Study & Examination Regulations

MCI Internationale Hochschule GmbH

(FN 153700 f of Innsbruck Regional Court)

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These study and examination regulations are based on the relevant provisions of the Austrian Act on Universities of Applied Sciences ("FHG") and the additional provisions stipulated by the Academic Council of MCI Internationale Hochschule GmbH.

1 General provisions

1.1 COURSE ATTENDANCE

Compulsory course attendance at MCI must be complied with without exception. Noncompliance with compulsory attendance to an extent of unexcused nonattendance of 25 percent or more shall result in the loss of an examination attempt, with no option of a compensatory exercise. Prior to the start of a course that includes asynchronous elements the Study Program Directors shall inform the students in writing, in a manner that can be evidenced, for which parts of the course attendance is compulsory; the relevant decision lies within the Study Program Directors' sole discretion. Any excused nonattendance of more than 25 percent may be compensated for by adequate compensatory exercises; the nature and scope of such compensatory exercises shall be determined by the Study Program Directors in their sole discretion.

1.2 RECOGNITION OF DOCUMENTED KNOWLEDGE

1.2.1 In accordance with § 12(1) and (2) FHG the recognition of documented knowledge is governed by the principle of course-based recognition or module-based recognition. Upon application by the student the equivalence of the acquired knowledge to the requirements regarding contents and scope of the courses or modules to be recognized shall be determined in writing. If such equivalence is confirmed, courses completed with a positive grade shall be recognized.

1.2.2 Specialist knowledge or experience from professional practice shall also be taken into account in respect of the recognition of courses, modules or internships; this shall apply in particular to part-time study programs or parts of study programs. In this regard equivalent knowledge, irrespective of how it was achieved, may be used as a basis for recognition. The decision on the recognition shall lie with the Study Program Directors or other responsible academic bodies.

1.3 ALTERNATIVE EXAMINATION FORMATS TO COMPENSATE FOR DISADVANTAGES

1.3.1 Pursuant to § 13(2) FHG students are entitled to take examinations in an alternative format if they submit proof of a disability that makes it unreasonable to take the examination in the prescribed format and if the examination content and requirements are not compromised by the alternative examination format.

1.3.2 The offer of an alternative examination format to compensate for disadvantages must not affect the academic and professional standards to be met by the students. It is merely an adjustment of the conditions of the examination setting to meet the needs of the relevant students with disabilities to enable them to take examinations.

1.3.3 The alternative examination format shall be determined and documented in writing in advance by the Study Program Directors in coordination with the MCI Inclusion & Accessibility Officer on the basis of a recent medical certificate issued by a relevant specialist. An alternative examination format to compensate for disadvantages shall only be allowable provided the disability makes it impossible or unreasonable to take the examination in the prescribed format.

1.3.4 In accordance with the decision by the Supreme Administrative Court VwGH 17.8.2000, 2000/12/0011, students are not entitled to request an alternative examination format if no adequate evidence of the disability (medical opinion) is provided.

1.3.5 The right laid down in § 13(2) FHG basically refers to every category of examination (cf. section 2.1 below); it does not apply to bachelor theses and master theses.

1.4 LEGAL IMPLICATIONS OF HOLDING OFFICE AS A STUDENT REPRESENTATIVE

1.4.1 In accordance with § 31(5) HSG (Students' Union Act) 2014, the members of statutory student representations shall have the following special rights in connection with examinations: Instead of taking examinations before one examiner, student representatives shall be entitled to take examinations before a committee. From the second examination attempt a request for specific examiners shall be permitted. The aforesaid rights shall also apply during the two consecutive semesters following the student's resignation from office as a student representative.

1.4.2 In accordance with § 31(6) HSG 2014, for student representatives the permitted nonattendance of any individual course may be increased up to 47.5 percent in respect of the relevant course. The chairperson and deputy chairperson of the MCI student representation shall generally be exempt from compulsory attendance. Any nonattendance as well as any missing continuous performance assessments are to be compensated for by compensatory exercises. The compensatory exercises shall be determined by the Study Program Directors in their sole discretion.

