



Handbook for Teaching Staff at the University of Graz

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Preface

As a member of the teaching staff at our university, you are making a significant contribution to the educational processes of a heterogeneous student body. Through your research-oriented teaching, you are initiating learning processes that enable students to apply scientific knowledge and methods in different contexts. A wide range of services, continuing education programmes and quality assurance measures – all of which are continuously updated and improved – have been put in place to further assist you in your teaching activities. This handbook has been written as a guide to support you in the administration and organisation of your teaching in the best possible way.

It also offers a concise summary of the most important information to consider for your work as a member of the teaching staff at the University of Graz – from planning your courses to assessing students' examination results. You will find information on the university-wide framework conditions, statutory provisions, organisational and technical procedures as well as central counselling and continuing education courses.

This handbook was written by members of staff from various departments and is regularly maintained and updated. If you notice any discrepancies while reading the handbook or if you would like any additional information to be added, please send your comments to lehrentwicklung@uni-graz.at.

We hope that this handbook will make your everyday teaching life easier, and we would also like to wish you every success and joy in your teaching at the University of Graz and thank you for your commitment to the education of our students!

If you have any concerns about teaching, you can contact me and my staff by e-mail at vizerektorin.studium@uni-graz.at.

Your Vice Rector for Studies and Teaching
Catherine Walter-Laager

1 Organisation

The University of Graz comprises six organisational units. These include the six faculties:

- Faculty of Art and Humanities
- Faculty of Catholic Theology
- Faculty of Natural Sciences
- Faculty of Business, Economics and Social Sciences
- Faculty of Law
- Faculty of Environmental, Regional and Educational Sciences.

as well as the administrative units and centres that come under the administrative and subject supervision of the Rectorate.

The Rectorate, the University Council and the Senate constitute the high-level administrative bodies at the university: The **Rectorate** represents the management of the university and consists of the Rector and the Vice Rectors, who are responsible, for example, for the areas of study and teaching, research, digitalisation and finance (<https://rektorat.uni-graz.at>).

As a supervisory body, among other tasks the **University Council** is responsible for approving the development plan and the Performance Agreement. In addition, the University Council invites tenders for the position of rector and elects them on the basis of a short list of three candidates submitted by the Senate (<https://unirat.uni-graz.at>).

The **Senate**, which is another supreme body, assumes the main areas of responsibility in study and teaching, including: deciding on the curricula, the university statutes and participating in habilitation and appointment procedures (<https://senat.uni-graz.at>).

The **Director of Studies** is legally authorised to deal with study matters at the university. The responsibilities include organising study programmes and teaching as well as making decisions in all matters of study law. The comprehensive list of all tasks can be found in the statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*). The Vice Rector for Studies and Teaching is also currently the Director of Studies (<https://studiendirektorin.uni-graz.at>).

Each faculty has a **Dean of Studies** and a **Vice Dean of Studies**. The Director of Studies delegates all tasks to the responsible (Vice) Dean of Studies. On the basis of the university's provisions, Deans of Studies also decide whether lecturers without authorisation to teach may hold lectures, seminars, exclusive lessons or doctoral colloquia.

Certain tasks are also delegated by the Director of Studies to the **chairpersons of the Curricular Committee**: the recognition of examinations and other academic achievements, activities and qualifications; the recognition of academic papers and bachelor's theses as well as the approval of relevant practical experience. These tasks are delegated to the (Vice) Deans of Studies at the Faculty of Theology and the Faculty of Law.

You can find more information on the organisation and structure of the University of Graz here: <https://uni-graz.at/de/die-universitaet/die-universitaet-graz/organisation-struktur>.

Each faculty has a **Faculty Council** with a maximum of 42 members, who are elected every two academic years. The Council consists of university professors, associate professors and academic staff in research and teaching (the so-called "junior faculty"), students and representatives of the non-academic university staff.

2 Legal bases

The teaching and study programmes have several legal foundations.

- (1) The **Universities Act** 2002 (UG) forms a general legislative foundation and applies to all Austrian universities.
In addition to organisation law and personnel law, it is also the foundation of our study law, regulating, for example, the admission to study programmes and creating a basic framework for teaching courses and holding examinations (<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20002128>).
- (2) The **Statutes of the University of Graz**: every university has statutes as its internal legal foundation. The statutes of the University of Graz regulate several areas, which are reflected in the statutory parts, e.g. the statutory part Working Group on Equal Opportunities, the statutory part Curricular Committee, the statutory part Evaluation, the statutory part Provision Career Advancement Plan for Women. Particularly important for teaching is the statutory part of the study regulations entitled "**statutory provisions**", detailing, for example, the basic curricula content, types of courses and types of examinations, as well as the implementation of courses/examinations and the supervision of academic papers (<https://mitteilungsblatt.uni-graz.at/de/2021-22/37.h/pdf/>).
- (3) **Regulations** govern laws more precisely, i.e. they specify details to applicable law. Regulations are published in the University Gazette. In addition to the general regulations - e.g. statutes, organisation plan - there are many regulations relating to teaching and study programmes, e.g. on the admission process for applicants (<https://intranet.uni-graz.at/wissenswertes/rechtliches/Pages/uebersichtverordnungen.aspx>).
Curricula: a curriculum is a regulation passed by the University Senate. This means that curricula have a legally binding character. The curriculum defines the structure and content of a study programme.
- (4) **University Operating Agreements**: University Operating Agreements concluded between the university and one of the two employee's councils form a further internal legal foundation (<https://intranet.uni-graz.at/wissenswertes/rechtliches/Pages/bvs.aspx>).

3 Structure of the study programmes

According to the Universities Act (UG), there are degree and non-degree programmes.

Degree programmes include bachelor's, master's, diploma and doctoral studies as well as the so-called supplementary programmes. Information on the qualifications profile, the examinations and academic papers to be completed, as well as the planned study time and the number of ECTS credit points¹ of courses, examinations and modules are specified in the respective curriculum. There are more than 120 degree programmes at the University of Graz.

The university training courses are offered as **non-degree programmes**.

At the University of Graz, there are **joint programmes** that are offered with other universities or colleges and in which students can also complete courses and examinations at other institutions. Worth mentioning above all here are the more than 20 bachelor's and master's programmes offered within the framework of the NAWI Graz cooperation (<https://www.nawigraz.at>) as well as the teacher training programmes.

Studies for **General Secondary Level Teacher Training** are also offered in the form of bachelor's and master's programmes and are intended for future teachers at an academic secondary school, a compulsory secondary school, at a school for intermediate vocational education or a college for higher vocational education. Bachelor's programmes require 240 ECTS credit points and master's programmes 120 ECTS credit points. The teacher training programmes are offered in the South-East Development Network together with seven other educational institutions. Students in the teacher training programme must select at least two teaching subjects or at least one teaching subject plus a specialist area of education.

Joint Programmes are joint study programmes in which students of the University of Graz spend at least one semester at a foreign partner university or complete at least 30 ECTS credit points there; students of the partner universities study at least one semester at the University of Graz. In contrast to individual study abroad periods, in joint programmes the mandatory modules abroad are a fixed part of the curricula. The graduate is then awarded a joint degree (a joint degree certificate) or double degree (in this case they also receive a second degree certificate from the partner institution, but only one university degree). The University of Graz offers these studies with partner universities and higher education institutions at master's level (<https://www.jointdegree.eu>).

3.1 Bachelor's programmes

Bachelor's programmes comprise a workload of 180 ECTS credit points with an intended study time of 6 semesters. The purpose of the bachelor's programmes is to provide academic pre-vocational education and vocational training. They should also qualify students for professional activities that require the application of scientific knowledge and methods. In addition to developing basic skills, the focus is on building fundamental competencies of the subject and the corresponding methods. The completion of a bachelor's thesis is a prerequisite for the degree, and some programmes require additional bachelor's exams as final examinations.

