MODUL UNIVERSITY
PRIVATE UNIVERSITY VIENNA

Examination Regulations and Student Code of Conduct

Decided on 15 October2026 by the University Senate

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§1 Ambit

These regulations are valid for all study programs offered at Modul University (MU). For Modul University students enrolled at a Global Campus, the Dean is substituted by the respective Academic Director. The 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 the Admissions Committee in this document refer to the respective committees on the campus where a student is enrolled.

§2 Transfer of Credits

(1) Course credits obtained at an external educational institution, including other universities, colleges or other post-secondary educational institutions with a specialization in the field of studies offered by MU, or vocational high schools with a business or a technical focus, may be eligible for transfer according to an evaluation that is based on a review of the final grade and of the equivalency in learning outcomes. The evaluation determines whether there are significant differences in acquired knowledge, skills, and competences, which can be used for a professional activity or education. A course syllabus, or any alternative description of a course or training, serves as basis for identifying and evaluating the learning outcomes. The Dean of the respective study program is entitled to ask for additional documents deemed necessary to evaluate the learning outcomes.

(2) In addition to the recognition of credits from courses earned at external educational institutions, professional, i.e. non-formal, or non-professional, i.e. informal, qualifications can be credited if a validation process initiated by the applicant shows that there are no significant differences with regard to the acquired competencies (learning outcomes). This, in particular, also includes credit transfers for practical experience according to § 2 (10). The validation process includes the following steps:
   (a) Formal evaluation of relevant experiences based on evaluation methods like the review of job references, awards, letters of recommendation, and other forms of evidence at the discretion of the Dean of the respective study program.
   (b) If no sufficient documentation exists, identification of the particular experiences of a person by means of an examination between the applicant and a faculty member designated by the Dean of the respective study program, and documentation of the applicant's experiences.

(3) Accepting requests to transfer credits obtained from sources according to § 2 (1) and § 2(2) is at the discretion of the Dean of the respective study program. Credit transfer decisions at the discretion of the Dean must be documented internally.

(4) Course credits earned according to § 2 (1) and (2) will be transferred without the inclusion of a grade on the academic transcript of records.

(5) 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.

(6) Requests for the transfer of external course credits or credits for practical experience acquired prior to commencement of studies at MU must be submitted no later than the end of the second week of courses of the first semester at MU to result in a reduction of tuition fees. In the event that such requests are submitted later, no tuition fee reduction is possible.

(7) In the case of credits received during an approved semester abroad, or during the course of studies at MU, an application for credit transfer must be submitted at the earliest opportunity prior to the commencement of the subsequent semester.

(8) All requests for credit transfer are subject to approval by the Dean of the respective study program or an authorized liaison officer nominated by the Dean.

(9) Credits for courses at external education institutions according to § 2 (1) can be recognized up to a maximum of 60 ECTS, except for universities where an unlimited number of credits can be transferred. Credits for professional or non-professional experiences according to § 2 (2) can be recognized to a maximum of 60 ECTS, however, the maximum number of total credits for both § 2 (1) and (2) is 90 ECTS. A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.

(10) Practical experience acquired by the student prior to enrolment may be credited towards an internship when in accordance with the respective Study Regulations. Requests for credit transfer of practical experience are subject to approval by the Internship Coordinator.

(11) Courses and examinations and internship credits obtained at a partner university of MU, are automatically eligible for credit transfer if the collaboration agreement specifies the courses and conditions for this transfer.

(12) 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 regulations in place.
   (a) Any cap of a maximum number of transferable ECTS credits as outlined in the respective study regulation, does not apply.
   (b) All courses credited towards the study program will be transferred in accordance with MU'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, or not included in collaboration agreements with partner universities, are subject to approval by the Dean of the respective study program.
   (e) Credit transfers from a Global Campus may result in a reduction of tuition fees as defined by the respective branch campus.

(13) Internal Credit Transfer: Course credits obtained in a study program at MU may be eligible for internal credit transfer when changing study programs in accordance with MU'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 MU'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. MU's Guidelines on 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 Course Formats

(1) A semester has 14 units.

(2) Courses take place on campus unless hybrid teaching is foreseen in the respective Study Regulations. In this case, hybrid courses are courses in which some students participate on campus and some others participate remotely. Synchronous remote teaching is defined as remote teaching in which the content is delivered in real-time to students. Asynchronous form of remote teaching is defined as remote teaching where the content is recorded (e.g., recorded presentations with voiceover, Moodle activities, etc.) and made available to students independent from the scheduled course hours.

(3) New students (i.e. students in their first semester) facing visa issues may be permitted to study online for the first four weeks of the semester if authorized by the Dean of the respective study program. Hybrid teaching will be discontinued as of the fifth week of the semester. Practical Training (PT) will not be offered online. Students who provided proof that they are still facing visa issues after the first four weeks of the semester and provide proof of residence will be put on leave of absence. Documents that are not in English or German must be accompanied by a certified translation in English.

(4) All students (both on campus and remote) must follow the standard MU attendance rules. In case of hybrid teaching, for authorized remote students, attendance will be tracked on MS Teams.