1.5 VIDEO- AND SOUND RECORDINGS AND STREAMING

1.5.1 Students refrain from making any audio or video recordings during courses, examinations, and events related to the student's academic activities. Any recordings and/or transmission is prohibited without the express permissions of the persons concerned (e. g. lecturers, speakers, fellow students, or MCI staff).

2 Examination modalities

2.1 COURSE SUMMARY

2.1.1 At the start of each course the Study Program Directors shall make available to the students a written course summary. The following information must be included in the course summary:

- name of the course,
- first name(s) and surname(s) of the lecturer,

- number of ECTS and semester credit units,
- semester and academic year,
- type of course,
- working language,
- topics, contents, learning goals and literature,
- scheduled workload for synchronous and asynchronous phases,
- examination modalities including brief description, date, weight and type of retake,
- assessment criteria (e.g. rubric) for each (partial) examination,
- type of performance assessment in the event of the nonattendance of a (partial) examination or the late submission of a paper,
- consequences of a failure to sit for any (partial) examination.

2.1.2 All courses of a semester shall be completed at the latest by the end of the 4th (fourth) week after the start of the second following semester, in accordance with the semester dates announced via the MCI learning platform (currently SAKAI). This applies regardless of whether the student has taken all 3 (three) permitted examination attempts. In exceptional cases for good reason this period may be extended by the Study Program Directors in coordination with the students.

2.1.3 Several courses, irrespective of the type of course, may be combined to form a module. Such a module then consist of courses coordinated in terms of contents, dates and times. In the event a module examination is held, the contents of the examination shall correspond, in terms of scope and weight, to the contents of the courses that form part of the module.

2.2 ORGANIZATION OF EXAMINATIONS

2.2.1 In accordance with § 13(1) FHG examinations shall be held as soon as possible after the end of the courses in which the relevant content is taught.

2.2.2 In accordance with § 13(3) FHG a sufficient number of sessions for examinations and retakes shall be planned for each semester and academic year, ensuring that students can continue with their study program without losing a semester. When determining the actual time allowed for retakes the scope and level of difficulty of the examination shall be taken into account; the examination dates shall be announced in good time.

2.2.3 Except where a shorter period is mutually agreed in writing between the Study Program Directors and the students in any individual case, the period of notification shall be at least 4 (four) weeks for examinations held before a committee and at least 2 (two) weeks for other examinations. No notification periods shall apply in the case of any changes of the examining committee occurring at short notice or any postponement of the examination date.

2.2.4 The aggregate performance in a course may be subdivided into partial examinations; this shall be decided in the Study Program Directors' sole discretion.

2.2.5 Examinations may also take the form of continuous assessment. The examination modalities shall be adjusted to suit the relevant type of course in respect of contents and level.

2.3 PRELIMINARIES

2.3.1 In accordance with § 13(4) FHG, at the beginning of each course the students shall be informed in writing by the lecturers of the exact examination modalities and possible retakes for the relevant course.

2.3.2 The place, date and time and the duration of the written or oral examination shall be determined in advance by the Study Program Directors in their sole discretion and communicated in writing.

2.4 HOLDING EXAMINATIONS

2.4.1 In accordance with § 13(5) FHG the reason for a student's failure to sit for a scheduled examination must be communicated as soon as such reason becomes apparent, and adequate evidence must be supplied within a grace period of one week, otherwise the failure to sit for the examination will result in the loss of one examination attempt. The decision upon this issue lies within the Study Program Directors' sole discretion.

2.4.2 The unexcused nonattendance of an examination session shall in any event result in the loss of an examination attempt.

2.4.3 Prior to the start of the actual examination, the student shall expressly confirm that he/she is in a fit state, both physically and mentally, to take the examination; this shall be taken down on record or otherwise documented in writing. After the start of the actual examination no certificates or other evidence shall be taken into consideration.

2.4.4 The written or oral examination shall commence at the time announced in advance, regardless of whether all students are present or not. The scheduled duration of the examination shall be adhered to. In the case of written examinations the late arrival of a student shall result in the reduction of the time available to the relevant student for completing the examination; in the case of oral examinations, except in the event of delays for reasons that are not attributable to the student and for which evidence is supplied, an unexcused delay of more than 15 (fifteen) minutes shall result in the loss of the examination attempt.

