation shall be announced in the university gazette.

(2) For the discontinuation of a degree programme, transitional provisions within the meaning of § 11 shall be provided for, which ensure that the students who are registered for this degree programme at the time that it is discontinued have the opportunity of completing it within a reasonable period.

## **§ 14. Admission periods - exceptions**

(1) Pursuant to § 61 para. 1 UG, students who have completed a bachelor's programme at TU Graz outside of the general admission period and outside of the extended admission period shall upon application be admitted to a subject-related master's programme outside of the general admission period and outside of the extended admission period up until the beginning of the general admission period of the semester that follows the completion of the bachelor's programme. For these students, the curriculum for the master's programme that is valid at the time of admission shall apply.

(1a) Para. 1 also applies to students who have completed their bachelor's programme at TU Graz within the extended admission period, if the date on the leaving certificate shows a date of issue outside of the extended admission period.

(2) Beyond the exceptional cases determined in § 61 para. 2 subpara. 1–6 UG, the admission to and registration for the continuation of studies within the extended admission period shall be permitted for students who:

1. come to TU Graz as exchange students;
2. are already admitted to TU Graz on the basis of an earlier application to a degree programme on condition of the university language examination in German or of supplementary examinations and were not able to take the prescribed examinations until after the end of the general admission period, or
3. were excluded from a degree programme at TU Graz after the expiration of the general admission period as a result of not passing an examination in the final permissible retake.

### **§ 15. Compulsory attendance**

Compulsory attendance shall apply for courses with continual assessment. Students may be exempted from compulsory attendance for individual course units by the course instructor.

### **§ 16. Internships**

(1) The curriculum may prescribe that students complete a subject-related internship from the second semester to test and apply the acquired knowledge and skills in a practical way. If it is not possible to complete an internship, suitable substitutes shall be determined. An internship must be assessed in an appropriate form with ECTS credit points in accordance with other compulsory courses of the curriculum.

(2) Students may apply to complete a vocational (subject-related) internship with a maximum workload of the ECTS credit points prescribed in the relevant curriculum as part of the free-choice subject. This internship may be approved by the dean of studies if it is an appropriate addition to the degree programme.

### **§ 17. Academic leave**

(1) Pursuant to § 67 UG, students may be granted a leave of absence for a maximum of two semesters per occasion by the dean of studies, upon substantiated application, whereby completing military service, training service or alternative civilian service, long-term illness, pregnancy, care of own children or family members requiring care or completing a voluntary social year shall constitute sufficient grounds in any case. It is possible to submit another application after an approved leave of absence has ended.

(2) An application shall be submitted for the leave of absence by no later than the end of the extended admission period of the relevant semester. A leave of absence shall not obstruct the expiry of transitional provisions pursuant to § 11.

### **§ 18. Orientation period (STEOP)**

(1) The following shall apply for the orientation period (STEOP) pursuant to § 66 para. 1 and 2 UG:

1. According to § 66 para. 1 and 1a UG, the STEOP shall be organised in such a way that it provides students with an overview of the essential content of the respective degree programme and its further development and forms an objective decision-making tool for the individual evaluation of the students' choice of degree programme.
2. Sufficient capacities shall be provided for STEOP courses. STEOP courses with continual assessment shall be offered in both the winter semester and the summer semester. If STEOP lecture-type courses are not offered in the summer semester, detailed information on the subject area and scope shall be announced.
3. At least two examination dates per semester shall be offered for STEOP courses. To avoid delays in completing studies, sufficient places for the individual examination dates shall always be provided.
4. Examinations for courses that are assigned to the STEOP may only be completed by students for whom these examinations are obligatory.
5. a) For degree students participating in a bachelor's programme according to a version of the curriculum that is valid before 1 October 2016 (irrespective of versions where only minor changes were made), the following shall apply:

In addition to the courses that are assigned to the STEOP, the courses with continual assessment of the first academic year (first and second semester) may be completed. Successfully completed examinations for these courses that do not count for the STEOP do not become valid for the respective degree programme until after the STEOP has been successfully completed.

b) For students to whom a) does not apply:

In addition to the courses and examinations that are assigned to the STEOP, only courses with a maximum workload of 22 ECTS credit points pursuant to the registration requirements named in the curriculum may be completed.

