

Bachelor Exam Regulations of the UAS BFI Vienna

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Author(s):

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1. Applicability

These exam regulations apply to all bachelor degree programmes as well as to non-degree associate bachelor programmes pursuant to § 9 FHG (Universities of Applied Sciences Act) of the University of Applied Sciences BFI Vienna. For study programmes and academic programmes for continuing education run as joint programmes with other universities the Academic Council can establish different regulations in agreement with the provider.

2. Content of oral bachelor exams

All classes of the degree programme must have been successfully completed before the oral bachelor exam.

The oral bachelor board exam is a comprehensive exam and consists of two exam parts:

For degree programmes with two bachelor theses:

- Discussion of the first bachelor thesis and its links to related relevant subjects on the curriculum (1st exam subject area)
- Discussion of the second bachelor thesis and its links to related relevant subjects on the curriculum (2nd exam subject area)

For degree programmes with only one bachelor thesis:

- Discussion of the bachelor thesis and its links to related relevant subjects on the curriculum (1st exam subject area)
- Discussion of additional exam relevant topics in the curriculum (2nd exam subject area)

The **pool of examiners** (“Prüfungskommission”) for the bachelor exams consists of all members of the faculty who were in charge of courses in the subject area in which a bachelor thesis was written. In degree programmes with only one bachelor thesis, the pool of examiners includes also all lecturers teaching in the 2nd exam subject area.

The individual **board of examiners** for each candidate (= “Prüfungssenat”; actual team of examiners for the specific oral bachelor exam) consists of the following members:

Chairperson: degree programme director or a delegated member of the pool of examiners,

1st subject-specific examiner: the lecturer of the course in which the first bachelor thesis was written or a representative from the 1st exam subject area,

2nd subject-specific examiner: the lecturer of the course in which the second bachelor thesis was written or a representative from the 2nd exam subject area.

3. Duration and procedure of oral bachelor exams

The oral exam always begins with a question about the respective bachelor thesis. Following this, questions related to relevant subjects on the curriculum will be asked.

In total the exam will take up to 60 minutes per candidate.

Further details regarding the content and procedure of the oral bachelor exam will be communicated by the respective degree programmes.

4. Overall assessment of bachelor exams

The board of examiners headed by the exam chairperson will assess the bachelor exam (both overall and in detail). The grade average will be the arithmetic mean value of both exam parts:

The board of examiners will assess the bachelor exam according to the following grading scale:

Pass with distinction: For an outstanding performance in the exam, i.e. the average grade has to be 1.5 or better, and no single grade worse than 2.

Pass with merit: For a performance distinctly above average, i.e. the average grade can be 2 at maximum and no single grade worse than 2.5.

Pass: For a positive performance in the exam.

Fail: For an unsatisfactory performance in the exam.

- If a student fails, he/she can resit the exam only twice. The bachelor exam is graded as a fail if at least one part of the exam is assessed negatively.
- The resit is always a complete resit of the bachelor exam with an overall grade. This means that students have to take the entire bachelor exam again.
- The board of examiners – headed by the chairperson – will assess the oral bachelor exam (overall grade) immediately after the exam. Neither the exam candidates nor any other listeners will be present during the board of examiners' consultation regarding the assessment of the exam.

- Immediately after the oral bachelor exam and the consultation, the overall assessment has to be communicated to the candidate.
- **Exam records** of the oral examinations must be kept. For the exam records the standard form for the bachelor exam records has to be used.
- The appendix to the exam records has to list all exam questions and to summarize the candidate's answers which were considered for the grade.

The chairperson is responsible for the exam records and thus also for the coordinated joint assessment of the oral exam. The exam records must be drawn up and signed by all members of the board of examiners.

5. Exam attempts and resits

Exam dates are fixed and communicated by the respective administrations of the study programmes.

If the student does not take the bachelor exam at a given exam date, he/she must communicate in writing to the degree programme director good reasons for not taking the exam prior to the official bachelor exam date. Failing to do so results in forfeiting this exam attempt pursuant to § 13 (5) FHG.