MODUL UNIVERSITY
PRIVATE UNIVERSITY VIENNA

Examination Regulations and Student Code of Conduct

Decided on **15 October 2026**, by the University Senate

§1 Ambit

These regulations are valid for all study programs of MODUL School of Tourism and Hospitality Management Nanjing (MSN). For MSN, the Dean is substituted by the Program Director. Academic Office in this document refers to the administration unit of the Program Director. References to the Studies and Examination Committee, the Semester Conference, and Admissions Committee in this document refer to the respective committees at MSN.

§2 Transfer of Credits

(1) Course 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) may be eligible for transfer according to an equivalency evaluation. 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) Course credits earned at an external institution will be transferred without the inclusion of a grade on the academic transcript of records.

(4) 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.

(5) Requests for the transfer of external course credits acquired prior to the commencement of studies at MSN must be submitted prior to the beginning of the first semester at MU to result in a reduction of tuition fees. In the event that such requests are submitted after the commencement of studies at MSN, no tuition fee reduction is possible.

(6) 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.

(7) 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 and must be properly documented.

(8) A minimum number of ECTS credits may need to be completed at MSN as outlined in the respective Study Regulations.

(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) Credit Transfer of Practical Experience: Practical experience acquired by the student prior to enrollment may be credited toward an internship when in accordance with the respective Study Regulations.
   (a) Practical experience will be transferred without the inclusion of a grade on the academic transcript of records.
   (b) Practical experience will be labeled with the abbreviation "CT*" on the academic transcript of records and counted toward the total ECTS of the study program.
   (c) Practical experience acquired prior to commencement of studies at MSN must be submitted prior to the beginning of the first semester at MSN and will not result in a reduction of tuition.
   (d) Requests for credit transfer of practical experience are subject to approval by the Internship Coordinator.
   (e) A minimum number of ECTS credits may need to be completed at MU as outlined in the respective Study Regulations.

(11) Courses, examinations and internship credits obtained at a Global Campus of MU, are automatically eligible for credit transfer upon admission at MSN, and when in accordance with regulations in place.
   (a) The cap of a maximum number of transferable ECTS credits outlined in the respective study regulation 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) Requests for credit transfers must be submitted prior to the beginning of the first semester at the respective branch campus.
   (f) Credit transfers from a Global Campus may result in a reduction of tuition fees as defined by the respective branch campus.

(12) 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 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) Courses take place on campus unless hybrid teaching is authorized by the relevant academic office.

(2) 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 study program.

(3) 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 study program.

(4) 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.

(5) 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 study program.

(6) Practical Training, referred to with the abbreviation PT, is a course that aims to give 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 study program.

(7) 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.

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§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 different, 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) 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.

(5) Forms of assessment and their weight for the final grade must be outlined in the course syllabus.

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

(7) Lecturers are obliged to announce results of an examination and partial grades to students as quickly as possible, and no later than two weeks following the date of the examination or assignment submission.

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

(9) Lecturers are obliged to share the written assessment report for theses with students.

(10) Lecturers must report final grades by use of the MSN grading template as a percentage to the Academic Office by a deadline announced by the Academic Office in the beginning of every academic year. Assessments with a decimal value greater than or equal to 0.5 are rounded up; otherwise, the value is rounded down.

(11) Grade corrections may be requested during time of enrolment of a student by students
- (a) in case a formal mistake was made by 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.

(12) Once grades are uploaded into the academic affairs system, lecturers may only make grade changes after obtaining approval from the Dean and the University Academic Office.

(13) 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

(14) 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.

(15) 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 has 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 credible reasons.
- (d) A student acts disorderly and is prohibited from continuing the examination.

§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.

(2) 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. 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.

(3) Students enrolled in the course, as well as interested parties associated with MSN 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.

(4) 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.

(5) Notwithstanding the lecturers' right to assess students' 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 against 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 14 days after receiving the grade.

(6) 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 or not to accept the application for special consideration, and the lecturer must inform the student of their decision in writing within 14 days. If the lecturer rejects the application, the student has the possibility to appeal to the respective Program Director using an appeal form, or to the Dean of IHD if the Program Director is

the lecturer.

(7) 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.

(8) 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**)** 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.

§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 to 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 of materials, the facilitation of academic dishonesty and ghostwriting.