¹ "European Credit Transfer and Accumulation System" (= ECTS).

3.2 Master's programmes

Master's programmes serve to deepen and supplement the academic pre-vocational education of the bachelor's programmes; the workload comprises at least 120 ECTS credit points and the intended study time is 4 semesters. A master's programme can either build on a bachelor's programme with a related subject matter (consecutive) or it can be independent of the first degree (non-consecutive), and have an independent, usually very specialised orientation based on previous studies that come into question in terms of subject matter. The curriculum regulates the admission requirements.

Subject and content-related elective options and specialisations are common in master's programmes; according to the statutory part of the study regulations, in the master's curricula at the University of Graz at least 12 ECTS credit points must be set aside for these elective options. Interdisciplinary master's modules (Master's Plus) should be integrated wherever possible. As part of the master's programme, students must write a master's thesis to complete their studies. In many master's curricula there is also a master's examination at the end.

3.3 Diploma programmes

Despite the changeover to the Bologna study architecture with the bachelor's, master's and doctoral programmes, the University of Graz will continue to offer Catholic Theology and Law as diploma programmes. The diploma programme in Law has a workload of 240 ECTS credit points and an intended study time of 8 semesters. The diploma programme in Catholic Theology has a workload of 300 ECTS credit points and an intended study time of 10 semesters. Diploma programmes provide academic pre-vocational education and vocational training and are divided into two stages, concluding with a degree examination or defence and the submission of a diploma thesis.

3.4 Doctoral programmes

Doctoral programmes serve to further develop the ability to carry out independent academic work; the main focus is to train and promote junior researchers. The programme lasts at least three years. In contrast to all the other programmes, the doctoral curricula have no fixed workload. However, the curriculum does specify individual examination achievements with certain ECTS credit points. The doctoral programme concludes with the composition of a doctoral thesis and a doctoral examination.

3.5 Supplementary programmes

Supplementary programmes have the purpose of expanding the competences of a study programme. They can be studied during or after completion of the study programme that they extend, and comprise at least 30 ECTS points.

3.6 University training courses

The university training courses (ULG) are **non-degree programmes**. They comprise at least 60 ECTS credit points and usually have a duration of two to four semesters. They are part of continuing education studies and are offered by UNI for LIFE (<https://www.uniforlife.at>).

4 Planning the teaching programme

4.1 Allocation of courses

4.1.1 Planning and approval

Courses are generally planned in the spring for the next academic year (winter and summer semester). The Curricular Committee or individual institutes/centres (e.g. the Faculty of Law, Faculty of Business, Economic and Social Sciences) allocate teaching responsibilities and compile a schedule of courses to be offered. After the course content, statutory and curricular requirements and the costs have been checked, the range of courses is approved by the Dean of Studies, and reviewed by the Working Group on Equal Opportunities.

4.1.2 Allocation of teaching

At the beginning of the semester all teaching staff receive written notification of their teaching allocation. Please check this carefully and advise the dean's office in writing in case of any incorrect or incomplete listing of your teaching load.

4.1.3 External teaching staff

External teaching staff are either asked by the Curricular Committee, institute or Dean of Studies whether they wish to take on certain teaching responsibilities, or courses are announced and appropriately qualified individuals can apply to teach them.

4.1.4 Course categories

Each course (Lehrveranstaltung, LV) is categorised using the definitions set out in the "University Operating Agreement on the formation of course categories pursuant to Section 29 (3) of the Collective Bargaining Agreement for University Staff" (<https://mitteilungsblatt.uni-graz.at/de/2017-18/13.c/pdf>) which regulates the weighting and remuneration. The Curricular Committee (or for the Faculty of Law, the Dean of Studies) has the right to make proposals. Decisions are made by the Dean of Studies. If the categorisation is not consistent with the University Operating Agreement, or if there are differing opinions about possible categorisation, the Vice Rector for Studies and Teaching makes the final decision about the course category. All teaching staff will give details of the categorisation of courses before teaching responsibilities are allocated. Before courses are approved, teaching staff may request a category upgrade in accordance with the University Operating Agreement.

4.2 Administration of teaching in UNIGRAZonline

At the University of Graz, the administration of teaching is handled on UNIGRAZonline, the campus information management system (<https://online.uni-graz.at> and <https://intranet.uni-graz.at/einheiten/715/services/Pages/UGO.aspx>). All data on teaching in general (curriculum design, announcement and approval of classes, allocation of teaching responsibilities, costs etc.), and on individual classes (administration, evaluation of classes and exams, and the descriptions of courses) are published in UNIGRAZonline.

Your personal business card (for your place of work) in UNIGRAZonline gives you access to the following functions for administration of teaching:

- Your own courses: overview of the courses you teach, details supplied about your courses, input and editing of course descriptions, administration of schedules (updates to the location/time of a class), administration of students (lists, sending emails, discussion forum etc.) and exam administration
- Evaluation of courses
- Room schedules and finding rooms for courses
- Administration of final papers

All members of the university have personalised access to UNIGRAZonline while they are employed at the university, which is provided with your account. Information on how to register and on the system and its services in general is available on the intranet at <https://intranet.uni-graz.at/einheiten/715/Pages/20211217unilogin.aspx>.

4.2.1 Activating your account

To log in to your UGonline account you need a PIN code (<https://intranet.uni-graz.at/einheiten/715/services/Pages/ACC.aspx>). The PIN code is generated by the system and allows you one-time identification in the system. This PIN code is needed

- if you do not yet have your UNIGRAZonline account,
- or if you have forgotten your account details (username and/or password).

To obtain a PIN code please contact the person responsible for UNIGRAZonline in your own organisational unit (https://intranet.uni-graz.at/einheiten/715/services/Pages/UGO_beauftragte.aspx). If you have forgotten your password, please contact the secretarial office for your subunit.

4.3 Course catalogue and descriptions

The university is obliged to publish an electronic catalogue of courses, and to keep this up to date. In addition to the published catalogue, course teachers are required to provide appropriate information for students, before the start of the semester, about the aims, form, content, class schedule and methods for the courses, as well as the content, form, methods, timing, assessment criteria and standards for examinations.

Please complete the course description carefully, since not only the students but also you yourself are bound by this as course teacher, and subsequent amendments are not permitted during the semester.

The course description in UNIGRAZonline gives students a central overview of the course. The following information must be provided:

- General details: Title, number, type, number of semester hours or contact hours (ECTS credits), semester in which the course is held, lecturer/teacher, organisation and position of the course within the curriculum
- Details of classes: Content, prerequisites, aim/expected learning outcomes, language of instruction, teaching and learning method, support on the central learning platform Moodle, class dates and times, form (online/in person)
- Details of examinations: Mode (written/oral/examination paper), form (online/in person), prerequisites in curriculum terms, assessment schedule, examination dates, support materials permitted (with regard to particular requirements for online examinations see 6.4)

- Additional information: Recommended reading, online information, additional notes

During the course catalogue preparation phase, teaching staff may complete the relevant fields in UNIGRAZonline themselves apart from the “general details”. The description should be completed as part of the course preparation phase in March and April before the start of the relevant academic year. In the case of existing courses, the details can generally be carried over and then adapted.

Subsequent changes to the course description

You can finalise the course description shortly before the start of the semester. There is generally a time window for this in August/September (for classes in the winter semester) and one in January (for the summer semester). From that point on, only the additional details may be changed. Precise details of the course schedule will be included in the course information provided by the rectorate, faculty, institute or centre.

