



University of  
Applied Sciences

# Statutes Study and Examination Regulation

Office of Academic Head

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## Changes

- Change of Company name



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# 1 Introduction

## 1.1 Purpose

Rules and regulations for (final) examinations in degree programmes pursuant to FHG as amended.

## 1.2 Scope

1. The present study and examination regulations have been fundamentally amended on 29.06.2021 and are valid as of winter term 2021/22 for all degree programmes IMC UAS Krems.
2. Should degree programmes running in different locations require amendments in respect to the national regulations, institutional practices or are results of the specific accreditation, they will be separately cited in the current regulations or in the currently valid co-applicable documents.
3. The regulations included in the request for accreditation of the respective degree programme are part of these study regulations and all co-applicable documents for the study and exam regulations as amended.
4. Further education courses are not subject to the present study and examination regulations but adhere to the regulations defined by the curriculum of the respective course.
5. In all cases where the written form is required an email from the student's own account shall be deemed sufficient.

The document is applicable to students, employees and lecturers at all locations.



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### INFORMATION

<b>Valid from</b>	2021/22
<b>Cohort</b>	-
<b>Degree programme</b>	All degree programmes

## 1.3 Abkürzungen / Abbreviations

<b>ABKÜRZUNG / ABBREVIATION</b>	<b>BEZEICHNUNG / MEANING</b>
<b>AI</b>	Artificial Intelligence
<b>ECTS</b>	European Credit Transfer System
<b>FHG</b>	University of Applied Sciences Studies Act
<b>HSG</b>	Students Union Act
<b>ÖH</b>	Austrian National Union of Students

## 2 Study Regulations

### 2.1 General Rules

1. The organisation of the academic year as well as the fixing of the Academic Calendar is carried out by the Head of the Academic Board in coordination with the Management. The Academic Calendar includes – apart from the duration of the term – information about the start of the courses of the individual programmes, about recess periods as well as about the weeks of examinations, re-sits and final examinations.
2. All the information on courses and examinations will be posted to the students on the eDesktop of IMC UAS Krems (intranet).
3. The scope of courses is stated in terms of hours/week, whereby the duration of a term can comprise a different number of semester weeks depending on the particular degree programme application as amended.
4. Theoretical course units last for 45 minutes. Course units that form part of professional training in Health Sciences degree programmes (i.e. internship and professional tutorials) last for 60 minutes (see the respective education regulations for each degree programme).
5. Courses can also be given in a blocked format or as online units. Courses can be conducted in a synchronous as well as an asynchronous format.<sup>1</sup>
6. Students shall endeavour to use gender-equitable and anti-discriminatory language in words and images. The contents of all written and oral statements comply with the principles of equal treatment.
7. Compliance with the General Data Protection Regulation and recommendations on the ethics of science is essential when carrying out surveys or writing papers.
8. The examination procedure of the degree programmes at the IMC University of Applied Sciences Krems is a procedure directly linked to the programmes, i.e. the exams take place shortly after the courses to guarantee the completion of the studies within the given time stipulated in the respective Studies Act.
9. Students with special needs due to physical or any other constraints have the right to request a compensation for disadvantages. A respective request with necessary documents for evaluation may be submitted to the Office of the Chair of the Academic Board.
10. Changes in status due to interruption of studies or withdrawal/exclusion from studies are made with information to the chair of the academic board.

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<sup>1</sup> Cf. Guideline for Blended Learning



11. In case a student resigns before having completed his/her studies a certificate of de-registration has to be issued and all courses passed are to be confirmed by means of a serial transcript of records.
12. Complaints based on a violation of the prevailing study and examination regulations are to be appealed to the Academic Board after having exploited the normal channels according to § 10 (5-6) FHG as amended and taking account of § 21.<sup>2</sup>

## 2.2 Graduations

1. Graduations take place at least twice an academic year; the dates will be set and announced by the Chair of the Academic Board. Registration on behalf of the student for a date of the graduation ceremony is required. If necessary more dates will be published in the Academic Calendar.
2. Upon graduation, the graduates receive a Document of Completion, the notification on the conferred academic degree, a Diploma Supplement as well as a Transcript of Records of the panel final examination in German and in English<sup>3</sup>. A further issuance of the original documents is not possible. Duplicates can be requested after showing a notice of loss at the office of the Chair of the Academic Board, as well as the justified attestation of copies.

## 2.3 Mandatory Attendance of Students

1. The degree programmes at the IMC UAS Krems observe the principle of attendance-related instruction in order to render the completion of the studies possible within the minimum time stipulated in the respective Studies Act. Thus, the students are required to attend the courses and block weeks set out in the curriculum.
2. The compulsory attendance also includes electronically conducted courses. In order to ensure the actual participation of all students, they should have the camera activated at all times. The students themselves must ensure that data protection-friendly default settings are activated on their devices. Students who have not activated the camera can be asked by the lecturer to prove their virtual attendance at any time during the course.
3. Exceeding the possible non-attendance (in course units) of a maximum of 30% of semester hours per week of a course in the Bachelor's programmes (with the exception of the courses of the Health Science degree programmes listed under points 3 and 4) as well as all Master's programmes compares with a course fail. The final decision on the negative assessment due to the violation of the attendance

<sup>2</sup> Cf. FHG §10(5)-(6) as well as §21 as amended

<sup>3</sup> Cf. FHG §6(1)-(3) as amended





requirement shall be made by the lecturer considering any sufficient reasons, and needs approval of the programme director.