2.4.5 Except in the case of unforeseen delays or problems that are beyond the students' control, the beginning of the examination shall not be delayed, the time allowed for completing the written examination shall not be extended and the examination shall not be terminated early or postponed. The decision on this issue lies within the Study Program Directors' sole discretion.

2.4.6 Students are not permitted to leave the room during the examination. A student who leaves the room shall be considered to have terminated the written or oral examination.

2.4.7 Any communication between students or with any third parties during an examination shall be taken down on record, and the relevant students as well as the Study Program Directors shall be informed accordingly. The Study Program Directors shall decide on any further steps.

Written examinations

2.4.8 The required qualifications of the designated invigilators shall be established by the Study Program Directors. The duties of the invigilators shall include in particular the following:

- verification of attendance and collection of examination papers (verification of identity by checking the student card or official photo ID card)
- monitoring compliance with the time schedule
- ensuring that the examination is held without interruption
- verification of admissibility of examination aids used by students

2.4.9 Students must comply with all instructions issued by invigilators during examinations. This applies in particular to the permitted location of bags, rucksacks, items of clothing, etc. and the assignment of seats; in the case of online examinations the students shall be informed in advance of the applicable rules.

2.4.10 As a result of any failure to comply with instructions or any behavior disrupting, interfering with or affecting the examination process, the examination performance may be graded "fail". Students behaving in a disruptive manner shall be expelled from the examination room after having been warned twice. Students may also be expelled from the room without prior warning for important reasons, in particular after causing a serious disruption (e.g. threats or insults directed against the invigilators). The relevant circumstances shall be taken down on record and the relevant students and the Study Program Directors shall be informed accordingly.

2.4.11 Students shall, of their own accord, place their student card or other official photo ID card on their desk so that it is clearly visible and keep it there throughout the examination.

2.4.12 The desks shall basically be empty. For the avoidance of doubt it is emphasized that students may only use their own permitted aids. Any program-specific exceptions must be specified in writing in the examination papers.

2.4.13 The use of laptops, programmable or graphics pocket calculators, or calculators with algebraic capabilities, etc. is not permitted except where approved in writing by the relevant lecturers or Study Program Directors. Mobile phones, smartphones, smartwatches and similar mobile devices are also considered inadmissible aids and may not be brought into the examination room or must be placed in a bag at a distance from the student's seat (e.g. at the front or back of the room).

2.4.14 Students shall write only on the front side of the examination papers. They must enter their student registration number on every sheet of the examination papers (including additional sheets). Students shall hand in the complete examination documents (examination questions, examination papers, and used and unused additional sheets of paper) to the invigilator. It is not permitted to take apart the examination script. The questions may be handed out separately from the answer sheets.

2.4.15 Aids used by students (in particular if there is any doubt as to the admissibility of such aids) may be retained as evidence and/or documented photographically by the invigilators for the purpose of clarifying with the Study Program Directors and the relevant lecturers whether the use of such aids during the examination is permitted.

2.4.16 If any noncompliance is suspected, the relevant circumstances shall be noted on the examination papers or recorded in any other suitable manner (name, incident, time), and the student shall be informed accordingly. The student will be permitted to complete the examination.

2.4.17 The invigilator is not authorized to answer any questions relating to the content of the examination questions, except where the invigilator is also the lecturer.

Oral examinations

2.4.18 Oral examinations shall be open to the public, except for the time granted to the student to prepare for the examination and the time during which the examining committee discusses the examination. Admission to the examination room may be limited to the number of persons that the premises can accommodate.

2.4.19 Examination minutes shall be kept of all oral examinations. The minutes shall include the subject of the examination, the place, date and time of the examination, the names of the members of the examining committee, the name of the student, the questions asked, the grade awarded, the reasons for any negative assessment and any unusual occurrences.

