



## **Examination Regulations and Student Code of Conduct**

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12. September 2017

Due to the accreditation as a private university (decision of the Austrian Accreditation Council on 12 July 2007 according to the university accreditation law, BGBl. I No. 168/1999 as amended), the University Board of MODUL University Vienna (MUV) decreed the exam regulations and the student code of conduct for all study programs at MODUL University Vienna on June 26, 2017 based on § 3(1) of the Private University Law. The International Hospitality and Dietary Culture College (IHD) of Nanjing Tech University Pujiang Institute (NJPJI) decrees the following study regulations on September 27, 2017 to incorporate both the current MUV exam regulations and necessary adaptations to local conditions.

### **§1 Ambit**

These regulations are valid for all study programs of MODUL School of Tourism and Hospitality Management Nanjing (MSN). For MODUL University students enrolled at a Global Campus, the Dean is substituted by the respective Academic Director or Dean for International Programs. Academic Office in this document refers to the administration unit of the Dean or the respective Academic Director. References to the Studies and Examination Committee, the Semester Conference, and Admissions Committee in this document refer to the respective committees on the campus where a student is enrolled.

### **§2 Transfer of Credits**

(1) External Credit Transfer: Course and examination credits obtained at an external institution (including, a vocational high school with a business focus, a university, a college, or any other post-secondary educational institution, or at a partner university within MU's exchange programs) are eligible for transfer according to an equivalency evaluation that is based on a review of course contents, outline, methods, and final



grade. Practical experience acquired by the student prior to enrollment can be credited towards an internship when in accordance with the respective study regulations.

- (a) Course credits earned at an external institution will be transferred without the inclusion of a grade on the official MU student transcript.
  - (b) All courses credited toward the study program will be labeled with the abbreviation "CT\*" on the academic transcript of records and counted toward the total ECTS of the study program.
  - (c) Requests for the transfer of external credits or practical experience acquired prior to commencement of studies at MSN must be submitted prior to the beginning of the first semester at MSN. In the case of credits received during an approved semester abroad, or during the course of studies at MSN, an application for credit transfer must be submitted at the earliest opportunity prior to the commencement of the subsequent semester.
  - (d) All requests for credit transfer are subject to approval by the Dean of the study program or an authorized liaison officer nominated by the Dean.
  - (e) A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.
- (2) Courses, examinations and internship credits obtained at a Global Campus of MU, are automatically eligible for credit transfer upon admission at the other branch campus, and when in accordance with § 11 of the Examination Regulations and Student Code of Conduct.
- (a) The cap of a maximum number of transferable ECTS credits (§ 2 (1) lit. e) does not apply.
  - (b) All courses credited towards the study program will be transferred in accordance with MSN's grading scale and counted toward the total weighted average grade and ECTS of the study program.
  - (c) All courses credited toward the study program will be labeled with the abbreviation "GCT\*" on the academic transcript of records.
  - (d) Requests for credit transfers of courses not offered at the home campus are subject to approval by the Dean of the study program.
  - (e) Credit transfers from a Global Campus may result in a reduction of tuition fees as defined by the respective branch campus.



(3) Internal Credit Transfer: Course credits obtained in a study program at MSN may be eligible for internal credit transfer when changing study programs in accordance with MSN's Regulations on Changing Study Programs, or in the event of readmission at the discretion of the Admissions Committee.

- (a) All courses credited toward the study program will be transferred in accordance with MSN's grading scale and counted toward the total weighted average grade and ECTS.
- (b) All courses credited toward the study program will be labeled with the abbreviation "ICT\*" on the academic transcript of records.
- (c) Requests to change study programs and applications for readmission must be submitted prior to the beginning of the semester to which the change of study programs or readmission becomes effective. Where necessary students will be provided with a new study contract and contract supplement outlining the student's financial obligations. MSN's Rules on Additional Fees may apply.
- (d) Requests to change study programs or applications for readmission are subject to approval by the Dean of the respective study program.

