



**APPENDIX 7: Degree and Examination Regulations for
Bachelor and Masters Degrees**

CONTENTS

Section 1

Degree Regulations

- §1 Degrees
- §2 Courses
- §3 Study plans
- §4 Degree entry phase
- §5 Rights and obligations of students
- §6 Admission requirements
- §7 Admission procedure
- §8 Admission deadlines
- §9 Continuation of Studies
- §10 Deviations from the standard study period
- §11 Termination of admission
- §12 Exit certificate
- §13 Non-degree programmes of study

Section 2

Examination Regulations

- §14 Determination of success of studies, types of examinations
- §15 Assessment of success of studies
- §16 Nullification of assessments
- §17 Certificates / Academic transcripts
- §18 Repetition of examinations
- §19 Recognition of examinations
- §20 Public/closed examinations
- §21 Execution and assessment of examinations
- §22 Theses

Section 3

Academic degrees

- §23 Conferring of academic degrees
- §24 Revocation of domestic academic degrees

Section 4

- §25 Student fees

Section 1

Degree Regulations

§1 Degrees

At Anton Bruckner Private University Linz, subject to accreditation according to the University Accreditation Act, degree programs are offered which conclude with a diploma examination and are associated with the award of the following academic degrees:

Bachelor of Arts (B.A.)

Master of Arts (M.A.)

Master of Advanced Studies (M.A.S)

§2 Courses

- (1) University courses, training courses and preparatory courses are offered at Anton Bruckner Private University. Courses can also be held during non-teaching periods and in cooperation with other institutions.
- (2) University courses can only be offered after accreditation in accordance with the University Accreditation Act. Subject to accreditation, graduates of a university course may be awarded master's degrees specified in the respective curriculum or the designation "Akademische ..." or "Akademischer..." with an addition characterizing the contents of the respective university course.
- (3) The preparatory courses generally serve to prepare students for studies at the Anton Bruckner Private University.

§3 Study plans

- (1) On the basis of and within the framework of these study and examination regulations, the curricula for the individual studies and courses developed by the study commission shall be adopted by the Presidium.
- (2) New curricula and changes to already accredited curricula must be submitted to the Accreditation Council for approval in order to become legally operative.
- (3) The curricula shall be published in an appropriate form immediately after approval.
- (4) The curricula define the study objectives, the admission requirements for the respective study program or course, the duration of study and the division into study sections, the type and extent of the courses, as well as the examinations to be taken, including the admission

modalities to the examinations. They also contain the necessary information on the degree entry phase, the degree and, if applicable, the ECTS credits.

- (5) The director of the relevant institute shall, within the scope of his or her possibilities, ensure that the courses are offered to such an extent that the completion of the relevant study section is possible within the standard period of study provided for in the curriculum.

§4 Degree entry phase

- (1) An introductory study phase of no more than one academic year shall be designed for first-year students in the curricula of bachelor's degree programs. This introductory phase shall include courses from the introductory subjects and subjects that are particularly characteristic of the course of study.
- (2) The introductory phase of studies serves as an orientation of the suitability for the chosen study program and the intended career profile from the perspective of the student and the private university.
- (3) At the end of the introductory phase, the student has the right to a counseling interview. If there are reasonable doubts about the student's suitability, the private university is obliged to advise him or her accordingly.

§5 Rights and obligations of students

- (1) Students are entitled to freedom of learning in accordance with the statutory provisions. This includes in particular the rights
 - a. to select the sequence of completion of courses and the teaching staff according to the course offerings and within the framework of the curricula;
 - b. to use the teaching and research facilities, in particular the library of the private university, within the framework of the regulations for use;
 - c. to take examinations as degree and non-degree program students within the framework of the regulations provided;
 - d. to be awarded academic degrees upon completion of the work prescribed in the curricula.
- (2) The students are required to
 - a. comply with the provisions set forth in the admission agreement;
 - b. give immediate notice of any name or address changes;
 - c. notify the university each semester that they plan to continue their studies during the general admission period or the grace period;
 - d. withdraw or take a leave of absence from the program in a timely manner for foreseeable academic inactivity;
 - e. register for and withdraw from examinations in a timely manner;