2.4.20 For oral examinations held before examination committees, the examining committee shall consist of at least 3 (three) persons; the principle of diversity shall be taken into account when appointing the members of examination committees. If the examination committee has an even number of members, the chairperson of the committee shall have the right to cast the deciding vote in the case of a tie. All members of the examination committee shall be present for the duration of the entire examination; if necessary, this requirement can be deemed to have been met through the use of electronic media. The decision whether it is permitted that the candidate take part in the examination online, shall lie within the Study Program Directors' sole discretion.

3 Assessment

3.1 ASSESSMENT OF EXAMINATIONS

3.1.1 Examinations and independently prepared written work shall be graded using the Austrian grading scale from 1 to 5 in accordance with the grades listed in Table 1. If this form of assessment is impossible or inexpedient, the wording for a pass shall be "successfully completed" or "recognized".

Table 1: Assessment rubric

Percent achieved (x)	Grade
$x \geq 90\%$	Excellent (1)
$80\% \leq x < 90\%$	Good (2)
$70\% \leq x < 80\%$	Satisfactory (3)
$60\% \leq x < 70\%$	Sufficient (4)
$x < 60\%$	Fail (5)

- "Excellent" is defined as a performance meeting the required standards to an outstanding degree.
- "Good" is defined as a performance meeting the required standards to a higher than average degree.
- "Satisfactory" is defined as a performance meeting the required standards in all essential aspects.
- "Sufficient" is defined as a performance which, despite some deficiencies, largely meets the required standards.

- “Fail” is defined as a performance that fails to meet the required standards.

3.1.2 The examination performance shall in any event be graded “Fail” if the student influences, or attempts to influence, the result of his/her own or of any other student’s performance in the examination by cheating or the use of unauthorized aids. The aforesaid shall also apply if a student is in possession of unauthorized aids after the examination questions have been announced. Among other things, cheating at examinations is defined as:

- the possession or use of unauthorized aids,
- communication with others (except members of the examination committee) about the content of the examination performance, and
- any other kind of cheating.

3.1.3 It should be noted that cheating or attempted cheating in an examination may also result in the exclusion of the relevant student from the study program (cf. Learning Agreement).

3.2 ASSESSMENT DOCUMENTS

3.2.1 In accordance with §13(6) FHG students shall be permitted to inspect the assessment documents upon prior agreement of the date and time, provided that they request such an inspection within 6 (six) months from the announcement of the examination results. Students shall be entitled to make photocopies or take photographs of these documents at their own expense. Closed questions, in particular multiple choice questions, including their answers, shall be excluded from the right to make copies. In the case of a negative assessment, access to inspect the documents must be granted within the appointed delay for the lodging of an appeal, i.e. within 2 (two) weeks from the date when the examination results are announced on myMCI.

3.2.2 If participation in class is included the assessment (which may be taken into account only as part of the overall performance) the assessment criteria must be communicated in advance in writing, in a manner that can be evidenced.

3.2.3 In accordance with § 13(7) FHG assessment documents (e.g. examiners' reports, corrected written examinations and exam papers) shall be made available for a period of 6 (six) months from the announcement of the results.

3.3 CERTIFICATES AND TRANSCRIPTS

3.3.1 The assessment of examinations and independently prepared written work shall in each case be evidenced by certificates.

3.3.2 In accordance with § 17(4) FHG certificates shall be issued without delay and at the latest within 4 (four) weeks from the date of the performance of the assessed work; consolidated transcripts (e.g. semester records, transcripts of records, etc.) shall be issued within 4 (four) weeks after the end of the semester.

3.4 APPLICABLE PROCEDURE IN THE EVENT OF A VIOLATION OF THE STANDARDS OF GOOD ACADEMIC PRACTICE

3.4.1 In accordance with the principles of good academic practice, academic papers must be written with a high degree of precision in terms of both the identification and presentation of the literature and judicial precedents used and the reliable distinction between the author's own arguments and any third-party opinions or information used.

3.4.2 If a written work is to be regarded as plagiarism, in the sense of a paper that was not prepared independently, the paper, as well as the overall course performance, shall be graded "Fail". Moreover, as this constitutes a violation of the Learning Agreement concluded by the student, he/she shall also be given a written warning.