### §3 Academic Assessment and Processing Examinations

- (1) **Syllabi:** Details of expected course performance requirements must be outlined in individual course syllabi. Students will be informed of the weighting of specific course components at the onset of a course. The assessment of individual assignments and the final course grade must be reported as a percentage. Evaluations can occur outside of regularly scheduled class time.
- (2) A course syllabus must also include a summarized version of the MODUL University's Guide to Understanding Plagiarism [§9(2)].
- (3) The criterion for successfully completing a course is based on the instructor's final assessment. This assessment can be based on various measures including written assignments, oral or written examinations, presentations, active course participation, or other forms of assessment as specified by the lecturer in the course syllabus
- (4) **Final Grade:** The student's final course grade is determined by the points earned in



all cumulative graded assessment components.

(5) **Examination Formalities:** The maximum duration of all written and oral course examinations should not exceed the number of hours that the course lasts each week (according to the course schedule).

(6) The duration of an oral examination outside of the ordinary course setting can be between 15 and 30 minutes for each student and must be witnessed by a second lecturer.

(7) Oral examinations can be proctored as either individual examinations or group examinations consisting of a maximum of four candidates per group. In the latter case, the individual performance of each candidate during examination itself must be clearly visible and documented in the examination's assessment record.

(8) Students enrolled in the course, as well as interested parties associated with NJPII who assert individual justified interests, are permitted to attend the oral examinations as observers (given the availability of adequate spatial conditions). This does not apply, however, to any private consultation between student and proctor, including the announcement of the examination results. Upon a student's request, any observer [with the exception of members of the Studies and Examinations Committee (SEC)] can be asked to leave the examination site. Observers cannot be excluded from presentations.

(9) In the event that a disturbance caused by an observer occurs during an examination, the proctor is entitled to expel the observer from the examination space.

(10) **Special Consideration:** If a student is unable to attend a written or oral examination or if the student fails to submit a required assignment by its predetermined deadline due to reasons beyond the student's control, the student will have the opportunity to fill out a "Special Consideration Form," present it to the lecturer, and request an alternative make-up assignment or exam. If this should occur, it is at the lecturer's discretion to decide – based on the student's individual case – whether or not to allow a make-up assignment or exam.

(11) **Student Access to Examination Documents:** The examination questions, assessment criteria, and results of a written or oral course examination must be recorded in writing by the course lecturer and be given to the International Hospitality and Culinary Culture College (IHD) Academic Office for storage. The lecturer must retain all aforementioned course documents in electronic format.

(12) Upon request, the student shall be informed in writing of the reasons for a negative assessment.

(13) All students are obliged to adhere to MSN's Examination Code of Conduct.



## §4 Type of courses

### Interactive Lecture (IL)

- (1) **Interactive Lectures** are courses consisting of multiple assessments of a student's performance. At least two assessment components (quizzes, assignments, presentations, or other forms of assessment specified by the instructor) which are independent from each other must be conducted. Attendance is mandatory for up to 70% of the course contact hours. According to the curriculum, this course is referred to with an abbreviation IL.

### **Courses with Continuous Assessment of Performance: Combined Lecture and Exercises (LX), Combined Lecture and Seminars (LS), Seminars (SE) and Practical Training (PT)**

In courses designated as LX, LS, SE and PT, at least three independent assessments of performance must be conducted. For courses with continuous assessment of performance, attendance is mandatory. For courses with mandatory attendance, an absence of more than 30% of the scheduled course time will negatively impact a student's final grade. In the event that more than 30% of a course with mandatory attendance has been missed due to reasons beyond the student's control, the student has the opportunity to submit an "Application for Special Consideration – General Form" to present to the lecturer, explaining his or her previous and – if already known – future absences. If this should occur, the lecturer may decide, based on the individual case, whether the student is allowed to continue attending the course. The granting of special consideration is at the discretion of the lecturer. Exceeding the 30% limit typically entails some additional work completed by the student to compensate for any parts missed.

