

Note:

The only legally binding version of the statutes of the Technische Universität Wien is the German version.

The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

Provisions of the Chapter Study Law of the TU Wien Statute

(online 27.10.2016)

University Gazette 2003, 33rd issue, No. 289 as amended

1. University Gazette 2005, 2nd issue, No. 23
2. University Gazette 2005, 20th issue, No. 188
3. University Gazette 2005, 23rd issue, No. 222
4. University Gazette 2011, 7th issue, No. 60
5. University Gazette 2011, 17th issue, No. 149
6. University Gazette 2014, 3rd issue, No. 22
7. University Gazette 2016, 16th issue, No. 206

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Preamble

(University Gazette 2011, 7th issue, No. 60)

The provisions of the Chapter Study Law of the TU Wien Statute amend the study-law provisions of the Universities Act 2002 (UG). They include, in particular, the regulation concerning the establishment of a monocratic organ which is responsible in the first instance for the fulfilment of the study-law provisions according to § 19 para. 2 subpara. 2 UG ("body responsible for study matters), the study-law provisions to be regulated according to § 19 para. 2 subpara. 4 UG and the provisions concerning the collegial boards for study matters with the authority to make decisions to be appointed by the Senate according to § 25 para. 8 subpara. 3 UG ("study committees").

Body responsible for study matters

(University Gazette 2011, 7th issue, No. 60)

§ 1. (1) In order to fulfil the provisions of the Chapter Study Law, the Vice Rector for Academic Affairs or the respective Dean of Studies authorised according to paragraph 2 below shall act as competent monocratic organ ("body responsible for study matters").

According to the Universities Act (UG), the body responsible for study matters is entrusted with the following tasks:

1. Approval of applications for the admission to an individually designed degree programme by official notification after consulting the study committees which are responsible for at least 30% of the curriculum of the individually designed degree programme (§ 55 para. 3 UG);
2. Award of university degrees to graduates of individually designed degree programmes by official notification (§ 55 para. 4 UG);
3. Award of university degrees to graduates of certificate university programmes for further education by official notification (§ 87 para. 2 UG);
4. Approval of the taking of examinations for a study programme at another university than the admission university (§ 63 para. 9 subpara. 2 UG);
5. Annulment of the assessment of an examination or a thesis by official notification if registration was fraudulently obtained or if the assessment was fraudulently obtained, especially by using illegitimate resources or if the regulations to ensure good scientific practice were disregarded (§ 74 UG);
6. Issuing of certificates on completed studies (§ 75 para. 3 UG);
7. Appointment of examiners for admission and supplementary examinations, determination of the examination method and the type of examination as examination given by a single examiner or examination before a committee (§ 76 para. 1 UG);
8. Recognition of examinations taken at other educational institutions by official notification if they are equivalent to the examinations specified in the curriculum (§ 78 para. 1 UG);
9. Annulment of negatively assessed examinations in the case of serious implementation deficiencies by official notification (§ 79 para. 1 UG);
10. Securing of the storage of non-issued assessment materials for at least six months from the announcement of the assessment (§ 84 para. 1 UG);

11. Approval of applications for the exclusion of the use of theses or artistic work for a maximum of five years
12. Award of university degrees to graduates of degree programmes by official notification (§ 87 para. 1 UG);
13. Revocation of university degrees by official notification (§ 89 UG);
14. Recognition of foreign university degrees as equal to a degree of an Austrian degree programme (nostrification) by official notification (§ 90 para. 3 UG);
15. Determination of examinations prescribed as part of the admission to a doctoral programme or master's programme in order to be able to determine their equivalence by official notification (§ 64 para. 4 and 5 UG);
16. Establishment and execution of tutorials for first-year students in cooperation with the Union of Students at TU Wien (§ 66 para. 5 UG).

(University Gazette 2016, 16th issue; No. 206)

In addition to these tasks, the body responsible for study matters is responsible for the following in connection with the factual context and according to the provisions of this part of the statute:

17. Approval of courses to impart interdisciplinary qualifications (§ 3 para. 1 subpara. 9 c below);
18. Appointment of the heads of the certificate university programmes for further education (§ 5 below);
19. Approval of block courses (§ 9 para. 3 below);
20. Determination of alternative forms of prescribed practices which cannot be executed (§ 10 below);
21. Approval of the use of foreign languages in courses and examinations, when writing theses and issuing certificates, leaving certificates and documents in connection with the award of university degrees (§ 11 para. 1 to 3 below);
22. Appointment of examiners for bachelor's examinations and diploma examinations (master's examinations) (§ 12 para. 2 to 4 below), doctoral examinations (§ 13 para. 2 and 3 below), final examinations of certificate university programmes for further education (§ 14 para. 2 below) and, if required, for course examinations (§ 15 para. 1 below);
23. Determination of examination dates and of deadlines for the registration and de-registration for examinations (§ 16 below);
24. Formation of examination committees for examinations before a committee (§ 19 below);
25. Determination of whether there is an important reason for the early termination of an examination by official notification (§ 20 Abs. 7 below);
- 25a. Approval of a deviating examination method (§ 17 para. 2 below);
(University Gazette 2014, 3rd issue; No. 22)
26. Entrustment of persons with the supervision and assessment of diploma theses (master's theses), interdiction of a topic or of the supervisor by official notification and inducement of the assessment of the completed thesis (§ 22 para. 3 to 6 below);
27. Entrustment of persons with the supervision and assessment of doctoral theses, interdiction of a topic or of the supervisor by official notification and arranging for the assessment of the completed thesis (§ 23 para. 5 to 8 below);
28. Approval of equivalent courses and individual compositions of elective modules to support mobility and the ability to study (§ 27 para. 2 and 3 below);
29. Determination of substitute performances for academic work already performed before the admission by official notification (§ 27 para. 4 below);