(5) Interactive Lecture, referred to with the abbreviation IL, is a course format based on an instructor-led teaching approach while including techniques that foster active engagement of students in class. Attendance is mandatory. A minimum of two different, independent forms of assessment is required. Typically, the number of participants is up to 90 in Interactive Lectures – exceptions can be made by the Dean of the respective study program.

(6) Interactive Lecture and Exercise, referred to with the abbreviation LX, combines an interactive lecture with a practically orientated exercise course. The interactive lecture is intended to provide the theoretical background of a subject, whereas the exercise focuses on the application of theoretical knowledge. The ratio between the interactive lecture and exercise component is indicated by the two digits following the abbreviation LX (e.g., 21=2:1, 12=1:2, and 11=1:1) which is laid out in the study regulations of a respective program. Attendance is mandatory LX courses receive a combined grade which is based on the assessment of both the interactive lecture and the exercise. A minimum of three different, independent forms of assessment is required, all of which will determine the final grade. Typically, the number of participants is up to 30 in Exercises – exceptions can be made by the Dean of the respective study program.

(7) Interactive Lecture and Seminar, referred to with the abbreviation LS, combines an interactive lecture with a project-orientated seminar course. The interactive lecture is intended to provide the theoretical background of a subject, whereas the seminar shall engage students in projects where theoretical

knowledge is applied or in in-depth investigations and discussions about certain parts of the lecture. The ratio between the interactive lecture and seminar component is indicated by the two digits following the abbreviation LS (e.g. 21=2:1, 12=1:2, and 11=1:1) which is laid out in the study regulations of a respective program. Attendance is mandatory. LS courses receive a combined grade which is based on the assessment of both the interactive lecture and the seminar. A minimum of three different, independent forms of assessment is required, all of which will determine the final grade.

(8) Seminar, referred to with the abbreviation SE, is a course where students engage in advanced study of a subject while participating in regular discussion to exchange information. Attendance is mandatory. A minimum of three different, independent forms of assessment is required, all of which will determine the final grade. Typically, the number of participants is up to 30 in Seminars – exceptions can be made by the Dean of the respective study program.

(9) Practical Training, referred to with the abbreviation PT, is a course that aims at giving students the opportunity to gain insight into practical activities of the industry through classroom teaching and excursions. Attendance is mandatory. A minimum of three different, independent forms of assessment is required, all of which will determine the final grade. Typically, the number of participants is up to 15 in Practical Trainings – exceptions can be made by the Dean of the respective study program.

(10) Examinations, referred to with the abbreviation ES, are used in undergraduate, graduate and postgraduate programs to represent curriculum requirements including placement tests, preliminary examinations, research proposal defenses, and thesis/dissertation defenses.

(11) If necessary, the University Board may decide at any time that all courses must be switched to an online teaching format.

(a) In case of hybrid teaching, remote students are responsible for informing the lecturers if they are staying in other time zones. Courses with remote students attending between 11:00 pm until 06:00 am local time are encouraged to be recorded by the lecturer and shared in the Moodle course. If the lecturer does not record the course, the lecturer must provide replacement asynchronous material for remote students.

(12) All types of materials created by the lecturer used during courses of all types should be regarded as the intellectual property of the lecturers. This includes in particular (but not exclusively) documents for presentations, exams, and learning as well as the right to use images and videos (incl. sound) which are recorded during a course or which reproduce it. All these materials may not be shared outside of the University and/or sold to third parties without the permission of the respective lecturer. If a student

distributes a video of a course (partially or entirely) or any part thereof on the Internet without the lecturer's consent, their study contract will be terminated.

§4 Academic Assessment and Grading of Courses

(1) The criterion for successfully completing a course is based on the lecturer's final assessment.

(2) Final grades are determined by the points earned in all cumulative graded assessment components.

(3) Final grades must be based on various, independent forms of assessments. Examples for different forms of assessment are written assignments, oral or written examinations, presentations, active course participation, group work and presentation, homework, or other forms of assessment as specified by the course lecturer.

(4) Online quizzes may support students to check their advancements in learning. As an assessment criterion, online written quizzes must not contribute more than 30% of the final grade.

(5) The percentage of individual assessments must be at least 50% of the final grade.

(6) All assessments, also make-up exams or retakes as consequence of approved special consideration requests, must be held within the announced semester and the dates of the academic year and may not be held during vacation time.

(7) Forms of assessment and their weight for the final grade must be outlined in the course syllabus. The assessment format as stated in the course syllabi may only be altered due to unforeseen circumstances upon approval by the Dean of the respective study program.

(8) Lecturers are obliged to publish the results of all course assessments, examinations, and final grades on the Moodle gradebook as quickly as possible, and no later than two weeks following the date of the examination or assignment submission or by an earlier deadline given by the Academic Office.

(9) Lecturers are obliged to explain reasons for failing assignments to students, preferably in writing or in person on request.

(10) Supervisors are obliged to share the written final assessment report for theses with students.

(11) Lecturers must submit final grades using the format and procedure announced by the Academic Office according to the applicable grade submission deadline. Assessments with a decimal value greater than or equal to .5 are rounded up; otherwise, the value is rounded down.

(12) Grade corrections may be requested by students during time of enrolment
(a) in case a mistake was made by the administration,
(b) a mistake was made in the calculation of the final grade, or
(c) due to consideration of special circumstances applied for within 14 days after a grade has been announced.

