

EXAM REGULATION

EXTRACT OF THE STATUTE OF THE LAUDER BUSINESS SCHOOL

State October 04th, 2021

for University of Applied Sciences (UAS) Bachelor and Master programs at Lauder Business School in Vienna

General Provisions

§1. (1) These provisions of study law contain both the corresponding provisions of the Universities of Applied Sciences Act (“FHG”) (see §§ 11 - 21 FHG, as amended and completed) as well as the amendments resolved by the Council of the University of Applied Sciences (see § 10 (3) no. 10 FHG, as amended and completed).

(2) Students from international partner universities are subject to the examination regulations in the currently valid published version.

(3) The Lauder Business School shall store and process data exclusively in accordance with the provisions of the General Data Protection Regulation (GDPR) of the European Union, as amended and completed.

Examination Regulation

Merit Assessment, Testing Procedures

§2. (1) The Lauder Business School’s assessment of merit in the UAS Bachelor Program in “International Business Administration”, UAS Master programs in “Strategic Finance and Business Administration” and “International Management and Leadership” is structured so that all examinations take place within the prescribed framework of the respective courses. In this manner the degree conferral is ensured within the prescribed timeframe.

(2) The examiner shall verify the identity of the students in an appropriate manner. Students are obliged to identify themselves with a student ID or with an official photo ID.

(3) Students will be informed about examination regulations, time limits, and dates by means of e-mail announcements and publication on the LBS Intranet (Community) and on the bulletin board in the main hall.

(4) A sufficient number of dates for examinations and resits shall be offered each semester and academic year, so that the continuation of the studies is possible without losing a semester. The examination dates shall be announced in good time. Examinations shall be held, as a minimum, at the end of each semester and at the beginning of each semester. The dates for resits shall take into account the scope and level of difficulty of the examination (see §13 (3) FHG, as amended and completed). For the regulations relating Bachelor and Master examinations please refer to cf. § 15.

Spectrum of Merit Assessment

§3. (1). The Spectrum of Merit Assessment ranges from courses with comprehensive final examinations to courses with an inherent examination character (merit assessment comprises a combination of partial requirements, e.g. presentations, projects, homework, etc.). The type of merit assessment is to be set in the syllabus of the respective course, which must lay out not only objectives for, but also the methodological and didactic features of the course. With the exception of the commission Bachelor/Master exam, all examinations are individual testing.

Determination of Success in Studies

§4. (1) The determination of success in studies follows the examination guidelines as stated on the syllabus of the respective course, as it is determined by the lecturer that is responsible for the course. Individual examination achievement is assessed with grades, as prescribed by the Austrian grading system:

1 / Excellent	100-91% of possible points
2 / Good	90-81% of possible points
3 / Satisfactory	80-71% of possible points
4 / Sufficient	70-60% of possible points
5 / Insufficient	less than 60% of possible points

All grades are mathematically rounded to full integers.

- (2) An examination is considered “successfully completed” when a grade of “sufficient” or higher is given. A course with inherent examination character is considered “successfully completed” when the combined total of all partial requirements (as stated in the syllabus) meets at least 60%.
- (3) Should a course be taught by multiple lecturers (multiple components, substantively differentiated), the comprehensive grade comprises the individual grades from the respective components (distribution pursuant to the course syllabus). The course is considered “successfully completed” when each component receives a grade of “successfully completed”.
- (4) The curriculum may also contain courses for which grade-based assessment is neither required nor possible (e.g. courses on character-building), but which can be allotted ECTS credits. Such courses will be graded with “participated” and “insufficient” (inc.), respectively.
- (5) Students have the right to a different examination method if a disability is certified and proven by an Austrian public health officer, which makes it impossible to take the examination in the prescribed way and the contents and requirements of the examination are not negatively affected by a different method.
- (6) The successful completion of the Professional Practical Training Semester (UAS Bachelor program) is based on the achievement of all mandatory and specified partial requirements.

Deadlines for Scoring Examinations

§5. (1) Results of written examinations and grade assessment in courses with inherent examination character must be entered in the LBS Intranet (Community) and/or notified in writing to the Academic Coordinator, respectively, immediately, but no later than within ten work days, by the lecturer after the performance(s) to be assessed has/have been rendered. Saturdays, Sundays and public and Jewish holidays shall not be considered as work days. In justified exceptional cases, the notification may be delayed. Students must be informed thereof. Students will be notified of their final grades either by the Academic Coordinator or via the LBS Intranet (Community), respectively.

