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Any designations of functions are neutral in gender.

Guidelines, regulations

97. Regulations regarding courses and exams

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No. 97

Regulations regarding courses and exams

In accordance with section 10, para. 1 and para. 2 of the COVID-19 university and higher education institution ordinance (C-UHV), Federal Legal Gazette II No.171/2020, section 18, para. 2 and para. 81c, para. 1 of the Federal Constitutional Law and after hearing the Studienpräses and the chairperson of the university representation of the Austrian National Union of Students at the University of Vienna (cf. section 35, para. 1 of the 2014 union of students act), the Rectorate of the University of Vienna has issued the following regulations regarding courses and exams within the scope of application of section 10, para. 1 of the C-UHV:

Preamble

The University of Vienna aims at ensuring that students do not suffer any disadvantages in the continuation of their studies due to the special circumstances resulting from the COVID-19 pandemic.

The University of Vienna implements changes in teaching and exam operations in the summer semester of 2020 effective until 30 November 2020 to react to the current framework conditions due to the COVID-19 pandemic (remote learning, change to digital exams as well as limited face-to-face teaching and exam operations). These regulations provide the legal basis for efficient teaching and exam operations. The learning outcomes specified in the curricula of the University of Vienna continue to govern teaching and exam procedures as well as the assessment of study achievements. Planning and implementation of the introduced measures are subject to and guided by the applicable health regulations issued by the responsible ministries.

1. Section: General regulations

§ 1 Changes in modes of assessment of course exams and module examinations

(1) Notwithstanding the provisions in the relevant curriculum, written exams may be held as oral (including digital oral) exams until 30 November 2020. The director of studies takes this decision in agreement with the Rectorate and announces the decision to the examiners and students. Para. 5 and/or para. 6 must be observed in particular. Exams held as written exams are usually held digitally.

(2) Notwithstanding section 58 and section 76 of the 2002 Universities Act and the related provisions in the Statutes and the curricula of the University of Vienna, such as section 7, para. 4 and section 8, para. 3 of the "Study law" part of the Statutes, modes of assessment (type of assessment and permitted materials in the exam, minimum requirements and assessment criteria, examination topics), which teachers or examiners defined before the beginning of the course or before the start of the registration period for the exam, may be adapted to the current framework conditions in the summer semester of 2020 (until 30 September 2020). Changes in courses and course exams have to be announced on u:find to ensure transparency, with the note "update" and the date of the update in addition to the previous information.

(3) Students are not entitled to claim the modes of assessment of a previous exam date. If examiners adapt the modes of assessment to the current framework conditions, they may only deviate from the changed modes of assessment for justified reasons. Para. 2 and para. 5 and/or 6 must be observed in particular.

(4) When registering for an exam, students consent to the changed regulations. If students have already registered for an exam (including courses with continuous assessment) and the teacher changes the modes of assessment, students must be allowed to deregister from the course or exam pursuant to section 10, para. 4 of the C-UHV.

The director of studies sets the deadline for the deregistration by students.

(5) The following regulations apply to exam dates until 30 June 2020:

1. Notwithstanding the provisions specified in the "Study law" part of the Statutes, which specify that there must be at least 14 days between the announcement (of the modes of assessment and exam date) and the beginning of the registration period, the modes of assessment and exam dates must be announced before the beginning of the registration period.
2. There must be at least 14 days between the beginning of the registration period and the exam.

(6) The following regulations apply to exam dates between 1 July 2020 and 30 November 2020:

1. The modes of assessment and the exam date must be announced no later than 14 days before the registration period starts (= applicable provision specified in the Statutes).
2. There must also be at least 14 days between the beginning of the registration period and the exam.

(7) The regulations regarding the deadlines for registration and deregistration do not apply to alternate or additional exam dates. The director of studies is entitled to specify separate deadlines.