(13) Lecturers may request grade correction within 14 days after the semester grade submission deadline. Grade changes requested after that period must be approved by the Dean of the respective study program.

(14) For students enrolled in study programs commencing after 2013, the following grading scale is used in the assessment of examinations:

%	Austrian		US GPA
90 – 100	1	Excellent	3.5-4.0
80 – 89	2	Good	3.3-3.49
70 – 79	3	Average	2.99-3.29
60 – 69	4	Sufficient	Below 2.99
< 60	5	Fail	

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

(15) For courses with mandatory attendance, an absence of more than 20% of the scheduled course time will result in a final grade of 0%. In the event a student misses more than 20% of a course session due to reasons beyond the student's control, the student may apply for special consideration to the lecturer(s) of (the) affected course(s), explaining previous and – if already known – future absences supported by sufficient, preferably written, evidence of the claims. 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 20% limit typically entails some additional work completed by the student to compensate for any parts missed. All written evidence to excuse past or future absences (e.g., doctor's notes) must be provided either in English or in German; evidence in other languages must be presented with the original document and an accompanying certified translation.

(16) An assessment will be graded with 0% if any of the following occur without credible reason:
- (a) A student withdraws from an examination after the proctor commenced 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 a credible reason.
- (d) A student acts disorderly and is prohibited from continuing the examination.

§ 4a Test-Out Examinations

(1) Where provided for in the applicable Study Regulations, an eligible student may satisfy the requirements of a curriculum course by successfully completing a test-out examination without participating in the regular course.

(2) A test-out examination shall determine whether the student has achieved the learning outcomes of the respective course at a level equivalent to that required for successful completion of the course. The examination shall provide an appropriate assessment of the relevant course learning outcomes.

(3) A faculty member designated by the Dean of the respective study program shall determine the form of the test-out examination, taking into account the nature and learning outcomes of the respective course. A test-out examination may consist of a written examination, oral examination, practical examination, project, presentation, or a combination of assessment methods.

(4) Eligible students (as defined by the applicable Study Regulations) shall be provided, sufficiently in advance of the test-out examination, with the information necessary to prepare for the examination. This information shall include:
- a. the applicable course learning outcomes;
- b. the scope of examinable content;
- c. relevant required or recommended learning resources;
- d. the form and duration of the examination;

e. the assessment criteria and passing standard; and
f. any other requirements necessary for successful completion of the examination.

(5) A test-out examination shall be assessed with a numerical grade by a faculty member designated by the Dean of the Undergraduate Study Programs.

(6) A student who successfully passes a test-out examination shall have the result recorded in the student's academic record. The curricular consequences of successful completion, including any exemption from the respective course and the treatment of ECTS credits and grades, shall be determined by the applicable Study Regulations.

(7) Unless otherwise provided in the applicable Study Regulations, an unsuccessful test-out examination shall not constitute a failed examination attempt in the respective course and shall not affect the student's right to enroll in, complete, and be assessed in that course.

(8) The provisions of these Examination Regulations concerning the proper conduct of examinations, academic integrity, reasonable accommodation, documentation and retention of examination results, and review or appeal of examination decisions shall apply to test-out examinations as appropriate.

(9) The University may establish additional administrative procedures governing test-out examinations, including registration procedures, deadlines, examination scheduling, communication of examination information, and recording of results, provided that such procedures are consistent with these Examination Regulations and the applicable Study Regulations.

(10) The content, assessment criteria, and passing standard of a test-out examination shall be approved by the responsible Dean or other specialist academic authorities designated by the Dean.

(11) A student may satisfy through test-out examinations curriculum courses comprising a maximum cumulative total of 30 ECTS credits within a study program. Once a student has satisfied 30 ECTS credits through test-out examinations, no further curriculum courses within that study program may be satisfied through test-out examinations. Curriculum requirements satisfied through test-out examinations do not count towards a minimum number of ECTS credits required to be completed at MU as outlined in the respective Study Regulations.

(12) A fee for attempting a test-out examination may apply as outlined in MU's Guidelines on Fees.

§5 Conduct of Examinations

(1) The maximum duration of all written and oral examinations should not exceed the number of hours that the course lasts each week – as stipulated in the study regulations of the respective program. Preliminary exams in the PhD program or extracurricular exams are exempt from this rule. Exemptions can be made by the dean.

(2) The duration of an oral examination should not exceed 30 minutes for each student. 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 the examination itself must be clearly visible and documented in the examination's assessment record. The examiner should take minutes for, or (with the student's consent) make a recording of, each oral examination and keep them for reference in line with the timelines described in §5(9). The minutes should include the date, questions of examination, student responses, and justification for final grade. In case of fraud or academic misconduct during an oral examination, the examiner can stop the exam and declare it as negatively graded (0%). The reason for this decision must be reported in the examination's minutes and the incident must be reported to the Academic Office.

(3) If an oral examination takes place online, the student and the examiner must be connected via a video call to allow the assessor to determine the identity of the student during the entire examination. Further technical or organizational measures may be taken to guarantee the independent provision of examination requirements. If regular examination conditions cannot be ensured, or technical problems occur, which are not the fault of the student, the examiner must stop the exam or declare it invalid. The reason for this decision must be noted in the examination's minutes.