4.3.1 COVID-19 arrangements for classes and examinations

Courses and examinations should be planned such that in the event it becomes temporarily impossible to hold face-to-face classes, an alternative format can be used, with elements of virtual teaching and, if necessary, online examinations (see 6.4). Students should be advised about the alternative formats before the semester begins.

Students who cannot attend face-to-face classes for courses where presence is mandatory and part of the overall assessment, or who cannot attend an on-site examination, because they are in quarantine or are in a high-risk group for COVID-19, must be provided with an adapted way to complete courses and examinations, where necessary by using different forms of academic assessment. Students who wish to avail themselves of this option must advise the course teacher during the registration period and/or immediately on entering quarantine and must provide appropriate medical evidence. The type of alternative participation or assessment is to be determined by the course teacher, taking account of the individual situation.

4.3.2 Content and aims of the course

The suggested formulations on course objectives (expected learning outcomes and skills gained) should be seen as examples of a student-centred approach to teaching. In the course description, while the field for “content” indicates the “subject matter” that the teacher wishes to convey, the field for “objectives” is intended for a description of the skills acquired (learning outcomes) by students, to ensure that the expectations of teachers and students are aligned. The course description must also be provided in English. To do this, switch the language setting in the upper right field to “English”.

4.3.3 Teaching and learning objectives, or learning outcomes

Learning outcomes are “statements describing what a student will know, understand and be able to do after successfully completing a learning process” (ECTS Users’ Guide 2015, p. 22²). At course level, learning outcomes are provided in UNIGRAZonline in the field for “objectives (expected learning outcomes and skills acquired)”.

For the formulation of learning outcomes is it important to:

- Use the clearest possible language.
- Use active and concrete verbs such as define, apply, analyse, identify, explain etc.
- Avoid expressions such as understand, know, be aware of, be familiar with etc. Instead you should use verbs depicting the active use of knowledge gained, or of actions.
- Formulate learning outcomes in such a way that they can be verified.
- Formulation/text component: “After successfully completing the course, students should be able to [...]”

Information on skills-oriented formulations for learning outcomes is available at <https://lehr-studienservices.uni-graz.at/de/lehrrservices/curriculaentwicklung/lerner-ergebnisse>.

4.4 Rooms and schedules for classes/examinations

The University of Graz has rooms which are managed through a centralised system (i.e. by the university’s central room administration service) and by decentralised systems (i.e. by academic organisational units), as well as “online rooms” for online teaching/online examinations. Enter details of your class schedule via UNIGRAZonline using the “Course details” function, with due regard for the relevant guidelines from the rectorate (<https://mitteilungsblatt.uni-graz.at/de/2020-21/19.b/pdf>). The function “Find available resources” in UNIGRAZonline makes it easy to search for available rooms.

In principle there should be as many sessions of a course as there are teaching weeks in the semester (as determined by the senate); reserve dates can also be set.

Teaching should in principle be provided in units/sessions of 90 minutes each (= two contact hours); for exceptions see point 4.6. Before and after each course there is a break of 15 to 30 minutes:

- 8.15 – 9.45 am: Class 1
- 10.00 – 11.30 am: Class 2
- 11.45 am – 1.15 pm: Class 3
- 1.30 – 3.00 pm: Class 4
- 3.15 – 4.45 pm: Class 5
- 5.00 – 6.30 pm: Class 6
- 6.45 – 8.15 pm: Class 7
- 8.30 – 10.00 pm: Class 8

² European Commission, Directorate-General for Education, Youth, Sport and Culture, ECTS Users’ Guide 2015, Publications Office, 2017, <https://data.europa.eu/doi/10.2766/87192>.

Depending on the number of contact hours there may also be some variations from this schedule.

Since students must be informed about the schedule for examinations on lecture courses before the start of each semester, it is recommended to book the rooms required for these in advance (see also 6.5).

If a course is cancelled (e.g. due to an insufficient number of participants, see 5.1), the cancellation must be recorded in UNIGRAZonline. In the event of cancellation after the start of the semester, or after the beginning of the course, the dean's office must also be advised (see 5.6).

4.4.1 Decentralised room management

The organisational unit and contact person responsible for room administration are shown in UNIGRAZonline.³ You can contact the relevant person for detailed information and enquiries.

4.4.2 Centrally managed rooms

If the field for "contact person" in UNIGRAZonline shows "room administration, teaching", this means it is a centrally managed teaching room. You can also see an overview of centrally managed rooms on the intranet at <https://intranet.uni-graz.at/einheiten/860/Pages/Raumübersicht.aspx>.

4.4.3 Online rooms

If a class is to be held online and therefore does not need a physical room allocation, the class should be transferred to an available online teaching room.

Online classes must be held according to the schedule for face-to-face teaching, to avoid clashes with other courses. To facilitate correct entry of online teaching the following virtual rooms are available:

- GEWI-Online
- NAWI-Online
- REWI-Online
- SOWI-Online
- THEOL-Online
- URBI-Online
- Online (for interdisciplinary courses)

For online examinations the virtual rooms listed above should also be used. For examinations conducted online using Perception the following virtual room should be booked: Perception virtual examination room. Further information on Perception examinations: <https://digitalelehre.uni-graz.at/de/online-pruefungen-mit-perception/>

4.5 Course registration and participant numbers

The curriculum specifies the maximum number of participants for individual types of courses. For lectures there is no limit on the number of participants. The maximum possible

³ To do so, click on "Find rooms" in the upper right corner of the screen in UNIGRAZonline, enter the room number, e.g. SR 15.13, click on the calendar symbol and then on "show contact person".

number of participants should be reached before parallel classes are opened. If the specified maximum number of participants is exceeded, students will be accepted according to the relevant ranking criteria. The ranking criteria are specified in a senate directive. The ranking procedure that would be used is explained in the curriculum information. The relevant ranking criteria for courses are provided in UNIGRAZonline, and allocation of a confirmed place or waiting list place is made in accordance with faculty guidelines.

4.6 Block courses

In certain cases, a block course may have organisational or didactic advantages. Blocked teaching of courses generally requires approval from the Dean of Studies, and the detailed conditions of approval are specified by the dean's office. Planning must be completed before the semester begins and students must be advised accordingly. For block courses the usual grid for room bookings should also be used. If you are planning block courses, consider the effect on workload for students, including contact time with teaching staff, time for individual study and preparation for exams. The expected workload is specified in the curriculum and is also given in the course description in UNIGRAZonline.

4.7 Courses and examinations

4.7.1 Curriculum

The curriculum provides the statutory framework for your course and/or examination. The curriculum for a degree programme is defined by the Curricular Committee. In the curriculum, the Curricular Committee defines the qualifications profile for the study programme, the course contents and the individual modules and examinations. This proposed curriculum is submitted for opinion and approval by the senate.

In addition to contact hours or semester hours per week and ECTS credit points per examination, the curricula also include detailed descriptions of modules, with content and learning outcomes for each module. As a teacher, when preparing your courses and examinations you are bound by these curriculum specifications.

The curriculum distinguishes between mandatory examinations that students must complete and examinations for which there are elective options. Your course is assigned to a particular stage or module in the curriculum plan. You can see this designation in UNIGRAZonline, and you can also download the entire curriculum as a pdf document in UNIGRAZonline, using the search function to find "study programmes", or under "range of studies".

4.7.2 Module

A module is a group of teaching and learning blocks that are related in content and consists of at least two courses. Modularised courses enable the subject matter to be linked when this is didactically expedient.