Student representatives may, in addition to the existing regulations, undercut the attendance obligation by a maximum of 30% for activities as student representatives. This does not apply if full attendance is required to obtain a professional license. The lecturer of the course is entitled to demand the submission of appropriate proof.<sup>4</sup>

4. In practical laboratory courses of the Department Science and Technology, attendance is usually 100%. Substitute work for any absences may be prescribed by the programme director or the lecturer of the course. Practical exercises or in special circumstances - if resources not allow for practical exercises - theoretical works can constitute these substitute works.
5. Full compliance with the specified attendance requirements/net contact hours is also required for internships / Self-awareness in all Health Sciences degree programmes as set out in the education regulations.
6. Severe reasons which require a longer non-attendance or prevent from participating in a course prescribed by the curriculum are to be immediately submitted in writing to the programme director. In these cases, the programme director may ask for a surrogate performance which is functionally justified and meets the times absent. A non-delivery of the surrogate performance leads to a negative assessment of the course.
7. If a student becomes pregnant or is nursing mother, it is the student's responsibility to report this to the responsible programme director to, in cooperation with the student, all necessary safety measures can be taken in the context of internships and other practical exercises, examinations and courses. In particular, access to and work in the laboratory premises are not possible in the case of pregnancy and also during the nursing phase for safety reasons. If the student does not report a pregnancy or the fact that she is nursing mother, IMC UAS Krems cannot take any safety measures and cannot be held liable for any health consequences for mother and child that may possibly or actually occur. Please also refer to point III.16) of the training contract as well as the "Information Sheet Studies / Professional Internship for Pregnant and nursing Mothers.
8. Students who have a duty of care of underage children or care-dependant relatives can be exempted from the attendance policy. A respective request is to be submitted in writing to the programme director including a corresponding proof. The decision regarding the request is made by the programme director in accordance with the head of the Academic Board.

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<sup>4</sup> Cf. HSG § 31 (6)



## 2.4 Disruption of Studies

1. A disruption of the studies needs to be applied for in writing (using form –Application for Interruption or Repetition of an Academic Year – FHF-5-0209) with the programme director. The reasons for the disruption as well as a continuation intended of the studies are to be stated. On deciding of the application stringent personal, health or professional reasons are to be considered, which disallow or impair dramatically the continuation of the studies at the given time<sup>5</sup>.
2. To attend courses and/or practical trainings, to take exams and to submit and get final papers assessed during the time of disruption is not allowed.
3. The approval of the disruption is to be issued and handed over to the student in writing. The student is obliged to report the continuation of his/her studies within the period given (as per the approval). Does the student not report the continuation of his/her studies, the Education Contract is abandoned and the student is excluded from his/her studies.
4. When there is a disruption of studies at the request of the student and after approval by the programme director, the student- in case of a continuation- has to fully attend and repeat all courses that s/he has not passed until the disruption.
5. Already completed courses may be prescribed to be attended and passed again in analogy to § 18(4) FHG as amended by the programme director where applicable.
6. The courses and exams that need to be taken again have to be announced to the student in writing.
7. In case the student does not report the continuation of his/her studies within the period stipulated in the permission of disruption of the studies, the student is automatically excluded from his/her studies.

## 2.5 Repetition of an Academic Year

1. As a result of a negatively assessed examination before a committee, the student has the right to repeat an academic year once. A repetition must be announced in writing within one month of the announcement of the negative examination result.<sup>6</sup>
2. Failed exams and their respective courses are to be repeated, whereby passed exams and their respective courses need only to be taken again provided they are required by the purpose of the studies.<sup>7</sup>
3. The subjects to be taken in the repeat year are to be agreed in writing between the programme director and the student and archived with the announcement of the

<sup>5</sup> Cf § 18 section 14 FHG as amended

<sup>6</sup> Cf. leg.cit §18(4) as amended

<sup>7</sup> Cf FHG §18(4) as amended



repeat of an academic year. Any applications for credits must be submitted in writing. The student receives a copy of the above-mentioned agreement on the subjects and examinations to be taken.

4. Students, who were excluded from the degree programme because they failed the last possible re-sit, cannot be accepted again for the same degree programme.<sup>8</sup>
5. A further acceptance, however, is possible if students have abandoned their studies for other reasons (e.g. illness, professional or private stress). A re-acceptance needs to be coordinated with the Academic Head.

## 2.6 Further criteria for starting and continuing the studies:

1. For each enrolled semester the respective tuition fee and the contribution for the Austrian Students Union (ÖH) is to be paid at the due date. Should the period of study be extended due to a negative assessment of a Bachelor's paper, a Master's thesis not approved, a failed comprehensive examination or other circumstances, the tuition fee is also due for the extension semester/s. If the tuition fee and the contribution fee for the Austrian Students Union (ÖH) are not paid by due date, the educational contract and therefore enrolment will be terminated.
2. On health sciences degree programmes, all certificates and documentation related to completion of the internship must be submitted by the specified deadline. Students may not begin the internship without having received the required vaccinations.

## 2.7 Extraordinary students in courses

1. The Academic Head can admit persons to individual courses as extraordinary students if this is justified (e.g. nostrification requirements). Admission however is subject to the resources. The respective programme directors of any courses need to be consulted in particular for practical courses (e.g. laboratories, or practical exercises).
2. Extraordinary students in courses must pay the tuition fee as well as the ÖH fee.
3. All regulations regarding examinations and the attendance regulations of these study and examination regulations also apply to extraordinary students in courses.
4. Nostrification applicants who, as part of the procedure, are given conditions that include the completion of examinations that do not require full course participation in the regular courses will be informed separately about the examination modalities and dates, as well as the examination organization. In any case, these students

<sup>8</sup> Cf. FHG § 18 (5)



must be allowed to take 3 examinations per examination imposed. The examinations can be written, online written, oral or practical.

### 3 Examination Regulations

#### 3.1 General Provisions for Examinations

1. The examination procedure of the programmes of the University of Applied Sciences is a procedure directly linked to the programmes and is based on the provisions of the UAS Studies Act (§§ 13 – 21) as amended, and generally provides for three exam attempts.
2. In the range of this examination regulation the following definitions of terms are valid, whereby the particular typology of the courses and exams established in the curricula are stipulated and defined in the applications of the degree programmes and their accreditations:
3. An examination can therefore be a single course examination (EP) or a cluster examination (CP) and either have a concluding character (at the end of the course) or an immanent examination character.<sup>9</sup>
  - **Single course examinations (EP)** are examinations that serve to prove the acquisition of knowledge and skills as well as learning outcomes imparted by a single course.
  - **Cluster examinations (CP)** are examinations that serve to ascertain the achievement of the networked learning outcomes of two or more courses and are conducted either by the lecturer responsible for the examination or jointly by all lecturers involved. Cluster examinations comprising two or more courses with a final examination character are assessed with a final examination.
  - **Modules anchored in the curriculum** must be completed with a cluster examination or weighted average of the individual course examinations of the module.
4. Courses may take different formats. The following table shows the nature and performance assessments of the respective course types

