Brochure on student rights and obligations
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Editorial Staff Aisan Fekri Afshar, Isabella Fronhofer, Philip Jung, Negra Karalic, David Kirsch, Sebastian Kneidinger

Copy Editors Aisan Fekri Afshar, Isabella Fronhofer, Negra Karalic

Translation from German Isabella Fronhofer

Layout and Cover Stefanie Hintersteiner

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University laws: how do they concern me?

As a student, university can sometimes ask too much of us. Once you’ve decided on a subject to study, online registration, ‘suitability tests’ and the StEOP start to dominate the first couple of weeks and months at university. But even after these first hurdles have been successfully taken, some questions will come up during your everyday life as a student. Questions such as “Are board examinations (‘kommissionelle Prüfungen’) always in written form?”, “How many times can I repeat an exam?”, “My courses from another university were not accredited, what can I do?”. As a student, you do not only have obligations but also rights. You can, and should, demand these.

This brochure wants to give you an overview over the most important legal procedures concerning exams, accreditations and complaints. Additionally, you will find an explanation of the most important acronyms, abbreviations and terms which you will stumble upon during your time as a student. The brochure is based on the new Statutes (‘Satzung’) of the University of Vienna (2016) and the amendment of the University Law 2002 (Novelle des Universitätsgesetzes 2002, UG 2002). If any questions remain unanswered after you’ve read this brochure, feel free to contact us:

Referat für Bildung und Politik der ÖH Uni Wien

AAKH, Spitalgasse 2, Hof 1
A-1090 Wien
Tel.: +43 (0)1 4277-19540
Fax: +43 (0)1 4277-9195
bipol(at)oeh.univie.ac.at
Who are we?

We are the Department of Education and Politics of the Austrian Student’s Union (‘ÖH’) at the University of Vienna, one of many departments of your legal representation at the University of Vienna. One of our main duties is counseling students on their rights. We are available to you during our office hours in person or via telephone as well as via email during non-office hours. For example, if you have the feeling that you were not treated correctly during a course or an exam you can contact us. In complicated cases we will contact the responsible people at the University of Vienna for you to broach the issue and, in the best case, we solve problems. In addition to our role as mediators and counselors, another important area of work is to represent the interests of students in various boards and committees of the university.

Since the implementation of the University Law 2002 (‘UG 2002’) though, the possibility for students to participate in decision-making has become ever more restricted, which is why it is especially important to us to be active in the still existing committees and panels as well as using the leeway as best as possible in order to create an impact. Working together with the numerous student representative groups is crucial in order to best represent their interests in the Senate and when working with the rector’s office. Besides that, we also work in informal ways (outside the committees and panels) to make the general conditions for studying more bearable and to improve them. Thus, meetings with the Vice Rector’s Office for Studying and Teaching as well as with the Dean of Students Office (‘Studienpräses’) are a regular part of our work. Furthermore the Department of Education and Politics issues statements when bills concerning matters of education policy are introduced.
**Terms and Frequently Used Abbreviations**

**Curriculum**
Description of the **essential content of the course** of studies and all **courses and activities** to be successfully completed; merging of these to modules and determination of examination methods and – regulations. (also called: ‘Studienplan’)

**Deregistration**
Procedure of the **removal of a student’s name from the register of the university** – this can happen automatically when a student graduates or (in-) voluntarily leaves the university, when an exam is failed for the fourth time or, when certain requirements are not met. Some of these requirements are paying the tuition and/or Austrian Student’s Union fee (‘Studien- und/oder ÖH-Beitrag’) or the continuation of enrollment at another university which is not your main university.

**ECTS**
Often used as an abbreviation for ECTS points. The abbreviation stands for European Credit Transfer and Accumulation System. This system is used in the European Higher Education Area (EHEA), which consists of countries which are part of the European Union and those that are not, to coordinate and synchronize varying national systems. In Austria the ECTS points replace the weekly semester hours (‘Semesterstunden’). Theoretically **the effort and work of a course or lecture** should be measurable with these ‘units of value’; in reality this often does not always work out as intended.