4.7.3 Types of courses

In addition to lectures where assessment is in the form of a single examination (oral, written or an examination paper), it is also possible to offer and define courses in the curriculum where presence is mandatory and part of the overall assessment (see Section 18, statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*): <https://mitteilungsblatt.uni-graz.at/de/2021-22/37.h/pdf/>). For courses where presence is mandatory and part of the overall assessment, there is continuing assessment and compulsory attendance. The course teacher(s) announce at the beginning of the course what the deadlines are for submission of any examination papers. This date should be as close as possible to the end of the semester in which the course is held, and at the latest by the end of the semester following the course. Any exception to this regulation requires approval from the Dean of Studies.

Lectures, seminars, exclusive lessons and doctoral colloquia may only be given by a person who is authorised to teach, or by a person with whom a qualification agreement has been concluded, following a selection procedure in accordance with Section 99(5) of the Universities Act (UG). Exceptions are subject to a decision by the Dean of Studies.

4.7.4 ECTS credit points and contact hours

Each examination in the curriculum is assigned a certain number of ECTS credit points. This is based on the expected workload to be completed by the students in order to achieve a specified learning outcome. The workload includes not only contact hours but also independent study.

One ECTS credit point represents 25 full hours. For example: A workload of 75 hours is allocated 3 ECTS credit points. For a course with 2 contact hours, around 23 full hours of the workload consist of contact hours. That means that a further 52 hours can be planned for independent study, preparation of written assignments or preparation for examinations.

4.8 Teaching courses in foreign languages

The curriculum regulates the use of foreign languages for teaching courses and conducting examinations, and for writing examination papers/final theses. As long as the curriculum does not specify otherwise, courses and examinations may, with the approval of the Director of Studies, be taught in a foreign language. Please enter the language of instruction as part of the course description in UNIGRAZonline.

4.9 Accessible teaching

Students with a long-term disability have the right to an alternative method of examination if their disability prevents them from completing the examination in the form envisaged. Extra time allowances are permissible for examinations. Students and teaching staff can request support and advice in this area from the Disability Resource Centre (<https://integriert-studieren.uni-graz.at>).

Further recommendations and tips on planning for accessible teaching, inclusion and diversity are available on the homepage of the University of Graz AntiBias Circle (<https://diversitaet.uni-graz.at>), in the guide to inclusive teaching (https://static.uni-graz.at/fileadmin/projekte/diversitaet/Handreichung_Inklusive_Lehre.pdf) and in various publications from the Coordination Centre for Gender Studies and Equal Opportunities. Another recommended guideline is the guide to gender sensitive language ("*ÜberzeugENDERe Sprache: Leitfaden*

für geschlechtersensible und inklusive Sprache") published by the University of Cologne, which is available via the following link:
(https://gb.uni-koeln.de/e2106/e2113/e16894/20210709_Leitfaden_GGSprache_UzK_Webversion_ger.pdf).

4.10 Digital teaching

Digital teaching at the University of Graz is designated as virtual teaching in the statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*). You may conduct up to 60% of the planned contact hours for the course in the form of virtual teaching, providing the curriculum does not specify otherwise. In individual cases the (Vice) Dean of Studies may approve a greater proportion of virtual teaching if there is a sound reason for doing so.

As well as synchronous virtual teaching you can also offer asynchronous virtual teaching, i.e. accessible from anywhere and at any time (e.g. by making recorded teaching units available). However, if the proportion of asynchronous virtual teaching exceeds 30% of the contact hours, you must present a highly developed course concept to the (Vice) Dean of Studies for approval.

Students must be appropriately informed before the start of the semester about the concept for the course and the planned use of digital teaching and learning elements and formats, about the technical equipment required for participating in the course, and about the standards that they must meet (see 6.1).

A comprehensive collection of materials on Moodle, legal and didactic aspects of online teaching and hybrid teaching, recording and streaming course elements, preparation of teaching materials, examinations etc. is available from the Center for Digital Teaching and Learning (<https://digitalelehre.uni-graz.at/de/>). Further information about online teaching is provided in Section 5.3.

4.11 Team teaching

The curriculum may include provision for team teaching. In this case (but only then) it is possible to apply for an upgrade to the course category as defined in the University Operating Agreement on the specification of course categories. If team teaching is approved, it is mandatory for all participating teaching staff to be in attendance throughout the course.

5 Teaching a course

5.1 Minimum number of participants required for a course

A minimum number of participants is required for a course to be held. An exception to this applies when a course represents the only possibility to fulfil a degree plan point (according to the curriculum). For this reason, you should check how many participants have registered before the start of the course, e.g. in UNIGRAZ-online. If it is not clear whether the course will be taught and the minimum number of participants will register, please contact the responsible Curricular Commission chairperson or the dean's office.

A general rule for the minimum number of participants is:

- Required courses according to the curriculum:
5 (bachelor's, diploma, master's), 3 (doctorate)
- Courses in elective modules according to the curriculum:
15 participants or 50% of the maximum limit according to the curriculum

The responsible Dean of Studies decides on exceptions.

5.2 Prerequisites for participation

With the exception of lectures, there is a maximum number of participants permitted, depending on the course type and curriculum. Students register for courses via UNIGRAZonline; fixed places are allocated according to a predefined procedure and in accordance with the ranking criteria of the Senate guidelines and curriculum. This means students will be admitted to the courses in the specified order of fixed places. Ten per cent of the places are to be kept free until the first course unit for international students and students in special emergency situations (e.g. with care obligations). The system also checks whether there are course-specific or content-related prerequisites according to the curriculum. Students who do not fulfil the prerequisites may not participate in the course. If the prerequisites are missing, it is not possible to assess them.

5.3 Digital teaching and online teaching

All resources on the topic of digital teaching can be found here:

<https://digitalelehre.uni-graz.at/de/>

5.3.1 Moodle

Moodle (<https://moodle.uni-graz.at>) is the central platform for digital teaching and home-learning activities and runs on University of Graz servers. Different activities – from uploading/downloading various learning materials to teaching online courses – can be carried out in Moodle. For every course that can be accessed via UNIGRAZonline, an empty Moodle course is automatically set up with the name of the course. Students who register for the course via UNIGRAZonline will simultaneously be enrolled in this Moodle course. It is also possible for teachers to register students manually if, for example, they have not registered for a lecture but would like to sit for the examination. However, teachers must activate the course before students can access it.

Moodle courses are deleted after five semesters; teachers are informed one month before deletion. Content from old courses can be imported into a new one, provided the old

course has been saved. Information on how to use Moodle, e.g. uploading learning materials and setting up various activities in the course, can be found at <https://digitalelehre.uni-graz.at/de/lehren/moodle/>. Please also pay particular attention to the legal issues involved in using Moodle https://intranet.uni-graz.at/wissenswertes/lehre_recht/Pages/Moodle.aspx

5.3.2 Conference tools and livestream

- The conference tool **uniMEET** (<https://unimeet.uni-graz.at>) for a maximum of 100 participants runs via conventional browsers and can be integrated into Moodle. Video conferences can also be set up via uniMEET and a web link can be shared. UniMEET is particularly helpful when it is important for students to be able to interact during the course. "Breakout rooms" enable working groups to work on a topic in their own rooms and then present their results in the conference room, which is accessible to everyone. Students can become temporary presenters; a whiteboard can be shared, and surveys can be conducted during the lecture. See also: <https://digitalelehre.uni-graz.at/de/lehren/videokonferenzen-webinare/vorhandene-tools/unimeet/>
- **Skype for Business** is suitable for courses with a small number of participants or for presenting PowerPoint slides or screen content. It runs on its own client. If this client is installed on the device at the university, a "Skype meeting" can be set up in the Outlook calendar and the meeting link can be sent to students. Students can also install the Skype for Business app on mobile devices. See also <https://digitalelehre.uni-graz.at/de/lehren/videokonferenzen-webinare/vorhandene-tools/skype4business/>
- **Webex** is a cloud-based conferencing tool. It runs via a client (to be installed via the Software Center) or in a browser and is suitable for large teaching events and for conferences of up to 1,000 people. See also <https://digitalelehre.uni-graz.at/de/lehren/videokonferenzen-webinare/vorhandene-tools/webex/>

Please use only the tools described above for teaching. Zoom and other freely available tools must not be used for legal reasons.