### **Lecture and Exercise (LX)**

The **Lecture and Exercise** format combines an Interactive Lecture with a practically-orientated exercise course, both of which are assessed together. The lecture provides the theoretical background of a subject, whereas the exercise trains the application of theoretical knowledge. Positive assessment of the course is only possible if the requirements for both the lecture and the exercise have been met. The combined Lecture and Exercises is referred to in the study schedule with the abbreviation LX. The ratio between an Interactive Lecture and Exercise is expressed by the two digits following the abbreviation (e.g. 21=2:1, 12=1:2, and 11=1:1).

### **Lecture and Seminar (LS)**

The **Lecture and Seminar** course format combines an Interactive Lecture with a more project orientated seminar, both of which are assessed together. The lecture provides the



theoretical background of a subject, whereas the seminar engages students in projects where theoretical knowledge is applied. Positive assessment of the course is only possible if the requirements for both the lecture and the seminar have been met. The combined Lecture and Seminar is referred to with the abbreviation LS; the ratio between and interactive lecture and seminar is expressed by the two digits following the abbreviation (e.g. 21=2:1, 12=1:2, and 11=1:1).

### **Seminar (SE)**

**Seminars** are courses with continuous assessment of performance. They are referred to with the abbreviation SE.

### **Practical Training (PT)**

**Practical Training** courses give students the opportunity to gain insight into practical activities of the industry. Practical trainings are referred to with the abbreviation PT.

## **§5 Course Registration for Interactive Lectures (IL) and courses with continuous assessment of performance (LX, LS, SE, PT)**

(1) **Registration Period:** The IHD Academic Office registers students for all courses within the official Registration Period prior to the start of the subsequent semester. Details on any special extensions to the registration period will be available on the individual course syllabus.

## **§6 Course Assessment and Determination of the Course Grades**

(1) **Grading:** Courses shall be assessed using a percentage system. Percentages for the examinations are determined by the examiner.

(2) If several examiners participate in an examination, each assessor is called on to assess the overall examination performance together, as long as no other assessment method is subsequently determined. When the examiners' assessments differ, the average of the sum of the individual assessments is calculated.

(3) Assessments with a decimal value greater than 0.5 are rounded up; otherwise, the value is rounded down.

(4) For students enrolled in study programs commencing in or after 2016, the following grading scale is used in the assessment of examinations:



| %               | Description |            |
|-----------------|-------------|------------|
| <b>90 - 100</b> | 1           | Excellent  |
| <b>80 - 89</b>  | 2           | Good       |
| <b>70 - 79</b>  | 3           | Average    |
| <b>60 - 69</b>  | 4           | Sufficient |
| <b>&lt; 60</b>  | 5           | Fail       |

**Remarks:**

- <sup>1</sup> Excellent - Outstanding performance with only minor errors
- <sup>2</sup> Good - Generally sound work with a number of notable errors
- <sup>3</sup> Average: Fair but with significant shortcomings
- <sup>4</sup> Sufficient: Performance meets the minimum criteria
- <sup>5</sup> Fail: Some more work required before the credit can be awarded

(5) In the event of a violation against the process of examinations (as outlined in this document), a suspected case of a discrimination-based assessment by a lecturer, or a disturbance during the examination procedure, a student has the right to appeal an examination assessment. Students who consider themselves wrongly assessed can apply to countermand the examination assessment using the “Appeal Form.” This must be submitted to the IHD Academic Office within 7 days after receiving the grade.

**§7 Disturbance of the Examination Procedure**

(1) An examination will be assessed as “failed” if any of the following occur without credible reason.

- (a) A student withdraws from the examination or arrives 15 minutes after the proctor already has begun administering the examination.
- (b) A student fails to hand in the written examination within the exam’s allotted time.
- (c) A student interrupts the written or oral examination without credible reasons.

(2) If the ongoing examination is disrupted by a student acting disorderly, the proctor can prohibit the student from continuing the examination. In this case, the examination will be assessed as “failed.”