3.4.3 In particular the following types of plagiarism are relevant in this context:

- **Full plagiarism:** The student submits another's work as his/her own work; this also includes ghostwriting.
- **Citation without reference:** The student includes parts of another's work without indicating the source.
- **Idea plagiarism:** The student paraphrases or adopts an idea, changing the wording and syntax of the original, without indicating the source.
- **Translation plagiarism:** The student translates a work (or part thereof) from a foreign language and includes the same without indicating the source.
- **Self-plagiarism:** The student submits the same paper for several courses or uses own previously written texts in academic papers without a relevant reference.
- **Team plagiarism:** The hidden double or multiple submission of identical work, short essays or entire examination papers.

3.4.4 The right to exclude the student from the study program, and therefore to terminate the contractual relationship, is reserved.

3.4.5 Where any deliberate, willful or grossly negligent violation of the standards of good academic practice is not discovered until the degree has been awarded, the degree shall subsequently be withdrawn (protection of academic degrees).

3.5 REGULATIONS FOR THE USE OF GENERATIVE AI SYSTEMS BY STUDENTS

3.5.1 Generative AI systems within the meaning of the following regulations are models and systems that are capable of generating new content, such as text, images, videos or codes.

3.5.2 The use of generative AI systems by students in the course of their studies is permitted.

3.5.3 The Study Program Directors may prohibit the use of generative AI systems for examinations/theses (bachelor and master theses). Such a prohibition shall be communicated to the students in good time before the examination or the start of work on the thesis.

3.5.4 If students use generative AI systems to complete an examination or write a thesis, they shall be obliged to disclose such a use. The scope and modalities of disclosure are to be defined in more detail by the Study Program Directors.

3.5.5 The use of generative AI systems without permission may result in the examination performance/thesis to be graded "Fail", depending on the extent and type of violation. In the event of serious violations of the standards of good academic practice, the right to exclude the student from the study program, and therefore to terminate the contractual relationship, is reserved (see 3.4).

4 Retakes

4.1 NEGATIVE OVERALL ASSESSMENT

4.1.1 In the case of partial examinations the sum of the assessments awarded for all partial examinations must be a positive overall assessment. In the case of a negative overall assessment the examination can be retaken either by way of partial examinations or as a comprehensive examination held in a form defined at the beginning of the course; this shall be communicated in writing in advance. The consequences of a failure to sit for any partial examinations shall also be determined at the beginning of the course. The relevant decision shall lie within the Study Program Directors' sole discretion. Examinations held before a committee are always held as comprehensive examinations and can therefore not be retaken by way of partial examinations.

4.1.2 In accordance with § 18(1) FHG students shall be entitled to retake a failed final course examination twice, whereby the 3rd (third) and therefore last permitted examination attempt shall be an oral examination held before an examination committee; the requirement of an oral examination shall not apply to

- courses where the final examination is a bachelor thesis; in such cases the second retake shall take the form of a bachelor thesis to be submitted in written form and to be assessed by an examination committee; or
- final examinations of courses in which performance is assessed on the basis of other forms of written examinations (e.g. homework, essays, project work, etc.); for such courses, the last retake shall also be a written examination in the form of a paper to be written on a subject specified in advance, which is to be assessed by an examination committee. Notwithstanding the aforesaid, where it appears reasonable the lecturer may decide, with the approval of the Study Program Directors, that in respect of a course in which performance is assessed on the basis of the other forms of written examinations, the last retake shall be an oral examination to be held before an examination committee.

4.1.3 Examinations are to be retaken mandatorily at the earliest available "collective examination session" as scheduled by the Study Program Directors. All retakes for all students of all year groups in a given study program are held at such collective examination sessions. For all courses offered in a given semester, there shall be at least 3 (three) collective examination sessions for each study program, to achieve a positive grade in examinations not yet passed. Examinations before a committee may also be held outside the scheduled collective examination sessions.

4.1.4 Any examinations and courses for which a positive grade has been awarded cannot be retaken.

4.1.5 Retakes as well as examinations before a committee shall, if possible, be held by the original examiner. If this is not possible the Study Program Directors in their sole discretion shall appoint another person with relevant expertise to duly hold the examination or retake.