(4) Students enrolled in the course, as well as interested parties associated with MU 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] can be asked to leave the examination site. Observers cannot be

excluded from presentations. 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.

(5) 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.

(6) Notwithstanding the lecturers' right to assess student performance to the best of their beliefs, examination procedures need to be fair, transparent, reasonable, consistent with the announced syllabus and across students, respect the conduct of examinations (as outlined in this document), and avoid misleading instructions or discrimination-based assessment. In the event of essential, tangible and traceable violations of these requirements, a student has the right to appeal an examination assessment and apply to countermand, where the principles that are considered violated and the way they are considered violated need to be exactly specified. An appeal form must be submitted to the Academic Office within 7 days of receiving the grade. If they wish, the affected lecturer may submit a statement to the Studies and Examination Committee within 7 days of the notification of the student's appeal.

(7) If a student is unable to attend a written or oral examination or if the student fails to submit a required assignment by its announced deadline due to reasons beyond the student's control, the student may apply for special consideration to the lecturer and request an alternative make-up assignment or exam. When a student provides a medical certificate, the university reserves the right to check if the information submitted is authentic or valid. The application must be submitted with minimal delay and no later than 14 days after the scheduled examination date. It is at the lecturer's discretion whether 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 using an appeal form, or to the President if the Dean is the lecturer.

(8) Upon request, students are entitled to access all examination documents, protocols, written tests, and result records relevant to the examination and thus in the year following the examination. Students can also make copies of these documents at their own expense.

(9) All examination records are to be stored and archived for a minimum of one year. The examination questions, assessment criteria, and results of a written or oral course examination must be

recorded in writing by the course lecturer. The lecturer must retain all aforementioned course documents in electronic format. Lecturers are expected to be at the disposal of students to answer all questions associated with course assessment.

§6 Course Registration

(1) Students are required to register for all courses online within the official registration period as announced by the Academic Office.

(2) Requests for changes to course registrations after the official registration period, such as late registration, late cancellation, late group switches, are only possible in the following situations:
   (a) when an extended course registration period is available. For courses with regular sessions held throughout the semester, such an extended registration period is course specific, decided by the lecturer(s) of a course, and announced in the course syllabus. The extended registration period for blocked MBA/MSc courses is up until two weeks (14 days) prior to a course.
   (b) the student has not yet participated in any course-related assessment and given that no disadvantage to other students arises.
   (c) Late changes to course registration are processed by the Academic Office. A fee may apply as outlined in MU's Guidelines on Fees.

(3) Students may apply for special consideration to the Dean to request late course cancellation after the official and, if available, the extended registration period based on the claim of extenuating circumstances beyond a student's control. Such requests must be supported by sufficient, preferably written, evidence of the claims. Approved late course cancellation requests will be labeled "DP", drop-out, and appear on the student's academic record. A fee may apply in accordance with MU's Guidelines on Fees.

§7 Academic Misconduct

(1) MU uses the following measures to inform students about academic misconduct and related consequences:

   (a) The definitions of commonly used terms are outlined below and explained in the *Guide to Understanding Plagiarism* drafted by the *Studies and Examination Committee.*

   (b) A summarized version of the *Guide to Understanding Plagiarism* is available in the *Course Catalog*.

(c) Lecturers are encouraged to explain MU's policy on academic misconduct and related consequences at the beginning of each course. Any document submitted by a student at any time may be subject to a plagiarism check.

(d) An affidavit referring to the content of the *Guide to Understanding Plagiarism* is made available to all students and can be used for any written assignment at the instructor's discretion. Regardless of whether the faculty makes use of the affidavit, students are still required to adhere to university standards regarding academic misconduct and plagiarism.

(2) Academic misconduct refers to any action or attempted action intended to give a student an unfair advantage for oneself or an unfair advantage or disadvantage to any other member(s) of the academic community. This includes fraud and acts of deception such as cheating, plagiarism, the fabrication of material or data, collusion, covert sharing, unauthorized access to materials, the facilitation of academic dishonesty and ghostwriting.

(a) MU defines cheating as any attempt to influence the results of academic work through fraudulent performance or the use of unapproved aids.

(b) MU recognizes the following forms of plagiarism:

- claiming authorship by failing to cite another source's words or ideas;
- claiming authorship by failing to cite one's own words or ideas;
- copying or borrowing another individual's work or structure without proper referencing;
- false paraphrasing (failing to use quotation marks, despite citing a source) or patchwork paraphrasing (splicing together parts of sentences without using quotation marks); and hiring or asking someone to write or complete work on your behalf and claiming it as your own. Additionally, copying passages from assignments previously submitted at or beyond MU without proper referencing is considered self-plagiarism, which is also a recognized form of academic misconduct.

(c) MU defines ghostwriting as asking another person or using generative Artificial Intelligence (AI) to write or produce an assignment or thesis or any part thereof on behalf of a student who is then credited as author.

(d) It may be required for all students to install software on their computers or devices to prevent

academic misconduct when announced by the Academic Office. Such requirements will generally be announced at the start of each semester or communicated via an appropriate channel whenever relevant.