(3) If a student is not able to fully or partially take the examination in either its prescribed form or the exam's allocated time due to the existence of special circumstances, the student can apply (using the "Application for Special Consideration") to either take the examination within an extended period of time or be administered an equivalent examination in an alternative format. The application must be submitted to the respective lecturer 14 days prior to the scheduled examination date. It is at the lecturer's discretion whether or not to accept the "Application for Special Consideration," and the lecturer must inform the student of his or her decision in writing within 14 days. If the lecturer rejects the application, the student has the possibility to appeal to the respective Dean for International Programs using the "Appeal Form."

## §8 Academic Misconduct and Related Consequences

(1) The **definitions** of commonly used terms below are outlined and explained in the MODUL University's Guide to Understanding Plagiarism formulated by the Studies and Examination Committee. A summarized version of the brochure is a mandatory element of any MODUL School Nanjing course syllabus. An affidavit form referring to the content of the MODUL University's Guide to Understanding Plagiarism is made available to students and can be assigned for any written assignment at an instructor's discretion. Even when an instructor does not use the highly recommended affidavit form, students are still required to adhere to university standards regarding academic misconduct and plagiarism. Unless the instructor specifies otherwise, any document submitted by a student at any time may be subject to a plagiarism check.

(2) **Academic misconduct** refers to any action or attempted action intended to give a student an unfair advantage (or a disadvantage to others) regarding academic work. This includes fraud and acts of deception such as cheating, plagiarism, the fabrication of material or data, collusion, and the facilitation of academic dishonesty.

(3) IHD defines **cheating** as an individual making any attempt to influence the results of academic work through fraudulent performance or the use of unapproved aids.

(4) The **covert sharing or unauthorized use of another student's materials** is also considered academic misconduct.

(5) **Plagiarism:** The MODUL School Nanjing recognizes four forms of plagiarism: 1) failure to cite another source's (or one's own) words or ideas, claiming authorship; 2) copying or borrowing another individual's work or structure without proper referencing; 3) false paraphrasing (failing to use quotation marks, despite citing a source) or patchwork paraphrasing (splicing together parts of sentences without using quotation marks); 4)





hiring or asking someone to write or complete a work on your own behalf and claiming it as your own. If the student copies passages out of texts that already have been submitted for other assignments at MODUL School Nanjing or elsewhere without proper referencing, this is considered self-plagiarism – also a form of academic misconduct.

(6) **Minor or Serious Plagiarism:** The act of plagiarism itself is considered academic misconduct. If the accusation of plagiarism is confirmed through the procedure for investigating academic misconduct [§9(8)], the SEC will then assess whether the act is minor or serious. The extent of plagiarism, the importance of the plagiarized assignment, and the intent behind the act are factors that can differentiate the case as being either minor or serious. An act of plagiarism committed unintentionally may be considered minor; an act of plagiarism done intentionally is considered a serious case of academic misconduct.

(7) **Informal Handling of Plagiarism:** When a lecturer judges that there has been an insignificant case of plagiarism occurring in his or her course that is seemingly not a disciplinary issue, faculty involved are encouraged to address the issue one on one with the student – taking into consideration grading consequences [§9(12)]. It is entirely at the instructor's discretion to decide upon whether to informally resolve the suspected minor violation of academic misconduct or to instead forward the violation to the MODUL School Nanjing Academic Office [§9(8)].

(8) **Procedures for Investigating and Processing Violations of Academic Misconduct:** When an instructor or thesis supervisor detects what he or she suspects as being a case of academic misconduct that constitutes a disciplinary issue, the instructor must notify the student that a formal *notification of academic misconduct* will be filed. Along with the notification, the instructor must submit accompanying material that provides evidence for the accusation to the Academic Office. The MODUL School Nanjing Academic Office will create a document naming the involved parties and indicating the misconduct, and the office will inform both the Studies and Examinations Committee and the student of the formal processing of the incident. The student will be notified about the potential consequences of the accusation and informed of possibilities for an appeal. The MODUL School Nanjing Academic Office will provide instructions concerning the timeline for and process of appealing an instructor or supervisor's decision by email to the student's University account.