Course Type	Description	Type(s) of assessment
Integrated Courses (ILV)	Integrated courses concentrate on complex subjects which include theoretical as well as professional and work-related elements. Practical projects and/or questions are used for the methods-based analysis of course contents, depending on the course focus.	immanent character  At least two and a maximum of three separate assessments, whereby no single assessment should account for more than 70% of the final grade.  The following options are available:  Written assessment(s)

<sup>9</sup> Cf. FHG §§13, 18



		<p>Oral assessment(s) e.g. project paper, case study, presentation, etc.</p>
Lecture (L)	<p>Lectures provide (complex) basic and special theoretical knowledge, and knowledge of theoretical methods, as well as highlighting links to professional practice. Students should be encouraged to reflect on the topics covered by the lecture and to work independently on course contents.</p>	<p>concluding or immanent character with written or oral assessment</p> <p>Final or partial examination by means of written or oral assessment. The assessments should be completed individually by students and not as part of a group.</p> <p>Alternative examination dates should be offered for courses with final examinations if the form of assessment is a written examination.</p>
Practical integrated course (ILV*)	<p>Practical integrated courses concentrate on complex subjects and manual/practical skills which include theoretical as well as professional and work-related elements. Practical projects and/or questions are used for the methods-based analysis of course contents, depending on the course focus and topics.</p>	<p>immanent character</p> <p>As with ILV (at least two and a maximum of three, each accounting for no more than 70% of the final grade), although a practical may also be used.</p> <p>Written assessment(s)</p> <p>Oral assessment(s)</p> <p>Practical</p>
Introductory seminar (PS)	<p>Introductory seminars use case-based learning to give an overview of the focus areas, methods, approaches and techniques for presenting findings in a particular specialist field. The seminar concentrates on a single subject, and is structured in a way which mirrors the individual steps involved in systematic and systemic research. The learning outcomes include the ability to make use of academic resources to address a particular task, use specialist literature and sources, effectively employ a range of techniques, and present and critically analyse the findings generated.</p>	<p>concluding character</p> <p>Individual seminar paper (no group work)</p>
Seminar (SE)	<p>Seminars promote the development of interdisciplinary abilities (ranging from independent processing of information to planning and implementation), and encourage reflection and constructive criticism, as well as collaborative analysis of complex course contents and identification of solutions to theoretical and practical problems. Academic and job-related methods are used to promote the development of personal problem-solving and decision-making skills.</p>	<p>concluding character</p> <p>Seminar paper (individual or group work)</p>
Workshop (WK)	<p>Workshops are intended to promote emotional, social, methods-based and self-directed learning, with a focus on specific personal development and communication techniques and the use of particular methods, as well as practical application, establishing links between topics, and critical personal reflection. Workshops are mainly designed with the development of social and methods-based abilities and analysis of topics from selected specialist fields in mind. Conventional grading is often not appropriate, so students can also be given the grade "completed".</p>	<p>immanent or concluding character</p> <p>Learning report, presentation, analysis of a particular topic, discussion/appraisal/interpretation of academic articles, etc. – individual or group work, addressing particular questions by applying a variety of methods;</p> <p>The term LAB is sometimes used instead of workshop. LAB refers to a type of interactive course in which students work on particular exercises by applying a range of methods in practice.</p>
Laboratory work (technical degree)	<p>LAB is an interactive course where students practice different technological methods.</p>	<p>immanent character</p>



programmes) (LAB)	Students learn to follow guidelines and protocols, generate and report results and to deal with random and systematic errors. As a result they can conduct complex experiments.	Assessment due to different tasks in the laboratory including respective protocols. The protocol or portfolio of the tasks are used for grading.
Lecture Lab (LLAB)	<p>The LLAB teaches complex content that has both scientific-theoretical and practical elements, which are processed by students using different methods. In the natural sciences courses, students try out and practice practical work in the laboratory.</p> <p>Depending on the focus or content, practical projects and/or problems form the basis of analytical and methodical work.</p> <p>The distribution of laboratory and lecture components must be defined in the respective curriculum of the study program. Any changes to the ratio require the approval of the academic head. Two lecturers must be provided for the laboratory course units.</p>	<p>Immanent character</p> <p>The performance assessment consists of two parts, both of which must be completed positively. Each part must be worth at least 40%.</p> <p>Written or oral assessment of the lecture part.</p> <p>Development of various exercises in the laboratory including laboratory protocols (in technical degree programs) - 2 lecturers are always present in the laboratory part of the course. In addition, 100% attendance is compulsory in the laboratory section (see also attendance regulations).</p> <p>Protocol or portfolio of the laboratory exercise</p> <p>Two teachers are required for the laboratory part of the course.</p>
Specialist practical tutorial (SPT)	Specialist practical tutorials involve hands-on learning in simulated and real-life work-related situations, and training in the practical application of detailed, evidence-based knowledge. Students receive step-by-step, ongoing instruction in techniques for dealing autonomously with workplace responsibilities. Reflecting on practical situations is an integral part of the learning situation.	<p>immanent or concluding character</p> <p>Oral and/or written assessment, and/or practical</p>
Professional tutorial (PT)	Professional tutorials focus on developing the practical skills required to perform a certain occupation. They form part of students' practical training and therefore comply with the requirements of the respective education regulations, i.e. small groups, course units of 60 minutes and assessment of practical skills.	<p>immanent character</p> <p>Practical assessment(s)</p>
Revision seminar (RE)	Revision seminars are designed to prepare students for course examinations. This is done using targeted reviews of the relevant literature, revision of core topics and lessons, sample calculations, case studies, Q&A sessions on specific topics, discussions on topical subjects and trends, and in-depth observation and analysis of links to current issues in the subject area.	<p>immanent character</p> <p>Selected specific written or oral exercise.</p> <p>The grade "completed" may also be awarded.</p> <p>Will be examined as part of the lecture.</p>
Tutorium (TU)	Students receive coaching on a particular task or exercise. The goal is to give students' knowledge a structure, promote a sense of identification with course topics and provide didactic insights.	<p>Type of assessment: none</p> <p>Grade: completed</p>

5. Repetitions of examinations/ 2nd attempts (1st resit) are exams which are caused by failing a course/cluster assessment or by violating the rules of attendance or no-show at a set examination date.<sup>10</sup>

