



examination regulations.

MCI Management Center Innsbruck – Internationale Hochschule GmbH

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contents.

1	GENERAL EXAMINATION MODALITIES	3
2	TYPES OF EXAMINATION	4
2.1	Oral examinations.....	4
2.2	Written examinations.....	4
2.2.1	Beginning and duration of examination.....	4
2.2.2	Examination materials / authorized resources.....	5
2.2.3	Presence, identification of candidates, candidates' questions.....	5
2.2.4	Cheating or attempted cheating during examinations.....	6
2.2.5	Invigilators.....	6
2.3	Other forms of examination.....	7
3	ASSESSMENT OF EXAMINATIONS.....	7
3.1	General.....	7
3.2	Retakes.....	8
3.3	Final study program examinations	9
3.4	Bachelor, Diploma and Master theses	10
3.5	Plagiarism	11
4	LEGAL PROTECTION	11

1 general examination modalities.

Examinations must be held in close temporal proximity to the classes in which the relevant content is taught.

Students with identified special needs are entitled to an alternative form of examination where their disability prevents them from sitting the examination in the prescribed form and the examination content and requirements are not compromised by the alternative form.

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. The dates for retakes shall take into account the scope and level of difficulty of the examination. The examination dates shall be announced in good time. Except where a shorter period is agreed with the students, the period of notification shall be at least four weeks for examinations held before a committee and at least two weeks for other examinations. These notification periods shall not apply in the case of a postponed examination. Examinations shall be held, as a minimum, at the end and at the beginning of each semester.

All courses taken in a semester shall be completed by the beginning of the second following semester (of the study program concerned) at the latest in accordance with the semester dates as announced.

Where students interrupt their studies, no examinations may be sat during the period of the interruption. The duration of the interruption shall be considered justified for as long as is objectively reasonable for the stated cause.

Examinations in the form of continual assessment may also be held for individual modules. The students shall be informed, in an appropriate manner, of the exact examination modalities (contents, methods, assessment criteria and assessment standards) and possible retakes for each course at the beginning of each course, taking due account of the existing regulations for the study program concerned.

Students' work on a course may also be graded on the basis of continual assessment. The examination modalities shall be suitable for the type of course involved (lecture, integrated course, seminar, practical, laboratory work) with regard to content and level. Examinations shall normally (but not necessarily) take the form of a final course examination.

Where a student fails to attend an examination, the cause of absence must be communicated as soon as it becomes apparent and adequate evidence supplied within a deadline of 1 (one) week. In the case of courses involving a final examination, absence from an examination without a valid reason reduces the number of attempts the student is allowed to pass the examination concerned by one attempt. The decision upon this issue lies with the head of the department.

Students shall be permitted to inspect the assessment documents and the examination records provided that they so request within six months of the announcement of the examination results. Students are entitled to make photocopies of these documents, except for multiple-choice ques-

tions and respective answer choices, at their own expense. Inspection of the assessment documents shall be permitted by appointment during office hours. In the case of a negative assessment, exam review must be granted within the time limit for appeal, that is within two weeks from the date of the announcement of the examination results on myMCI.

Where the assessment documents (in particular examiners' reports, corrected written examinations and examination papers) are not surrendered to the students, appropriate steps shall be taken to ensure that they are held in safekeeping for at least six months after announcement of the results.

2 types of examination.

2.1 ORAL EXAMINATIONS

Oral examinations shall be open to the public, but it is permissible to limit admission according to the capacity of the room used.

Where bachelor or master theses may not be published due to various reasons, they are to be discussed in oral examinations, the public shall be excluded for as long as such student works are discussed.

Records shall be kept of all oral examinations. They must include the subject of the examination, the place and time thereof, the name of the examiner or the names of the members of the examining committee, the name of the candidate, the questions asked, the grades awarded, the reasons for any negative assessment and any unusual occurrences.

The result of an oral examination shall be communicated to the candidate immediately after the examination. Records of examinations shall be kept on file for at least one year from the date of the announcement of the result.

For oral examinations held before examination committees, the examining committee shall consist of at least three persons including, where possible, at least one woman and at least one man. 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 fulfilled through the use of electronic media.

2.2 WRITTEN EXAMINATIONS

2.2.1 Beginning and duration of examination

Written examinations shall begin at the time communicated to the students in advance regardless of whether all candidates are present or not.