Livestreams of lectures are possible from some specially equipped lecture halls and seminar rooms – the so-called "uniTUBE lecture halls". Students must log in with their UNIGRA-Zonline data and can then access the stream via the uniTUBE portal (<https://unitube.uni-graz.at>). The recording can also be saved there for later retrieval. Information on recording courses and live streaming can be found here: <https://digitalelehre.uni-graz.at/de/lehren/lv-aufzeichnungen-livestream/>

5.3.3 Legal aspects

There are some legal aspects to consider with the digital settings, such as copyright. Guidelines are available here: https://intranet.uni-graz.at/wissenswertes/lehre_recht/Pages/default.aspx.

5.4 Teaching rooms and their equipment

The course units must be held in the room or rooms listed in the course description. If you are changing to another room, please book the room via UNIGRAZonline using the edit function and make sure beforehand that the room is free on the date you need. The room booking is then confirmed by the respective room administrator (centrally or e.g. at the Institute). You will usually receive a confirmation e-mail the next day. Please note that students must be informed of this room change well in advance.

As a rule, you as a teacher must unlock the teaching room with a key before the start of the course session and lock the room again at the end of the session. Please ask at your institute, centre or the dean's office for the key to the respective room.

Some teaching rooms have an electronic locking system or digital access control. Access to these rooms is by means of a staff card and a reader at the entrance door. You must first activate the access authorisation of your card by requesting this authorisation on UNIGRAZonline with your business card under "my resources". Please complete this application a few days in advance. If you have any questions, please contact the service desk of Uni-IT (https://intranet.uni-graz.at/einheiten/715/Pages/ZU_Zutrittskontrolle.aspx).

The teaching rooms have computers and AV equipment including projectors, microphones and cameras. When you search for a room in UNIGRAZonline, you can display the equipment in the detailed view under "Additional information" and via the SharePoint link. A "Guide to AV Equipment" is available in the SharePoint document. We recommend familiarising yourself with the equipment on site well before the first session.

To use the computer in the room, please log in to the device using your UNIGRAZonline login details. When you log on to the computer for the first time, it often takes a few minutes before you can work with it. Therefore, it is always a good idea to do this first registration in good time before the start of the first unit. As a rule, the University of Graz Information Management (uniIT: <https://it.uni-graz.at>) is responsible for the systems. Error reports should be sent to the uniIT service desk (e-mail servicedesk@uni-graz.at, phone: +43 316 380 2240).

An overview of the teaching rooms and equipment can also be found on the University of Graz campus map (<https://campusplan.uni-graz.at>).

5.5 Schedule changes

Course dates should only be changed during the semester in exceptional cases and these date changes should be made in consultation with the students. Course dates can be changed or postponed by teachers via UNIGRAZonline. In most studies, overlapping dates of required courses are displayed.

5.6 When teachers are ill

In the event of illness, students must be informed immediately that the course unit(s) will be cancelled. In general, sick leave must be reported to the University of Graz immediately. Notification of illness is usually made via the immediate supervisor (head of the institute, centre or dean's office) to the personnel department as well as to the dean's office - this also applies to external lecturers. After the third day, a medical confirmation must also be submitted to the University of Graz. If necessary, however, a medical confirmation may be requested from the first day of sick leave. In the form "Notification of sickness/health in the context of lectureships", it must be stated whether the cancelled lessons are to be made up or not and whether remuneration is to be ordered by the dean's office for lessons that are made up (download form here: https://intranet.uni-graz.at/einheiten/850/Formulare/Abwesenheiten/Krank-Gesundmeldung_in_the_context_of_teaching_assignments.docx).

5.7 Data protection

Upon enrolment, students receive a Data Protection Declaration informing them about the processing activities in connection with student records and the administration of exams. This is a master data sheet which is then signed personally by the student. Student examination results must never be posted or published on learning platforms such as Moodle, even if they only contain the student ID number and grade. E-mail correspondence with students concerning sensitive data (assessments, grades, etc.) must only be sent via the official student e-mail address (vorname.nachname@edu.uni-graz.at).

5.8 Notification that you taught the course

At the end of the semester, you will receive a form in which you must confirm that you held your course(s) by signing the notification and disclosing the number of participants as well as the proportion of online/in person teaching. This form is to be filled out and returned to the subunit where the teaching was done.

6 Preparing and conducting examinations

6.1 Announcing the subject matter and reviewing the learning objectives

Before the semester begins, the following information about the course and/or examination must be made known to the students in an appropriate form:

- Title of the course/examination
- Name of the course teacher/examiner
- Type of examination (comprehensive subject examination/lecture examination/course where presence is mandatory and part of the overall assessment)
- Form (face-to-face/online)
- Dates including venue
- Language of instruction/of the examination
- Methods
- Objectives
- Content
- Permitted aids
- Assessment criteria and standards
- Technical equipment required for taking the examination (for online examinations only)
- If video proctoring is used in an online examination: reference must be made to the use of video proctoring

Course instructors and examiners are free to decide on the form, methods, objectives, content, assessment criteria and standards as long as they are within the framework of the curriculum. However, once the framework conditions have been announced, they are binding for students, teachers and examiners. The announcement must be made via UNIGRAZ-online before the start of the semester in question (see 6.5).

A subsequent change of form, dates, methods or assessment criteria during the semester is only possible if there are compelling reasons and with the approval of the Rectorate. If the Rectorate approves such a change, students who no longer wish to participate in the course under the changed conditions can deregister.

Examinations and, subsequently, performance assessments must be designed and carried out in such a way that they help determine if the defined learning objectives (e.g. as in the course description or in the curriculum) have been met. Since the curricula focus on the acquisition of competences by students, examinations should also be competence-oriented, i.e. students must be given the opportunity to demonstrate knowledge and skills.

When planning for examinations, please make sure that the workload required of students to successfully complete the examination and finish the course does not exceed the level of the ECTS credit points.

6.2 Establishing identity before examinations

It is important to establish students' identity before examinations. As an examiner, you must satisfy yourself in an appropriate manner of the identity of the students; this also applies to online examinations. Students are required to identify themselves with their student ID - the so-called UNIGRAZCard (which contains a photo) or other suitable photo ID. Students who are not properly registered for the examination may not take part in the exam.

6.3 Methods and types of examinations

At the University of Graz, examinations can be offered in the form of lecture examinations, comprehensive subject examinations and courses where presence is mandatory and part of the overall assessment.

At the University of Graz, examinations (and partial achievements in courses where presence is mandatory and part of the overall assessment) can be oral, written or an examination paper (practical, experimental, theoretical or written papers). These different examination methods can also be combined. Specifications in the curriculum about examination methods/forms must be observed. If there are no specifications in the curriculum, examiners must define their own and publish them for students before the start of the semester.

In principle, any examination method or form can be used for all the different examination types. Specifications in the curriculum must be observed. If there are no specifications in the curriculum about the examination method/form, examiners must define their own and publish them for students before the start of the semester.