(e) By default, any unauthorized usage of generative AI is considered ghostwriting. Lecturers must communicate in writing (via the course syllabus or another supplementary document) to their students to what extent the usage of generative AI is allowed in a course.

(f) MU distinguishes between minor and major cases of academic misconduct:

- Plagiarism as well as ghostwriting is considered academic misconduct.
- The extent, the importance, and the intent behind the act of academic misconduct are factors that allow to differentiate between minor and major cases of academic misconduct. For example, an act of academic misconduct that is committed unintentionally may be considered minor, whereas, an act of academic misconduct committed intentionally is considered to be a major case of academic misconduct. Per definition, ghostwriting, representing an intentional action, is considered a major case of academic misconduct.
- If a lecturer has any suspicion of ghostwriting, they can require the suspected student to provide a writing sample under the supervision of the lecturer and to ask questions about the submitted work in an oral examination. The student suspected of ghostwriting must submit any other type of assessment requested by the lecturer. Another faculty member nominated by the Dean and a student representative nominated by the ÖH Modul must be present during the whole assessment process. The student representative acts as a witness to the fairness of the process. Both the lecturer and the other faculty member must come to an agreement to confirm the case of ghostwriting. If there is no agreement, then no conclusion on ghostwriting can be drawn and the case will be closed in favor of the student. The whole process needs to be documented, and a report needs to be submitted to the Academic Office. If a student does not comply with the lecturer's request, then the grade remains pending.
- Proofreading is allowed unless the lecturer excludes this option. Students have to disclose any support they received from individual people or institutions during the writing process with full contact details upon request. Students have to submit the

original version and the proofread version to their supervisor or instructor. The supervisor or the instructor has the right to check back with the proofreader in case of doubt. Failure to disclose proofreading will be considered a minor case of academic misconduct.

- In assessing whether academic misconduct is serious for the purposes of Article X § 3 of the Constitution, the Studies and Examination Committee shall consider, in particular, the extent and academic significance of the misconduct, its impact on the integrity of the assessment or research concerned, and whether the conduct was systematic or planned. A classification as a major case of academic misconduct does not, by itself, establish that the misconduct is serious within the meaning of Article X § 3 of the Constitution.

(3) MU acknowledges the following ways of handling academic misconduct:

(a) It is at the discretion of the instructor to either informally resolve suspected academic misconduct or to report cases of academic misconduct to the *Academic Office*. In cases where lecturers determine that an insignificant case of academic misconduct has occurred that does not appear to present a disciplinary issue, faculty are encouraged to address the issue one on one with the student, while taking grading consequences [§ 7 (5)] into consideration.

(b) When a faculty member (instructor, lecturer, thesis supervisor, etc.) considers that a case of academic misconduct 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 within five working days of the incident and no later than the last day of the semester. If group work is reported as a case of academic misconduct, all the students in the group should be held as equally responsible, if it cannot be predetermined which individual students are responsible for the respective parts of the assignment.

(c) The instructor must decide if the case of academic misconduct constitutes a minor or major case of academic misconduct. The instructor can withdraw a case submitted until it has been closed by the Academic Office. The instructor cannot withdraw a case after the Studies and Examination Committee has made a decision but can support the student's appeal.

(d) Where the instructor, in consultation with the relevant Dean, can demonstrate that the academic misconduct is serious and that the student acted intentionally within the meaning of

Article X §3 of the Constitution and §2a HS-QSG, the case shall be referred to the Studies and Examination Committee in accordance with §7(4)(k), irrespective of whether the student submits an appeal. The assessment under Article X §3 is separate from the classification of misconduct as minor or major.

(4) The procedural steps in handling reported cases of academic misconduct are as follows:

(a) Upon receipt of the notification of academic misconduct by a faculty member, the Academic Office will notify the accused student of the previous cases in which he/she was involved, as well as possible consequences pertaining to these previous cases and the options for appeal in writing with minimal delay.

(b) Students may appeal against such accusations to the *Studies and Examination Committee* in case they feel wrongfully accused or assessed within one week (7 days) after receiving notice of the alleged academic misconduct. Students shall send their appeal to the Academic Office which will redirect them to the *Studies and Examination Committee.* Students accused of academic misconduct that are already placed on academic probation according to §4 (f), must also be allowed to present their appeal in person, if requested.

(c) If the accused student does not appeal the accusation, the Academic Office will process the case according to the indication given by the lecturer (minor or major case of academic misconduct) and informs the student that the decision by the lecturer has been recorded and is final. This provision does not apply to cases referred under §7(3)(d), which shall be reviewed by the Studies and Examination Committee in accordance with §7(4)(k) irrespective of whether the students submit an appeal.

(d) If the accused student appeals the accusation within the period stipulated in lit. b), the Academic Office will inform the Studies and Examination Committee about the case and the appeal in writing with minimal delay.

(e) The *Studies and Examination Committee* will investigate every reported case of academic misconduct that has been appealed by a student. It will take previous infractions into consideration for their decision making. Investigations of the SEC should be carried out with minimal delay and decisions should be reached as soon as practicable but no later than one month following the end of the appeal period.