- f. provide the library of Anton Bruckner Private University with a copy of their thesis on the occasion of the conferral of an academic degree and, if applicable, upon completion of a course.
- (3) For students with a disability in the sense of § 3 of the Federal Disability Equality Act, Federal Law Gazette I No. 82/2005, the requirements of the curricula are to be modified in individual cases by decision of the responsible dean of studies, whereby the educational goal of the chosen degree program must be attainable. In particular, students with a disability within the meaning of § 3 of the Federal Disability Equality Act, Federal Law Gazette I No. 82/2005, have the right to a deviating examination method, provided that
- a. the disability makes it impossible for the student to take the examination in the prescribed method, and
 - b. neither the content nor the requirements of the examination are affected by a deviating method.

§6 Admission requirements

- (1) Admission to a regular degree program or university course requires:
- a. artistic aptitude for the desired programs of study;
 - b. fulfilment of the specific prerequisites required by the curricula for the chosen course of study;
 - c. sufficient command of the German language;
 - d. signing of the admission contract.
- (2) Persons whose native language is not German must provide proof of knowledge of the German language, if and to the extent that this is required for successful progress in their studies.
- (3) If the proof according to paragraph 2 cannot be provided, the responsible dean of studies will decide whether the applicant will nevertheless be admitted to the degree program. In this case, the taking of a supplementary examination is to be prescribed, which must be proven at the latest before the notification of the continuation of studies for the third semester.

§7 Admission procedure

- (1) Prerequisite for admission to the Anton Bruckner Private University is the positive passing of a commission entrance or admission examination. The composition of the examination commission is regulated in the curricula; the chairperson has the right to suspend the implementation of the commission's decisions with a veto in the event that the commission's decision is not in accordance with the fundamental objectives of Anton Bruckner Private University. In this case, the commission's assessment shall be documented and the matter shall be submitted to the rector for a final decision.

- (2) The Rector shall admit persons who have passed the entrance examination to the respective studies at Anton Bruckner Private University in accordance with the number of places available. Upon conclusion of the admission contract, the applicant becomes a member of the Anton Bruckner Private University as a regular or associate student. This is to be certified by the issuance of an ID card, which may be designed as a photo ID. The ID must at least contain the name, date of birth of the student and the period of validity.
- (3) If foreign language documents are submitted for the assessment of the fulfilment of the admission requirements or for the crediting/recognition of previous achievements, the applicant must have authorized translations made at the request of Anton Bruckner Private University.
- (4) The rector is entitled to waive the obligation to submit individual documents if it is shown that it is impossible or excessively difficult to submit them within a reasonable period of time and the documents submitted are sufficient for a decision.
- (5) Admission to a master's degree program requires completion of a bachelor's degree program in a relevant subject or another equivalent degree program in a relevant subject at a recognized domestic or foreign post-secondary educational institution.
- (6) The private university may link admission to a master's program with the requirement to complete individual courses that go beyond the curriculum of the respective master's program. The private university may set a deadline for the student to positively complete these courses. If no deadline is set, these courses must be completed no later than the completion of the degree.

§8 Admission deadlines

- (1) The Presidium shall set the general admission period for each semester and, in addition, a grace period. This is the period during which applications for admission to studies must be submitted, the continuation of studies must be reported, and any tuition fees must be paid. If the application for admission or the notification of continuation is submitted within the grace period, an increased tuition fee may be demanded.
- (2) The Presidium is authorized to make a deviating regulation for the general admission period for the admission to courses and for the admission to regular studies within the framework of transnational EU, state or university mobility programs.