6.3.1 Lecture examinations

Lecture examinations are examinations on the content of a lecture. The examiner is usually the course teacher, but other suitable examiners can also be called in by the responsible (Vice) Dean of Studies.

In the case of lectures, the examination must be held in a single examination process. This can also consist of a written and oral exam held one right after the other. It is not mandatory for students to attend the course units. Please note that students must be properly registered for the examination in order to be allowed to take it. Students register for the examination via UNIGRAZonline.

6.3.2 Comprehensive subject examinations

Comprehensive subject examinations are examinations on a subject area defined in the curriculum. They are decoupled from courses; however, it is possible to offer courses as preparation for a comprehensive subject examination. The category "comprehensive subject examinations" includes, for example, bachelor's, master's, diploma and PhD viva examinations, classic comprehensive subject examinations on an examination subject, module examinations, examinations to determine the language level, etc. Examiners are appointed by the responsible (Vice) Dean of Studies. Comprehensive subject examinations may only be heard by tenured (habilitierte) lecturers. The Dean of Studies decides on exceptions in the composition of the examination committee.

When registering for a bachelor's, master's, diploma or PhD viva examinations, students are entitled to apply for a specific examination day and to suggest an examiner. This request must be complied with to the greatest extent possible (Section 29 (7) of the statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*)).

A comprehensive subject examination must be conducted in a single examination process; it may be conducted as an individual examination by a single examiner or as a committee

examination by an examination committee. If two or more subjects or sub-disciplines are examined, the examination must be conducted on a committee basis, i.e. it must be ensured that there is a qualified examiner for each area.

6.3.3 Courses where presence is mandatory and part of the overall assessment

For all courses that are not lectures, presence is mandatory and part of the overall assessment. The continuous assessment character results from the fact that the assessment is based on an accompanying performance review of the participants throughout the entire course. The examination process begins with the demonstrable acceptance of the first partial performance/assignment, such as, for example, accepting a presentation topic, acknowledging the first examination question or assignment, or actively participating in the course. From this point on, participation in the course is considered part of the continuous examination (Section 33 of the statutory part of the study regulations).

Attendance is compulsory for students; rules about the number of excused or unexcused absences must be communicated to the students at the latest at the beginning of the semester. If this is not regulated in the curriculum, you as the teacher can determine whether or how often an absence from the course is permitted. If further partial achievements are missing because students are absent from the course without important reasons, the examination is considered to be discontinued and the examination or the course is to be assessed negatively. Students must back up important reasons for absence, e.g. by a medical certificate or by a note from the employer.

6.3.4 Committee examinations and the examination committee

If provided for in the curriculum, examinations can also be held as committee examinations. An examination committee must consist of at least three persons. There must be one examiner for each subject or for its sub-area. One member of the committee is designated as the chairperson.

The members must discuss the result of the examination in private. Resolutions are passed by majority vote; the chairperson has the same voting rights as the other members, but is the last to vote. Each member of the examination committee must also take into account the overall impression of the examination when voting on the result in the individual subjects.

If the committee does not reach a uniform agreement, the arithmetic unweighted mean of the assessments is used for the grade. If the mean value is greater than x.5 it is rounded up. Examinations which, according to the curriculum, are scheduled as individual examinations, are to be conducted as committee examinations from the third examination onwards if the student requests this, and from the fourth examination onwards in any case. This also applies to courses where presence is mandatory and part of the overall assessment (see the Director of Studies' Guidelines for conducting repetitions of committee examinations: <https://mitteilungsblatt.uni-graz.at/de/2018-19/48.d/pdf/>)

6.4 Online exams

The legal basis for implementing online examinations is the statutory part of the study regulations (Sections 25a and 25b).

6.4.1 Online oral examinations

For lecture examinations and comprehensive subject examination, including bachelor's, master's, diploma and PhD viva examinations: one of the video conferencing systems provided by the University of Graz must be used for the examination (see 5.3.2).

As the examiner, you must determine which aids are permitted and whether additional people are allowed in the room where the students are taking the exam. The number of viewers that can connect online may be limited for technical reasons in order to ensure that the event runs smoothly. You may require the student to pan the camera around the room before the start of the examination and, in case of suspicion, during the examination, to show that it is free of unauthorised aids and that no persons who could provide unauthorised assistance are in the room.

The examination may not be recorded, but as the examiner you must keep an examination record and the assessment must be announced immediately after the end of the examination. In the case of committee examinations, the student and any spectators shall be switched off during the deliberations of the committee members and switched on again when the examination result is announced.

Courses where presence is mandatory and part of the overall assessment: oral examinations can be conducted as part of a course where presence is mandatory and part of the overall assessment. The same regulations as for oral examinations apply.

6.4.2 Written online exams

The following applies to lecture examinations, comprehensive subject examinations and written examinations in courses where presence is mandatory and part of the overall assessment: for the examination you are only permitted to use one of the examination software/platforms provided by the University of Graz, e.g. Moodle (see 5.3.1) or Perception (see 4.4.3).

Choose a suitable assignment for the written examination. The use of auxiliary materials (documents, scripts, literature) is permitted for open-book examinations. As the examiner, you or a person appointed by you must be available to the students for the entire duration of the examination. Inform students of the communication channel that will be used at least one day before the examination. This channel must also work if students have problems with the internet connection during the exam.

If students are unable to retrieve the examination papers or submit the exam on time due to technical problems, they must contact you or the assigned person immediately. If the student is not able to submit the (complete) examination due to technical deficiencies and you have been informed of this, this is considered as an examination cancellation which is not the fault of the student. If the performance submitted up until that point is not sufficient enough for a positive assessment, the examination must not be assessed or counted as one of the examination attempts.

Please note that students must make a declaration on their honour that they are taking the examination themselves before starting or during the examination. This can be asked, for example, on the first page of a "Perception" exam. In addition to this, further technical or organisational measures may be taken to ensure that the examination is performed independently (e.g. video proctoring as laid down in the specifications in the statutes) (see

Section 25a, 2nd statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*).

If unauthorised aids are used, or in cases of plagiarism or feigning performance which goes against the rules of good scientific practice, the procedure described in chapters 7.2.2 and 7.2.3 applies and the examination must be assessed negatively.

6.5 Examination dates

6.5.1 Lecture examinations

As a rule, examination dates should not be during the non-teaching period. However, during the summer holidays (at least eight weeks without lectures), examinations may also be scheduled in the first and last two weeks of the holidays, if necessary; during the semester holidays (at least four weeks without lectures), examinations may also be scheduled in the first or last week of the holidays, if necessary (Section 28 of the statutory part of the study regulations).

The examination dates shall be announced in a suitable manner before the beginning of each semester; there must be at least four weeks between the announcement date and the examination.

If the lecture is part of the students' Introduction and Orientation Phase (StEOP), then at least two examination dates must be offered per semester or four per year. One of the examination dates in the semester can also be offered during the non-teaching time. Please note that there must be at least two weeks between the announcement of the examination assessment and the next examination date.

In the case of a lecture that is not part of the StEOP, at least three examination dates per semester or six examination dates per year must be scheduled. Please note: if the lecture is only offered in one semester, examinations must still be offered in the following three semesters. There must be at least two weeks between the announcement of the examination assessment and the next examination date.

Additional examination dates may be scheduled at any time, even at short notice and during the non-teaching period.

Registration period: the registration period for students is the time between the start and end of registration and must be at least two weeks. A maximum of 7 days may elapse between the end of registration and the examination date itself.

Deregistration deadline: students are allowed to deregister up to 48 hours before the exam. When scheduling, please take into account a possible waiting list and the fact that an examination deregistration may result in a move up to a "fixed place" for students.