(9) **Academic Probation:** Academic Probation serves as a warning system to alert students that they are no longer considered in good academic standing, either due to lack of progress towards earning a degree or for reasons of academic misconduct.

(10) A student found guilty of any serious instance of academic misconduct or two reported minor instances of academic misconduct will be placed on Academic Probation.



If a student is found guilty of two times the student will be placed on Academic Probation, and the SEC can propose additional punitive measures. This opportunity to assign punitive measures is at the sole discretion of the Studies and Examination Committee and only can be applied once during a student's NJPI career.

(11) A student who has been placed on Academic Probation [§9(9)] will be notified about the consequences of any repeated case of academic misconduct. The Study Affairs Department has to be informed about the outcome of investigations about any case of academic misconduct.

(12) If a student on Academic Probation is accused of academic misconduct, the student may choose to appeal (using the "Appeal Form"), and the SEC must allow the student to present his or her appeal in person. If a student on Academic Probation is found guilty of another incident of academic misconduct, the Studies and Examination Committee has to recommend the termination of a student's Study Agreement and the separation from NJPI.

(13) If a student considers himself or herself wrongfully accused by a lecturer, that student can submit an appeal within one week after the notification of being accused of academic misconduct to the MODUL School Nanjing Academic Office (§13).

(14) **Grading Consequences:** It is entirely at the instructor's discretion to decide upon the consequences of a suspected minor case of academic misconduct, especially considering any formal appeal that the accused student may have submitted. In all minor cases – both those informally handled and cases submitted to the SEC for further processing – the student may be given the opportunity to resubmit an assignment (with or without points being deducted from the grade) or accept a zero for the work but continue with the course. The option for allowing a resubmission for minor infractions is entirely at the lecturer's discretion. If a student has been found guilty of serious academic misconduct occurring during a course (deemed serious by the decision of the SEC), the instructor must assess the student's final course grade as "fail."

(15) **Formal Investigation:** The Studies and Examination Committee will investigate each notified incident of academic misconduct, especially considering any formal appeal that the accused student may have submitted and taking into account any previous infractions. The SEC will decide on whether a suspected student has committed an act deemed to be (1) minor; (2) serious; (3) not a case of academic misconduct. The outcome of the SEC's decision must be entered onto the student's academic record.

(16) Being found guilty of any instance of serious academic misconduct carries the consequence of being placed on Academic Probation, as does being found guilty of having committed three minor infractions of academic misconduct [§9(10)].



(17) Upon the disclosure of new evidence, the Studies and Examination Committee may agree at a later time to reexamine a closed case. If an incident should not have been judged as being a case of academic misconduct, then the disciplinary entry on the student's academic record would be deleted, and any Academic Probation or other consequences having resulted from the original decision would be revoked. If evidence regarding a case originally ruled as not having been academic misconduct is later reconsidered, the verdict may be changed to reflect the new evidence.

### **§9 Invalidity of Examinations and Final Grades**

(1) If any work produced during an examination has been plagiarized or if the permission to enroll for an examination has been unjustly manipulated, and if these facts are not made known before the grade has been announced, the Studies and Examinations Committee can subsequently declare the course or examination under question as "failed." Before a change in the grade, the student will be given an opportunity to submit an "Appeal Form" for consideration with the Studies and Examinations Committee.

(2) Upon notification of an error on the transcript or record, any incorrect grade reported on the transcript is to be declared invalid and replaced by a corrected grade.

(3) A final transcript and diploma will be declared invalid as a result of a late-discovered assignment of an incorrect grade. If academic misconduct is suspected following the bestowal of an academic degree and causes the degree's prerequisites to no longer be fulfilled, then the final issued transcript and diploma will be declared invalid and has to be returned. In cases where the degree is still valid, a new transcript and diploma will be issued to the student with the addition of the corrected grades, and the original inaccurate transcript must be returned to the Academic Office.