§9 Continuation of Studies

- (1) The requirement for continuation of studies is a positive assessment in the central artistic subjects in the previous semester. Continuation of studies after a negative assessment is possible upon application of the student if the responsible examination commission has approved this after a commission semester examination according to § 18 paragraph (4) of the examination regulations.

- (2) Continuation of studies may be refused if the conditions specified in the study plan for the introductory phase of studies have not been met or if the provisions of the admission contract have been repeatedly violated after a reminder has been issued.
- (3) Continuation of studies may also be refused if it is evident from the available academic transcripts that the student will no longer be able to complete the course of study or the section of the course of study within the duration stipulated in the curriculum, taking into account the permissible deviations from the standard period of study pursuant to § 10.
- (4) [omitted]
- (5) Notification of continuation of studies is effective until the end of the admission period of the following semester, provided that admission to the program has not yet lapsed.
- (6) The rector shall issue confirmations to the students about the notification of continuation of studies. These must in any case contain the name and date of birth of the student, the course of study and the number of registered semesters.

§10 Deviations from the standard study period

- (1) Deviations from the duration of study (standard period of study) provided for in the respective curricula may be approved by the chairperson of the Study Commission upon justified application by the student in the cases specified in Paragraphs 2 to 4. Reasons must be given for a negative decision. Reasoned objections to this decision may be submitted to the Study Commission.
- (2) Students may be granted leave of absence for a maximum of two semesters, in particular due to completion of military or civilian service, pregnancy or care of their own children. During the leave of absence, the student's admission to studies remains valid. Participation in courses, the taking of examinations, and the submission and assessment of theses is only permitted during the leave of absence in particularly justified cases and with the approval of the chairperson of the Study Commission.
- (3) A student may repeat a semester of study once for each section of study, or twice in exceptional cases with special justification, if the major subject teacher, the director of the institute concerned, and the responsible dean of studies agree to the repetition. The responsible examination board shall decide on a repetition of the semester on the occasion of a negatively assessed commission semester examination according to § 18, paragraph 4 of the examination regulations.
- (4) An application for a shortened study period shall be approved if, on the basis of the available certificates, it can be expected that the examinations to be taken according to the study plan can be taken in time. In addition, a list of the literature prepared by the student, signed by the teacher of the central artistic subject, must be submitted, and the approval of the teacher of the

central artistic subject, the director of the institute and the responsible dean of studies must be obtained.

§11 Termination of admission

- (1) Admission to a program of study is terminated if the student
 - a. withdraws from the program, or
 - b. fails to report continuation of studies without being on leave of absence; or
 - c. is not permitted to continue their studies in accordance with § 9, paragraphs 2 to 5, or
 - d. has received a negative grade on the last permitted retake of an examination required for their degree program.
- (2) The termination of admission to a study program shall be recorded. The rector shall issue a confirmation upon request.
- (3) Admission terminates in all cases when the course of study has been completed by positive assessment in the last prescribed examination.

§12 Exit certificate

If the student discontinues a course of study or a course of instruction without obtaining the intended degree, an exit certificate shall be issued upon request. This shall certify all examinations the student has sat, including the respective grades.

§13 Non-degree programmes of study

- (1) Admission as an associate, non-degree student may be granted:
 - a. for a central artistic subject,
 - b. for a course of study, or
 - c. for single subjects, specializations, or branches of study.
- (2) The admission requirements for an associate, non-degree study program according to par. 1 lit. b are defined in the respective curricula; the Study Commission shall issue guidelines on the admission requirements and admission modalities for an associate, non-degree study program according to par. 1 lit. a or c, including any time limit.
- (3) In the case of courses, admission expires as a result of a negative assessment in the last permissible repetition of an examination. A new admission within five years for this course is not permitted.
- (4) Admission is terminated if the student
 - a. withdraws from the program,

- b. fails to register continuation of studies,
 - c. finishes an agreed term,
 - d. receives a negative grade on an examination required for their program of study at the last permitted retake; or
 - e. has completed the course by passing the last prescribed examination.
- (5) The termination of the admission, except in the case of an agreed time limit, shall be recorded. The rector shall issue a confirmation upon request.