## **§ 19. Degree programmes in a foreign language**

(1) For degree programmes held in a foreign language within the meaning of § 71e (4) UG, the curriculum may stipulate that individual courses assigned to a catalogue of electives and which are not compulsory to complete for the choice of this catalogue may be held in German. There must always be a sufficient choice for the individual specialisation.

(2) For degree programmes that are not held in a foreign language within the meaning of § 71e (4) UG, the course instructors are entitled to hold and examine their courses in a foreign language if this is approved by the dean of studies and the students have sufficient command of the language. In this context, the focus shall be on the teaching or command of the study material and not on the level of the language skills.

(3) Degree students are entitled to write theses in a foreign language if this is approved by the supervisor.

### III. Examinations

#### § 20. Registration and deregistration for course and module examinations

(1) Students are entitled to register for the course examinations within the specified registration period with the course instructor. Registration shall be accepted if the student fulfils the registration requirements specified in the curriculum and the registration for the continuation of studies for the relevant semester is present.

(2) With their registration, students are entitled to apply to take the examination using an alternative examination method to the examination method specified in the curriculum. Application for approval of an alternative examination method shall be accepted if the student provides proof of a long-term disability that prevents him/her from taking the examination using the prescribed method, and the content and requirements of the examination are not impaired by an alternative method.

(3) If registration and application for an alternative examination method from the second retake of a course examination are not accepted, the dean of studies shall decree this by means of a notice after consultation with the course instructor if the student submits a written application for a notice to be issued.

(4) Students are entitled to deregister without giving reasons by no later than 48 hours before the time of the examination.

(5) If a student does not deregister from a course examination in a timely manner, the examiner may block registration for the same examination for a maximum duration of eight weeks or for the next examination date. If the student concerned is able to convince the examiner of a comprehensible, important reason for non-attendance, the examiner shall revoke this restriction immediately.

(6) Para. § 20 (1) – (5) shall apply correspondingly for module examinations.

#### § 21. Registration and deregistration for subject examinations and final examinations before a committee

(1) If the completion of subject examinations or final examinations before a committee is prescribed in the curriculum, students are entitled to register for an examination with the dean of studies within the specified registration period. The dean of studies shall accept registration if the student has provided proof that he/she fulfils the registration requirements specified in the curriculum. If fulfilment with the registration requirements can be verified, the dean of studies is entitled to provide for the registration for subject examinations with the examiners.

(2) With their registration, students are entitled to submit applications for:

1. the examiners;
2. the examination date, and
3. holding the examination using an alternative method to the examination method specified in the curriculum.

- (3) The applications that the student has submitted with regard to the examiners and the examination dates shall be taken into account, if possible. Application for approval of an alternative examination method shall be accepted if the student provides proof of a long-term disability that prevents him/her from taking the examination using the prescribed method, and the content and requirements of the examination are not impaired by an alternative method.
- (4) If the registration, the application for a particular examiner from the second retake or the application for an alternative examination method is not accepted, the dean of studies shall decree this by means of a notice if the student submits a written application for a notice to be issued.
- (5) Students shall be notified in a suitable manner of the assigned examiners and examination dates by no later than three weeks before the examination is held. With the student's consent, arranging dates at shorter notice shall also be permitted. In the event of an examiner's incapacity, he/she may be replaced by a substitute.
- (6) Students are entitled to deregister in writing from an examination by no later than 48 hours before the examination date with the examiner or the dean of studies without giving reasons.
- (7) If a student does not deregister from a subject examination in a timely manner, the course instructor may block registration for the same examination for a maximum duration of eight weeks or for the next examination date. If the student concerned is able to convince the examiner of a comprehensible, important reason for non-attendance, the course instructor shall revoke this restriction immediately.