**Exam (‘Klausur’)**
A written examination.
Board Examination (‘Kommissionelle Prüfung’)

This means that the exam is not only assessed by one person but rather by a board of examiners (‘Prüfungssenat’). The third repetition of an exam, meaning the fourth try is to always be held in front of a board of examiners, except if the exam is not conducted in the form of a singular examination procedure (e.g. a course with obligatory attendance ['prüfungsimmanente Lehrveranstaltung']). The board of examiners is selected by the Director of the Study Program (‘Studienprogrammleitung – SPL’) which must consist of at least three people. For each examination subject at least one examiner shall be provided. By request of the student the second repetition, meaning the third try, may also already be held as a board examination. The examination may be carried out written or orally.

De- & Registration for Exams

Should a registration for an exam be necessary, it must be done until a legally established deadline. You are entitled to withdraw your registration without an explanation two working days before the set exam date – with a board examination the deregistration must take place latest one week before the set exam date. Should you not deregister for an exam in time and/or fail to show up to the exam, you will get an entry in u:space as ‘not graded’ and the Director of the Study Program (SPL) must block you from attempting to take the exam at the next set date.

When registering for an exam or course with u:space there are different systems according to each department: A point-allocation-system, a preference system and an achievement concept. Additionally Directors of the Study Program can use further criteria for allocating the available number of spots for students in a course or to take an exam. Examples include giving out bonus points, transfer of points from the previous semester or by giving priority to certain groups of students.
Statutes of the University of Vienna (‘Satzung’)
Regulates the legal framework of the University of Vienna, based on the University Law, especially the students rights.

Dean of Students (‘Studienpräsies’)
The Dean of Students is a monocratic institution which is responsible for all matters concerning students' rights, their handling and their execution. Many of their duties are outsourced to the Directors of the Study Program (SPL), such as the approval of master thesis topics, the accreditation of exams and/or courses or the selection of examiners for example for a board examination.

Director of the Study Program (‘Studienprogrammleitung, SPL’)
The Director of the Study Program is an institution, which is subordinate to the Dean of Students. Their duties and responsibilities are very important, and you will most likely stumble upon them during your time as a student. They include: selecting examiners for the board of examiners (‘Prüfungs senat’) at a board examination, the approval of master- or diploma thesis topics, the accreditation of examination results and the administration and organization of the de- & registration periods.

Student representative group (‘Studienvertretung, StV’)
The student representative group is your legal representation on the lowest level and thus closest to you. Each area of study has one and it is officially made up of three to five elected student representatives. Nevertheless, many more people may work together in the StV, depending on how the StV is oriented and how it organizes itself. It is your first stop regarding any kinds of questions concerning your curriculum, switching from one curriculum to a newer one in the same
field of study, problems with lecturers, with the registration for courses/exams or accreditations.

**University Law 2002 (Universitätsgesetz 2002, UG 02)**
The University Law 2002 is the **legal foundation** in which a substantial part of the students right is regulated, but also the structure of universities as well as the various responsibilities, competencies, duties and obligations of the different committees, panels and institutions. Since 2002 the University Law has been amended several times.

**u:space**
https://uspace.univie.ac.at/

u:space is the **central information system** of the University of Vienna and, starting in the winter term 2015/16, will gradually replace the until now used system univis. There you can see your grades, change your personal data, de- & register for courses and exams and check if you need to (still) pay your tuition or ÖH fee. Should you want to have emails from your University of Vienna mail account forwarded to another address, then you must also do this in your univis/u:space account.