30. Establishment of a course catalogue in order to impart interdisciplinary qualifications (§ 3 para. 1 subpara. 9 b below);
(*University Gazette 2005, 23rd issue; No. 222; University Gazette 2005, 20th issue; No. 188, University Gazette 2005, 2nd issue, No. 23*)

(2) For groups of thematically related studies and certificate university programmes for further education, the body responsible for study matters may authorise Deans of Studies to perform the tasks stated under para. 1 subpara. 4 to 29 above in its name. Authorisation is granted after consulting the respective competent study committee, is to be published in the University Gazette and shall apply until the end of the term of office of the Vice Rector for Academic Affairs at the latest.

(3) The body responsible for study matters shall be invited as informant with the right to table motions concerning items on the agenda of the Senate which affect its field of duties.

Study committees

(*University Gazette 2011, 7th issue, No. 60*)

§ 2. (1) For its term of office, the Senate shall establish study committees as collegial boards for study matters with the authority to make decisions according to § 25 para. 1 subpara. 10 UG. In this regard, it is permitted to transfer the responsibility for several thematically related study programmes to one study committee.

Each study committee consists of two to four representatives of the following groups:

1. university professors;
2. associate professors and academic research and teaching staff;
3. students.

The delegates according to subpara. 1 and 2 above shall be nominated by the respective group of the Senate. They are nominated after a hearing or upon the proposal of the respective group of people of the primarily affected faculty or faculties. The student representatives shall be delegated by the competent authority of the Union of Students at TU Wien.

(2) The tasks of the study committee comprise:

1. the enactment and amendment of the curricula for degree programmes and courses. In this regard, it is bound to the directives of the Senate and its decisions must be approved by the Senate;
2. Giving advice to the Senate concerning the production of expert opinions in the event of complaints in study matters (§ 46 para. 2 UG)

(*University Gazette 2016, 16th issue; No. 206*)

(3) The chairpersons of the study committees shall be invited to meetings of the Senate concerning items on the agenda which affect its field of duties as informant with the right to table motions.

(4) The Dean of Studies shall be invited to meetings of the study committee as informant with the right to table motions.

(5) Every semester, the Dean of Studies shall submit the quantitative and qualitative results of the course evaluation by the students in the form agreed with the study committee. If there are any problems concerning teaching, the study committee is entitled to make proposals in order to solve the problems.

Curricula

Content of the curricula for bachelor's, master's and diploma programmes

(University Gazette 2011, 7th issue, No. 60)

§ 3. (1) The curriculum is the decree which determines the qualification profile, the content and the organisation of a study programme and the examination regulations. The curricula for bachelor's, master's and diploma programmes shall also contain:

1. A qualification profile which describes the academic and professional qualifications the students obtain by taking part in the study programme;
2. The scope of the study programme and the required partial performances in ECTS credit points; the relative share of the workload connected with each individual performance shall be determined with the help of these credit points, whereby the workload of one year shall comprise 1500 hours and 60 ECTS credit points are awarded for this workload;
3. For bachelor's and diploma programmes: the organisation of the orientation period;
4. The names of the compulsory and elective subjects of the bachelor's examination or of the diploma examination (master's examination);
5. The names and descriptions as well as the workload of the modules on which the compulsory and elective subjects are based;
6. If the study programme is offered in cooperation with other educational institutions: the assignment of the modules to the respective educational institutions;
7. The courses of the modules;
8. For courses with a restricted number of participants: the possible number of participants and the procedure for awarding the places;
9. The extent of the courses for the imparting of interdisciplinary qualifications of at least 5% of the ECTS credit points of the complete study programme minus the workload for a planned diploma thesis (master's thesis); this includes
 - a. compulsory or elective courses of the curriculum which impart interdisciplinary qualifications,
 - b. free-choice courses from the catalogue "transferable skills" which shall be prepared by the body responsible for study matters; in bachelor's programmes, obligatory courses on the topics of technology assessment, scientific ethics, gender mainstreaming and diversity management can, as part of the student's transferable skills, be awarded a maximum of 3 ECTS credit points, provided that these topics are not already covered by any compulsory modules,
(University Gazette 2016, 16th issue; No. 206)
 - c. free-choice courses of accredited Austrian or foreign post-secondary educational institutions if they are approved by the body responsible for study matters for the imparting of interdisciplinary qualifications;
10. The extent of courses for the general academic education with a scope of at least 5% of the ECTS credit points of the complete study programme minus the workload for a planned diploma thesis (master's thesis); these courses can be freely elected from a suitable offer of accredited Austrian or foreign post-secondary educational institutions; together with the courses stated in subpara. 9 b and c above, the extent of the free-choice courses may not be less than 10% of the ECTS credit points for the complete study programme minus the workload for a planned diploma thesis (master's thesis);
11. For bachelor's programmes: detailed description of the bachelor's thesis to be written within the context of a course;
12. For master's and diploma programmes: detailed description of the topic of the diploma thesis (master's thesis);
13. The examination regulations;
14. The determination of the university degree;
15. The description of the types of courses;