(2) The result of oral examinations is to be given to the students immediately after the exam. Once the grades are announced, students may review the written examinations and other written work in the Academic Coordinator’s office. Students shall be permitted to have inspection of the assessment documents and the examination records, provided that they make such requests within six months of the announcement of examination results. Students shall be entitled to make photocopies of these documents. Closed questions, in particular single/multiple choice questions, including their answers, shall be excluded from the right to make photocopies (see §13 (6) FHG, as amended and completed).

(3) A failure to appear for an examination on a predetermined examination date will result in the loss of this opportunity to positively complete the respective course.¹

(4) Should the student fail to comply with the attendance regulations (attendance regulations are specified in the *LBS Academic Policies* which can be found on the LBS Intranet (Community)) and course merit will thus not be ascertainable, the course is to be graded as “insufficient”. Such a breach of the attendance regulations will result in the loss of this opportunity to positively complete the respective course.

(5) Successful completion of all courses for which a student is registered in an academic term will be confirmed in writing (Transcript of Records) with the student once the term ends.

Retake Examinations

§6. (1) A missed or not successfully completed course’s final examination may be retaken twice (once as a retake and once as a commission examination (second retake)). The examiner for a retake examination is the lecturer of the respective course. Should the course lecturer be unable to conduct the examination, the director of studies (or in case of oral second retake examinations please refer to cf. § 6 (3)) the chair of the examination commission) will appoint an expert substitute.

(2) The first retake examination in a course with inherent examination character follows the examination modalities (i.e. either written or oral) outlined in the syllabus and substitutes 100% of the courses grade and therefore covers the material of the whole semester. The results of written examinations must be submitted to the Academic Coordinator no later than 5 work days and Bachelor Theses no later than 10 work days, respectively, after the examination took place.

(3) The second retake examination, i.e. the commission examination, can be held orally or in writing, or both in writing and orally (in this case, the respective partial performances each count for 50% of the overall grade). The form of the (second retake) is determined in advance by the lecturer of the respective course and the director of the study program. In the case of oral commission examinations, the committee shall consist of at least three persons (one chairperson and two examiners). Each member of the examination committee must be present during the entire duration of the examination; this obligation can, if required, also be fulfilled by the use of electronic media.

(4) As a rule, retake examinations (both first and 2nd (commission) retake examinations) in foreign languages contain oral and written components, counting 50% of the total grade each.

(5) If a commission retake examination has been assessed as “insufficient”, there is a one-time possibility to repeat the whole academic year. The director of the study program shall be informed of the repetition within a month following the announcement of the examination result(s) and he/she determines the examinations and courses to be taken as part of the repetition of the study year. The student may participate in courses and take examinations in the study year which is to be repeated. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken upon the program director’s decision (see § 18 (4) FHSG, as amended and completed).

(6) Students who were excluded from a study program due to a negative assessment of the last permissible repetition of an examination are excluded from a renewed admission to the same study program.

Dates and Deadlines for Retake Examinations

§7. (1) Dates and deadlines for retake examinations will be made available to the students at least two weeks before the examination date. The following rules apply:

- The first retake examination is to be taken within the first four weeks of the following semester.
- The possibly required 2nd retake (commission) examination is to be scheduled within four to six weeks following the first retake exam.

Exceptions to these rules are possible at the sole discretion of the director of studies.

(2) 2nd (commission) retakes in the semester immediately preceding the Professional Practical Training Semester (PPT) will be held earliest two weeks and latest one week before the commission Bachelor exam. Exceptions to these rules are possible in well-founded cases at the sole discretion of the director of studies.

Proceedings of Examinations

§8. (1) The proceedings of oral examinations are to be recorded by the examiner in writing. The protocol form will be prepared by the Academic Coordinator and must contain the following details:

- Name of the course
- Date, time, and duration of examination
- Examiner's name
- Student's name
- All examination questions (including supplementary questions)
- Grade basis/grounds for assessment of merit
- Possible special occurrences

(2) The chairperson of the examination committee of 2nd retake (commission) examinations must keep a written record of the exam. The protocol is prepared by the Academic Coordinator and must contain:

- Name of the course
- Date, time, and duration of examination
- Names of all members of the examination committee
- Student's name
- All examination questions (including supplementary questions)
- the grade and grounds for a negative examination result
- Possible special occurrences

(3) All oral 2nd retake (commission) examinations and final examinations (Bachelor and Master) shall be recorded and archived as audio protocols.

(4) The examination protocol of the 2nd retake examination must be signed by all examiners and the chairperson of the examination committee and will be archived along with all examination materials for at least one year following the release of the examination results.

(5) Oral examinations are open for public attendance. The number of auditors is limited to the available audience space.

(6) Both, oral and written examinations may be conducted digitally by the respective lecturer by agreement with the director of the study program.