**Pre-University / Access Course**
(Vorstudienlehrgang, VWU)
The access course is targeted towards prospective students who have a **high school diploma / certificate from a non-EU / non-EEA country**. These students may be obligated to attend the course which is contingent on the university’s letter of admission. It depends on the student’s German proficiency and subjects of A-levels which courses (s)he must take. Exam dates are offered each semester. The board exam at the end of the semester requires a fee. **Once all the exams have been passed, admission to university is completed.**
The German proficiency must be at B2 level. **Someone without any knowledge of German should calculate at least 2-3 semesters of German courses.** Each semester of the access course costs €1150 for third country nationals. **International protection applicants, subsidiary protection recipients, recognized refugees and students from “least developed countries” (LDC list by OSCE) pay a reduced fee of €460.**

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**Students Entry & Orientation Phase, StEOP**

**What is it? What does it mean? What do I have to do?**

The Students Entry and Orientation Phase, short StEOP, is regulated in the University Law 2002 §66. This phase is to be absolved in the first semester of each bachelor’s degree and should officially serve as a way to get an overview over the course of study. It may consist of multiple lectures to an extent of minimum 8 and maximum 20 ECTS-points. The **positive completion of the StEOP** qualifies you to continue with your studies. In the curriculum it may be specified that you are allowed to take other courses, attend lectures and take exams in these up to 22 ECTS-points, even if you have not successfully completed the StEOP. This though is a ‘maybe’ stipulation and is not implemented in all curricula.

Should you **fail one or more of the StEOP exams**, you may **repeat each one three times** (§77 UG 02). Including the first exam date, this makes **four attempts**, although the fourth try is to be a board examination. Should the fourth try of any StEOP exam be negative you will be deregistered from your field of study. A new re-admittance is only possible three semesters after you have been deregistered and can only be applied for twice in total.
What else is the StEOP useful for?
Although the StEOP should be an aid for orientation, it is in many fields of study used as a mechanism of selection and thus grants limited access to a field of study. In practice, the StEOP is used in some fields of study to eliminate many prospective students via extremely difficult exams. Even if this does not apply to your area, the StEOP is a nuisance and cumbersome hurdle for everyone to take before the “real” course of studies starts. The StEOP is a symptom of a continuous regimentation of the universities, which has been further advanced by the Bologna Process as well as decades of a lack of funding in the Austrian Higher Education Sector, with no change of course in sight.

Types of Lectures, Courses and Exam Possibilities

Types of lectures / examination possibilities
In the University of Vienna’s course catalog you will find different abbreviations next to each lecture/course (Lehrveranstaltung, LV). There are also different possibilities of taking an exam. The following pages will provide you with a selection of the most common lecture types as well as getting into the different exam possibilities.

Courses with and without compulsory attendance
Courses without compulsory attendance (‘nicht prüfungs-immanente Lehrveranstaltungen’) are those which can be successfully completed with only one exam at the end of it and where attendance cannot be demanded. Only lectures (‘Vorlesungen, VO’) are without compulsory attendance. The grade from courses with compulsory attendance (‘prüfung-simmanente Lehrveranstaltung’) is made up of various partial performances, and not only one exam at the end. Which parts
of the course make up which part of the final grade is to be determined by the course lecturer and must be communicated to the students before the course starts.

**Examination possibilities**

One must distinguish between various possibilities of being examined

1) **Lecture Exams**
2) **Compulsory Attendance Courses**
3) **Board Examinations**
4) **Module Examinations**
5) **Viva Voce and General Examinations**
6) **Alternative Examination Modes**

1) **Lecture Exams**

These usually take place within the framework of the lecture. The content covered in the lecture over the course of one semester will be the subject matter of the examination in one sitting. The exam itself may be held in **written or oral** form. The new laws require that registration for each exam is now compulsory, the mode of registration is to be determined by the Director of the Study Program (‘SPL’). Without a valid registration for an exam, it is impossible to take the exam. **Examination dates** will be provided at the end of the semester in which the lecture took place, as well as at the beginning, in the middle and at the end of the following semester. Before the lecture starts, the lecturer must provide the aims, content and methods used in the lecture, the subject matter of the examination, if the exam is to be written or oral, language used in the lecture & of the exam, aids allowed at the exam as well as making the minimum requirements by the students, in order to get a positive grade, and the grading scale public.

2) **Compulsory Attendance Courses**

**Proseminars, Seminars and Tutorials** are the most common examples for this type of course. Various **partial performances**
make up the final grade – these can be presentations, short written assignments, tests but also more elaborate papers. These courses have compulsory attendance. Rules about how the attendance may influence the final grade can be made up by the lecturers.