16. Transitional provisions.

(2) The following can also be determined in the curriculum:

1. Distance learning units which replace parts of the attendance courses;
2. The completion of practical training
3. The proof of special qualifications as a requirement for the registration for courses;
4. The required language skills.

(University Gazette 2005, 23rd issue; No. 222)

Content of the curricula for doctoral programmes

(University Gazette 2011, 7th issue, No. 60)

§ 4. (1) The doctoral programmes of Technische Universität Wien are "Doctor of Philosophy" programmes according to § 54 para. 4 UG. The curricula shall be organised according to the goals of these doctoral programmes.

(2) The curricula of doctoral programmes shall contain:

1. A qualification profile which describes the academic and professional qualifications the students obtain by taking part in the study programme;
2. Detailed provisions for the admission to a doctoral programme in compliance with § 64 para. 4 UG;
3. Information concerning the required workload and the duration of the study programme; the duration may not be less than three years according to § 54 para. 4 UG.
4. Provisions concerning the extent and the selection of courses for the deepening of scientific/academic knowledge; when taking the doctoral programme within the context of special doctoral programmes (doctoral college), the provisions may differ in agreement with the study committee;
5. Detailed information concerning the topic, the writing and the assessment of the doctoral thesis;
6. The execution of the doctoral examination with the defence of the doctoral thesis;
7. The examination regulations;
8. The determination of the university degree.

Content of the curricula for certificate university programmes for further education

(University Gazette 2011, 7th issue, No. 60)

§ 5. (1) The Rectorate is entitled to establish certificate university programmes for further education as non-degree programmes for the purpose of further education. The Senate enacts and amends the curricula of certificate university programmes for further education.

(2) Certificate university programmes for further education may also be offered during the periods when no other courses are held and for the purpose of the economic and organisational support in cooperation with non-university legal entities. It is also possible to offer these programmes in cooperation with other universities, private universities, maintainers of programmes at universities of applied sciences and university colleges of teacher education.

(3) The Rectorate appoints a development team which prepares the curriculum for a certificate university programme for further education. The curriculum shall contain:

1. The goals of the certificate university programme for further education;
2. The duration and the structure;

3. The admission requirements;
4. The names, workloads (measured by ECTS credit points) and the semester hours of the modules to be completed;
5. If the certificate university programme for further education is offered in cooperation with another university or another educational institution according to para. 2 above: the assignation of the modules to the participating educational institutions;
6. The courses of the modules;
7. The examination regulations;
8. The determination of the university degree or the designation according to § 58 UG;
9. Framework conditions for quality management.

(4) The following can also be determined in the curriculum:

1. The designation "post-graduate programme" for a certificate university programme for further education where the admission requires the completion of a subject-relevant study programme at an accredited post-secondary educational institution or an equivalent qualification;
2. The enabling of the proof of qualifications through certificates from non-university institutions;
3. The proof of special qualifications as a requirement for the registration for courses;
4. Provisions for the writing of a thesis.

Preparation and amendment of the curricula for degree programmes

(University Gazette 2011, 7th issue, No. 60; University Gazette 2014, 3rd issue, No. 22)

§ 6. (1) Design of the qualification profile: The profile shall describe the educational goals in connection with the academic and professional qualifications the student shall obtain by taking part in the study programme.

(2) Design of the module structure: On the basis of the qualification profile, a modular structure of the study programme suitable for the achievement of the educational goals shall be designed. The major study content and the assigned workloads shall be stated in ECTS credit points for the individual modules.

(3) Preparation of the draft curriculum: The draft curriculum shall be prepared using the materials developed according to para. 1 and para. 2 above. Concerning this matter, the provisions of the Universities Act 2002, especially § 54 UG, the provisions of this part of the statute, especially § 3 above and the directive "Directive for the preparation of curricula" (as amended) decided by the Senate shall be observed.

(4) Module descriptions: The curriculum shall include the descriptions of all modules. They shall contain: the name of the module and the regular workload, the educational goals (learning outcomes), the contents, expected previous knowledge and, if required, compulsory requirements, notes concerning forms of teaching and learning and the assessment of performances and, according to the directive stated in para. 3 above, the courses of the module (name, type, ECTS credit points, semester hours). For the assignation of ECTS credit points to the courses, the type of course and the assessment of the performance shall be taken into account in particular. Surveys among the students may be used for this purpose. When preparing the curricula and organising the teaching, it shall be ensured that it is possible for average students to adhere to the scheduled duration of studies on a full-time basis.

(5) Determination of the teaching effort: In order to assess the coverage of the study programme, a calculation of the required teaching effort shall be attached to the draft curriculum.