(8) Pursuant to the regulations specified above, exam dates in the summer semester of 2020 may be announced and take place until 30 September 2020, as the period when there are no classes in the summer months is suspended in 2020 according to section 2 of the C-UHV. Notwithstanding the provision regarding dates of course exams and module examinations (exams held in the form of a single examination procedure), the following provisions apply:

1. For course exams of the winter semester of 2019/2020, three exam dates must be offered in the period between 1 March 2020 and 30 September 2020.
2. For course exams of the summer semester of 2020, one exam date must be offered after the end of the course in the summer semester of 2020, usually until the end of June and/or at the beginning of July. Three additional exam dates must be offered in the winter semester of 2020.
3. For module examinations of the summer semester of 2020, three exam dates must be offered in the period between 1 March 2020 and 30 September 2020.

(9) For exams that are part of the introductory and orientation period, at least two exam dates must be

offered in the period between 1 March 2020 and 30 September 2020.

§ 2 Changes in modes of assessment of courses with continuous assessment

(1) Notwithstanding section 58 and section 76 of the 2002 Universities Act and the related provisions in the Statutes and the curricula of the University of Vienna, such as section 10, para. 3 of the “Study law” part of the Statutes, modes of assessment (type of assessment and permitted materials for individual partial achievements, minimum requirements and assessment criteria, examination topics) may be adapted to the current framework conditions during the course with continuous assessment. These changes have to be announced on u:find to ensure transparency, with the note “update” and the date of the update in addition to the previous information.

(2) If course units must necessarily take place on site in July, August and September to successfully complete a course with continuous assessment, students can deregister from the course via u:space by 30 June 2020 without having to state a reason. After this date, only the teacher can deregister students from the course if students can demonstrate a compelling reason for deregistering.

(3) If the modes of assessment are changed during a course with continuous assessment, students must be allowed to deregister from the course pursuant to section 10, para. 4 of the C-UHV. The director of studies sets the deadline for the deregistration by students.

(4) Section 10, para. 4 of the “Study Law” part of the Statutes applies to the late submission of written papers for courses with continuous assessment. A late submission of written papers for courses with continuous assessment of the winter semester of 2019/2020 is possible until 30 June 2020. Section 3 of this regulation applies to bachelor’s theses.

§ 3 Bachelor’s theses

(1) For courses with continuous assessment of the summer semester of 2020 which require students to write a bachelor’s thesis, the general deadline for submission of the thesis is 30 September 2020.

(2) If students are not able to complete and submit their bachelor’s thesis by 30 September 2020 for reasons relating to COVID-19, they have to notify their teacher as soon as possible and provide relevant reasons. The teacher, in agreement with the director of studies, decides on the further procedure according to section 12 of the C-UHV.

§ 4. Allocation of exam dates and places for courses with continuous examination with limited capacities

(1) The director of studies may limit the number of available places for course exams and module examinations as well as for courses with continuous assessment until 30 November 2020, if this is required due to the premises, personnel capacities and health regulations. In this case, places are allocated to duly registered students based on their individual study progress. Furthermore, if necessary, the places are primarily allocated to students who

have less other exam allocations. Further criteria may be defined by the director of studies in agreement with the Rectorate. These have to be communicated in a transparent way on u:find before the beginning of the registration period. Students who did not receive a place on the course or exam, will be preferably registered for the next exam date and/or will be preferably allocated a place on the next course with continuous assessment.

(2) At the suggestion of the director of studies, the Rectorate may temporarily suspend prerequisites for courses specified in the curriculum in the summer semester of 2020 and/or until 30 November 2020 in the winter semester of 2020/2021 to prevent delays in studies. The corresponding regulations have to be announced in the University Gazette.

2. Section: Digital exams

§ 5. Special provisions regarding digital oral exams

(1) In addition to the provisions specified above, the following regulations apply until 30 November 2020:

1. Digital oral exams must be held via a video conferencing tool.
2. If the student wishes that a person of trust joins the exam, they have to connect to the exam session as well or, if the person of trust is joining the student in the same physical room, they have to sit behind the student in view of the camera. The examiner has the right to exclude any other listeners.
3. In case of suspicion, the examiner may request students to pan their camera and give a view of the room.
4. Students are obliged to prove their identity with a photo identity card.
5. In examinations before an examination committee, all examiners have to join the exam. The examiners' decision on the assessment takes place in a private digital session without the student's participation.
6. The teacher will discontinue the exam if they have reason to suspect that students are using unauthorised aids. The provisions regarding the use of unauthorised aids specified in the Statutes apply.