UNIGRAZonline checks curricular registration requirements such as the successful completion of other courses or modules when registering for the examination. Please note: students may register for a lecture examination or sit for the examination even if they are not registered for the lecture itself.

6.5.2 Comprehensive subject examinations

The same regulations apply for comprehensive subject examinations as for lecture examinations with regard to examination dates, registration periods and deregistration deadlines. Additional examination dates may be scheduled at any time, even at short notice and even during the non-teaching period.

6.6 Registration and deregistration of students for examinations

Students may only sit for examinations if they are registered for a study programme at the University of Graz and have registered for the corresponding examination in UNIGRAZonline.

7 Assessing examinations

7.1 Performance assessment

Students have the opportunity to demonstrate in an examination the level of knowledge and skills they have acquired. The content and scope of the material must be announced in advance in a suitable form. When assessing students, teachers must apply the assessment criteria announced before the start of the course. At the beginning of the lecture, the students must be informed of the exact assessment criteria. In the case of lecture examinations and courses where presence is mandatory and part of the overall assessment, the subject matter of the course is decisive.

7.1.1 Entering the grades

Enter the grades via UNIGRAZonline in the examination management software no later than 4 weeks after the exam. Then sign the examination protocol, which must be kept for one year. Finally, you as the examiner must validate the exam in UNIGRAZonline. Certificates are issued automatically via UNIGRAZonline on the basis of this assessment.

7.2 Special assessment situations

7.2.1 The examination is cancelled

Important reason for cancelling the exam → no assessment

If there is an important reason, e.g. a prolonged illness, for not taking the examination (or for dropping out of a course where presence is mandatory and part of the overall assessment), the examination must not be assessed and must not be counted towards the number of possible examination repetitions. In this case, the student must be deregistered from the examination or course.

No important reason for cancelling the exam → negative assessment

If a student cancels the examination (or drops out of the course) without giving an important reason, the examination is to be assessed negatively. The examiner decides upon receipt of the student's application whether there is an important reason for cancelling the examination. The student must submit the application within two weeks after the examination has

been cancelled. If the examiner does not approve the application, the student can apply for a decision by the competent (Vice) Dean of Studies within two weeks of the examiner's decision.

The candidate does not appear → do not assess, does not count as taking the exam

If the candidate does not appear for the examination, the examination is not to be assessed and is not to be counted towards the number of examination appearances.

What counts as taking the exam?

The candidate is deemed to have taken the examination if he/she has appeared for the examination and has taken note of the first question relating to the subject matter of the examination. In a course where presence is mandatory and part of the overall assessment, for example, the acceptance of a presentation topic is already considered appearing for the examination.

Examination paper not handed in on time

If an examination paper is not handed in on time, the examination is to be assessed negatively. As the teacher, you can allow a repetition or the submission of individual partial achievements that were assessed negatively or not performed during the course until the end of the semester following the one in which you held the course, assuming the other partial achievements performed give reason to expect a positive outcome of the participation (Section 33 (7) of the statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*)).

7.2.2 Plagiarism and the use of unauthorised aids

If unauthorised aids are used, if unauthorised collaboration with other persons takes place during the examination, or if plagiarism takes place, this is to be documented and the examination is to be assessed as Insufficient/Fail.

The examiners must report negative assessments due to unauthorised cooperation, plagiarism or falsifying of academic achievements to the responsible (Vice) Dean of Studies.

The students concerned have the right to apply for a review of the assessment within two weeks of the negative assessment. For this period, these students are excluded from merit-based scholarships and other university funding and awards.

7.2.3 Annulment of assessments (obtaining benefits surreptitiously)

If an examination has been positively assessed but it subsequently becomes known that registration for the examination was obtained under false pretences or that unauthorised aids were used during the examination or that examination performance was falsified in some other way, the examination is to be declared null and void by the (Vice) Dean of Studies. In this case, please contact the dean's office and all further steps will be taken.

The examination assessment that has been annulled must be counted towards the total number of resits.

Examinations that were taken although the candidate was not a student of the University of Graz at the time of the examination, as well as assessments of academic and artistic work that took place outside the scope of a continuation notification, are null and void. These are not counted towards the total number of repetitions.

7.2.4 Repeating examinations

Negatively assessed examinations can be repeated three times.

Exceptions:

- NAWI Graz studies: students can repeat negatively assessed examinations up to four times.
- Teacher training: practical courses of the pedagogical-practical studies may only be repeated once.
- In the event of a negative assessment of the last repetition of a study programme's last examination, students are entitled to retake the examination a second time.

Committee examination: from the third retake, the examination must in any case be held by a committee. The student must apply for this in the relevant dean's office.

7.3 After the examination

7.3.1 Inspection

Students have the right to inspect the assessment documents if they so request within six months of the assessment. The assessment documents include all documents related to the examination assessment, e.g. the corrected examination, the examination protocol, records of participation, etc. Students also have the right to make a copy of these documents. Multiple-choice questions and the associated answer options are excluded from the right of reproduction and inspection by means of electronic communication.

7.3.2 Annulment of an examination due to a serious deficiency

Students may apply for the annulment of an examination that has been assessed negatively if they can credibly show that a serious defect occurred in the implementation of the examination. It is not possible to challenge the assessment itself. The competent (Vice) Dean of Studies decides on the case and issues a notification. The annulment means that the examination appearance is not counted towards the number of possible examination appearances, but the student must in any case appear for the examination once again.

7.3.3 Retention of examination documents

All assessment documents (see 7.3.1) must be kept for one year and can then be destroyed.

8 Supervising final papers

8.1 Bachelor's theses

The bachelor's thesis must be drafted as an independent written paper within the framework of a course. The topic of the bachelor's thesis must be connected with the course in a meaningful way. If you are unsure whether a bachelor's thesis can be written from the course you are teaching, please contact the chair of the Curricular Commission.

In the case of fixed-term employment relationships - with the exception of persons that have already been awarded tenure at the University of Graz - the following applies: teachers who wish to take over the supervision of a bachelor's thesis must inform the students in question that the assumption of supervision is only possible if the thesis is completed during the period of employment.

Students should announce at the beginning of the semester whether they want to write a bachelor's thesis based on the course; a later announcement is possible if nothing to the contrary is defined in the curriculum.

Who is allowed to supervise a bachelor thesis?

Bachelor's theses are written based on the courses defined in the respective curriculum. This means that every teacher who holds such a course can supervise a bachelor's thesis.

External teaching staff

For external teachers, this is only possible while they have an employment contract with the University of Graz. There is no obligation for this group of people to accept supervision of a bachelor's thesis.

Teachers of this staff group who nevertheless want to take over the supervision of a bachelor's thesis must inform the students in question that the assumption of supervision is only possible if the thesis is completed during the period of employment.

Assessment and repetition of a bachelor's thesis:

The course and the bachelor's thesis are assessed separately. The bachelor's thesis must be assessed within four weeks of submission. Bachelor's theses can be repeated three times. Bachelor's theses must be submitted for assessment after three semesters at the latest. The course instructor is permitted to withdraw their supervision if this is not done.

Teacher training:

Please note the following for the bachelor's teacher training programme for general secondary level: since in this curriculum a bachelor's thesis can be written from any course (in the curriculum version 16W from any course where presence is mandatory and part of the overall assessment), provided that the student has already positively completed 100 ECTS credit points, it is the task of each teacher to check whether the student has already completed the 100 ECTS credit points in the study programme before assuming the role of supervisor. Please ask for proof of academic achievement.

8.2 Diploma and master's theses

Who may supervise and assess?