(6) The draft curriculum including the components stated in para. 1 to para. 5 above shall be submitted to the following authorities of Technische Universität Wien so that they can give their opinion:

- University council
- Rectorate
- Senate
- Deans
- Deans of Studies
- Union of Students at TU Wien
- Office for Gender Competence
- Department of administration of studies and records

((University Gazette 2005, 23rd issue; No. 222; University Gazette 2005, 20th issue, No. 188 and University Gazette 2014, 3rd issue, No. 22))

(7) The draft curriculum can also be submitted to non-university institutions and to institutions and companies which could be possible employers of the graduate of the study programme so that they can give their opinion.

(8) Under consideration of the opinions received, the legal provisions, the provisions of this statute and the directives of the Senate, the competent study committee shall prepare and decide the final curriculum.

(9) After the decision of the study committee, the curriculum shall be transferred to the Senate and the Rectorate together with the calculation of the workload and the opinions received. If the Senate approves the curriculum and the Rectorate does not reject the curriculum according to § 22 para. 1 subpara. 12 UG, the curriculum shall be considered decreed. If the Senate does not approve the curriculum, it shall be returned to the competent study committee together with a justification for the rejection.

(10) If the curriculum is returned to the study committee, the study committee shall review and re-decide upon the curriculum, taking into account the attached justification for the rejection. Afterwards, the procedure shall again be according to para. 9 above.

(11) Minor changes to the curriculum, which affect the descriptions of the modules stated in para. 4 above, for example, can be decided by the study committee without having to adhere to the procedure according to para. 1 to 3 and 6 to 8 above. Para. 9 and 10 above shall apply for the approval by the Senate.

Transitional provisions for curricula

(University Gazette 2011, 7th issue, No. 60)

§ 7. When the curriculum is changed, transitional provisions are required. These shall ensure that at least the full extent of the completed performance of the students who have not yet exceeded the scheduled duration of the study programme or who have exceeded the duration for a maximum of three semesters at the time of the entry into force of the changed curriculum is acknowledged (measured by ECTS credit points).

Entry into force of the curricula

§ 8. (1) The curriculum approved by the Senate shall be published in the University Gazette of Technische Universität Wien.

(2) The curriculum and any changes to the curriculum shall enter into force on the 1st of October of the same year if they are published in the University Gazette before the 1st of July and on the 1st of October of the following year if they are published after the 30th of June. A changed curriculum shall apply to all students after its entry into force.

(University Gazette 2011, 7th issue, No. 60)

(3) By derogation from para. 2 above, the curriculum and any changes to the curriculum for certificate university programmes for further education shall enter into force on the first day of the month following the publication.

(University Gazette 2011, 7th issue, No. 60)

Modules and courses

(University Gazette 2011, 7th issue, No. 60)

§ 9. (1) The contents and qualifications of a study programme shall be imparted through modules. A module is a teaching and learning unit which is characterised by entry and initial qualifications, contents, forms of teaching and learning, the regular workload and the assessment of the performance. The modules are taken in the form of individual courses or several subject-related courses.

(2) The scope of the courses shall be stated in ECTS credit points and in semester hours. The number of instruction units of one semester hour corresponds to the number of instruction weeks of one semester. One instruction unit is 45 minutes.

(3) Upon approval of the body responsible for study matters, the heads of the courses are entitled to offer the courses only during a part of the semester, but with a respectively increased number of hours per week ("block courses"). The body responsible for study matters must approve the block courses if there are important reasons and the required rooms are available. For certificate university programmes for further education, block courses are generally permitted.

Practical training

(University Gazette 2011, 7th issue, No. 60)

§ 10. The curriculum can require the students to complete subject-relevant practical training. If the completion of subject-relevant practical training is not possible, the body responsible for study matters shall determine suitable alternatives.

Foreign languages

(University Gazette 2011, 7th issue, No. 60)

§ 11. (1) Upon approval by the body responsible for study matters, the heads of the courses are entitled to offer their courses and examinations in a foreign language. For the examinations, the achievement of the educational goals and not the level of the language proficiency shall be used as assessment standard.

(2) Upon approval by the supervisor and the body responsible for study matters, students of a degree programme are entitled to write theses in a foreign language.

(3) Upon application of the students or of graduates and upon approval of the body responsible for study matters, certificates, leaving certificates and documents in connection with the award of university degrees can be issued in a foreign language.

(4) The curriculum can determine the holding of a certificate university programme for further education and the designations of the graduates in a foreign language.

(5) For study programmes held in a foreign language, the required language level shall be stated as an admission requirement in the curriculum. If the required language skills cannot be proven, the Rectorate shall make the admission dependent on the successful completion of an assessment test.

Examinations

Bachelor's examinations and diploma examinations (master's examinations)

(University Gazette 2011, 7th issue, No. 60)

§ 12. (1) Subject-related modules are grouped into examination subjects whose names as well as the scope and the overall grade shall be stated in the final certificate. The examination subjects and the type of examination shall be stated in the curriculum.