## **§ 22. Course and module examinations**

- (1) Course examinations shall be held by the course instructor.
- (2) Unless otherwise determined by the dean of studies, module examinations shall be held jointly by the course instructors participating in the module.
- (3) If required, the dean of studies shall appoint another professionally qualified examiner.
- (4) In order to assist students in completing their degrees in a timely manner, all courses with continual assessment must allow students to submit, supplement or repeat in any case at least one partial course requirement to be determined by the course instructor, by no later than four weeks after the course has ended. If the registration period for a course which builds upon the content of this course ends within this time frame, this possibility must be extended until the end of the registration period. The courses named in § 4 para. 1 subpara. 4 are excluded from this regulation.
- (5) For examinations held in a foreign language, command of the teaching material and not the level of the language skills shall form the criterion for the assessment, provided that this foreign language is not the subject of this course.

### **§ 23. Subject examinations and final examinations before a committee**

- (1) The subjects and the type of examinations shall be determined in the curriculum.
- (2) To hold subject examinations and final examinations before a committee, the dean of studies shall appoint
  1. university professors;
  2. associate professors;
  3. university professors emeriti, retired university professors;
  4. adjunct professors (Privatdozent/innen) for the subject of their *venia docendi*.
- (3) The supervisor of the doctoral thesis shall generally be appointed as an examiner for the thesis defence.
- (4) The dean of studies is also entitled to appoint persons with a *venia docendi* at a recognised Austrian or foreign university or at another Austrian or foreign institute of higher education equal in rank to the universities to hold subject examinations and final examinations before a committee if their *venia docendi* is equivalent to a *venia docendi* pursuant to para. 2. In addition, the dean of studies is entitled to appoint honorary professors.
- (5) The dean of studies is also entitled to appoint academic staff members of TU Graz engaged in teaching and research and other professionally or non-professionally qualified experts as examiners.

### **§ 24. Examination committees**

- (1) The dean of studies shall form examination committees for examinations before a committee of examiners.
- (2) Such a committee shall consist of at least three persons. For subject examinations, the relevant dean of studies shall assign an examiner for every examination subject or its subarea provided for pursuant to the curriculum, whereby the relevant dean of studies shall appoint one member to be the chairperson of the examination committee.
- (3) If the examination is the last possible retake of an examination, it shall be held in the form of a single examination and the relevant dean of studies shall be a member of the examination committee and shall chair the examination.
- (4) By way of derogation from para. 2, the examination committee shall consist of at least five members for the last permissible retake of the last examination in a compulsory subject of the degree programme.
- (5) If a sufficiently substantiated application is submitted by the student to appoint an examiner who is a member of a different Austrian university or institute of higher education, this shall be accepted according to the actual possibilities.
- (6) The consultation and agreement on the result of an examination before an examination committee, for each subject in the event of several examination subjects, shall take place in a closed session of the examination committee after a discussion between the members. The committee's decisions shall be made by majority vote, and

the chairperson shall exercise his/her right to vote as the other members of the committee, but shall vote last. The examination committee must reach a decision regarding the assessment, otherwise this shall be decided by the chairperson's vote. Every member shall also take into consideration the overall impression of the examination when the vote is taken on the result in the individual subjects.

## **§ 25. Examination dates**

(1) Examination dates are periods of time in which there must always be the possibility of taking examinations.

(2) The dean of studies shall determine examination dates in such a way that students are able to adhere to the period of study provided for in the curriculum. The dean of studies shall be responsible for the coordination of the examination dates. Examination dates must always be set for the beginning, middle and end of every semester. The examination dates shall be announced in a suitable manner at the beginning of the respective semester. Examinations may also be held at the beginning and end of the semester breaks.