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

(b) MSN 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 MSN 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) MSN distinguishes between minor and major cases of academic misconduct:

- The act of plagiarism itself 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 sample writing 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 Program Director and a student representative 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 persons 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. 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 MU 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 MU 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 a 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 MU 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 current accusations, as well as previous cases (if any) in which they were 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 (i), 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)(m) 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 as 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 MU Constitution is governed separately by §7(4)(m).

(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.

(h) A minor case of academic misconduct is worth 1 point, a major case 2 points. When a student has 2 points or more, they are placed on academic probation. When a student has more than 3 points, his/her study contract is terminated.

(i) 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.

(j) Students placed on academic probation when enrolled in one of MU's study program 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, they 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.

(k) 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.

(l) 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.

(m) Cases of serious and intentional academic misconduct within the meaning of Article X §3 of the MU 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 MU 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 MU Constitution.
- The accumulation of points under §7(4)(h) 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 of the MU Constitution, 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) MSN 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 Nanjing Tech University Pujiang Institute's House Rules or any published safety guideline. Such violations are to be handled with the procedures described in the Nanjing Tech University Pujiang Institute's 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 Enrollment

(1) A student's enrollment 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) As a result of academic misconduct (§ 7 (4));
(d) Due to failure to hand in documents required for admission to the study program;
(e) Due to failure to comply with financial obligations, including tuition fee and student union fee payment;
(f) Due to violation of Nanjing Tech University Pujiang Institute's House Rules, Fire Safety Regulations, or any other regulations as stipulated by the university;

(g) Due to dishonesty, disruptive, disrespectful 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-b) the Program Director or participants of a Semester Conference (as specified in the respective Study Regulations);
- (b) for §10 (1c) the Academic Office;
- (c) for §10 (1d) the Admissions Office;
- (d) for §10 (1e) the Accounting Office;
- (e) for §10 (1f-g) the University Board of Modul University upon recommendation by the Nanjing Tech University Pujiang Institute's Student Affairs Department.

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

(4) Reasons for termination of enrollment qualifying under § 10 (1a) include the following:
- (a) The student has failed to obtain at least 16 ECTS within the last two semesters. This applies only to students who have completed less than 75% of the ECTS relevant to course work.
- (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) The student's thesis has received a failing grade for the second time.
- (e) 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 a pending termination of enrollment, as well as decisions taken on pending terminations of enrollment, 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 recently has shown significant progress in their studies.
  - events beyond a student's control that would prevent a student from reaching the required 16 ECTS per academic year for students who have completed less than 75% of the ECTS relevant to course work. (e.g., severe medical reasons, etc.).
- (d) Students may appeal negative decisions taken by the 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. In case that the appeal process reveals that essential information relevant for the decision, which the student has not been able to submit before for reasons beyond the student's control, has not been considered by the Dean or the Semester Conference, the *Studies and Examinations Committee* will inform the respective Dean who will decide upon re-opening the case or not.

§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 that 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 Program Director, 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 except for cases outlined in §10(5)(d).

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.

In cases of conflict of interest for the Program Director, 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 MSN;
- (b) the original study program with an updated curriculum at MSN;
- (c) another study program at MSN (if available);

(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 MSN.

(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 MSN 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 they 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 they have 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 Academic Excellence Award

(1) At MSN, the Academic Excellence Award is given in **recognition of outstanding academic achievement** within one semester.

The requirements are the following:

(a) Students must complete a minimum of 24 ECTS or more during the respective semester at MSN.

(b) 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 msn qualify for the GPA calculation. Only first attempts will be counted.

(c) Students who have been found guilty of academic misconduct during their studies are not eligible for the Academic Excellence Awards.

(2) Students who have made the Academic Excellence Awards will receive a certificate and may receive other benefits as decided by the university.

§15 Graduation Documents

(1) Upon graduation after their studies at MSN, 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 at the Nanjing campus must be signed by the Modul University President, the Dean of the respective study program and the Program Director of MSN. All diploma supplements must be signed by the Dean of the respective study program and the Program Director of MSN. All final transcripts must be signed electronically by the President of or by an administrative member of the University nominated by the President.

(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.

§16 Public Announcement Taking Into Effect

The University Board of Modul University Vienna publicly announces these Examination Regulations, which take effect on 15 February 2027