(2) The body responsible for study matters shall appoint university professors, associate professors, professors emeriti, retired university professors as well as private teachers for their respective subject with a *venia docendi* so that bachelor's examinations and diploma examinations (master's examinations) can be held as final examinations before a committee.

(3) The body responsible for study matters is also entitled to appoint persons with a *venia docendi* of an accredited Austrian or foreign university or members of an external research institution for the execution of bachelor's examinations and diploma examinations (master's examinations) if their qualifications are equivalent to a *venia docendi* according to para. 2 above. The body responsible for study matters is also entitled to appoint honorary professors according to the "Honours" part of the statute for their respective subject with an honorary *venia docendi*.

(4) If required, the body responsible for study matters is also entitled to appoint academic staff for research, art activities and teaching or other professionally or extra-professionally qualified experts as examiners.

Doctoral examinations

(University Gazette 2011, 7th issue, No. 60)

§ 13. (1) Doctoral examinations are the final examinations before a committee in doctoral programmes.

(2) The body responsible for study matters shall appoint university professors, associate professors, professors emeriti, retired university professors as well as private teachers for their respective subject with a *venia docendi* so that doctoral examinations can be held as final examinations before a committee.

(3) The body responsible for study matters is also entitled to appoint persons with a *venia docendi* of an accredited Austrian or foreign university or members of an external research institution for the execution of doctoral examinations if their qualifications are equivalent to a *venia docendi* according to para. 2 above. The body responsible for study matters is also entitled to appoint honorary professors according to the "Honours" part of the statute for their respective subject with an honorary *venia docendi*.

Final examinations of certificate university programmes for further education

(University Gazette 2011, 7th issue, No. 60)

§ 14. (1) Subject-related modules are grouped into examination subjects whose names as well as the scope and the overall grade shall be stated in the final certificate. The examination subjects and the type of examination shall be stated in the curriculum.

(2) If the curriculum requires a final examination before a committee, the body responsible for study matters shall appoint a qualified examiner.

Course examinations and final examinations before a committee

(University Gazette 2011, 7th issue, No. 60)

§ 15. (1) The course examinations shall be held by the head of the course. If required, the body responsible for study matters shall appoint another qualified examiner.

(2) If a degree programme or a certificate university programme for further education requires a final examination before a committee, the curriculum must contain more detailed descriptions concerning this matter.

Examination dates

(University Gazette 2011, 7th issue, No. 60)

§ 16. (1) The body responsible for study matters shall determine the examination dates in such a way that the students are able to adhere to the duration of the study programme determined in the curriculum. Examinations take place at the beginning, in the middle and at the end of each semester. Examinations may also take place at the beginning and the end of periods when no courses are held. The examination dates must be communicated by appropriate means.

(2) For the registration for examinations, the body responsible for study matters shall determine deadlines of at least two weeks. Based on the actual possibilities, the body responsible for study matters is entitled to entrust the heads of the courses with the determination of the registration and deregistration deadlines for course examinations. The registration deadlines for course examinations must not end more than one week before the examination date.

(3) If possible, the body responsible for study matters shall permit personal agreements on dates between the students and the examiners. It is possible to hold examinations during periods when no courses are held.

(4) Examinations must be held by the end of the third semester following the course.

(5) If, for an examination with a limited participation, the maximum number of places has been filled, then the remaining students, having duly registered for the examination date, are to be put on a waiting list. These students must also be present on the day of the examination or deregister from the examination pursuant to § 18a. The body responsible for study matters must ensure that the students on the waiting list, for whom this examination is required by the curriculum and who were unable to be offered a place despite their presence on the day of the examination, have the opportunity to take the examination as soon as possible (preferably within two weeks after the examination date). This additional examination day is part of the original examination date. Following notification of the examination day, participation is to be confirmed by students entitled to do so. Otherwise, students are required to deregister pursuant to § 18a.

(University Gazette 2016, 16th issue; No. 206)

(6) In the case of courses which are not completed with one single examination and which require a final written and/or oral partial examination without which a positive overall assessment of the course is not possible, three new dates for the execution of this concluding partial examination shall be provided at least in the next semester.

Registration for course examinations

(University Gazette 2011, 7th issue, No. 60)

§ 17. (1) The students are entitled and obliged to register for the course examinations within the determined deadlines. The registration must be accepted if the student provides proof of the fulfilment of the registration requirements determined in the curriculum.

(University Gazette 2014, 3rd issue; No. 22)

(2) The student is entitled to apply for a different examination method when registering for the examination. The application must be accepted if the student proves that they suffer from a prolonged disability which makes it impossible to take the examination using the prescribed method and the deviating method does not have any negative effects on the

content and the requirements of the examination. If the application is not accepted, an official notification must be issued upon request of the student. Furthermore, it shall be ensured that the students are able to fulfil any care responsibilities.

Registration for final examinations before a committee

(University Gazette 2011, 7th issue, No. 60)

§ 18. (1) If the curriculum requires a final examination before a committee, the students are entitled and obliged to register for this examination within the determined deadline. The body responsible for study matters must accept the registration if the student provides proof of the fulfilment of the registration requirements determined in the curriculum.