(3) In as far as is possible, the dean of studies is entitled to transfer the responsibility for determining examination dates for course examinations to the course instructors.

(4) The dean of studies shall determine a period of at least two weeks for registering for examinations. In as far as is possible, he/she is entitled to transfer the responsibility for determining the registration periods for course examinations to the course instructors. The registration periods for course examinations shall end no earlier than one week before the examination date.

(5) If possible, the dean of studies shall permit the individual arrangement of examination dates between the students and the examiners; in this context, examination dates during the semester breaks shall also be permissible.

(6) Course examinations shall always be offered until the end of the third semester following the course.

(7) For examinations with a limited number of participants, the dean of studies shall ensure that a waiting list is managed in the electronic system. Students shall be admitted for the earliest possible examination date according to this waiting list, but by no later than within a period of two months.

## **§ 26. Holding examinations**

(1) In the examination, students shall be given the opportunity to demonstrate the level of the knowledge and skills they have acquired. In this context, the content and scope of the course material shall be taken into account.

(2) For examinations held in a foreign language, command of the teaching material and not the level of the language skills shall form the criterion for the assessment, provided that this foreign language is not the subject of this course.



(3) Oral examinations shall be open to the public. If necessary, admission may be limited to a suitable number of people appropriate for the spatial conditions. For oral examinations before a committee, every member of the examination committee shall be present for the entire duration of the examination. For examinations which include a presentation and/or questions on the content of a thesis which has use-restrictions, as set forth in § 86 para. 2 UG, this part of the examination shall not be public.

(4) The examiners shall investigate the candidates' knowledge and skills in a transparent and comprehensive manner and evaluate these in the assessment. Every examiner shall announce in the electronic system the knowledge and skills that he/she expects from the students, so that the requirements of the examinations are foreseeable for the students. When announcing the examination requirements, care shall be taken to ensure that these are consistent with the teaching content. In addition, the examination procedure and the weighting of partial course requirements shall be determined and published. The examiner or the chairperson of the examination committee shall ensure that examinations are conducted in an orderly manner, and shall make records of the examinations. The examination records shall include the examination subject, the time and place of the examination, the examiner's name or the names of the members of the examination committee, the student's name, the questions asked, the assessments awarded, and, if applicable, the reasons for a negative assessment, and any unusual occurrences. Upon application, the student shall be notified in writing of the reasons for a negative assessment. The examination records shall be kept for at least one year from the time that the assessment is announced.

(5) The result of an oral examination shall be announced to the student immediately after the examination. Certificates shall be issued pursuant to para. 6. If the examination is assessed negatively, the reasons for this shall be explained to the student.

(6) Written examinations shall be assessed in such a way that it is possible to issue the certificates pursuant to § 75 para. 4 UG immediately, but by no later than within four weeks after the performance of the work to be assessed.

(7) If a student abandons an examination that he/she has begun and does not have an important reason for this, the examination shall be assessed negatively. The dean of studies shall determine whether an important reason exists by means of a notice upon application by the student. The application shall be submitted within two weeks from the time that the examination was abandoned. An examination shall be considered to have been begun if the first question has been asked in the case of an oral examination, or the examination questions or tasks have been received in the case of a written examination. For courses with continual assessment, the demonstrable acceptance of the first subtask (which will be announced by the course instructor in the course description and in the first course unit) shall be equated with beginning the examination. If the student does not complete the further partial requirements and does not have an important reason for this (e.g. medical certificate), this shall be considered an abandonment of the examination, and the examination shall be assessed negatively.

(8) If examinations for a course occur repeatedly in which the proportion of negative assessments is over 80% of the overall assessments of an examination, the relevant dean of studies shall examine the cause, document it in writing and take appropriate measures.