<sup>10</sup> Cf. FHG § 18 as amended



6. Resits before a committee/ 3rd attempts (2nd resit) are exams caused by failing the first resit. The evaluation is done by a panel consisting of at least 3 members.<sup>11</sup>
7. Final examinations before a committee according to § 16 UAS Studies Act are to be taken in front of an examination board consisting of at least 3 members and relate to the particular Bachelor's paper or Master thesis as well as fundamental issues of the programme to be completed. Co-applicable documents comprise the Manual for Bachelor Papers and Bachelor Examinations, the Manual for Master theses and Master examinations, as well as the Guidelines for Academic Research as amended.<sup>12</sup>
8. Examinations and performance evaluations can be written, oral or practical.
9. The maximum duration of an exam is one academic unit or a multiple thereof (45 minutes, 90 minutes, 135 minutes, ...). The duration has to be published for the students in the syllabus.
10. Oral exams are open to the public whereby their access can be restricted by the spatial availability and by the presentation of confidential Bachelor papers or Master theses as well as by the protection of privacy in case of patient-related examinations<sup>13</sup>.
11. The examination process for oral exams needs to be recorded in examination minutes. The minutes have to contain the subject, place and time of the exam, names of the examiner and the members of the examination board, name of the student, the questions put, the evaluation awarded, the reasons in case of failing the exam as well as exceptional occurrences where applicable. The results of an oral exam are to be made known to the students after the examination.<sup>14</sup>
12. With any oral exams before a committee the examination board needs to comprise at least 3 members. Each member has to attend the examination for the whole time; this requirement can be met by the use of electronic media if necessary.<sup>15</sup>
13. Informal collaboration and attendance are no criteria for the evaluation of student performances and must not be part of the grading.
14. Students are entitled to claim an alternative exam method, if a disability can be proven, which prevents taking the exam in the prescribed manner and if the content and demands of the exam are not impaired by the deviant method<sup>16</sup>.

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<sup>11</sup> Cf. FHG §18 and §15(3) as amended.

<sup>12</sup> All guidelines see eDesktop of IMC UAS Krems; for transnational programmes provided separately.

<sup>13</sup> Cf. FHG § 15 (1) as amended

<sup>14</sup> Cf. FHG § 15 (2) as amended

<sup>15</sup> Cf. FHG § 15 (3) as amended

<sup>16</sup> Cf. FHG §13(2) as amended



15. The manuals and guidelines mentioned in this study and examination regulations and their co-applicable documents are part of the current study and examination regulations.
16. Appeals against the positive assessment of an examination are not possible. In case the execution of a failed exam shows formal deficiencies, the student can appeal to the programme director within 2 weeks.<sup>17</sup>

### 3.2 Organisation and Execution of Examinations

1. The syllabus (course description) contains the detailed examination procedures for each course (contents, methods, assessment criteria and scales as well as tools and aids allowed) as well as arrangements of possible re-sits by which they are also brought to the students' knowledge at the beginning of each semester (semester start)<sup>18</sup>. A subsequent changing is only possible after being granted by the programme director. The programme director has to make sure that the examination arrangements are published in time and that the dates are appropriately distributed within the semester.
2. Examinations have to take place shortly after the end of the courses, which have conveyed the content relevant to the exam<sup>19</sup>, at the premises of the University of Applied Sciences (also virtual) or on the premises rented by the University of Applied Sciences. Exceptions are possible only when approved by the programme director or chair of the academic board in case of substantiated reasons.
3. For courses with a final written exam (cf. 3.1 point 3 and 4) the students avail of two (2) examination dates (one at the end of the course during or at the end of the semester, in which the course was given, the other at the beginning of the subsequent semester) when taking the exam for the first time, as well as a first re-sit (2<sup>nd</sup> attempt) and the re-sit before a committee (3<sup>rd</sup> attempt). The examinations before or at the start of the subsequent semester take place in the exam weeks stipulated.<sup>20</sup> Should the final assessment be a written paper or an assignment or does the final examination take place in oral, there is no choice of examination dates.
4. If the student missed an exam or did not submit the final paper without reasonable grounds in courses with a final exam only, results in the loss of one chance to take the exam or to submit the paper.<sup>21</sup>

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<sup>17</sup> Cf. FHG § 21 as amended

<sup>18</sup> Cf. FHG 13(4) as amended

<sup>19</sup> Cf. FHG §13(1) as amended

<sup>20</sup> Cf. FHG § 13(5) §18

<sup>21</sup> Cf. FHG § 13 Abs 5 as amended





5. The examination periods of the final Bachelor and Master examinations are announced by the chair of the academic board and published on the intranet at the beginning of an academic year.
6. An examination committee for bachelor or master examinations consists of all final assessment examiners for the whole cohort. There are three examiners in the examination board for each candidate, who are announced on the exam day.
7. In order to take the final Bachelor exam – subject to meeting all the requirements– dates in June or September, for the programmes Midwifery and General Nursing<sup>22</sup>, dates in September and November - for the programme Advanced Nursing Practice dates in February and June –can be selected. In case the Bachelor examination is failed or missed on insufficiently stated grounds the dates for the re-sits are incorporated in the Academic Calendar and announced to the student by means of a notice.
8. For the submission of Master's theses, deadlines are to be defined for each academic year by the chair of the academic board. Further regulations concerning the deadline to submit the Master thesis as well as the subsequent final Master examinations can be found in the co-applicable documents of this study and examination regulations.
9. Independent of the time model of the degree programme, examinations can also be scheduled at times that lie outside the specifications of the time model. Thus, examinations can also be scheduled from Monday to Thursday for part-time students.
10. Right of access to the examinations papers including the lecturer's assessment and examination minutes has to be granted to the students, if they demand it within six months after the announcement of the results. The students are allowed to make copies of these documents. The right to copy does not include examinations that are mostly multiple choice and/or closed questions.<sup>23</sup>
11. Assessment documents (esp. marked written exams and examination papers,) are to be stored at least six months from the date of announcement by the lecturer; however, at any rate, until the completion and assessment of an examination in the context of re-sits where applicable.
12. Examination minutes and expert opinions are to be stored at least one year from the date of announcement of the assessment by the administration of the degree programme.