The time allowed to complete the written examination shall be defined in advance and shall be adequate for the candidates to satisfy the examination requirements.

Except in the case of unforeseen delays or problems that are beyond the candidates' control, the beginning of the examination shall not be delayed nor the time allowance extended nor the examination terminated prematurely or postponed. The decision on this issue lies with the head of the department.

2.2.2 Examination materials / authorized resources

Candidates may only use ballpoint pens/fineliners, pencils (but no pencil cases, etc), the examination papers and writing paper provided by the invigilator, and any examination aids explicitly authorized in writing in advance by the lecturer or head of department and studies, e.g. calculators, legal texts or books. Students' attention is explicitly drawn to the fact that they may only use their own (authorized) aids. Program specific differences are to be mentioned on the examination papers.

Candidates must write on one side (front) of the examination papers only. Candidates must enter their names in block capitals or their student numbers on every examination paper (including any additional sheets used). At the end of the session, candidates must hand in their complete files to the invigilator (examination questions, examination papers, and used and unused sheets of paper). Candidates may not take the examination script apart. Under certain circumstances, the questions and answer sheets may be handed out separately.

Invigilators are entitled to retain aids used by candidates in order to clarify their admissibility with the relevant faculty or head of department and studies.

The use of laptops, programmable or graphical pocket calculators, or calculators with algebraic capabilities, etc. is not permitted except where authorized in writing by the relevant lecturer or head of department and studies. ¹ Mobiles, smartphones and similar mobile devices are also forbidden and may not be brought into the examination room or must be placed in a bag at a distance from the candidate's seat.

2.2.3 Presence, identification of candidates, candidates' questions

Candidates are not permitted to leave the room during the examination for any reason whatsoever. A candidate who leaves the room shall be considered to have terminated the examination.

Candidates may not consume food during the examination.

Candidates must have their student card or some other official form of ID lying on their desk throughout the examination so that it is clearly visible.

¹ It should be borne in mind that approval of the use of such devices could enable candidates to communicate with the outside world.

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

2.2.4 Cheating or attempted cheating during examinations

Any candidate will be failed who influences or tries to influence the result of the examination or that of any other candidate by cheating or using unauthorized aids or is in possession of unauthorized aids after the examination questions have been announced.

Among other things, cheating is defined as:

- the use or possession of unauthorized examination aids,
- communication with other students, and
- any form of attempted deception.

In the case of any such cheating or attempted cheating, the student will be informed of the facts of the case, any unauthorized aids (but not the examination papers) will be confiscated, and the circumstances duly noted. The student will, however, be permitted to continue with the examination.

Students who talk to each other during the examination will also be reported and will be informed accordingly.

The result of an examination or academic paper shall be annulled if it was obtained by fraudulent means, in particular through the use of unauthorized aids, or if any attempt was made to do so. Any such annulled examinations shall be counted towards the maximum permissible number of re-takes.

It should be noted that cheating or attempted cheating in an examination may also result in the student concerned being excluded from the study program (cf. Contract of Study).

2.2.5 Invigilators

The qualifications of the invigilators shall be defined by the relevant head of department and studies. Students must obey all instructions issued by invigilators during examinations. This applies in particular to the seats assigned to candidates and the permitted location of bags, cases, rucksacks, etc.

The duties of the invigilators include the following:

- Verification of seating arrangements and the location of candidates' bags, etc.
- Verification of attendance and collection of examination papers (with student cards to be checked in the case of invigilators who are not departmental staff members)
- Monitoring observance of regulations relating to the time allowance
- Verification of admissibility of examination aids used
- Action to be taken in cases of cheating:
 - In the case of suspected cheating, the facts of the case are to be noted on the examination paper or some other suitable record made (name, incident, time) and the matter communicated to the student concerned.

- The student concerned will be permitted to duly finish the examination.
- The relevant head of department and studies shall be informed of the incident after the end of the examination.

2.3 OTHER FORMS OF EXAMINATION

In addition to oral and written examinations, other forms of examination may also be employed such as homework, essays, project work, Bachelor theses, Master theses and similar forms of examination which are not invigilated as long as they are announced in advance by the lecturer with the approval of the head of department and studies.

3 assessment of examinations.