According to §10 Abs 4 of the Statutes of the University of Vienna, “the lecturer of a compulsory attendance course is authorized to accept a written assignment from the winter semester until April 30th of the following semester and from the summer semester until September 30th of the following semester. With block courses, which take place exclusively during semester breaks, the deadline for written assignments is maximum three months, starting with the last unit of the course.” The lecturer of a compulsory attendance course is thus authorized (but not obliged) to accept (pro-) seminar papers after the seminar itself has ended. This regulation is not limited to (pro-) seminar papers but extends to all other written assignments which are required to be handed in as they are part of the partial performances which make up the final grade of a compulsory attendance course.

3) Board Examinations

Board exams may be held in written or oral form, but in any case a board of examiners must be constituted and be made up of at least three people (one chairperson and two examiners). After the exam a non-public consultation is conducted about the results. At an oral exam, the results must be presented right after the consultation took place.

It is important to distinguish between board exams which are a regular part of a curriculum (e.g. final or diploma examinations) and those which are held due to it being the fourth try of an exam. Should you fail to pass an exam three times, then the fourth try (or by request of the student the second repetition, meaning the third try) is a board exam. Should you fail to pass the exam on your fourth try you are barred from
your entire course of study at the University of Vienna as well
as any other courses of study at the University of Vienna in
which this course/exam is compulsory – no matter how far
you have progressed with your studies.

4) Module Examinations
Module exams are written or oral exams covering whole
modules of your course of study. A subject exam is one cov-
ering the content of a whole subject. Three exam dates are
scheduled for module & subject exams as prescribed by §7
(3) of the Statues: one at the beginning, the middle and the
end of each semester.
Before the exam the examiner must provide the subject matter
of the examination, if the exam is to be written or oral, lan-
guage used in the exam, aids allowed at the exam as well as
making the minimum requirements by the students, in order
to get a positive grade, and the grading scale public.

5) Viva Voce and General Examinations
The viva voce (‘Defensio’) is the last exam of a masters or
doctorate degree. When finishing a masters degree the qual-
ifying exam means that you must defend your master thesis
in front of a board of examiners as well as having to take an
exam whose content is from the scientific surrounding areas
of your master thesis as well as from subjects specified in
your curriculum (§9 [1] Statutes of the University of Vienna).
When finishing a doctorate degree the content of the exam
is the subject in which you wrote your dissertation as well
as adjacent subjects. The viva voce must be a public event.

A general examination is a final exam for masters and doc-
torate degrees. It takes place as an exam in front of a board
of examiners. Right after the viva voce or general examination
has taken place, the chairperson of the board of examiners can
issue you a confirmation which may then be used to apply for
other studies at domestic or foreign educational institutions.
6) Alternative Examination Modes
You have a longer persisting disability/impairment/sickness and therefore you have a problem with a kind of exam? Then you have the right to another mode of examination, which better suits your needs!

The prerequisite is, that the kind of disability/impairment/sickness makes the originally specified mode non-applicable and the new mode makes certain, that the same content is examined and the same achievements are generated. It must be proven, that an impairment exists, which affects your studies for at least two months during the semester. To prove this, a medical certificate is necessary or a form from the University of Vienna must be handed in. With this, it can be asserted, which areas are affected (such as reading, speaking, concentration, writing etc.) and how a suitable mode may look like.

Various possibilities exist to adapt the examination modes:
- Instead of a written exam, an oral exam is possible, and vice versa.
- The duration of a written exam may be extended, technical aids may be permitted, among others.
- Also, participation in excursions or presentations can be replaced by written assignments/papers.

Talking with your lecturers is a good starting point. In addition, the Department for Disability and Accessibility at the Austrian Students Union of the University of Vienna (‘ÖH Uni Wien’) is always there to help and advise you. For the formal procedures you should contact the Team Accessibility (‘Team Barrierefrei’) of the University of Vienna.