(University Gazette 2014, 3rd issue; No. 22)

(2) The student is entitled to apply for a specific examiner when registering. These applications shall be taken into account as far as possible. § 17 para. 2 above shall be applied accordingly.

(3) The allocation of the examiners and of the examination dates shall be reported to the students in a suitable way three weeks before the examination date at the latest; upon agreement of the student, shorter notice for agreements on dates is also possible. Sending a representative if an examiner is prevented from attending is permitted.

Deregistration from examinations

(University Gazette 2014, 3rd issue; No. 22)

§ 18a. (1) The students are entitled to deregister from the examination by informing the examiner or the Dean of Studies in oral, written or electronic form two working days before the examination date at the latest.

(2) If students do not attend an examination without having deregistered according to para. 1 above, the Dean of Studies is entitled to exclude this student from registering for this examination for a period of eight weeks upon proposal of the examiner. This regulatory deadline starts on the date of the examination to which the student did not appear despite having registered and not deregistered. The affected students shall be informed about the exclusion by appropriate means.

(3) If the student is able to prove that there was a good reason (e.g. accident) or another valid reason for their failure to deregister from the examination in time, the exclusion shall be annulled.

Examining committees

(University Gazette 2011, 7th issue, No. 60)

§ 19. (1) For examinations before a committee, the body responsible for study matters shall form examining committees. An examining committee consists of at least three and not more than five (if required) persons. One member shall be appointed as chairperson of the examining committee.

(2) If an examination which is held as one single examination is repeated for the fourth time, the body responsible for study matters shall be a member and the chairperson of the examining committee.

(University Gazette 2005, 20th issue, No. 188; (University Gazette 2014, 3rd issue; No. 22)

(3) When repeating the last examination of a study programme for the fourth time, the examining committee consists of five persons and the body responsible for study matters shall be the chairperson. The final examination in a bachelor's programme is completed, when all other examinations prescribed by the curriculum have been positively assessed.

(University Gazette 2014, 3rd issue; No. 22; University Gazette 2016, 16th issue; No.206)

(4) *Annulled in the University Gazette 2009, 5th issue, No. 8.*

Execution of examinations

(University Gazette 2011, 7th issue, No. 60)

§ 20. (1) When taking an examination, the students must have the opportunity to demonstrate their acquired qualifications according to the educational goals determined in the curriculum.

(2) Oral examinations are public. If required, restricting the number of persons according to the spatial conditions is permitted. In the case of oral examinations before a committee, every member of the examining committee must be present during the entire examination time.

(3) The examiner or the chairperson of the examining committee must guarantee the orderly course of the examination. The examination subject, the place and the examination time, the name of the examiner and the names of the members of the examining committee, the name of the student, the questions asked, the assessments, the reasons for a negative assessment and any special occurrences shall be stated in the records. Upon request, the student shall be informed in writing about reasons for a negative assessment. The examination records shall be stored for at least one year from the date on which the assessment is announced.

(4) The data required for the issuing of certificates shall be transferred to the department of administration of studies and records without delay.

(5) The examining committee must discuss and agree upon the result of an examination before an examining committee in a non-public meeting. The decisions of the examining committee are made by majority vote. If the examining committee cannot come to a decision, the arithmetic mean value of the assessments proposed by the members shall be calculated and the result shall be rounded to a whole number; a result which is larger than .5 shall be rounded up.

(6) The result of an oral examination shall be communicated to the student immediately after the examination. If the examination was assessed negatively, the student shall be informed of the reasons.

(7) If a student interrupts an examination without an important reason, the examination shall be assessed negatively. Upon request of the student, the body responsible for study matters shall decide whether there was an important reason by official notification. The request shall be submitted within two weeks after the interruption.

(8) If a student did not take the examination, no assessment shall be made and the possible number of examinations taken shall not be affected. In the case of courses which are not concluded with one single examination, no assessment shall be made and the possible number of examinations taken shall not be affected if the student did not take any actions relevant to the examination.

(University Gazette 2005, 23rd issue; No. 22)

Repetition of examinations

(University Gazette 2011, 7th issue, No. 60)

§ 21. (1) Students are entitled to repeat negatively assessed examinations four times in total. The third and the fourth repetition shall be held before a committee if the examination is taken in the form of one single examination procedure.

(2) By derogation from para. 1, students are entitled to repeat negatively assessed examinations a total of three times in the introductory and orientation periods. The third repetition shall be held before a committee if the examination is taken in the form of one single examination procedure.

(3) If the topic of the course allows for it, students taking courses with imminent examinations should be offered the possibility of a repetition and/or substitute performance within the current course/semester. Repetitions and substitute performances are not examination attempts within the meaning of § 77 para. 2 UG.

(University Gazette 2005, 23rd issue; No. 222; University Gazette 2014, 3rd issue; No. 22; University Gazette 2016, 16th issue, No. 206)

Theses

Diploma theses (master's theses)

(University Gazette 2011, 7th issue, No. 60)

§ 22. (1) Detailed provisions concerning the topic of the diploma thesis (master's thesis) shall be determined in the curriculum. Under consideration of the provisions of the curriculum, the student is entitled to propose the topic or to select the topic from a number of proposals of the available supervisors. Several students may work on one topic together if the performance of the individual students can be assessed separately.