### **§10 Information on Grade Results, Certificates and Attestation**

(1) The results of an examination and final course grades are to be announced as quickly as possible. Specifically, grades should be made available to students no later than two weeks following the date of the examination or assignment submission.

(2) Upon request, students are entitled to access all examination documents, protocols, written tests, and result records relevant to the examination. Students can also make copies of these documents at their own expense. The university is obliged to store and archive all physical examination documents for a maximum of one year. Grading results have to be stored electronically for ever.



- (3) Upon request, the positive result of a course can be certified with a certificate of participation. This document is to include the student's data, course title, number of hours of weekly participation, number of ECTS credits, and the final course grade.
- (4) In place of a confirmation of each individual course, a transcript of all positively or negatively assessed courses can be issued.

### **§11 Termination of Enrollment, Course Retake**

- (1) The decisive body responsible for a student's termination of enrollment is the university's academic office. The decision about retake of a course is made either by the Dean for International Programs or by the participants of a Semester Conference (as specified in the respective Study Regulations).
- (2) A student's enrollment is terminated at the end of a semester after the maximum duration of study time has expired.
- (3) A student's enrollment can be terminated at any time by the IHD Dean as a result of student misconduct if the student obstructs university activities; shows disorderly conduct by violating the Campus House Rules or Fire Safety Regulations; demonstrates other forms of dishonesty; commits acts of forgery or theft; commits acts of physical abuse or violence; engages in sexual, racial, verbal, or other forms of harassment, including stalking; or participates in hazing.
- (4) Retake of an Interactive Lecture (IL) or a Course with Continuous Assessment of Performance (SE, PT, LX, LS): The Dean or the Semester Conference may grant the student in total four additional opportunities to retake the Interactive Lecture (IL) or a course with continuous assessment of performance (SE, PT, LX, LS).
- (5) Thesis Reattempt: At the discretion of the Dean or Semester Conference, the student may be granted a third attempt to write and submit the final thesis, despite having received negative assessments on the first two attempts of the thesis.
- (6) The MODUL School Nanjing Academic Office will inform a student regarding the decisions made in the Semester Conference or by the Dean. The students can appeal decisions made by the Dean or Semester Conference to the Studies and Examination Committee by submitting an "Appeal Form" to the Academic Office [§12(4)]. Decisions can only be appealed on formal grounds (i.e. violations of university regulations).



## §12 Studies and Examination Committee

(1) The Studies and Examination Committee makes decisions regarding a student's appeal in instances stated in these Examination Regulations or the Study Regulations of the respective study program.

(2) **Appeal:** A student must be given the opportunity to submit a formal statement to the SEC by means of a completed "Appeal Form." As stated in the "Appeal Form", the appeal itself must be submitted to the MODUL School Nanjing Academic Office within 7 days following the notification of the pending issue. The "Appeal Form" requires students to submit details including: (a) the full name of the individual appealing; (b) the subject matter of the appeal (date and description of the decision a university authority has made); (c) the reason why the student considers the accusation of academic misconduct false. Students who make a formal appeal using other forms of written communication (without use of the form) must include the word "Appeal" either in the heading or subject line of the document and include all of the same information required by the "Appeal Form."

(3) The Dean, the lecturer, the student, and - in case of recommended termination - the University or the respective Campus Board, have to be notified in written form about a decision by the Studies and Examination Committee. Decisions by the Studies and Examination Committee are final and cannot be appealed.

(4) The SEC has a one-month window from the date an appeal has been submitted in which to confer and come to a decision on the appeal's outcome.

(5) The committee can countermand a previously made decision, but it cannot replace any negative assigned grade with a positive one.

(6) In cases when the Dean for International Programs is called on to make a decision but when there is a conflict of interest for the Dean, the Studies and Examination Committee will be called upon for a resolution.

## §13 Public Announcement Taking Into Effect

The IHD College publicly announces these Examination Regulations, which take effect on 1 September 2017.