

Bezeichnung: Guidelines Bachelor Exams	erstellt: Pircher I.	frei-gegeben: Kollegium
Gültig ab: 07.05.2019 Ersetzt	geprüft: Kollegium, GF E: Inanger	Frei-gegeben am: 06.05.2019
Version vom: 01.09.2013		

Guidelines Bachelor Exams

Following § 16 FHStG (University of Applied Sciences Act), the UAS Academic Council enact the following guidelines:

1. Content of the oral bachelor exam

The board exam consists of a cross-disciplinary discussion about the bachelor thesis / the bachelor theses. All classes of the respective six-semester degree programme and the compulsory traineeship (unless an exemption from the compulsory traineeship has been granted) need to have been successfully completed before the oral bachelor exam.

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

For degree 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 degree programmes with 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 of a degree programme consists of all members of the faculty who were in charge of courses in the subject area in which a bachelor thesis was written as well as all lecturers teaching in these subject areas, to which the bachelor theses can be attributed. In degree programmes with only one bachelor thesis, the pool of examiners includes also all lecturers teaching in the 2nd exam subject area.

The **board of examiners** (= "Prüfungssenat"; actual team of examiners for the specific oral bachelor exam) consists of the following persons:

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

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2. Duration and procedure of the oral bachelor exam

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

In total the exam will take between 30 to 50 minutes per candidate.

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

3. Overall assessment of the bachelor exam

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 better than 1.5, and no single grade worse than 2).

Pass with merit: For a performance distinctly above average (i.e. the average grade has to be better than 2 and no single grade worse than 2.5).

Pass: For a positive performance in the exam.

Fail: For an unsatisfactory performance in the exam.

Negative assessment of the bachelor 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 cannot resit individual parts of the bachelor exam, but 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 the examiners.

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4. Possible exam and resit exam dates

Due to various specific circumstances of the degree programmes, fixed bachelor exam dates for all degree programmes cannot be set in detail. The following dates can thus serve as a rough guide only:

- 1st bachelor exam date: mid-June at the latest
- 2nd bachelor exam date: end of June at the latest
- 3rd and final bachelor exam date: first two weeks in October

If the student does not take the bachelor exam at the main exam date, he/she must inform the degree programme director in writing of their reasons for not taking the exam prior to the official bachelor exam date. A no-show at an exam without any notice or without good reasons will automatically result in a "fail". The same regulation applies in case of failure to report for the 2nd or 3rd exam date.