4.2 APPLICABLE RULES IN THE EVENT OF REPEATED NEGATIVE ASSESSMENTS

4.2.1 All courses of a semester shall be completed at the latest by the end of the 4th (fourth) week after the end of the following semester, in accordance with the semester dates announced via the MCI learning platform (currently SAKAI). This applies regardless of whether the student has taken all 3 (three) permitted examination attempts. In exceptional cases for good reason this period may be extended by the Study Program Directors in coordination with the students.

4.2.2 Any student who still has not achieved a positive grade for one or more courses even after the last permitted attempt to pass the relevant examination shall be excluded from the study program. The exclusion shall become effective 14 (fourteen) days from the date when the examination results are announced on myMCI. During the said delay the student shall have the right to continue to attend courses and take examinations.

4.2.3 The aforesaid shall not apply if the student, within one month from the announcement of the examination results on myMCI, submits to the Study Program Directors a reasoned application for permission to repeat the year of the study program (such a repetition is possible once) and the application is approved.

4.2.4 Failed examinations and the corresponding courses shall be retaken as part of the repeat year, whereas passed examinations and the corresponding courses need only be retaken in the event they are no longer considered equivalent in terms of content and scope. The decision on this issue lies within the Study Program Directors' sole discretion.

5 Final study program examinations

5.1 BACHELOR AND MASTER THESES

5.1.1 Students enrolled in FH bachelor programs and FH master programs are required to complete an independently prepared written work, a so-called bachelor or master thesis. In any given academic year, at least 3 (three) dates for the submission of bachelor or master theses shall be scheduled for each study program.

5.1.2 In connection with their bachelor and master theses students are required to submit a declaration in lieu of an oath affirming that they have prepared the thesis independently and without using inadmissible aids. The declaration must be validly signed by hand or by using a qualified electronic signature (e.g. ID Austria).

5.1.3 The period of time allowed for the completion of the bachelor or master thesis shall correspond to the workload in ECTS pursuant to the curriculum.

5.1.4 The scope and level of difficulty of bachelor and master theses shall correspond to the period of time available for the completion of the relevant thesis.

5.1.5 In accordance with § 19(1) FHG several students may work jointly on a topic, provided that the performance of each student can be assessed individually. The decision on this issue lies within the Study Program Directors' sole discretion.

5.1.6 It is possible to change the subject of a thesis after work on the thesis has begun, however, such a change shall be subject to the approval by the Study Program Directors.

5.1.7 The assessment of a bachelor or master thesis shall be based on a list of criteria submitted to the student in writing at the start of the period of time allowed for the completion of the thesis.

5.1.8 In accordance with § 19(3) FHG a master thesis that has received a positive assessment shall be published by lodging a digital copy of the master thesis with the library of the provider of the FH study programs. On lodging the master thesis with the library, the author is entitled to apply for access to the delivered master thesis to be withheld for a maximum of 5 (five) years from the time of delivery. Such an application shall be approved if the student establishes that significant legal or business interests are at risk.

5.1.9 A bachelor or master thesis that has not received a positive assessment shall be returned to the student for revision and resubmission, whereby a grace period shall be granted of not less than 1 (one) and not more than 4 (four) months from the date when the failure to achieve a positive assessment is communicated. The thesis can be resubmitted twice, in each case at the next submission date scheduled by the Study Program Directors. The Study Program Directors may approve a different grace period in individual cases for good reason.

5.2 BACHELOR'S AND MASTER'S EXAMINATIONS

5.2.1 The student shall be admitted to the final examination before the examination committee once all courses pursuant the curriculum have been completed with a positive assessment.

5.2.2 If the bachelor or master thesis that is the subject matter of the oral examination is subject to a confidentiality clause the confidential part of the examination shall not be open to the public.

5.2.3 The examination concluding an FH bachelor program shall be held before an examination committee that has the relevant expertise. This final examination before a committee shall comprise the following two parts:

- discussion of the bachelor thesis submitted, and
- discussion of links between the thesis and the relevant items in the curriculum.

A positive assessment of both parts is required for a positive overall examination result.

5.2.4 The examination concluding an FH master program in accordance with § 3(2)(6) FHG shall be a comprehensive examination and comprise the following parts:

- preparation of a master thesis, and
- an examination held before a committee.