- (7) Students shall have the right to take the examination in a different format (e.g. digital), if they submit proof of a disability (in the sense of § 13 (2) FHG) that makes it impossible to take the examination in the prescribed format and if the different format does not impact subject contents and requirements of the examination (cf § 13 (2) FHG, as amended and completed).

Validity and Invalidity of Examinations

§ 9. (1) Examinations, papers and all other forms of merit can be announced as invalid if there is suspicion and/or proof that a student used unauthorized assistance during an exam, if the student is proven not to have followed the course lecturer's prescribed guidelines or the student committed academic malpractice (as specified in the LBS Academic Malpractice Policies). In any of these cases, the student may immediately be expelled from the exam.

(2) The validity/invalidity of examinations is decided by the lecturer in consultation with the director of studies. A grade of "inc" on the grade sheet stands for "insufficient" and will result in the loss of this opportunity to positively complete the respective course. The guidelines for examination retakes and for failed examinations also apply to invalid examinations.

Failure to Take Examinations

§10. (1) Any failure to take an examination for courses of a final character without sufficient justification leads to the loss of the opportunity to take the examination. This applies accordingly to submission- or presentation dates/deadlines.

(2) In order to avoid the loss of the opportunity to take an examination, applicants must apply to the director of the study program if there is a sufficient justification for the failure to take the exam.

(3) Sufficient reasons for not taking an examination include: serious illness or accident of the candidate or death, serious illness or care of relatives in the first degree (parents, siblings, children) as well as of close relatives (spouses or life partners), the necessary care of children under the age of 12 living in the same household as well pregnancy, or birth of an own child during the period of legal maternity protection for mothers or within four weeks after the birth of their own child for fathers if they live in the same household with the child and the mother. The same applies by analogy to same-sex partnerships and adoption. The occurrence of any such circumstances must be substantiated or proven without delay - in particular by submitting appropriate original documents. If an examination is prematurely terminated, this must be noted in the examination protocol. If a sufficient reason for the premature termination is substantiated, this examination shall not be counted towards the total number of retakes. The decision shall be within the sole discretion of the director of the study program.

Legal Guidelines for Examinations

§11. (1) Appeals against the results of an examination are not admissible.

(2) If the manner in which an examination resulting in a negative assessment was conducted exhibits defects according to § 21 FHG, as amended and completed, the student has the right to submit a written petition (plausibly documenting the breach of guidelines) to the director of the study program for grade cancellation within two weeks from the release of the examination results. If the examination was held by the director of the study program, the complaint shall be lodged with the LBS council. 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 permissible number of resits.

(3) If an assessment is annulled, all attending examiners shall be informed about the annulment.

- (4) Supporting documentation for merit assessment (e.g. corrected/scored versions of written examinations, written examinations, and reports, or feedback on seminar papers and assignments) must be archived for at least six months following the publishing of the grades.
- (5) Examination protocols are to be archived for at least one year following the publishing of the grades.
- (6) The following examination data shall be preserved in a suitable form for at least 80 years:
- the titles of examinations or the topics of scientific theses or artistic submissions,
 - the number of ECTS credits awarded,
 - the grade,
 - the names of the examiners or the assessors
 - the date of the examination of the results, as well as
 - the name and the matriculation number of the student.

Transcript of Records

§ 12. (1) At the end of each semester a transcript of records containing all individual course grades for the previous semester will be issued. The formal specifications for a transcript of records are as follows:

- Name and identification number of the degree program
- Semester for which the transcript is being issued
- Student's first and last name
- Student's identification number and date of birth
- Course title and code
- Grade and ECTS credits for the course
- Date, institutional seal and signature of the director of studies

(2) Original certificates may be issued upon student request, copies of the reports will be retained electronically in the student's files.

(3) In addition, grades for individual courses and ECTS credits will be recorded in transcripts, which are accessible either by self administration or by download from the LBS Intranet (Community). The courses attended and the examinations passed are attested to the students in writing in any case when leaving the university of applied sciences study program, either due to successful finishing of the studies or dropout.(4) Transcripts of records are strictly issued in the language of instruction of the UAS.

Interruption of Studies

§13. (1) An interruption of studies can be applied for from the director of the study program. The reasons for the interruption and the intended continuation of studies must be proven or substantiated. The decision on the application must take into consideration any compelling personal, health or professional reasons (see § 14 FHG, as amended and completed).

(2) In any case, the completion of military or civilian service, pregnancy and the care of children under the age of 12 living in the same household constitute sufficient grounds for the interruption of studies. Any other circumstances or events of a comparable significance shall also be considered as sufficient reasons for an interruption of studies. This includes, for example, long-term illness or family reasons.