3.1 GENERAL

Examinations and academic theses 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 formulation for a pass shall be "successfully completed" or "credited". In the case of a negative assessment, the rules for the repetition of coursework for courses graded by continual assessment shall apply.

points	grade
≥90%	excellent (1)
≥80% to < 90%	good (2)
≥70% to < 80%	satisfactory (3)
≥60% to < 70%	sufficient (4)
< 60%	not sufficient (5)

Table 1: Grades

The assessment of the final examination before a committee concluding an FH Bachelor program as well as the final general examination before a committee concluding an FH Diploma or Master program shall be based on the following assessments:

- Passed – for a positive assessment of the examination
- Passed with distinction – for an examination performance that is well above average (80% to < 90%)
- Passed with honors – for an outstanding performance in the examination (90% or more).

The results of examinations and the assessment of independently written papers shall be evidenced by certificates. Consolidated transcripts of examinations taken in one semester may be issued.

Certificates shall be issued without delay and within four weeks of performance of the work assessed at the latest, consolidated transcripts within four weeks of the end of the semester. Certificates shall be issued under the condition that all obligations - respectively financial obligations – of the student are met according to the Contract of Study.

3.2 RETAKES

Students are entitled to repeat failed final course examinations twice, with the last permissible attempt to pass the relevant examination being held as an oral examination before an examination committee. This does not apply to final examinations of 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 presented in written form and assessed by an examination committee. Nor does it apply to
- final examinations of courses in which the assessment is made on the basis of the other forms of examination listed in section 2.3. (e.g. homework, essays, project work, etc.). For such courses, the second retake shall also be a written examination in the form of a paper to be written on a subject specified in advance, which shall also be assessed by an examination committee. In justified cases, the instructor of a course in which the assessment is made on the basis of the other forms of examination listed in section 2.3. may decide – with the approval of the course director – that the second retake shall be an oral examination to be held before an examination committee.

The final examination of a course may be divided into individual parts (e.g. examination types: oral examination, written examination, or parts held by different lecturers). The sum of the assessments awarded for individual parts must result in a positive overall grade. In the case of a negative overall assessment, the examination has to be retaken in all its parts and in the form indicated at the beginning of the course. In the case of a documented inability to attend one of the examination parts, the overall examination performance shall be waived. The consequences of failure to attend individual parts of the final examination shall also be determined at the beginning of the course.

Failure to provide sufficient reason for absence from a final examination shall result in the loss of one of the three permitted attempts to pass the examination concerned.

Examination retakes, except for examinations held before a committee, are organized in the form of collective examination sessions as announced by the relevant head of department and studies. All retakes for all students of all year groups in a given study program are held at such retake sessions, which last one or two days depending on the number of retakes involved. For all courses offered in a given semester, there shall be three collective examination sessions for each study program, at which students have the opportunity to achieve positive results in examinations not yet passed. Every student thus has four attempts to pass the examination in order to complete a given course with a positive result (regular examination plus two collective sessions plus an examination before a committee).

Any student who still has not achieved a positive result for one or more courses after four attempts to pass the final examination shall be excluded from continuing his/her studies. This does not apply

in cases where the student has submitted a reasoned request for permission to interrupt his/her studies or to repeat the year of the study program, and the request is approved.

Any student who fails to complete all courses taken in a semester by the beginning of the second following semester (of the study program concerned) shall be excluded from his/her studies in any case and independent of whether the student has made use of all four possible attempts to pass final examinations. This does not apply in cases where the student has submitted a reasoned request for permission to interrupt his/her studies or to repeat the year of the study program, and the request is approved.

Students are entitled to two retakes in the case of failed Bachelor examinations held before a committee and failed general examinations held before a committee in Master or Diploma study programs.

In the case of a negative assessment of an examination held before a committee, students are entitled to repeat a year of the study program, application for any such repetition to be made to the course director. Failed examinations and the corresponding courses shall be retaken as part of the repeat year, while passed examinations and the corresponding courses need only be retaken where necessary to achieve the goals of the study program (Art. 18 para. 4 FHStG).

Students who have been excluded from a study program following the negative assessment of the last permissible repetition of an examination in the year of this last possible retake shall be excluded from renewed admission to the same study program.

Failure to obtain the required number of ECTS credits during a semester abroad or an internship is equated with the negative assessment of an examination held before a committee and thus results in the exclusion of the student concerned from continuing his/her studies. The student is entitled to submit a request for permission to continue his/her studies without losing the possibility to repeat the academic year; the decision whether and how the lack of ECTS credits obtained abroad or during an internship can be compensated for resides with the respective head of department and studies.