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<sup>22</sup> For General Nursing cohorts starting in the summer semester, the first two examination opportunities take place in June and September.

<sup>23</sup> Cf. FHG §13 (6) and Guidelines on eDesktop

### 3.3 Assessment of Performances

1. The exams of the courses defined in the curriculum will be made and assessed by the respective lecturer. For the assessment of individual performances, the marks of the official Austrian grading system are applied as follows<sup>24</sup>:

Grade	Range	Description
1 excellent / very good	100 – 91	an excellent performance
2 good	90 – 81	a performance well above average
3 satisfactory	80 – 71	a performance meeting the standard requirements
4 sufficient	70 – 60	a performance that despite its weaknesses fulfils the basic requirements
5 fail	< 60	an insufficient performance

2. An examination is passed when it is graded at least as “sufficient” (min. 60%). The curriculum may contain courses for which a graded assessment seems impossible or inappropriate. In this case, the positive assessment for the respective courses is “successfully completed”.<sup>25</sup>
3. An immanent character course is rated as passed when the total grading of all exams defined in the syllabus amounts to at least 60% of the overall performance required. This also applies when the course is given by more than one person within different thematic priorities.
4. Cluster exams exceed the subject matter of one course; the grade consists of potential partial performances of subs as well as of the mark of the examination. If a cluster exam is failed, it has to be repeated (evaluation of the 2<sup>nd</sup> attempt 100%).
5. If a module is evaluated by means of a weighted grade for the courses in the module, an ECTS weighted average is to be used as the weighting factor and rounded commercially to full grades, unless otherwise specified in the curriculum. If one or more courses of the module are assessed as attended or have been recognised, the module grade is to be calculated from the remaining courses. Participation or recognition is a prerequisite for the positive completion of the module.
6. The results of written exams need to be submitted to Study Services by the respective lecturer two weeks after the exam at the latest. The official announcement for the students by Study Services follows within three weeks after the exam or after the course respectively.
7. Should the evaluation of the exam not be possible within the deadline given for substantiated reasons the programme director and Study Services need to be informed in due course.

<sup>24</sup> Cf. FHG § 17(1) as amended

<sup>25</sup> Vgl. FHG § 17 (1)



8. The results of oral or practical exams need to be announced latest by the end of the day of the examination. Should the exam be failed the students is entitled to receive an explanation.
9. The assessments of oral or practical exams need to be submitted in written form to Study Services by the end of the day of the examination.
10. Oral and practical exams are subject to a recording liable according to FHG § 15 (2).
11. In case a student disrupts an oral or practical exam or a re-sit or an oral or practical final exam before a committee without good reasons, the exam is to be graded as „failed“. If the reason is substantiated needs to be decided by the examiner or the chairperson of the examination committee.

### 3.4 Assessment of Practical Training Semesters

1. The respective Manuals for the Organisation and Completion of the Practical Training Semester/ the Practical Trainings of the individual programmes/departments as amended, are to be taken as a basis for the programmes of the IMC UAS Krems.
2. Completion of the practical trainings for all non-health science Bachelor's degree programmes:
  - To successfully complete the Practical Training Semesters stated in the curriculum all partial tasks (see applicable manuals) are required in their due extent.
3. Practical Training Semesters and Practical Trainings of the degree programmes in **Health Sciences**:
  - To successfully complete the Practical Training Semesters and Practical Trainings of the Bachelor programmes in Health Sciences as well as of the Master Programme "Music Therapy" proof of the tasks completed is required according to the applicable Manual for the Organisation and Completion of the Practical Trainings.

For the bachelor programmes Physiotherapy, Occupational Therapy, General Nursing and midwifery the following requirements have to be met:

- Completion of the required amount of practical training as defined in the respective ordinance.
- Fulfillment of further programme specific requirements due to occupational liability restrictions
- The possibility of repetition of negatively regarded parts of the practical training of the health science programmes are governed by the



respective guidelines. These are applicable documents of the examination regulations.

4. A Practical Training Semester that is failed in the full-time programmes can only be repeated in the course of a repetition of an academic year due to the duration of the practical training. This repetition needs to be applied for with the programme director.
5. For the repetition of the PTS Seminar the regulations for the repetition of examinations apply.

### 3.5 Repetition of Examinations

1. A final exam of a course that was failed or missed can be re-done twice (according to UAS Studies Act § 18 (1). Type (written, oral, practical) and extent of the first re-sit (2<sup>nd</sup> attempt) have to be laid down in the syllabus of the respective course.
2. Course exam repetitions (2<sup>nd</sup> attempt) as well as examinations before a committee (3<sup>rd</sup> attempt) take place within the examination weeks stipulated in the Academic calendar, whereby the exact days of the examinations will be determined in coordination with the programme director and are to be made known to the students accordingly in good time. In any case all repetition examinations/ 2<sup>nd</sup> and 3<sup>rd</sup> attempts of the preceding spring term need to be completed by 10 November and of the preceding fall term by 10 April of the respective year (deadlines for the BIS registration). Reasoned deviations require the approval by the chair of the academic board. Deviations caused by the practical training following the theoretical semester are feasible.
3. The repetition of an exam for final assessment accounts for 100%. If the first attempt is carried out orally, the second attempt has to be in written form. Justified exemptions are possible.
4. In case the aggregate assessment of an immanent character course is graded as „failed“, the acquisition of the subject matter of the respective semester needs to be verified by a written or an oral re-sit (2<sup>nd</sup> attempt); should this be failed again, by an exam before a committee (3<sup>rd</sup> attempt).
5. Any re-sit accounts for 100%.
6. In case of partial performances being failed or not delivered in an integrated course the lecturer can grant their delivery afterwards. The decision resides with the lecturer.
7. Should a cluster be failed the cluster exam covering all courses adhered to the cluster has to be taken again (2<sup>nd</sup> attempt). When failing this again a 3<sup>rd</sup> attempt is to be taken. The re-sits account for 100% each considering paragraphs 14-16 following.