(2) An examination record of the exam pursuant to the requirements specified by the Studienpräses has to be kept. On request, this record has to be forwarded to the student in electronic form.

(3) These regulations also apply to oral partial achievements that are required as part of courses with continuous assessment and that have to be completed in digital form. Instead of live presentations, teachers may also allow students to record their presentation and have a live discussion afterwards.

§ 6. Special provisions regarding digital written exams

(1) In addition to the provisions specified above, the following regulations apply until 30 November 2020:

1. Written digital exams are held exclusively via Moodle. Students have to log in using the u:account, thereby verifying their identity. Any other method of identification is not intended.
2. Teachers have to notify the StudiesServiceCenter of digital exams with more than 100 (expected) participants in due time and before announcing the modes of assessment to enable technical and/or administrative arrangements that ensure that the exam can run smoothly. If the technical capacities are not sufficient, the specific date can be postponed to a suitable date before the start of the registration period. A specific examination period cannot be claimed.
3. Teachers have to use cover sheets pursuant to the requirements specified by the Studienpräses to prepare for and carry out the exam. In any case, it has to be ensured that students have been notified of the information specified in para. 2 before the beginning of the exam (for example by providing the relevant information in the digital exam environment).

4. For digital written exams, the lecturer has to announce at least one competent person who is reachable via digital means directly before, during and after the exam and who is available to answer questions about the exam and (technical) issues.
5. Students who experience any technical issues have to immediately inform the lecturers or invigilators. Students who terminate the exam without stating a legitimate reason or who do not upload the exam papers to Moodle within the specified time period fail the exam (grade: "insufficient").
6. If an examination before an examination committee is held digitally, all members of the examination committee have to provide an assessment of the student's performance.

(2) For quality assurance purposes and to ensure that students take the exam independently and without the use of unauthorised aids, the University of Vienna uses, in particular, the following instruments within four weeks after the students submitted the exam:

1. programs to check for plagiarism or text similarities
2. requesting students to answer questions about the examination topics orally to check the plausibility of answers.

(3) Students are obliged to cooperate in applying the two instruments specified in para. 2. The instruments can be used randomly and without concrete suspicion. They serve to check plausibility and are not used for grading. If the instrument according to para. 2, line 2 is applied, the examiners prepare a protocol and attach it to the examination record.

(4) If students used unauthorised aids and/or did not take the exam independently, or if students do not enable a check for text similarities or do not answer questions about the exam topics orally, or if the request to answer questions about the exam topics orally proves that the achievement was not completed by the student, the exam will not be assessed. This will be recorded in the transcript of records with an X. This examination attempt counts towards the admissible number of examination attempts. The examiner has to document the incident in a clear and comprehensible form. Students can use the means of legal protection specified in the Statutes to appeal against this decision.

(5) An examination record of the exam pursuant to the requirements specified by the Studienpräses has to be kept. On request, this record has to be forwarded to the student in electronic form. Students must be allowed to view the results of exams digitally. If examiners do not agree that multiple choice questions including the corresponding answers are shared, the results of multiple choice tests can only be viewed on site as soon as this is possible again.

(6) These regulations also apply to written partial achievements that are required as part of courses with continuous assessment and that have to be completed in digital form.

3. Section: Exams on site

§ 7. Principles and responsibilities

In addition to the general regulations regarding exams, the following regulations apply until 31 July 2020:

1. The service units are responsible for the implementation of exams on site on an operational level (overall organisation, lecture hall management and coordination of exam dates, personnel planning, admission control and ensuring safety and hygiene on university premises, etc.). Unless this regulation specifies stricter provisions, the general health regulations (cleaning, disinfection) and any additional binding regulations regarding exam operations issued by the Federal Minister of Education, Science and Research apply.
2. The directors of studies and the examiners are responsible for preparing the exam papers and for the timely delivery, collection and handing out of exam papers. Furthermore, they are in charge of appointing a sufficient number of competent invigilators. A record of who is present in which exam room has to be kept for every exam.

§ 8. Students entitled to participate

(1) Students may only participate in the exam on site, if

1. they have duly registered for the exam;
2. they brought their student ID card or an official photo ID card and
3. they experienced no symptoms of COVID-19 during a 14-day period before the exam and on the day of the exam itself and had no close contact with persons who showed symptoms of COVID-19.