3.3 FINAL STUDY PROGRAM EXAMINATIONS

The examination before a committee concluding a Bachelor study program shall be held before an examining committee that has the relevant expertise pursuant to Art. 3 para. 2(6) FH Studies Act. This oral examination shall consist of the following parts:

- discussion of the Bachelor theses submitted (50% weighting) and
- discussion of links between the theses and relevant items in the curriculum (50% weighting).

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

The examination concluding a Master or Diploma study program is a general examination pursuant to Art. 3 para. 2(6) FH Studies Act. It comprises the following parts:

- a Master or Diploma thesis (1/3 weighting) and

- an oral examination held before a committee (2/3 weighting).

The oral examination shall be held before an examining committee that has the relevant expertise. The oral examination is comprised of the following three parts:

- presentation of the Master or Diploma thesis (25% weighting),
- discussion of links between the thesis and relevant items in the curriculum (25% weighting), and
- discussion of other items of relevance to the curriculum (50% weighting).

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

Students shall be informed about admission to examinations before a committee in an appropriate manner.

Students shall be informed about the assessment criteria and the results of the assessment of examinations before a committee.

The examination committee shall be selected from those persons who are entitled to act as examiners for examinations before committees. The examining committee shall consist of the examiners for each candidate.

3.4 BACHELOR, DIPLOMA AND MASTER THESES

Pursuant to Art. 3 para. 2(6) FH Studies Act, students enrolled in FH Bachelor study programs are required to submit written papers (Bachelor theses) in the framework of study program courses.

The papers must be the result of the students' own independent work. Several students may work jointly on a topic, however, provided that the performance of each student can be assessed individually. The subject of the assigned thesis may only be changed once prior to submission.

Positive assessment of the Diploma or Master thesis is a precondition for admission to the examination before the examination committee. A Diploma or Master thesis that has not received a positive assessment shall be returned to the student for revision and resubmission. It can be resubmitted twice. The maximum period for resubmission is three months.

A Master or Diploma thesis that has received a positive assessment shall be published by lodging it with the library of the study program concerned. On lodging a Master or Diploma thesis with a library, the author may apply for access to the copies deposited to be withheld for a maximum of five years from the time of delivery, such application to be approved where the student establishes that significant legal or business interests of the student would be materially endangered by permitting access.

3.5 PLAGIARISM

Academic papers must be written with a high degree of clarity in terms of both identification and presentation of the literature used and the distinction between the author's own arguments and the opinions or information of third parties.

Plagiarism in academic work is considered to have occurred if the author presents third-party intellectual property or a third-party work as his/her own work or part of a work, i.e. without indicating the third-party literature used. This applies to all media, i.e. books, scientific journals, magazines, newspapers and other print media as well as the Internet. Plagiarism is defined as such regardless of whether the incorrect impression of authorship is the result of a deliberate act or mere negligence. Under copyright law, authors are forbidden to present third-party intellectual property as if it were their own, i.e. without identifying it as third-party intellectual property and clearly distinguishing it from their own work.

Where plagiarism is discovered at a university, the following procedure applies:

- If a written paper contains material which is the product of plagiarism, the fraudulent examination performance will be graded as a fail and the grade for the course as a whole will also be negative. In accordance with the examination regulations for the approved application for recognition of a study program, the examination may be re-sat. Since plagiarism also constitutes an infringement of the Contract of Study signed by the student, he/she will also be given a written reprimand.
- In certain cases (repeated plagiarism, particularly serious cases of plagiarism), the MCI is entitled to exclude the student concerned from the study program and terminate the contractual relationship in accordance with the provisions of the Contract of Study.
- Where a case of serious plagiarism is not discovered until the degree for the study program has been awarded, the student can be subsequently deprived of the degree.

4 legal protection.

There is no right of appeal against an examination assessment.

If the manner in which an examination resulting in a negative assessment was conducted exhibits defects, the student has the right to lodge a complaint with the head of department and studies of the study program within two weeks. The head of department and studies can then either annul the examination. The respective formal requirements are to be met. If the examination was held by the head of department and studies of the study program him/herself, the complaint shall be lodged with the MCI Academic Council and addressed to the Chairperson of the MCI Academic Council. The respective formal requirements are to be met. The student has the right to continue to take courses until a decision on the complaint has been made. Examinations that are annulled shall not be counted towards the maximum permissible number of retakes.

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