(3) No examinations may be taken during the interruption and no Bachelor or Master Theses may be assessed. Internships completed during the period of the interruption cannot be counted towards the successful completion of studies.

- (4) Students may apply for a minimum interruption term of one semester and a maximum interruption term of two semesters. During this period, any admission to studies remains valid and all service facilities of the Lauder Business School can be used. The corresponding payments (tuition fee, fees to the Austrian student union) are to be paid in full.
- (5) The decision whether to approve the interruption of studies lies within the sole discretion of the director of the study program. Appeals against a negative decision on the interruption of an academic year can be raised with council of the University of Applied Sciences within eight weeks of notification of the negative result.
- (6) The application for interruption or repetition includes the determination that the student is subject to any possible change of the study plan or any discontinuation of the studies and that he or she cannot derive any legal claim to the continuation of his or her education in the originally agreed form. The Lauder Business School does not guarantee that the student can continue his or her studies immediately after the interruption.

Bachelor Theses and Commission Bachelor Examination

§14. (1) The Bachelor program “International Business Administration” comprises of one Bachelor Thesis. This paper should be relevant to the degree program and should demonstrate the student’s ability to independently treat a topic relevant to his/her career or education while adhering to academic standards and methods (cf. *LBS Scientific Standards*, available for download on the LBS Intranet (Community)). The paper should be substantive and completed in a timely manner (deadlines to be announced on the LBS Intranet).

- (2) The Bachelor Thesis must be written in the fifth semester. The mandatory timeframe for the Bachelor Thesis must be adhered to (the exact dates will be announced on the LBS Intranet (Community) and the LBS Academic Policies at the beginning of the respective semester). The deadline for merit assessment is 10 work days.
- (3) The general regulations for merit assessment and retake examinations apply also for the Bachelor Thesis.
- (4) The requirements to be admitted to the commission Bachelor examination are:
 - a positive assessment of the Bachelor Thesis
 - a positive grade in all courses of the 5th semester and
 - a successful (positive) completion of the Professional Practical Training Semester.
- (5) The Bachelor Examination is a commission examination in front of an expert examination committee of at least 3 people. The entire committee is present for the entire duration of the examination and reaches a decision by collegial resolution. The Chairperson of the Examination Committee must keep a written and/or audio protocol of the exam.
- (6) The commission Bachelor examination is a comprehensive exam, i.e. an oral examination with the following parts:
 - a) a discussion of the Bachelor Theses
 - b) and its cross-links to the relevant courses of the program’s curriculum

(7) The evaluation of the commission Bachelor examination adheres to the following criteria for merit assessment:

Insufficient	not passing the examination (one or more components of the exam)
Pass	minimum passing grade in all examination components
Pass with merit	average grade ≤ 1.5
Pass with distinction	average grade ≤ 1.25

(8) An “insufficient” or not graded commission Bachelor examination may be retaken twice.

(9) Failing to appear at the scheduled time for an examination without acknowledged written grounds will result in the loss of this opportunity to positively complete the respective commission Bachelor Examination. The decision on the suitability of grounds for failing to appear rests solely with the director of studies.

(10) The student must be informed regarding the criteria for assessment in advance and the results of the commission Bachelor examination following the completion of the exam.

Master Thesis and Commission Master Examination

§ 15. (1) The approval of the Thesis is a prerequisite to participate in the commission Master Examination.

(2) In the course of the Master Thesis, the student must independently devise and answer a research question, which addresses either a conceptual issue relevant on an institutional level or a topic relevant to business. The student should thus demonstrate that he/she is capable of carrying out tasks relevant to the chosen career or field within the degree program as well as of reflecting on contemporary research and of addressing practical concerns within the relevant academic field.

(3) A group of students may collaborate on a project. However, arising from the project each collaborator has to hand in an individual master thesis comprising an individual part of at least 85% and a common part of maximum 15%, which has to be in compliance with all stated requirements in the sense of § 19 (1) FGH, as amended and completed.

(4) The timeframe for topic approval and scope of work are to be structured in a way that the course of study can be completed at the earliest possible date of the Master exam.

(5) The Master Thesis must be composed in English. If the Thesis is commissioned by a partner firm, the director of studies may agree on a language other than English, given that the Thesis can be assessed and the commission Master Examination can be held in accordance with this examination regulation.

(6) Professors and part-time lecturers in the Master program are available for Master Thesis supervision during the Thesis-writing process. Final approval of the topic follows a consultation with the director of studies and his/her approval.