(f) The *Studies and Examination Committee* will decide whether the qualification of the case

decided by the lecturer (minor, major) is valid and if the appeal submitted by the student is justified. The *Studies and Examination Committee* may decide: a) to approve the lecturer's assessment; b) to requalify the case in minor or major; c) to decide there is no case. The type of case of academic misconduct as well as records of academic probation will be recorded in the student's academic record. The determination of whether misconduct meets the requirements of Article X §3 of the Constitution is governed separately by §7(4)(k).

(g) The Academic Office will notify the student in writing with minimal delay of the outcome of the SEC decision, including the type of academic misconduct and related consequences. The type of case of academic misconduct, as well as records of academic probation, will be recorded in the student's academic record and the Academic Office informs the student that the decision by the lecturer has been recorded and is final.

A minor case of academic misconduct is worth 1 point, a major case 2 points. When a student has 2 points or more, he/she is placed on academic probation. When a student has accumulated 4 or more points, his/her study contract is terminated. The accumulation of four points is not a prerequisite for a recommendation under Article X §3 of the Constitution. If the study contract is not terminated following such a recommendation, any classification of the underlying misconduct as minor or major and the corresponding consequences under these Regulations remain applicable.

(h) Students placed on academic probation when enrolled in one of MU's study programs remain on academic probation for the duration of the study program in which they are currently enrolled. If a student transfers to another study program of similar level, he/she shall remain on academic probation. However, if a student starts a new study program at Modul University Vienna at the same or a different qualification level, his/her records of academic misconduct from a previous study program shall not be considered. This also applies if a student is readmitted to the same study program.

(i) Upon the disclosure of new evidence, the Studies and Examination Committee may agree to re-examine a closed case at a later time. If an incident is later determined not to be a case of academic misconduct, then the disciplinary entry on the student's academic record will be deleted, and any academic probation or other consequences resulting from the original decision will be revoked. If an instance that was not found to be a case of academic misconduct is later determined to be a case of academic misconduct, the verdict may be changed to reflect the new evidence.

(j) Should allegations of academic misconduct affect an academic title obtained previously to studies at Modul University Vienna, the title earned at Modul University Vienna will be withdrawn if entry to the degree was secured by providing an earlier falsely obtained title.

(k) Cases of serious and intentional academic misconduct within the meaning of Article X §3 of the Constitution shall be subject to the following procedure:

- Cases referred under §7(3)(d) shall be investigated by the Studies and Examination Committee irrespective of whether the student submits an appeal.

- Before making its determination, the Studies and Examination Committee shall inform the student of the possible qualification of the misconduct as serious and intentional, the evidence supporting that qualification, and shall provide the student with a reasonable opportunity to respond.

- The Studies and Examination Committee shall determine whether the academic misconduct is serious and whether the student acted intentionally within the meaning of Article X §3 of the Constitution and §2a HS-QSG. Both conditions must be established.

- Where both conditions are established, the Studies and Examination Committee shall recommend to the President the termination of the study contract in accordance with Article X §3 of the Constitution.

- The accumulation of points under §7(4)(g) is not a prerequisite for a recommendation under this provision.

- Where, in the course of reviewing another academic misconduct case, the Studies and Examination Committee identifies indications that the misconduct may be serious and intentional within the meaning of Article X §3, the Committee shall inform the student of that possible qualification and provide the student with an opportunity to respond before making a determination under this provision.

(5) MU considers the following options for grading consequences:
   (a) It is at the sole discretion of the instructor to determine the consequences where a minor case of academic misconduct is suspected, especially considering any formal appeal that the accused student may have submitted.
   (b) In all minor cases, both those handled informally and those submitted to the Academic Office for further processing, the student may be given the opportunity to resubmit an assignment (with or without deducting points from the grade) or accept a zero for the work, while continuing to complete the course. The option for allowing a resubmission for minor infractions is at the sole discretion of the lecturer. This also applies if the notification of academic misconduct by the lecturer is countermanded by the SEC or considered a minor case by the SEC.
   (c) If a student has been found guilty of major academic misconduct, the student will fail the course with a grade of zero.

§8 Behavioral Misconduct

(1) Behavioral misconduct (distinct from academic misconduct as defined in §7) is defined as a violation of the MU House Rules or any published university safety guideline. Such violations are to be handled in accordance with the procedures described in the MU House Rules.

§9 Invalidity of Examinations and Final Grades

(1) If any work produced during an examination has been plagiarized or achieved using unauthorized aids 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 Lecturer can subsequently declare the course or examination under question as “failed.” The student will be given an opportunity to submit an appeal to the Studies and Examinations Committee within one week (7 days) after receiving notice about the grade change.

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

(3) A final academic 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 academic transcript, and diploma will be declared invalid and has to be returned. In cases where the degree is still valid, a new academic transcript and diploma will be issued to the student with the addition of the corrected grades, and the original inaccurate academic transcript must be returned to the Academic Office.