§13a Duration of teaching units

- (1) One teaching unit lasts
 - 45 minutes for theoretical subjects
 - 50 minutes for artistic subjects (in particular, the central artistic subjects)
- (2) A semester includes 15 teaching weeks. A 'Semesterstunde' is equal to as many instructional units as there are weeks of instruction in the semester.

Section 2

Examination regulations

§14 Determination of success of studies, types of examinations

- (1) Academic success is to be determined by the examinations and the evaluation of the final papers.
- (2) Which examinations are to be held as individual examinations or commission examinations shall be determined in the respective curricula, subject to the provision in § 18, para. 3.
- (3) The presiding chair for board examinations is governed by the respective curricula. In the case of examinations involving a student from the chairperson's artistic major class, the presiding chair shall pass to the respective representative.
- (4) Individual examinations in a central artistic subject are replaced by a commission semester examination if the responsible dean of studies orders this at the request of the student, the teacher of the central artistic subject, the responsible institute director or at his or her own discretion. In addition to the teacher of the central artistic subject, the commission must include the director of the institute, the responsible dean of studies and another teacher of the same or a closely related subject. In the case of a negative evaluation, the commission shall set the date for a new examination, which shall be conducted in accordance with the provisions of § 18, paragraph 4.
- (5) The study commission shall issue guidelines for the conduct of examinations.

§15 Assessment of success of studies

- (1) The assessment of academic achievement in the central artistic subjects shall be in written form and shall in all cases include a report on the focal points and successes of the work during the period to be assessed as well as developmental tendencies. This report is to be prepared together with the student and is an internal document of the Anton Bruckner Private University. It leads to a final positive or negative overall assessment, which is either "Success achieved" (Erfolg erbracht) or "Success not achieved" (Erfolg nicht erbracht).

- (2) The positive success of examinations and theses in the other courses is to be assessed as “very good” (1/sehr gut), “good” (2/gut), “satisfactory” (3/befriedigend) or “sufficient” (4/genügend); the negative success is to be assessed as “not sufficient” (5/nicht genügend). If this form of assessment is impossible or inappropriate, the positive assessment shall be “success achieved” (Erfolg erbracht), the negative assessment “success not achieved” (Erfolg nicht erbracht). Regulations in this regard are to be made by the study commission.
- (3) Examinations and work within the framework of a final examination are to be assessed with the grades “with excellent success” (mit ausgezeichnetem Erfolg), “with very good success” (mit sehr gutem Erfolg), “with success” (mit Erfolg), or “without success” (ohne Erfolg).
- (4) Examinations consisting of more than one subject or part are to be evaluated positively only if each subject or part has been evaluated positively.
- (5) In the case of final examinations comprising more than one subject, an overall assessment must be given in addition to the assessments for the individual subjects. This must be "passed" if each subject has been positively assessed, otherwise it must be "failed". The overall assessment shall be “successfully passed very well” (mit sehr gutem Erfolg bestanden) if no subject has been assessed as less than “successfully passed” (mit Erfolg bestanden) and at least half of the subjects have been assessed as “successfully passed very well”. The overall assessment shall be “passed with distinction” (mit Auszeichnung bestanden) if in no subject an assessment less than “successfully passed” (mit Erfolg bestanden) was given and in at least half of the subjects the assessment “with excellent success” (mit ausgezeichnetem Erfolg) was given. For the overall assessment “passed with distinction” (mit Auszeichnung bestanden), the central artistic subjects must in any case be assessed as “with excellent success” (mit ausgezeichnetem Erfolg).
- (6) In the case of examinations concluding the course of study which comprise only one central artistic subject, the assessment “with excellent success” (mit ausgezeichnetem Erfolg) is replaced by the predicate “passed with distinction” (mit Auszeichnung bestanden).