(University Gazette 2005, 23rd issue; No. 222)

(2) When working on the topic and supervising the students, the directive of the Rectorate ("Code of Conduct – Regulations to ensure good scientific practice"), first communicated in the University Gazette dated 21 November 2007 (No. 257-2007) and the provisions of the Copyright Act, Federal Law Gazette No. 111/1936 as amended.

(3) University professors, associate professors, professors emeriti, retired university professors as well as private teachers are entitled to supervise and assess diploma theses (master's theses) in the subject in which they have a *venia docendi*. If required, the body responsible for study matters is also entitled to entrust suitable academic staff for research, art activities and teaching with the supervision and the assessment of diploma theses in the subject of their doctoral thesis or the area of research they work in after the award of their doctoral degree. If possible, the student is entitled to select a supervisor.

(4) The body responsible for study matters is also entitled to entrust persons with a *venia docendi* of an accredited Austrian or foreign university or members of an external research institution with the supervision and the assessment of diploma theses (master's theses) if their qualifications are equivalent to a *venia docendi* according to para. 3 above. The body responsible for study matters is also entitled to entrust honorary professors according to the "Honours" part of the statute with their respective subject with an honorary *venia docendi*.

(5) Before starting to work on their thesis, the student must inform the body responsible for study matters of the topic and the supervisor of the diploma thesis (master's thesis) in writing. The topic and the supervisor shall be regarded as accepted if the body responsible for study matters does not reject them by official notification within one month after having been informed. It is possible to change the supervisor until the diploma thesis (master's thesis) is submitted.

(6) The completed diploma thesis (master's thesis) shall be submitted for assessment to the body responsible for study matters. The supervisor shall assess the thesis within two months after submission by issuing an expert opinion and awarding a grade. If they do not assess the thesis in time, the body responsible for study matters shall assign the diploma

thesis (master's thesis) to another person of the group of people stated in para. 3 and 4 above for assessment if requested to do so by the student.

Doctoral theses

(University Gazette 2011, 7th issue, No. 60; University Gazette 2016, 16th issue, No. 206)

§ 23. (1) Detailed provisions concerning the topic of the doctoral thesis shall be determined in the curriculum. Under consideration of the provisions of the curriculum, the student is entitled to propose the topic or to select the topic from a number of proposals of the available supervisors. Several students may work on one topic together if the performance of the individual students can be assessed separately.

(2) When working on the topic and supervising the students, the directive of the Rectorate ("Code of Conduct – Regulations to ensure good scientific practice"), first communicated in the University Gazette dated 21 November 2007 (No. 257-2007) and the provisions of the Copyright Act, Federal Law Gazette No. 111/1936 as amended are to be observed.

(3) University professors, associate professors, professors emeriti, retired university professors as well as private teachers are entitled to supervise and/or assess doctoral theses in the subject in which they have a *venia docendi*. If possible, the student is entitled to select a supervisor.

(4) The body responsible for study matters is also entitled to entrust persons with a *venia docendi* of an accredited Austrian or foreign university or members of an external research institution with the supervision and the assessment of doctoral theses if their qualifications are equivalent to a *venia docendi* according to para. 4 above. The body responsible for study matters is also entitled to entrust honorary professors according to the "Honours" part of the statute with their respective subject with an honorary *venia docendi*.

(5) The student must inform the body responsible for study matters in writing of the topic of the thesis as well as the supervisor before beginning to work on said thesis. In doing so, the student must also forward the agreement on the doctoral thesis, which is to be concluded with the University including the supervisor and shall regulate the reciprocal obligations of the student and the supervisor, to the body responsible for study matters. The topic and the supervisor shall be deemed as approved if the body responsible for study matters does not, following the arrival of this information, issue a notification within one month stating otherwise. If financial or material resources from the organisational unit are to be used, this also requires the approval of the head of the organisational unit in question. Any refusal must be justified. The supervisor may be changed up until the submission of the thesis (para. 6).

(6) The completed doctoral thesis shall be submitted for assessment to the body responsible for study matters. The body responsible for study matters must, pursuant to para. 3 and/or 4, submit the thesis to at least two people who are not supervisors and who must assess the dissertation within no more than four months by issuing an expert opinion and awarding a grade. If possible, at least one of these persons should be from Technische Universität Wien and at least one of these persons should be from another faculty or university or an external research institution. For interdisciplinary doctoral theses, the assessors should represent all involved disciplines.

(7) If only two persons according to para. 6 above are entrusted with the assessment of the doctoral thesis and if one of the two assessments is negative, the body responsible for study matters shall appoint another person from the group of people stated in para. 3 and 4 above. This person shall assess the doctoral thesis within a period of two months.

(8) If the assessors cannot come to a decision concerning the grade of the doctoral thesis, the arithmetic mean of the proposed assessments shall be calculated and the result shall be rounded to a whole number; a result which is larger than .5 shall be rounded up.