5.2.5 The examination before a committee that is part of the final comprehensive examination concluding the FH master program shall be held before an examination committee that has the relevant expertise and shall comprise the following parts:

- presentation of the master thesis,
- discussion of links between the subject of the master thesis and relevant items in the curriculum, and
- discussion of other contents of relevance to the curriculum.

In order to conclude an FH master program, a positive assessment of all three parts of the examination shall be required.

5.2.6 The assessment of the final examination before a committee concluding an FH bachelor program and of the final comprehensive examination before a committee concluding an FH master program shall be based on the following assessments:

- **Failed:** for a negative assessment of the examination (less than 60%)
- **Passed:** for a positive assessment of the examination (60% or more)
- **Passed with merit:** for an examination performance that is well above average (80% to < 90%)
- **Passed with distinction:** for an outstanding performance in the examination (90% or more)

5.2.7 A failed final comprehensive examination before a committee concluding an FH bachelor program or an FH master program may be retaken twice.

6 Leave from study and repeat year

6.1 LEAVE FROM STUDY

6.1.1 In accordance with § 14 FHG an application for leave from study shall be submitted to the Study Program Directors. The reasons for the leave and the intended continuation of the studies shall be made plausible. The leave shall be considered acceptable for a duration that appears objectively justified in view of the stated reasons.

6.1.2 In accordance with § 14 FHG a student cannot take any examinations while on leave from study.

6.2 REPEAT YEAR

6.2.1 In accordance with § 18(4) FHG students shall be entitled to repeat a year of the study program once, in the case of a negative assessment of an examination held before a committee. The Study Program Directors shall be informed of the repetition in writing within one month of the announcement of the examination results.

6.2.2 Failed examinations and the corresponding courses shall be retaken as part of the repeat year, whereas passed examinations and the corresponding courses need only be retaken in the event they are no longer considered equivalent in terms of content and scope. The decision on this issue lies within the Study Program Directors' sole discretion.

6.2.3 Students who were excluded from a study program due to a negative assessment of the last permitted retake of an examination during the repeat year shall be excluded from renewed admission to the same FH study program.

6.2.4 A failure to obtain the required number of ECTS credits during a semester abroad or an internship shall be deemed equivalent to a negative assessment of an examination held before a committee, which results in the exclusion of the student from the study program. Students are, however, entitled to apply for permission to continue their studies without losing the possibility to repeat the year of the study program; the decision whether and how the failure to obtain the required ECTS credits abroad or during an internship can be compensated for shall lie within the Study Program Directors' sole discretion.

7 Legal protection

7.1 APPEALS

7.1.1 There is no right of appeal against an examination assessment.

7.1.2 However, if an examination resulting in a negative assessment was conducted in an inadequate manner, the student shall have the right to lodge an appeal in writing with the Study Program Directors within 2 (two) weeks from the date when the examination results are announced on myMCI, which may result in the annulment of the examination. If the examination was held by the Study Program Directors, the appeal shall be lodged in writing with the Academic Council and addressed to the Chairperson of the Academic Council.

7.1.3 Appeals against decisions by the Study Program Directors may be lodged in writing with the Academic Council, to be addressed to the Chairperson of the Academic Council, within a delay of 2 (two) weeks.

7.1.4 The lodging of an appeal has a suspensive effect. From the date when the appeal is lodged until the date when the decision on the appeal becomes effective, the student shall have the right to continue to attend courses and take examinations. If no appeal is lodged following the negative assessment of an examination before a committee, and subject to the provisions in section 6.2, the student shall be excluded from the study program and the student's name shall be removed from the register of students once the

examination result becomes effective. If an appeal is upheld, the respective examination shall be annulled and shall not be counted towards the maximum permitted number of examination attempts.

7.2 MCI ACADEMIC COUNCIL STATUTE

In the event the MCI Academic Council Statute (or the sections of the Statute relating to the study and examination regulations) should expire or be rescinded, these study and examination regulations shall continue to apply until a new Statute (or new sections of the Statute relating to the study and examination regulations) enters (enter) into force.