§16 Nullification of assessments

- (1) The Dean of Studies shall declare the assessment of an examination null and void if the registration for this examination was obtained by deception.
- (2) Furthermore, the assessment of an examination or a thesis shall be declared null and void if this assessment has been obtained by fraud, in particular by the use of unauthorized aids.
- (3) The examination for which the assessment has been declared null and void shall be counted towards the total number of repetitions.
- (4) Examinations taken outside the scope of a continuation notification and assessments of final theses submitted outside the scope of a continuation notification shall be absolutely null and void, except in the particularly justified cases pursuant to § 10 para. 2. There shall be no crediting against the total number of repetitions.

§17 Certificates / Academic transcripts

- (1) The assessment of the examinations and final papers must be documented by a certificate in each case. Collective certificates are permissible.
- (2) In all cases, the certificates shall contain the following information:
 - a. name and address of Anton Bruckner Private University and the name of the certificate;
 - b. the given names and the surname of the student;
 - c. the student's date of birth;
 - d. the name of the degree;
 - e. the name of the examination or subject and the assessment;
 - f. the ECTS points for regular degrees and university courses;
 - g. the name of the examiner, the date of examination, and assessment;
 - h. the name of the issuer.

Certificates of thesis evaluation shall indicate the subject.

- (3) Certificates for examinations before individual examiners are issued by the examiner, certificates for the assessment of theses are issued by the assessor, certificates for commission examinations are issued by the chairperson of the examination commission, certificates for degrees are issued by the rector.
- (4) The certificates are to be issued immediately, at the latest, however, within four weeks after the performance to be assessed has been rendered. During non-teaching periods, this period may extend to eight weeks.
- (5) The issuance of certificates by means of computer-assisted data processing is permissible. If the certificate is not handwritten, it must be authenticated only in the case of certificates issued upon completion of studies.
- (6) Upon the student's request, the rector shall issue a certificate of academic achievement within four weeks. During non-teaching periods, this period may be extended to eight weeks.

§18 Repetition of examinations

- (1) Students are entitled to repeat positively assessed examinations once. The positively assessed examination becomes null and void when the student appears for the repeat examination.
- (2) Students are entitled to repeat negatively assessed examinations in supplementary courses twice. All examinations for the same subject in all relevant studies shall be counted towards the number of examinations permitted.
- (3) The second repetition of an examination is to be held on a commission basis. In the case of oral examinations, this also applies to the first repetition at the request of the student.

- (4) In the case of a negative evaluation in central artistic subjects, a commission semester examination is scheduled at the request of the student for the final determination of the semester evaluation. In addition to the teacher of the central artistic subject, the commission must include the director of the institute, the responsible dean of studies and another teacher of the same or a closely related subject. A positive evaluation replaces the original negative evaluation. If the committee semester examination is assessed negatively, the committee must decide whether a possible application for continuation of studies by way of semester repetition would be granted. In the negative case, this decision must be made unanimously.
- (5) The entrance examination can be repeated without limitation.

§19 Recognition of examinations

- (1) Positively assessed examinations taken by regular degree students at a recognized domestic or foreign post-secondary educational institution shall be recognized by the chairperson of the Studies Commission upon the student's application, provided that they are equivalent to the examinations prescribed in the curriculum.
- (2) In addition, the chairperson of the study committee may recognize examinations taken at other domestic and foreign educational institutions if they are equivalent to the examinations prescribed in the curriculum.
- (3) Examinations taken for a subject at a domestic university or higher education institution or at a university or higher education institution of the European Union or the European Economic Area shall in any case be recognized for the same subject in further studies if the ECTS credits are the same or differ only slightly. Such recognitions may be generally determined by the Study Commission.
- (4) Courses which are directly related to the training in the central artistic subjects are not or only partially creditable. Regulations in this regard are to be made by the Study Commission.
- (5) Examinations taken at Austrian conservatories with the right of public access shall be recognized at the request of the regular student to the extent that they are equivalent to the examinations prescribed in the curriculum. Such recognitions may be generally determined by the Study Commission.
- (6) Activities at institutions outside the Anton Bruckner Private University that provide high-quality professional training can be recognized as an examination according to the type and scope of the student's activity, subject to equivalence, upon application by the student.
- (7) Upon application of regular degree students who wish to carry out parts of their studies abroad, it shall be determined which of the planned foreign examinations are equivalent to the examinations prescribed in the curriculum. The documents required for the assessment shall be submitted by the applicant.