8. If courses that are part of a weighted module grade are graded negatively, they must be repeated.
9. In case a seminar or project paper is failed in a course, the student is given a reasonable period to deliver the required performance (2<sup>nd</sup> attempt). Should this be marked with "fail" again, it automatically entails an exam before a committee (3<sup>rd</sup> attempt).
10. Any resits from languages are in any case written and oral.
11. The results of written 2<sup>nd</sup> and 3<sup>rd</sup> attempts need to be submitted to Study Services by the respective lecturer one week after the exam at the latest. The results of oral or practical exams need to be announced immediately after the examination, whereby an insufficient performance requires an explanation.
12. The duty to record and preserve 2<sup>nd</sup> and 3<sup>rd</sup> attempt documentation applies analogically to the terms of section 3.2 point 2.
13. It is not possible to repeat an examination already passed.
14. In principle, examinations before a committee (3<sup>rd</sup> examination attempt) are to be conducted in writing and orally, taking into account paragraph 17. In justifiable individual cases, all examinations before a committee (with the exception of languages) can also be carried out in writing and orally and/or practically in practically oriented courses. Corresponding information is to be given in the syllabus at the beginning of the semester.
15. In case the written part of the second re-sits is positive (at least 60% out of 100%), no oral exam needs to be taken. Should the written part be failed an oral exam becomes mandatory each part accounting for 50% of the final grade. The spell between the written and oral exam before an examination board is to be very short. (cf. paragraph 3.1). Should the assessment of the written examination not allow for an overall percentage of 60% (in terms of figures), no oral exam will be scheduled.
16. In individual cases, all examinations before a committee (with the exception of languages) can also be conducted in written and/or oral/practical form. Corresponding information is to be given in the syllabus at the beginning of the semester.
17. In case of a negative assessment of the Bachelor paper, the student is to be allowed an adequate period to revise and submit the paper again. Another negative assessment results in a third submission (exam before a committee). In this instance the paper is to be reviewed by a panel of at least 3 persons. A further negative assessment leads to an overall assessment of the respective bachelor seminar.



18. The complete examination is to be assessed and evaluated by a board of at least three members, consisting of a subject examiner and two other qualified persons. Oral and practical examinations shall take place before the same board.
19. The dates for the 2<sup>nd</sup> and 3<sup>rd</sup> attempts take place during the exam periods as stipulated in the calendar of the respective academic year. The students will be notified on the day and time not later than one week in advance of the exam by means of a notice.
20. The period between the 2<sup>nd</sup> attempt and the 3<sup>rd</sup> attempt has to be at least 2 weeks.
21. Bachelor full-time students, who fail one or more courses in the semester preceding the PTS, need to do the 2<sup>nd</sup> attempt at the last possible time within the scheduled periods in the academic calendar at the start of the theory semester following the PTS.
22. For students in their final semester (Bachelor, 6<sup>th</sup> semester and Master, 4<sup>th</sup> semester) the 2<sup>nd</sup> attempt takes place at the beginning of the recess period (beginning of July) to enable them to take the final examination in September. The 3<sup>rd</sup> attempt, however, takes place two weeks after the announcement of the grading of the 2<sup>nd</sup> attempt at the earliest and by August/ September at the latest.
23. In general, commissioned repetition examinations (3<sup>rd</sup> examination attempt) are to be conducted both in writing and orally, taking into account paragraph 15 and 18. All commissioned repetition examinations (except for language exams) can be conducted practically and orally in justifiable individual cases within practical-oriented courses. In such cases, both parts (practical and oral) must be completed, and paragraph 15 is not applicable. Relevant information should be provided in the syllabus at the beginning of the semester.

### 3.6 Terms for Bachelor Students Having Applied for an Exchange Semester Abroad

1. If a student completes the semester preceding the mobility with a maximum of 2 negative grades, the program director may require the students to do a 2<sup>nd</sup> attempt before the start of the mobility.
2. Three or more failed courses in the semester preceding the mobility semester leads to elimination from the mobility programme (Bachelor).
3. Students doing an exchange semester abroad are obliged to deliver the exam performances given in the Learning Agreement at the partner university. If an examination abroad is not passed or the required ECTS are not delivered, make-up or re-sits have to be taken in the context of the repeat examination weeks at UAS Krems.



### 3.7 Invalidity of Examinations and Written Papers - Violations of good scientific practice

1. Examinations can be declared as invalid as a whole, when it can be proved that the student made use of unfair practice during the examination or that the student did not follow the guidelines laid down by the lecturer. In both cases the student can be immediately expelled from the examination.<sup>26</sup>
2. The lecturer decides on the validity of the exam after conferring with the programme director. An invalid exam or expulsion from the exam deems the candidate to have “failed”. The exam declared as invalid is part of the aggregate number of attempts.
3. Written papers can be declared as invalid, when it can be proved that the paper has substantially disregarded the rules of academic citing (such as plagiarism, ghost-writing, data falsification, inappropriate use of artificial intelligence, etc.). The paper declared as invalid is rated as “failed”.
4. Even theses that have already been evaluated can be declared invalid if a violation of good scientific practice is subsequently proven.
5. A final paper (Master thesis) declared as invalid can lead to an exclusion of the study or to a revocation of the degree awarded on the basis of this paper. (§ 74 (2) and § 89 UG 2002).
6. In case several decisions according to items 1-3 had to be made concerning one student this can be seen as a breach of the Education Contract and lead to its liquidation. Warnings may also be issued by the program director and/or Academic Head.
7. Written papers may be subjected to internal or external peer review procedures to determine violations of good scientific practice if there are reasonable grounds for suspicion.
8. The guidelines for good scientific practice as well as the Manual for the formal composition of scholarly papers are applicable documents of these study and examination regulations.

### 3.8 Bachelor Papers and Bachelor Examinations

1. In Bachelor programmes one paper have to be written following the *Guidelines for the Formal Composition of Written/Scholarly Papers* of the University of Applied Sciences Krems and the principles of good scientific practice.
2. Bachelor papers are papers referring to the degree programme by which the student can demonstrate that s/he can handle a topic relevant of their education

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<sup>26</sup> Cf. FHG §20 as amended



and /or occupational field within a given time and a given extent on their own following methods of academic research.