Nostrification

Application for nostrification

(University Gazette 2011, 7th issue, No. 60)

§ 24. (1) The recognition of foreign university degrees as equal to a degree of an Austrian degree programme (nostrification) is regulated in § 90 UG; The applicant shall state the Austrian study programme equivalent to the completed foreign study programme and the Austrian university degree sought in the application for nostrification. Subject to para. 3 below, the following additional supporting documents shall be submitted together with the application:

1. passport;
2. proof of the status and quality of the foreign post-secondary educational institution unless the body responsible for study matters does not have any doubts concerning the status and quality;
3. proof of the studies completed at the foreign post-secondary educational institution if they are not already known to the body responsible for study matters;
4. the document which serves as proof of the award of the university degree or, if no university degree was to be awarded, of the correct completion of the study programme.

(2) In the case of documents in a foreign language, the applicant shall submit authenticated translations if required. English documents do not have to be translated. The document according to para. 1 subpara. 4 above shall also be submitted in its original form.

(3) The body responsible for study matters may waive the submission of individual supporting documents if it is credibly shown that it is not possible or very difficult to procure them within a reasonable deadline and if the submitted documents are sufficient in order to come to a decision.

Preliminary proceedings

§ 25. (1) Under consideration of the curriculum valid at the time of the application, the body responsible for study matters shall examine whether the foreign study programme was organised in such a way that it can be considered equivalent to the Austrian study programme stated in the application with regard to the qualification profile. Sample tests can also serve as evidence in order to learn more about the contents of the foreign study programme.

(2) If the equivalence is principally given and only individual additions are missing in order to obtain full equivalence, the body responsible for study matters shall admit the applicant to a non-degree programme by official notification and request that the student take examinations and possibly write a thesis within a reasonable period of time stated in the official notification.

(University Gazette 2011, 7th issue, No. 60)

(3) The provisions concerning the recognition of examinations and theses shall not apply.

Leave

(University Gazette 2011, 7th issue, No. 60)

§ 26. "(1) Leave is an organised suspension of studies and is regulated in § 67 UG. The following shall be regarded as reasons for a leave:

1. completion of military, training or civilian service;
2. prolonged illness;
3. pregnancy;
4. caring for children or relatives in need of care;
5. completion of a voluntary year of social service;
6. other reasons which prevent the student from studying.

(2) The leave is always valid for the semester during whose admission period the leave was applied for. Depending on the reason, leave is possible for a maximum of two semesters. The transitional periods of a curriculum shall not be suspended during a period of leave.

(University Gazette 2016, 16th issue, No. 206)

Measures for supporting mobility and the ability to study

(University Gazette 2011, 7th issue, No. 60)

§ 27. (1) Upon resolution, the study committee may adapt the elective modules of the curriculum by including currently offered courses and may determine courses which are equivalent to the courses of the elective modules. These adaptations and equivalences shall be published in the University Gazette of Technische Universität Wien before the beginning of the semester (1 October or 1 March) and shall only apply to the courses held in the following semester unless stated otherwise.

(2) Upon justified application, the body responsible for study matters may determine courses for individual students which are equivalent with regard to the educational goals of modules of the curriculum and may determine modules which are equivalent with regard to the qualification profile of the curriculum. In this case, the student shall receive a confirmation notification.

(3) Upon justified application and under consideration of the principle of equivalence, the body responsible for study matters may determine an individual composition of the elective modules of the curriculum and the courses contained therein for individual students. In this case, the student shall receive a confirmation notification.

(4) Notwithstanding the recognition of examinations according to § 78 UG, in the course of the admission to a study programme by official notification, the body responsible for study matters shall determine substitute performances for the performances prescribed in the curriculum which were already completed by the student in the same or in a similar form in order to complete the study programme which is required for the admission to the study programme. In this regard, the qualification profile of the curriculum shall be observed.

(5) Students of a degree programme shall be admitted to all courses and examinations prescribed in the curriculum unless the curriculum provides otherwise.

(University Gazette 2011, 17th issue, No. 149)

§ 28. For employed students who have childcare duties or other similar caregiving duties, and do not study full-time, but rather are only able to dedicate a portion of their time to their studies, it is possible, before beginning courses with imminent examinations, to agree

upon different regulations with the teachers regarding attendance and testing. If requested by the teachers of courses with imminent examinations, students are required to provide proof of employment or of caregiving duties.

(University Gazette 2016, 16th issue, No. 206)

§29. (1) Upon application by the student, it is possible, even outside of the general and ex-tended admission periods, for admission to a master's programme to be granted with-out any special admission procedure (§ 61 para. 1 UG), provided that

1. a bachelor's programme was completed at TU Wien outside of the general and ex-tended admission periods,
2. the application for admission to the master's programme is submitted immediately following the completion of said bachelor's programme (§ 68 para. 1 subpara. 6 UG) and
3. the curriculum of the chosen master's programme explicitly states that graduates of the bachelor's programme completed at TU Wien may be admitted to this mas-ter's programme without having to fulfil any further requirements.

(2) The semester in which the student is admitted to the master's programme shall count as the first semester of this programme. The master's programme curriculum valid on the date of admission shall apply.

(University Gazette 2016, 16th issue, No. 206)

Note: Only the German Chapter Study Law of the TU Wien Statute in the University Gazette of TU Wien is legally binding.