§10 Termination of Enrolment

(1) A student's enrolment may be terminated under the following conditions:

(a) Due to reasons related to poor academic performance, including failure to successfully complete pre-requisite courses or exams when conditionally admitted (§ 10 (4));
(b) Automatic expulsion takes effect when a student fails the same course four times;
(c) The student's thesis has received a failing grade for the third time.
(d) The student has failed required pre-requisite courses or exams for the third time.
(e) As a result of academic misconduct (§ 7 (4));
(f) Due to failure to hand in documents required for admission to the study program;
(g) Due to failure to comply with financial obligations, including any fees or charges;
(h) Due to violation of MU House Rules, Fire Safety Regulations, or any other regulations as stipulated by the University Board of MU;
(i) Due to dishonesty, disruptive, disrespectful or inappropriate behaviour such as forgery, theft, physical or verbal abuse or violence, in sexual / racial / verbal / or other forms of harassment, including stalking, or hazing.

(2) The decisive bodies responsible for a student's termination of enrolment are as follows:
(a) for §10 (1a,c,d) the Dean or participants of a Semester Conference as specified in the respective Study Regulations;
(b) for §10 (1b) the Academic Office.
(c) for §10 (1e) the Studies and Examinations Committee;
(d) for §10 (1f-g) the Accounting Office;
(e) for §10 (1h-i) the University Board or UB-designee, as defined in the MU House Rules.

(3) Decisions for termination of enrolment become effective immediately following a decision taken.

(4) Reasons for termination of enrolment qualifying under § 10 (1a) include the following:
  (a) The student has failed to obtain at least 16 ECTS within the last two semesters.
  (b) The student has failed an Interactive Lecture (IL) or a course with continuous assessment of performance (SE, PT, LX, LS) for the third time.
  (c) The student has had an internship contract terminated for a third time, regardless of whether or not the contract was terminated by the employer or the student.
  (d) A graduate or post-graduate student (MSc, PhD, MBA) who enrolled in 2013 or later has failed three or more courses. Students granted an extension by the semester conference for multiple failures are only subject to discussion at subsequent semester conferences in the event that they fail additional courses.
  (e) The student's thesis has received a failing grade for the second time.
  (f) The student has failed required pre-requisite courses or exams for the second time.

(5) Proceedings for termination of enrolment qualifying under §10 (1a) and §10 (4) include the following:
  (a) Students will be notified by the Academic Office in writing with minimal delay about the pending termination of enrolment, as well as decisions taken on pending terminations of enrolment, in writing by e-mail.
  (b) Students are invited to submit a letter of justification explaining why a recommendation to the University Board for termination of enrolment should be suspended. Such letter must be sent to the Academic Office no less than three days prior to a Semester Conference, if applicable, or within two weeks of the date of the notification of the student's pending termination. Letters submitted after the deadline stated by the Academic Office will not be considered.
  (c) Pending terminations of enrolment may be suspended under the following conditions:
- in exceptional cases, such as when the student's overall academic performance is deemed excellent or if the student has recently shown significant progress in his or her studies.
- events beyond a student's control that would prevent a student from reaching the required 16 ECTS per academic year (e.g., severe medical reasons, etc.).
  (d) Students may appeal against negative decisions taken by the Dean or Semester Conference to the Studies and Examination Committee by submitting an appeal form to the Academic Office within two weeks (14 days) of receipt of the notification. Appeals will only be considered on the following grounds: violations of the university regulations, substantial mistakes in the administrative or communication processes by the university, other disturbances of the procedure beyond the student's control, and essential, tangible and traceable discrimination to the student's disadvantage.

§11 Appeals to the 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) A student who wishes to appeal must submit a formal statement to the Studies and Examination Committee by means of a completed appeal form, which must be submitted to the Academic Office within one week (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. The Dean, the lecturer, the student, and—in case of recommended termination—the University or the respective Campus Board must 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 except for cases outlined in §10(5)(d).

(3) Investigations should be carried out with minimal delay and decisions should be reached as soon as practicable but no later than one month following the end of the appeal period. The committee can countermand a previously made decision, but it cannot replace any negative assigned grade with a positive one.

(4) In cases of conflict of interest for the Dean, the Studies and Examination Committee will be called upon for a resolution.

§12 Readmission

(1) A student is eligible to apply for readmission in:

(a) the original study program and the original curriculum (if courses are still offered) at the same branch campus;
(b) the original study program with an updated curriculum at the same branch campus;
(c) another study program at the same or at a different branch campus;

(2) MU recognizes the following types of readmission:

(a) Readmission Following Termination of Study Contract on Academic Grounds (§ 10 (5)): When a Study Contract has been terminated on academic grounds, a waiting period of one full semester, following the semester in which the grounds for termination took place, applies before the student may be readmitted. In addition to the application documents required for admission, as outlined in the study regulations of the respective study program, the student is required to present both evidence and documentation that the reasons for prior poor academic performance have been ameliorated. Upon readmission, as a condition of Conditional Admission (§ 13), the student must first pass failed course(s) in question at the earliest possible time.

(b) Readmission Following Termination of Study Contract for Reasons of Academic Misconduct (§ 10): When a Study Contract has been terminated due to academic misconduct (e.g. violation of the University's Rules and Regulations regarding plagiarism), a waiting period of two semesters, following the date of termination, applies before the student may be readmitted.

(c) Readmission Following Termination of Study Contract Due To Non-Compliance: When a Study Contract has been terminated because of failure to comply with the Study Contract and / or the rules and regulations of Modul University (i.e. failure to submit original documents for admission, failure to comply with the financial obligations, failure to comply with the House Rules), a waiting period of one semester, following the date of termination, applies before the student may be readmitted.