Foreign languages
Individual lectures and exams may be held in a foreign language. It is also possible, after consulting with the lecturer, to write scientific papers in a foreign language.
De- & Registration for Lectures and Courses

Registration for lectures and courses takes place in u:space, the online system of the University of Vienna. The registration periods for compulsory attendance courses (‘prüfungsimmanente LVs’) vary according to each institute, in the winter semester usually between the beginning and end of September, in the summer semester between the beginning and end of February. The registration period for lectures is often longer – more information can be obtained on the homepage of your department. The mode of registration often also varies from department to department and depending on which kind of lecture or course you are registering for. Usually though, you must pick and make a preference list and/or you must allocate points, from a fixed amount of points available to you, to courses. Should something be unclear to you during the process of registration, it is best if you contact your student representative group (‘StV’) since they are most familiar with the specific processes of your department.

It is important to note that now, due to the new statues, you can only register for courses for which you fulfill all the requirements outlined in your curriculum.
In case you do not deregister from a course on time and do not attend it, you may be graded nonetheless, meaning you will fail the course since your attendance is below the requirement. Should you not attend the very first session of a course without an excuse, you will be deregistered automatically and your spot in the course goes to another person on the waiting list.

Waiting List

Unfortunately it happens way too often that you do not get a fixed spot in a course, but rather that you are put on the waiting list. No matter how far up or down you are on the
waiting list, we recommend that you go to the first session of a course and ask the lecturer if you can be admitted to the course. If this does not work, but you have allocated points to this course, these points will be available to you in the following semester in addition to the regular amount of points available to you. In order for this to happen, you must not deregister yourself online from the course since the points only remain valid if you remain on the waiting list.

De- & Registration for Exams

To register for a (lecture) exam it is necessary that you register on u:space (or in any other way that the lecturer specifies). Should you have registered for an exam but fail to show up without a valid excuse you will be barred from registering for the next available exam date.

Aborting an Exam

You must have a very good reason to abort an exam, such as an acute sickness, a panic attack or the like. The continual of the exam must be made impossible by the situation. An abortion is also permissible if you show up to an exam sick and realize only during the exam that you cannot continue. If you abort the exam, it is essential that you tell the examiner! If you do not clearly state that you are aborting the exam, it will be graded. Should the examiner not believe you and the reasons why you want to abort the exam, you have two weeks to issue a request with the Dean of Students (‘Studienprüses’) who will then decide if your reasons were severe enough or not.

Your inability to take the exam is best proven if you go to a doctor straightaway on the day of the exam and get your state of health attested. Should you be sick and know in advance that you will not be able to take an exam, it is essential that you deregister online from the exam since otherwise you will be barred from taking the exam at the next available date.
Inspection of Examination Results upon Request

You always have the right to inspect your exam results upon request. As soon as your grade has been put into the electronic system and you can view it online, you can request from your lecturer to inspect your exam results. This applies to written exams as well as to written assignments. On the basis of the exam documents, the actual grade should correspond to your performance. If this is not warranted, the lecturer could and should be able to explain the assessment until it is clear to you. With large departments or large exams (such as at the Faculty of Law) it is often the case that one or two dates are offered where all students who took the exam can come in to inspect their results. Should you be unable to attend at those offered dates, it must be made possible for you to inspect your results nonetheless at a different point in time.

In general, the date of the result inspection should be chosen / offered in such a manner that you have enough time to prepare sufficiently for your next exam and/or that you can still send an appeal to the Dean of Students in the case of serious deficits during the execution of the exam (§79 Abs 1 UG 02). This appeal against a grade can only be made if you have failed the exam and it must be made within two weeks after the grade has been disclosed in u:space.