3. Bachelor papers are independently written papers within courses. The provisions for the evaluation of seminar papers, taking into account 3.6 Paragraph 16 are valid.
4. The recent “Guidelines for Bachelor Papers and Bachelor Examinations” are the basis for the composition of Bachelor papers.
5. Submission of bachelor paper for assessment is subject to approval of the topic and proposal (Exposés) by the programme director.
6. If surveys, studies, etc. are necessary for a bachelor paper, these may only be carried out following approval of the proposal (Exposés) by the programme director. The university’s IT Policy as well as regulations relating to assessments of patient-related data and surveys and data protection (see Guideline for Bachelor Papers and Bachelor Exams and Manual for the Formal Composition of Scholarly Papers as amended) shall always be followed.
7. The positive assessment of the Bachelor paper (as well as successful completion of all coursework in the sixth semester are the prerequisites to be permitted to take the comprehensive Bachelor examination.
8. The Bachelor examination is a comprehensive examination, which is taken before a specialized relevant examination board with at least 3 people who is present throughout the test period.
9. In the Health Sciences programmes it must be guaranteed that the examination board is composed of members of the teaching and research staff, who cover both specialist and medical issues.
10. The Bachelor examination consists of the following parts:
  - Presentation and discussion about the Bachelor paper/s composed as well as
  - their connections to appropriate subjects of the curriculum<sup>27</sup>
11. The students have to be informed about their permission to take the exam as well as about the composition of the exam committee at least one week in advance.
12. The assessment criteria as well as the results of the Bachelor examination are to be communicated to the students. Students are considered to have taken an examination if they are present at the start of the preparation time.
13. A no-show at a given examination date without evidence of substantial reasons in writing is rated a “fail” and counted as if the exam were taken regularly. The programme director decides on the recognition of the reasons for the no-show.

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<sup>27</sup> Cf. FHG § 16 (1)



14. The assessment of the Bachelor examination adheres to the following grading scale:

<b>Passed with Distinction</b>	The candidate's performance was excellent; grade point average $\leq 1.2$
<b>Passed with Credit</b>	The candidate's performance was clearly above average; grade point average $\leq 1.5$
<b>Passed</b>	The candidate has passed all parts of the examination.
<b>Failed</b>	The candidate has failed at least one part of the exam.

15. A failed Bachelor examination can be re-done twice. Parts already passed can be excluded from repetition.

16. Students from international partner universities, who do a double-degree programme, are also subject to the study and examination regulations.

17. Papers on demand can be withheld from publication for a maximum of five years by means of a restriction note (clause of confidentiality) if the legal and economic interests of the contractor are at risk. Students who want to obtain a restriction note on behalf of the contractor (which can also be the IMC UAS Krems) have to apply in writing to the programme director where the student must make it credible that the publication of the thesis would endanger important legal or economic interests of the commissioning party. The decision is to be issued in written form. The restriction note does not apply for the publication of an abstract as well as the defence of the paper in the context of the bachelor examination. A decision on the exclusion of the public at the presentation of the defence is to be made by the chairperson of the exam committee whereby this does not apply to faculty members and authorized staff members of the IMC UAS Krems.

### 3.9 Master Theses and Examinations<sup>28</sup>

1. The final examination of a master's programme is a comprehensive examination by a committee which consist of the composition of a Master thesis and the comprehensive Examination.
2. A Master thesis is a scholarly paper by which s/he can demonstrate that s/he can handle occupational field-related tasks relevant of the specific Master's or degree programme on their own, meeting the requirements of the state-of-the-art from science and real life.

<sup>28</sup> Cf. FHG § 16 and 19 as amended



3. Master's theses are to be written according to the scientific codes of the respective discipline. Students shall also follow the guidelines for the formal design of written/scientific papers at IMC UAS Krems and the principles of good scientific practice.
4. The joint treatment of a topic by several students is permitted as long as the achievements of the individual students can be assessed separately.<sup>29</sup>
5. "The Guidelines for Master theses and Master examinations at the IMC UAS Krems" as amended are the basis for the composition of a Master thesis.
6. The positive assessment of the Master thesis and the completion of all coursework of the 4<sup>th</sup> semester are the prerequisites to be permitted to take the comprehensive Examination.
7. Submission of a master thesis for assessment is subject to approval of the topic and proposal (exposé) by the programme director. The master thesis may be submitted three months after approval of the master thesis proposal (exposé) at the earliest. Submission of a master thesis for assessment is subject to approval of the topic and proposal by the programme director.

If surveys, studies, etc. are necessary for a master thesis, these may only be carried out following approval of the proposal (exposé) by the programme director. The university's IT Policy, –data protection as well as regulations relating to inquiries into patient-related data and surveys (see Guideline for Master Thesis and Master Exam and Manual for the Formal Composition of Scholarly Papers as amended) shall always be followed.

8. The assessment of the Master's thesis takes the form of a moderated written report by the supervisor. The report and the grade shall be handed out to the students.
9. A negatively assessed (non-approved) Master's thesis may be revised twice. The deadlines for resubmission shall be communicated to the students in writing. In the case of a negative assessment of the second submission, a second assessor is to be nominated by the programme director. The third submitted work is to be assessed by a three-member committee consisting of the two assessors and the programme director.
10. Papers on demand can be withheld from publication for a maximum of five years by means of a restriction note (clause of confidentiality) if the legal and economic interests of the contractor are at risk. Students who want to obtain a restriction note on behalf of the contractor (which can also be the IMC UAS Krems) have to apply in writing to the programme director where the student must make it credible that the publication of the thesis would endanger important legal or economic interests of the commissioning party. The decision is to be issued in written form. The restriction note does not apply for the publication of an abstract as well as the

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<sup>29</sup> Cf.leg.cit §19 (1) as amended



defence of the paper in the context of the Master examination. A decision on the exclusion of the public at the presentation of the defence is to be made by the chairperson of the exam committee whereby this does not apply to faculty members and authorized staff members of the IMC UAS Krems.

11. Master topics, which require the handling of patient related data, need to be approved by the ethical review committee. The submission to the ethical review committee rests on the student. Possible time delays due to the proceedings of the committee need to be coordinated with the advisor as well as the programme director.
12. For the first submission of the Master thesis as well the associated first attempt at the Master Examination the students can dispose of several dates to choose from (cf. Guidelines for Master Thesis Submission and Final Master Exam Dates as amended). An extension of the period for the final submission for approval can be granted until the beginning of the 3rd semester after having completed the courses of the Master degree programme.  
  