(d) When a decision has been appealed to the Studies and Examination Committee, the committee may decide on shorter or longer waiting period as stipulated in lit a-c).

(e) Readmission Following Voluntary Termination of Study Contract: When a Study Contract has been terminated by an individual student due to personal reasons, no waiting period applies for readmission.

(f) Readmission Following Planned Termination of Study Contract: In the event that a current student applies for readmission to another branch campus in order to permanently transfer, the student must terminate current study contract before enrolling in said branch campus.

(3) Guidelines on Readmission:

(a) Applications for readmission must be submitted to the Admissions Office and are subject to assessment of the Admissions Committee.

(b) The official waiting period, where applicable, commences after the semester following

which the student's Study Contract was terminated. Applications for readmission may be submitted up until two months prior to the end of the waiting period or, if the waiting period has already ended, two months prior to the start date of the semester.

(c) Students will be provided with a new study contract and contract supplement outlining the student's financial obligations as outlined by the respective Global Campus.

(d) Former or current students applying for readmission to another branch campus of MU must agree to transfer their entire Academic Record to the administration of the new campus. The Academic Record must contain the following documents:

- An Academic Transcript of Records;
- A Grade History including all positive and negative grades;
- A Record of Academic or any other form of Misconduct or Misbehavior;

§13 Conditional Admission

(1) The MU Admissions Committee may decide on conditionally admitting students to a study program. Each conditional admission decision must include a predetermined limited timeframe indicating how long the student has before he or she must fulfill the missing criteria for full admission.

(2) A student who has been conditionally admitted (or readmitted) to a study program has to demonstrate every effort to overcome the missing requirements for not being granted full admission.

(3) If a student fails to fulfill the predetermined criteria accompanying conditional admission within the Admission Committee's allocated time limit, the student will not be allowed to continue with other courses, exams, or any other academic activities (e.g. internship, graduation) until he or she has completed the missing prerequisite criteria.

(4) With the exception of the aforementioned criteria, a student's record of failed courses or examinations will no longer be considered valid.

(5) The Study Contract of a conditionally admitted student who has exceeded the predetermined time limit for fulfilling the missing criteria by more than one academic year will automatically become void, resulting in termination of the Study Contract.

(6) The Academic Office will inform students when the criteria for a student's conditional admission have been fulfilled or when a student's Study Contract becomes void.

§14 Dean's List Award & Award of Distinction

(1) In the Undergraduate and the MSc programs, the Dean's List Award is given in **recognition of outstanding academic achievement** within one semester.

The requirements are the following:

(a) Students must obtain a semester GPA of 90% or above and cannot have a final grade below 80% in any course in the respective semester. Only courses within the student's curriculum and only course grades obtained at Modul University qualify for the GPA calculation. Only first attempts will be counted.
(b) Students who have been found guilty of academic misconduct during their studies are not eligible for the Dean's List.

(2) Students who have made the Dean's List will receive a certificate and, if they complete at least 24 ECTS in the relevant semester, may receive other benefits as decided by the University Board on the university's website.

(3) In the MBA program, the Award of Distinction is given in **recognition of outstanding academic achievement** over the course of the studies at Modul University Vienna. Only students who graduate with distinction are eligible. Students who have received the Award of Distinction will receive a certificate and tuition free attendance for one MBA enrichment course (valid for two years from graduation date, courses attended under this award do not bear credit, available for enrichment courses of less than 20 registered students by the end of the enrolment period).

§15 Graduation Documents

(1) Upon graduation after their studies at Modul University Vienna, graduates receive a diploma, an official copy of the diploma, a diploma supplement and two transcripts of records.

(2) All diplomas issued by Modul University Vienna must be signed by the President and the Dean of the respective study program. All diploma supplements must be signed by the Dean of the respective study program. All final transcripts must be signed electronically by the President of or by an administrative member of the University nominated by the President. In cooperative programs additional signatures are possible.

(3) Only one original copy of the diploma may be issued. For it to be replaced, the original copy of the diploma must be returned to the Registrar of Modul University Vienna and destroyed, before issuing a new copy of the diploma.

(4) Graduation documents issued by Modul University Vienna can be changed for the following reasons:

(a) Correction of a mistake upon issuance of the graduation documents;
(b) Change of name after graduation: An official document with the new name (passport, ID, driver's license) needs to be provided;
(c) Change of nationality (for graduation documents issued before April 2020): An official document with the new nationality (passport, ID, driver's license) needs to be provided.

(5) In case of a loss, graduates may apply for a replacement of the diploma, the diploma supplement and the final transcript of records. Applications for renewal of these documents must include:

(a) Notice of loss issued by an official authority (e.g. police, notary, embassy, court) including a certified translation in English or German.
(b) Photo identification (copy of passport, ID, driver's license)

(6) Documents renewed or changed according to §§ 4-5 will be signed by the officials in charge. A fee may apply.

The University Board of Modul University Vienna publicly announces these Examination Regulations, which take effect on 15 February 2027, except for the attendance-related changes in § 3 Course Formats, which take effect on 13 September 2027.