Allegations of Cheating & Plagiarism

Should you be caught cheating on an exam, you will not receive a grade but rather an ‘X’ will appear in your transcript. This ‘X’ means that you have been caught cheating or plagiarizing and the meaning of this ‘X’ is explained in your transcript as well. When you are caught cheating, the exam still counts as one of your four tries. Should the suspicion of cheating arise not during the exam itself but before you receive a grade, the lecturer is obliged to inform the students immediately that they will receive an ‘X’. This can also be done retrospectively, after you have officially received a grade.
A special kind of cheating in scientific papers is plagiarism. It is also relevant in a criminal law sense and may even lead to the derecognition of titles and diplomas. Should you ever be in this situation and the allegations of cheating or plagiarizing are false, you must send an appeal to the Dean of Students Office within 14 days. It will then be investigated whether the suspicions are justified or if it can be proven that you have used non-approved aids. If your appeal is rejected, you have the possibility to appeal against it at the Federal Administrative Court (‘Bundesverwaltungsgericht’). This also goes for courses with obligatory attendance (‘prüfungsimmanente Lehrveranstaltungen’). With these it does not matter if one or all partial performances were obtained by fraud – even if only one partial performance is obtained by cheating, the whole course will be graded as such. Especially with the courses with obligatory attendance, plagiarism, meaning the appropriation of intellectual property, is a common reason for receiving an ‘X’. Therefore, citing and quoting correctly is essential.

Appealing against Notifications from the University of Vienna

As a student you have the possibility to appeal against notifications from the University of Vienna. This may be due to various reasons: negative accreditation notifications of grades from other areas of studies or negative notifications concerning the admission to the university.

...against examination results

According to the University Law 2002 (‘UG 02’) §79 (1) it is not possible to appeal against positive exam results. If your exam results are negative you have the possibility to request that the exam be annulled, if there was a “major deficit” (‘schwerer Mangel’) during the exam in any way.
What exactly a “major deficit” is, is not specified in the law itself – it could be a missing grading scale/key, unbearable conditions during the exam (too loud, non-sufficient working space, etc.), a missing transcript of the exam from a board examination, or other things.

...against other notifications of the University of Vienna

Should you not be satisfied with the content of a notification, you are entitled to use the legal means of an appeal. It is important to note though, that you can only do so if you have NOT signed a waiver to file an appeal. The respite for an appeal is four weeks and starts when you have received the notification.

What do I need to consider?

- The appeal needs to be in written form
- The appeal needs to be received by the institution, that the notification specifies as the first level of jurisdiction.
- You must state the file number of the notification, against which you are appealing.

Every appeal must contain the ‘justified appeal proposal’ (‘begründeter Berufungsantrag’).

It must be possible to identify, what the goal of the appeal is (e.g. the modification or complete annulment of the notification being appealed against). Additionally, it must be made clear, why you are appealing against the notification and how this is justified. You may make new matters of fact and pieces of evidence known.

Should the appeal or the reasoning be insufficient, a ‘mandate for improvement’ (‘Verbesserungsauftrag’) may be issued by the institution, during the course of which you may file missing things subsequently. To thwart delays, it would be wise to make certain that you have mentioned all important
facts and have handed in all relevant paperwork when first filing the appeal.

**Procedure of the Appeal**

After the appeal has reached the responsible institution (usually the Dean of Students or the Admissions Office of the University of Vienna), the **content of the appeal is examined**. The university institution may choose to make a decision based on the evidence of the appeal (‘Berufungsvorentscheidung’) or it may forward the appeal directly to an Administrative Court (‘Verwaltungsgericht’). In the first case, which is the most common, the institution tells the plaintiff its decision. **This may take up to four months.**

The institution may change the motion, repeal or reject it. If the decision made by the institution is not satisfactory to you, you can file a motion to have the case brought before an Administrative Court (‘Verwaltungsgericht’). You can appeal against the decision of the Administrative Court in front of the Constitutional Court (‘Verfassungsgerichtshof’) or you can appeal on a point of law in front of the Administrative Court in an ordinary or extraordinary way.

**Board Examinations**

Should you fail an exam on your third try, the fourth try must be held as a board examination. **This means that your exam performance will not be graded and judged by one person only but rather by a board of examiners.**

**Date of the Exam**

Legally speaking the Director of the Study Program (‘Studienprogrammleitung, SPL’) sets the date of the exam. The date **must be made known in time**, as is the case with any other exam. In some areas of study the date of the board exam may be set by the Director of the Study Program together with the student. With your explicit consent, the exam can
also be held during holidays, when there are no lectures. The board examination must be registered and also handed in as a written form. This form can be found on the homepages of the responsible SSC (‘Studien Service Center’) or SSS (‘Studien Service Stelle’).