(7) The Master Thesis Policies and Master Thesis Roadmap describe the processes, responsibilities regarding selection of supervisors, topic selection, writing and submission of proposals and Master Theses as well as their approval. The Master Thesis Policies in their relevant version are available for download in the LBS Academic Policies on the LBS Intranet (Community).

(8) The dates and deadlines detailed in the *Master Thesis Roadmap* published on the LBS Intranet are compulsory for all degree candidates. The *Master Thesis Roadmap* published at the beginning of the third semester contains all relevant regulations, dates and deadlines regarding the Master Thesis and commission Master Examinations. On principle Master Theses have to be submitted to the Academic Coordinator at least 60 days prior to the first day of the commission Master examination.

(9) Master Thesis supervisors must submit their decision regarding approval or non-approval of the Thesis latest on a set deadline within four weeks following the Thesis submission deadline.

(10) The evaluation of the Master Thesis is to be performed by the supervising lecturer and an independent reviewer using a Master Thesis evaluation template. The approval of the Master Thesis shall be published by mail and on the LBS intranet (Community). An unapproved (negatively assessed) Thesis can be revised and resubmitted for re-evaluation only once and that within an established timeframe (before the second date of the commission Master examination). In such a case, a change of topic is not permitted.

(11) In case the work is unapproved for a second time a new topic has to be chosen by the student. The student is also free to select another Master Thesis supervisor in this case. This work needs to be handed in for evaluation at the proximate submission date.

(12) If the Master Thesis has not been submitted by the student until the respective deadline, this opportunity to hand in the work will be lost. Each student has maximum three opportunities to hand in a Master Thesis.

(13) Before submission of the Master Thesis, the candidate is authorized, by filling in a written form (cf. Master Thesis Policies), to restrict access to third parties for a maximum of five years.

(14) The commission Master examination, which completes the course of study at the University of Applied Sciences, is a comprehensive exam. It is comprised of a Master Thesis and an oral commission exam. The approval of the Thesis is a prerequisite to participate in the commission Master examination. The dates for the commission Master exams will be announced in the Master Thesis Roadmap published on the LBS Intranet (Community).

(15) Authorization to proceed with the commission part of the Master examination is contingent on fulfilment of all prerequisites described in the curriculum, on passing all courses described in the curriculum, and on the writing and approval of the Master Thesis.

(16) Students must be notified in due time of their authorization to proceed with the commission part of the Master examination and the dates/schedule of the commission Master examination by mail and on the LBS Intranet (Community).

(17) The commission Master examination takes place in front of an expert examination committee of a minimum of three people. The entire committee is present for the entire duration of the examination and reaches a decision by collegial resolution.

(18) The commission Master examination consists of the following parts:

- a) presentation of the Master Thesis,
- b) defense of the Thesis and an examination discussion, which explores intersections between the Thesis and relevant subjects from the curriculum and
- c) an examination discussion about other relevant topics of the degree program.

(19) The evaluation of the commission Master exam as a comprehensive examination comprises the grade of the Master Thesis and the grade of the commission examination and adheres to the following criteria for merit assessment:

Insufficient	not passing the examination (one or more components of the exam)
Pass	minimum passing grade in all examination components
Pass with merit	average grade ≤ 1.5
Pass with distinction	average grade ≤ 1.25

(20) An “insufficient” or not graded commission Master examination may be retaken twice.

(21) Failing to appear at the scheduled time for an examination without acknowledged written grounds will result in the loss of this opportunity to positively complete the respective commission master examination. The decision on the suitability of grounds for failing to appear rests solely with the director of studies.

(22) The student must be informed regarding the criteria for assessment in advance and the results of the commission master examination following the completion of the exam.

(23) This examination regulation in its actual version applies also to students of international partner universities.

Delay in the Length of Studies

§ 16. (1) Due to the organizational structure of the degree program of the University of Applied Sciences and its curricular structure, examinations and final papers must be taken or submitted by the deadlines stipulated for the degree program.

- Examinations in courses and final papers: No later than 1 semester after the first possible examination- or submission date
- Bachelor/Master final examinations: No later than 3 semesters after the first possible examination date

(2) If the standard period of studies (Bachelor: 6 semesters and Master: 4 semesters) is exceeded, the students are obliged to make the corresponding payments (tuition fee, student union fee, accident insurance) in full.

(3) If these deadlines expire without success, the student shall automatically be terminated from the study program.

This document is a convenience translation of the „Studienrechtliche Bestimmungen und Prüfungsordnung der Lauder Business School“ which constitutes an integral part of the Statute of the Lauder Business School. Any and all disputes arising from or in connection with the examination regulation will resort to the „Studienrechtliche Bestimmungen und Prüfungsordnung der Lauder Business School“ in the last valid version as amended and completed, in German language.