### **§ 27. Use of prohibited aids in examinations**

(1) If the use of prohibited aids by a student or the attempt to use such aids is observed during an examination, this shall be equated with the abandonment of an examination begun, within the meaning of § 26 (7), and the examination shall be assessed negatively. The facts of the situation and the time shall be included in the examination records.

(2) If it does not become apparent that a student has used prohibited aids until during the assessment, but before the result is announced, § 74 UG shall apply analogously.

### **§ 28. Retaking examinations**

(1) Students are entitled to retake negatively assessed examinations four times in total. The third and fourth retake shall always take place before a committee if the examination was held in the form of a single examination. Upon written application by the student, this shall also apply for the second retake.

(2) By way of derogation from para. 1, negatively assessed examinations of the teacher training course for secondary education as a bachelor's or master's programme may only be retaken three times.

## IV. Supervising theses

### § 29. Theses

- (1) More detailed provisions on the topic of the master's, diploma or doctoral thesis shall be determined in the curriculum.
- (2) University professors, associate professors, university professors emeriti, retired university professors and adjunct professors (Privatdozent/innen) are entitled to supervise and assess theses from the subject of their *venia docendi*.
- (3) The dean of studies is also entitled to appoint persons with a *venia docendi* at a recognised Austrian or foreign university to supervise and assess master's, diploma or doctoral theses if their *venia docendi* is equivalent to a *venia docendi* pursuant to para. 2.
- (4) If necessary, the dean of studies is also entitled to entrust suitable academic staff members of TU Graz engaged in teaching and research with supervising and assessing master's or diploma theses from the subject of their doctoral thesis or the research area in which they work after they have been awarded their doctoral degree.

### § 30. Master's and diploma theses

- (1) Subject to the provisions of the curriculum, the student is entitled to propose the topic for the master's or diploma thesis or to choose the topic from a number of proposals made by the available supervisors pursuant to § 29. The supervisors of master's and diploma theses shall ensure that the topic and content of the thesis correspond to the stipulated workload.
- (2) The student is entitled to choose a supervisor of the master's or diploma thesis depending on availability.
- (3) The student shall notify the dean of studies in writing of the topic and the supervisor of the master's or diploma thesis before beginning work on the thesis. The topic and supervisor shall be considered accepted if the dean of studies does not prohibit this by means of a notice within one month after receiving the announcement. A change of supervisor shall be permissible up until the master's or diploma thesis is submitted (para. 4); the dean of studies shall be notified of this.
- (4) The completed master's or diploma thesis shall be submitted for assessment to the relevant dean of studies. The assessment of the master's or diploma thesis must take place within two months from its submission. If the master's or diploma thesis is not assessed in a timely manner, the dean of studies shall refer the master's or diploma thesis to another professor pursuant to § 29 for assessment, upon application by the student.

### § 31. Doctoral theses

- (1) Subject to the provisions of the curriculum, the student is entitled to propose the topic or to choose the topic from a number of proposals made by the available supervisors pursuant to § 29 para. 2 and 3.

(2) The student is entitled to choose a supervisor of the doctoral thesis according to the possibilities.

(3) To ensure the quality of the doctoral programmes offered at TU Graz, the confirmation of the doctoral thesis supervision must be available at the time of admission to the doctoral programme. The topic and supervisor shall be considered accepted if the dean of studies does not prohibit this by means of a notice within one month after receiving the announcement. A change of supervisor shall be permissible up until the doctoral thesis is submitted (para. 4); approval by the dean of studies shall be necessary for this purpose.

(4) The completed doctoral thesis shall be submitted to the dean of studies. The dean of studies shall submit the doctoral thesis to two professors pursuant to § 29 para. 2 and 3, who shall assess the doctoral thesis within a maximum of four months. The second assessor may be taken from a subject closely related to the subject of the doctoral thesis. The publication of completed parts in international publication media is recommended, including before the assessment of the doctoral thesis. If proof of such publications cannot be provided at the time that the assessors are appointed, at least three assessors shall be appointed, of which at least one must be from outside of TU Graz.