**Procedure of the Exam**

A board examination can either be in **written or oral** form; *sometimes* you can choose the mode. **If the exam is an oral one, it is a public event.** In this case you can take a person whom you trust to the exam for moral support. The board of examiners (‘Kommission’ / ‘Prüfungssenat’) is made up of at least three people. For each partial area of the exam one examiner is responsible. The chairperson of the board is the Director of the Study Program, unless they appoint another person from the board to act as such. **A transcript must be written** for the duration of the exam. During an oral exam every member of the board must be present at all times during the exam. If this is not the case, it may be seen as a major deficit and may therefore justify an appeal.

**Assessment**

In the case of an oral exam, the board of examiners must tell you the results immediately after they convened for an internal discussion. If the exam is graded negatively, meaning you failed, it must be justified by the board of examiners.

**What else might be important for you to know?**

You can choose to have your second repetition (so the third try) held as a board examination, if you apply for it. You apply for it at your Director of the Study Program (‘SPL’). **With courses that have obligatory attendance (‘prüfungsimmanente LV’) a board examination is not possible.** The fourth try of these kinds of courses is to be approached in a regular manner as any other try before that.
Accreditation of Achievements

The person responsible for accrediting your achievements is the Director of the Study Program (‘Studienprogrammleitung, SPL’). They are supported by the SSC (‘Studien Service Center’) and the SSS (‘Studien Service Stelle’).

It can be differentiated between internal accreditations (exams which have been taken at the same university which you are attending) and external accreditations (exams which have been taken at another university).

Internal Accreditations

It is possible to have grades accredited which you have gotten in an exam from another field of study. The decision whether the achievements will be accredited or not is made by the Director of the Study Program (‘SPL’). The exact instructions on how to do this can be found on the Homepage of the StudentPoint:

https://studentpoint.univie.ac.at/durchs-studium/anerkennungen/interne-pruefungen/

External Accreditations

If you want to get grades accredited, which you have gotten at another university, you must hand in a request at the SSC (‘Studien Service Center’). All documents must either be originals or notarized copies. Documents in a foreign language must be included as a notarized translation. Hereby it is very useful to be in contact with the Director of the Study Program in advance, to make sure courses and lectures from other universities can be accredited before taking/attending them there.

Accreditation of Diploma Theses

Since January 1st, 2011 it is no longer possible to have scientific papers accredited for other fields of study.
Bachelor Theses
A bachelor thesis is not an independent scientific paper, but is to be written during the course of a seminar. Exact specifications and information on how it is to be written should be found in your curriculum. Included in these specifications should be the number of pages or characters, formal requirements, etc. In this sense it is not usual for bachelor theses to be separately supervised. The supervision and evaluation takes place during the course of the seminar, in which the thesis is being written. Since bachelor theses are written in the course of a seminar, they must be evaluated and graded latest four weeks after the final performances have been made/handed in.

Master and Diploma Theses
A master or diploma thesis is an independent scientific paper, which must be written at the end of your studies. The topic must be chosen in such a way, that it is theoretically possible to finish the thesis within half a year – nevertheless there is no time limit or deadline, until which your thesis must be finished. Usually the master or diploma thesis will be evaluated and graded by the person who supervised it. Nevertheless it is possible to and permissible that the Director of the Study Program (‘SPL’) decides who evaluates and grades the thesis. This person must be suitable and familiar with the field in which the thesis is written. Should such a person not be available at the University of Vienna to supervise a thesis, the Director of the Study Program (‘SPL’) is authorized to entrust the supervision to an external person. Until the thesis is handed in, the student is allowed to switch supervisors. Should the thesis be graded negatively, it is possible to revise it and hand it in again. If it is to be discovered that the handed in thesis has been (partially or completely) plagiarized, it will be declared null and void. Generally the supervisor has two
months starting from the date the thesis was handed in, to evaluate and grade it.