(2) Students who notify the examiner of their reason for non-attendance, even on the day of the exam itself, are considered duly deregistered and their absence is justified according to para. 1, line 3. They do not have to provide a medical certificate issued by a doctor.

(3) Students belonging to a risk group who or unable to attend the exam due to a long-lasting disability (section 11 of the "Study law" part of the Statutes) have to contact the Accessible Studying team via e-mail within the first week of the registration period. In coordination with the examiners and the responsible director of studies, a decision can be made whether and, if possible, how the exam can be adapted to their needs.

(4) Students who are unable to travel to the exam location need to take the exam on the next exam date. Due to capacity reasons, immediate alternate or additional exam dates cannot be claimed.

(5) In case of imminent danger or if operation on site is restricted, exams are cancelled. Students are informed about the cancellation immediately via e-mail to their u:account, if possible. Students are not entitled to claim an alternate exam date for the same examination attempt.

§ 9. Preparation of exam locations

(1) The workspaces of students and common areas of employees have to be cleaned before every exam. Sanitary facilities and entrance areas are equipped according to the necessary hygiene measures.

(2) Exam rooms and workspaces are set up in a way that guarantees, at any time, observance of the minimum distance between students in accordance with the general health regulations and the provisions of this regulation. In case of fixed furniture, the workspaces that may be used during the exam must be labelled.

The available workspaces have to be documented on a notice displayed in the exam room.

(3) Unless instructed otherwise, employees must wear face masks. Face masks will be provided, if necessary. Employees who carry out identity checks in the entrance areas must be provided with appropriate additional equipment (screens, protective acrylic) to help them maintain the minimum distance to others. Employees handing out and collecting documents must wear work gloves that the University provides.

§ 10. Minimum distance rule in the context of exams

(1) All persons involved in exam operations must keep the minimum distance of 1 metre to other persons in the buildings of the University of Vienna at any time. Persons should remain in the general areas and sanitary facilities for as short a period as possible. The instructions given by the university employees in charge of carrying out the exam must be complied with at any time.

(2) In addition, wearing a face mask is mandatory when entering and when staying inside university buildings. In the spirit of sustainability and for maximum wearing comfort, students have to bring their own face masks. These standards are based on the general health regulations. The University provides a limited amount of face masks (to replace lost or broken face masks on site).

§ 11. Course of action during exams

(1) During the exam, students have to keep their student ID card or an official photo ID card within reach. Students have to place their ID card on the workspace to ensure that they are visible to the employees throughout the exam. During the identity check, students may be requested to remove their face mask for identification purposes while maintaining a safe distance.

(2) The names of all persons present at the exam as well as the specific exam room have to be recorded in order to identify the participants/employees present at the exam in case of an infection.

(3) Once the exam papers have been handed out and the students' identities have been checked, students and employees may remove their face masks for the remaining duration of the exam. Students and employees must wear their face masks again for the collection of the exam papers and when leaving the building. The invigilators will announce when face masks may be removed and/or have to be put on again. Leaving the exam room before the end of the exam is not permitted.

(4) After the exam, the exam papers must be stored in a locked place for 24 hours before they are further processed.

§ 12. Sanctions

In the event of a breach of the regulations specified in section 3, the responsible examiner and every invigilator can discontinue the exam and expel the respective student(s) from university premises during the exam. In addition, the responsible examiner, every invigilator, every employee charged with carrying out the exam and every member of the security service can expel the respective student(s) from university premises if they violate the rules before and after the exam.

Any such incidents are documented in the examination record and reported immediately to the member of the Rectorate responsible for teaching and to the Studienpräses. Section 20a of the "Study Law" part of the Statutes (threat) is applied in this context where appropriate.

4. Section: Final provisions

§ 13. Implementation, entry into force and expiration

(1) The member of the Rectorate responsible for teaching is in charge of the implementation of these provisions. The member of the Rectorate may issue additional provisions for the implementation, which must be announced accordingly.

(2) This regulation will enter into force on 14 May 2020 and applies to all exams and courses of the summer semester of 2020 until 30 November 2020.

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