(5) If an assessor awards the doctoral thesis a negative assessment, the dean of studies shall appoint another assessor pursuant to § 29 para. 2 and 3, who must be from at least one closely related subject. He/she shall assess the doctoral thesis within two months. The assessors shall subsequently make a joint decision on the grade. If more than one assessor awards the thesis a negative assessment, the overall assessment shall be negative.

(6) If the assessors award the thesis different grades in their assessments made independently of each other and are then not able to agree on a grade with a majority, the proposed assessments shall be added together, the result of the addition shall be divided by the number of the assessors and the result shall be rounded to a whole-numbered grade. The grade must be rounded up if the decimal place exceeds 0.5. A majority assessment (grade) shall exist if the majority of the assessors vote for a particular assessment (e.g. two assessors vote for “insufficient”, and one for “very good”: the majority voted for “insufficient” and a decision is made; if, however, one assessor votes for “insufficient”, one for “sufficient” and one for “very good”, there is no majority for an assessment and therefore no decision is made; the assessment shall be determined using the calculation specified here). An averaging process shall only take place in cases in which there is no majority for a particular assessment.

(7) The dean of studies shall inform the university professors from the subject area and the tenured habilitated staff members from the subject area immediately upon receipt of the assessments that these have been received and are ready to be viewed. These persons shall be demonstrably informed that they are subject to the confidentiality obligation. The abovementioned persons are entitled to submit statements on the assessments to the dean of studies within a period of two weeks.

(8) The doctoral candidate may view the assessments pursuant to § 84 UG after the grade has been announced.

### **§ 32. Ensuring good academic practice**

Students shall comply with the rules of good academic practice. Compliance shall be verified, to prevent plagiarism, in particular. More detailed provisions can be found in the relevant guideline by the rectorate.

## V. Nostrification of foreign university degrees

### § 33. Nostrification application

(1) In the application for nostrification, the applicant shall indicate the Austrian degree programme that is comparable to the foreign degree programme he/she has completed and the pursued Austrian university degree. The following proof of the fulfilment of the prerequisites named in § 90 UG shall be submitted with the application:

1. passport;
2. proof from a recognised Austrian institute of post-secondary education of comparable quality to the recognised foreign institute of post-secondary education;
3. proof of the studies completed at the recognised foreign institute of post-secondary education, and
4. the certificate issued as proof of the university degree awarded or if, however, no such degree was to be awarded, then the certificate issued as proof of the proper completion of the degree programme.

(2) If required, the applicant shall submit authorised translations of certificates in a foreign language. English-language certificates do not need to be translated. The certificate pursuant to para. 1 subpara. 4 shall be submitted in the original.

(3) The dean of studies is entitled to waive the obligation to submit some documents if it is established to his/her satisfaction that it would be impossible or excessively difficult to obtain them within a reasonable period, and the documents submitted are sufficient for a decision.

### § 34. Investigation procedure

(1) While taking into consideration the valid curriculum at the time of the application, the dean of studies shall verify whether the foreign degree programme was structured in such a way as to make it equivalent to the Austrian degree programme named in the application with regard to the result of the overall education. A sampling test shall also be permissible as proof, to obtain more detailed knowledge about the content of the foreign degree programme.

(2) If the degrees are generally equivalent and only certain supplementary qualifications are required for full equivalence, the dean of studies shall admit the applicant to the degree programme as a non-degree student by means of a notice and prescribe the completion of examinations and possibly of a thesis to achieve equivalence within a reasonable period to be determined in the notice.

(3) The provisions regarding the recognition of examinations shall not apply.

## VI. Tuition fees

### § 35. Tuition fees

(1) Students shall pay the prescribed tuition fees pursuant to § 91 UG. Tuition fees that have not been paid in full shall not be considered to have been paid. In the case of tuition fees that have not been paid in full, students shall have the possibility of paying the difference. In the event of payment within the extended admission period, the difference shall be based on the increased fees.