**Dissertations**

Latest at the end of the first year of being a doctorate student, you must present the Director of the Study Program (‘SPL’) with a report on what you are planning on doing in the form of a synopsis. Furthermore the topic is to be put forth in a public presentation to an advisory board. Based on the synopsis, the presentation and a voluntary opinion statement of the advisory board the Director of the Study Program decides on whether to accept or refuse the topic. A refusal is only possible on the basis of a negative statement of the Director of the Study Program or of the doctorate advisory board. **A unilateral annulment of the supervising relationship or major changes of the topic are only permissible and possible with the approval of the Director of the Study Program.** After the dissertation has been handed in, it must be submitted to at least two people for assessment. The complete evaluation and grading must then be done within four months.
### Glossary (alphabetical)

<table>
<thead>
<tr>
<th>German Term</th>
<th>English Term</th>
</tr>
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<tbody>
<tr>
<td>Anerkennung</td>
<td>accreditation</td>
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<tr>
<td>Beirat</td>
<td>advisory board</td>
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<tr>
<td>Berufungsvorentscheidung</td>
<td>decision based on the evidence of the appeal</td>
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<tr>
<td>Bundesverwaltungsgericht</td>
<td>Federal Administrative Court</td>
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<td>Defensio</td>
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<td>EWR</td>
<td>EEA</td>
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<tr>
<td>(European Economic Area)</td>
<td></td>
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<tr>
<td>Exmatrikulation</td>
<td>deregistration</td>
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<tr>
<td>Exposé</td>
<td>synopsis</td>
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<tr>
<td>Klausur</td>
<td>exam</td>
</tr>
<tr>
<td>Kommissionelle Prüfung</td>
<td>board examination</td>
</tr>
<tr>
<td>Lehrveranstaltung (LV)</td>
<td>lecture, course or seminar</td>
</tr>
<tr>
<td>(Novelle) UG 2002</td>
<td>(Amendment)</td>
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<tr>
<td>ÖH</td>
<td>University Law 2002</td>
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<tr>
<td>prüfungsimmanente</td>
<td>Austrian Student’s Union</td>
</tr>
<tr>
<td>Lehrveranstaltung</td>
<td>course with obligatory attendance</td>
</tr>
<tr>
<td>Prüfungsstoff</td>
<td>subject matter of the examination</td>
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<tr>
<td>Satzung</td>
<td>statues</td>
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<tr>
<td>Semesterstunden</td>
<td>weekly semester hours</td>
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<tr>
<td>Schwerer Mangel</td>
<td>major deficit</td>
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<td>Studienplan</td>
<td>Degree Program</td>
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<td>Studienpräses</td>
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<td>Studienprogrammleitung</td>
<td>Director of the Study Program</td>
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<td>(SPL)</td>
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</table>
We hope this brochure has been able to help you with the most important issues and questions and has provided you with more insight to your rights as a student! You are also welcome to look at the legislative text and the Statutes of the University of Vienna online!

Universitätsgesetz UG 2002:  
https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20002128

Statutes of the Uni Vienna:  
http://satzung.univie.ac.at/studienrecht/

In case there are still questions left, you can always contact us!
Referat für Bildung und Politik der ÖH Uni Wien

AAKH, Spitalgasse 2, Hof 1
Tel.: +43 (0)1 4277-19540
A-1090 Wien
Fax: +43 (0)1 4277-9195
directly behind the Billa
bipol(at)oeh.univie.ac.at
web:  http://www.oeh.univie.ac.at/vertretung/referate/
      referat-fuer-bildungspolitik

...or you contact the Admissions Office directly!

Referat Studienzulassung Universität Wien

mail:  bachelor.zulassung@univie.ac.at
master.zulassung@univie.ac.at
doktorat.zulassung@univie.ac.at
web:   http://studienservice-lehrwesen.univie.ac.at/ueber-uns/
       unser-team/studienzulassung/

The ÖH Uni Wien also offers you counseling in various other areas.

Online you can find the ÖH Uni Wien here:

http://www.oeh.univie.ac.at/
www.facebook.com/oehuniwien
twitter: @oeh_uniwien
Our lives begin to end the day we become silent about things that matter.

Martin Luther King, Jr.
Was ist das für 1 Uni-Life?