- (8) Recognition of an examination is deemed to be an examination attempt and a positive evaluation of the corresponding examination prescribed in the curriculum.
- (9) Examinations taken and positively evaluated within the framework of an associate, non-degree program can be credited for regular degree programs.

§20 Public/closed examinations

- (1) Examinations are generally open to the public. Excepted from this are examinations in which, for reasons of equal opportunity, the same or very similar questions must be chosen for all examination candidates. The examiner or the chairperson of the examination board shall exclude from participation persons who jeopardize the proper conduct of the examination.
- (2) In the case of commission examinations, each member of the examination commission must, in principle, be present during the entire examination. The deliberations of the examination commission are not public; for good cause, the chairperson of the examination commission may admit persons who are not members of the examination commission. All participants are bound to confidentiality.
- (3) The result of a commission examination shall be announced to the student at the earliest possible date.

§21 Execution and assessment of examinations

- (1) The examiner or the chairperson of the examination commission shall ensure that the examination proceeds in an orderly manner and shall keep the examination minutes. The subject of the examination, the place and time of the examination, the names of the examiner or the members of the examination board, the names of the student, the questions asked, the assessments given, the reasons for the negative assessment and any special incidents must be recorded in the minutes. The reasons for the negative evaluation shall be presented to the student in an appropriate form upon request. The examination record must be kept for at least one year from the announcement of the assessment.
- (2) If the assessment documents are not given to the student, it must be ensured that they are retained for at least one year from the date of notification of the assessment.
- (3) If there is a serious deficiency in the performance of an examination, the chairperson of the study committee shall nullify the examination upon the student's request. The student shall submit the application within two weeks of the announcement of the assessment and shall substantiate the serious deficiency. The number of examinations taken for the examination that has been nullified shall not be counted towards the permissible number of examinations taken.
- (4) The student shall be granted access to the assessment documents and the examination records if they request this within six months of notification of the assessment. The student is entitled to make photocopies of these documents.

§22 Theses

- (1) The bachelor's and master's degree programs must include final theses. More detailed provisions on this are to be specified in the respective curricula.
- (2) When working on the topic and supervising the students, the provisions of the Copyright Act must be observed.
- (3) Collaborative work on a topic by several students is permissible, provided that the performance of each student remains separately assessable.
- (4) The crediting of scholarly and artistic theses is inadmissible.

Section 3

Academic degree

§23 Conferring of academic degrees

- (1) The rector shall confer the specified academic degree on graduates of regular degree programs or university courses after the positive assessment of all examinations and final papers prescribed in the respective curriculum without delay – no later than one month after the fulfilment of all requirements.
- (2) The award certificate, to which an English-language translation shall be attached, shall in every case contain the following information:
 - a. the surname and the first names, if necessary the name at birth;
 - b. the date of birth and citizenship;
 - c. the completed degree program;
 - d. the conferred academic degree.
- (3) If the requirements for an academic degree with the same wording are fulfilled more than once, the same academic degree shall also be awarded more than once.

§24 Revocation of domestic academic degrees

The award certificate shall be revoked and confiscated by the Rector if it subsequently transpires that the academic degree was obtained by fraudulent means, in particular by means of falsified certificates.

Section 4

§25 Student fees

The council shall decide on the collection and the amount of a tuition fee upon the proposal of the presidium.