(2) Upon application, semesters in which study periods or internships were demonstrably completed within the framework of transnational EU, state or university mobility programmes shall not be taken into account in the calculation of the duration of studies when calculating the scheduled period of study pursuant to § 91 UG.

### § 36. Waiver and reimbursement of tuition fees

(1) In addition to the facts for the waiver of tuition fees named in § 92 para. 1 UG, the rectorate may waive tuition fees for the current semester upon application, if the student loses his/her status as a student subject to tuition fees before the end of the extended admission period of the relevant semester for one of the reasons below:

1. completion of studies that would also have been possible on the basis of the continued effect of the registration for the continuation of studies for the previous semester without the payment of tuition fees for the current semester, or
2. abandonment of studies, provided that the student was registered for the continuation of studies in the immediately preceding semester, or
3. abandonment of studies, provided that the student took no examinations and submitted no thesis for assessment in the relevant semester.

(2) In the event of the student's death, the tuition fees shall be waived under the conditions named in para. 1 subpara. 3 and shall be reimbursed.

(3) Upon application by the student, the difference may be reimbursed for the current semester if

1. higher tuition fees were paid than the prescribed tuition fees, or
2. the tuition fees that had already been paid were waived as a result of an application submitted by the end of the extended admission period of the relevant semester, or
3. tuition fees were paid that did not have to be paid or that were not able to act as registration for the continuation of studies as a result of their late receipt.

(4) Tuition fees shall be waived for foreign degree students pursuant to § 91 para. 2 UG, whose most recently attended university concluded a university partnership agreement with TU Graz, which also provides for the reciprocal waiver of tuition fees.

(5) Upon application, tuition fees shall be waived for students who can provide proof of periods as a student representative pursuant to the Student Union Act (HSG) during

their bachelor's, master's or doctoral programme at TU Graz. The waiver may be claimed for a maximum of four semesters throughout the entire study period at TU Graz.

## VII. Special provisions

### § 37. Special provisions for NAWI Graz programmes

(1) For the uniform fulfilment of the study law provisions in the area of the degree programmes offered jointly with the University of Graz (Uni Graz) in the context of the NAWI Graz cooperation (NAWI programmes), the following regulations shall apply for individual courses of NAWI Graz programmes:

For registering for, deregistering from and holding examinations, the provisions of the statute of the university tasked with holding the relevant examination shall apply. If an examination is held jointly by both universities, information shall be published in the online system on which statute will apply. The regulations shall apply for lectures (selective examination) and for courses with continual assessment.

(2) The validity of the remaining provisions of this statute shall remain unaffected by this.

### § 38. Transitional provisions for the STEOP

(6) The following shall apply for degree students who were admitted for the first time to the relevant bachelor's or diploma programme (teacher training course) at TU Graz from the winter semester 2011/2012 and who are subject to a curriculum version 2011 or an older version of the curriculum:

1. The courses of the orientation period (STEOP) pursuant to the decision by the senate dated 27 June 2011 (published in the university gazette dated 29 June 2011) shall apply.

For the bachelor's programme in Civil Engineering Sciences, Environment and Business, the courses of the orientation period (STEOP) pursuant to the decision by the senate dated 25 June 2012 (published in the university gazette dated 27 June 2012) shall apply.

For the bachelor's programme in Architecture, the courses of the orientation period (STEOP) pursuant to the decision by the senate dated 7 May 2012 (published in the university gazette dated 20 June 2012) shall apply.

2. For bachelor's programmes, the successful completion of the courses in the first and second semesters indicated with an asterisk (\*) pursuant to § 4 of the curricula for bachelor's programmes (version 2011 or older) shall be a prerequisite for the completion of the courses from the fifth semester (pursuant to the decision by the senate dated 27 June 2011, published in the university gazette dated 29 June 2011).