Extensions for deadlines may be requested in writing to the programme director. The decision is made by the head of the academic board and the programme director under dual control principle.
13. The approval of the Master thesis and the permission to take the final Master examination shall be provided electronically.
14. The dates of the final Master examination are laid down in the Academic Calendar. The examination schedule as well as the composition of the examining committee is to be announced to the student one week ahead of the exam at the latest.
15. A no-show at a given examination date without notification of substantial reasons in writing results in the loss of one attempt and is, thus, counted as a regular attempt. Students are considered to have taken an examination if they are present at the start of the preparation time. The programme director decides on the recognition of the reasons for the no-show.
16. The final examination of a Master programme is to be taken in front of an examination board according to § 16(1) UAS Studies Act par.2 Z 6 as amended. It comprises the following parts:
  - a. the presentation of the Master thesis
  - b. a defence of the thesis and a discussion referring to connections to appropriate courses of the curriculum as well as
  - c. a conversation about other content relevant to the curriculum.<sup>30</sup>
17. The members of the examination board need to be present during the entire examination and decide on the grading by collegial principle. The participation of

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<sup>30</sup> Cf. FHG § 16(2)



an examiner or a student in the examination process by means of video conferencing or other technical media is in justified cases possible.<sup>31</sup>

18. The assessment of the final comprehensive Master examination<sup>32</sup> adheres to the following grading scale:

<b>Passed with Distinction</b>	The candidate's performance is excellent; grade point average $\leq 1.2$
<b>Passed with Credit</b>	The candidate's performance is clearly above average; grade point average $\leq 1.5$
<b>Passed</b>	The candidate has passed all parts of the examination; grade point average $> 1.5$ .
<b>Failed</b>	The candidate has failed at least one part of the exam.

19. A failed Master examination can be re-done twice. Parts already passed can be excluded from repetition

20. Students from international partner universities, who do a double-degree programme, are also subject to the examination regulations.

### 3.10 Recognition of Knowledge Proven

1. Proven knowledge from the formal area is recognized at the degree programme level relating to the modules- and/or courses as well as considering its equivalence. Professional and/or non-professional practice shall be subject to a validation procedure defined in the guideline on Regulation for accreditation of courses. These are also subject to a case-by-case decision by the head of the degree programme.
2. Knowledge and skills from non-formal and informal learning paths are subject to the programme director's decision.
3. Applications to receive recognition and credits for knowledge proven need to be submitted within the deadlines posted. (co-applicable document: Accreditation of courses – exemption of courses)
4. The recognition and accreditation of courses completed during study abroad period adheres to the Learning Agreements approved before the studying abroad.

<sup>31</sup> Cf. leg.cit § 15 (3) as amended

<sup>32</sup> Cf. leg.cit §3 (2) 6 as amended



## 4 Empowerment of the Academic Board and degree programme or course directors in case of extraordinary circumstances

In case of force majeure circumstances, meaning a fundamental external development affecting the University that could not be prevented by taking reasonable care, is so extraordinary that it cannot be viewed as a typical operational risk, and that significantly curtails or may curtail the regular examination procedures of one or all degree programmes, the Academic Board may, in consultation with the corresponding programme director(s) and/or course director(s), agree necessary and suitable measures in order to guarantee that teaching and examination operations continue. These include, in particular, the following:

1. 2.3 Mandatory Attendance of Students, 1, 2 and 3: Mandatory attendance may be waived by resolution of the above-mentioned authorities, if it is objectively not possible for students to comply with this requirement due to the extraordinary circumstances described above.
2. 3.1 General Provisions for Examinations, 3.5 Repetition of Examinations; 3.8 Bachelor thesis and comprehensive Exams and 3.9 Master Theses and Examinations. The Academic Board may, in consultation with the programme director(s) and/or course director(s), permit additional students to take the first resit examination, provided this is justified due to the extraordinary external circumstances.
3. 3.2 Organisation and Execution of Examinations, 3 and 5: The Academic Board may modify the examination periods for resits and final examinations published in the academic calendar, and the related deadlines, if necessary due to the extraordinary external circumstances.
4. 3.2 Organisation and Execution of Examinations, 7 and 8: The Academic Board may change the elective dates for first bachelor and master committee examinations, based on whether they can be held in light of the extraordinary external circumstances.
5. 3.5 Repetition of Examinations, 10,11,12: If, due to the extraordinary external circumstances, it is not possible to hold both the written and oral components of the (final) committee examination resits, by resolution of the above-named authorities each candidate may be permitted to sit either an oral or a written committee examination only. In this case, this single component will account for 100% of the grade to be awarded.

## 5 References

### 5.1 Superordinated Processes/Regulations

The constitution of a statute is obligatory according to §10 FHG idgF and contains, in addition to the statute part of the study and examination regulations, the following statute parts:

- Rules of procedure and election of the Academic Board members (FHR-5-0020)
- Study and Examination regulation (FHR-5-0035)
- Establishment of working groups and their statutes (FHR-5-0037)
- Regulations with regard to presence quorums of the Board (FHR-5-0038)
- Equal opportunities plan (FHR-5-0039)
- Regulations with regard to the establishment and discontinuation of degree programmes and certificate UAS programmes (FHR-5-0040)
- Guidelines for the appropriate use of designations as customary in the University system and for the award of academic honours (FHR-5-0041)

### 5.2 Co-applicable documents (MGU)

- Guidelines for Studetns PTS
  - FHM-5-0006 (Business)
  - FHM-5-0020 (Life Science)
  - FHM-5-0037 (Health)
- (FHM-5-0003) Manual for the formal composition of scholarly papers at IMC UAS Krems
- (FHM-5-0008) Guidelines for Bachelor Papers and Bachelor Exams
- (FHR-5-0009) Guidelines for Master Thesis and Master Exam
- (FHF-5-0055) Accreditation of courses – exemption of courses
- (FHF-5-0135) Guidelines for Bachelor thesis submission and final BA exam dates
- (FHF-5-0195) Guidelines for Master thesis submission and final MA exam dates
- (FHR-5-0025) Directive for status modification
- (FHM-5-0066) Richtline für Belnded Learning und Leistungsfeststellungen des IMC Krems



### 5.3 Legal requirements

- University of Applied Sciences Studies Act (FHG) 1993
- Students Union Act (HSG) 2014