Members of the university with an authorisation to teach pursuant to Section 98 (12) or Section 103 of the Universities Act (UG) and lecturers with whom a Qualification Agreement has been concluded after a selection procedure pursuant to Section 99 (5) UG are entitled to supervise and assess master's and diploma theses in the subject of their (aspired) authorisation to teach.

Exceptions for academic staff members who are also suitable

If required, the Director of Studies is also entitled to entrust suitable academic staff with the supervision and assessment of master's and diploma theses in accordance with Section 94 (2) (2) UG.

Exceptions for members of other educational institutions

The Director of Studies is entitled to call upon persons with a teaching authorisation at another Austrian or recognised foreign university or teaching staff at another Austrian or foreign institution with a rank equal to that of Austrian universities to supervise and assess master's and diploma theses if their teaching authorisation is equivalent to a teaching authorisation pursuant to Section 38 (3) statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*).

Scope of diploma and master's theses

The assignment must be chosen in such a way that it can reasonably be expected to be completed within six months. The supervisor of a master's or diploma thesis must ensure that the topic and content of the thesis corresponds to the workload provided for in the curriculum.

Correction deadline

The diploma or master's thesis must be assessed within two months of submission with a comprehensible written statement of reasons.

8.3 Doctoral theses

Who may supervise and assess?

Members of the university with an authorisation to teach pursuant to Section 98 (12) or Section 103 UG and lecturers with whom a Qualification Agreement has been concluded after a selection procedure pursuant to Section 99 (5) UG are entitled to supervise and assess doctoral theses in the subject of their (aspired) authorisation to teach.

Exceptions for persons from other Austrian and foreign universities/educational institutions who are also suitable

The Director of Studies is entitled to call upon persons with a teaching authorisation at another Austrian or recognised foreign university or teaching staff at another Austrian or foreign institution with a rank equal to that of Austrian universities to supervise and assess doctoral theses if their teaching authorisation is equivalent to a teaching authorisation pursuant to Section 39 (4) statutory part of the study regulations (*Satzungsteil Studienrechtliche Bestimmungen*).

Correction deadline

The doctoral thesis must be assessed within four months at the latest.

8.4 Plagiarism check

Suitable electronic control measures shall be used to check whether the bachelor's, diploma, master's or doctoral thesis complies with the rules and principles of good scientific practice and is free of plagiarism and falsified research achievements. The examination report must be written within 14 days and submitted to the supervisor. In the case of bachelor's theses, the result of this review must be noted before the assessment. In the case of master's, diploma and doctoral theses, reference must be made to the examination report in the expert opinion. The examination report of doctoral theses must be submitted to the supervisors as well as to the reviewers.

What must be done in the event of plagiarism?

- ➔ Negative assessment
- ➔ Notify the (Vice) Dean of Studies
- ➔ Further supervision may be refused. A new paper in terms of content and/or topic may be required. Before making a decision, the responsible (Vice) Dean of Studies must obtain the opinion of the persons concerned.
- ➔ Plagiarism detection AFTER positive assessment: annulment proceedings are carried out.

8.5 Compensation for the appraisal and supervision

8.5.1 Bachelor's theses

For the successful supervision and assessment of a bachelor's thesis, €30 (as of 2022) per thesis will be paid. Disbursements are made at the end of each semester.

8.5.2 Diploma and master's theses

The University of Graz grants compensation for the assessment of diploma and master theses. The compensation applies to employees of the University of Graz and is paid quarterly after the assessment. With persons not employed by the University of Graz, a contract for work and services is concluded at the usual rate.

Rates (as of 2021):

- €130 for sole assessment
- €80 for an evaluation with the participation of a member of the academic university staff of the University of Graz

8.5.3 Doctoral theses

The following rates apply for the assessment of doctoral theses (as of 2021):

- €260 for the first assessor(s)
- €160 for the second assessor(s)
- €260 for the third assessor(s)
- €210 for two assessors with equal rights

In the case of cumulative doctoral theses, the rates are governed by the regulations of the faculty.

9 Teaching prizes and awards

At regular intervals, the University of Graz recognises outstanding achievements by teachers with teaching awards, and thus strengthens the status of teaching. Prizes awarded to students and graduates for their final papers are also considered to be an acknowledgement of good teaching and supervision.

9.1 Teaching: Excellent!

The teacher's award "Teaching: Excellent!" is awarded by the Vice Rector for Studies and Teaching at the beginning of each winter semester on "Teaching Day". The teaching awards are given for courses that impress with their successful overall excellent teaching, that arouse students' enthusiasm with a well thought-out teaching concept, and at the same time convey the respective thematic focus (<https://lehr-studienservices.uni-graz.at/de/qualitaetssicherung/lehrpreise-der-uni-graz/>).

9.2 REWI Teaching Award

Every year, law students at the Faculty of Law nominate the faculty's best teachers; in addition to professors and associate professors, the best early career researchers (pre-docs, post-docs) and the best external teachers are also awarded (<https://rewi.uni-graz.at>).

9.3 Seraphine Puchleitner Award

The University of Graz grants the only award for doctoral supervision in Austria. The prize is awarded every two years to particularly committed supervisors who provide significant support to budding researchers as they embark on their academic careers. The award is named after the first female doctoral graduate of the University of Graz, Seraphine Puchleitner (1870-1952) (<https://docservice.uni-graz.at/de/rund-um-die-betreuung/ausgezeichnete-betreuung/seraphine-puchleitner-preis/>).

9.4 ARQUS Teaching Award

In April 2022, the Arqus Teaching Excellence Award was presented for the first time. The Arqus European University Alliance, founded in 2019, would like to use the Arqus Teaching Excellence Award to recognise outstanding examples of excellent teaching as well as special commitment to teaching and to contribute to a discourse on good teaching. As a teacher at the University of Graz, you can apply for this international award for excellent teaching in future calls for applications. Open calls for applications can be found at: <https://european-university.uni-graz.at>.

9.5 Awards for students

Some faculties and groups award prizes for graduates and/or prizes for outstanding final papers, e.g. prizes and awards from the Faculty of Art and Humanities (<https://gewi.uni-graz.at/en/fakultaet/prizes-and-awards/>), the Faculty of Business, Economics and Social Sciences (<https://sowi.uni-graz.at/en/studies/awards-and-scholarships/>), the Faculty of Catholic Theology (<https://genderforschung-theologie.uni-graz.at/en/research/elisabeth-goessmann-award/>).

10 Services and contacts

Take advantage of the numerous service and information centres for university teaching presented in the brochure **"Information for Teachers"** (<https://intranet.uni-graz.at/einheiten/845/Anleitungen/Lehrkompetenz/Informationen%20f%C3%BCr%20Lehrende.pdf>).

Below you will find important contact details for your teaching:

Dean's Office of the Faculty of Art and Humanities

Teaching agendas: Mag. Jutta Leger

E-Mail: gewi.dekanat@uni-graz.at

Web: <https://gewi.uni-graz.at/de/fakultaet/ueber-die-fakultaet/dekanat/>

Dean's Office of the Faculty of Catholic Theology

Teaching agendas: Mag. Ingrid Nemezc-Hochwimmer

E-Mail: theologisches.dekanat@uni-graz.at

Web: <https://theol.uni-graz.at/de/fakultaet/dekanate/>

Dean's Office of the Faculty of Natural Sciences

Teaching agendas: Mag. Dr. Eva Fauner, Martina Halbedl, BA MA

E-Mail: nawi.dekanat@uni-graz.at

Web: <https://nawi.uni-graz.at/de/fakultaet/dekanat/>

Dean's Office of the Faculty of Law

Teaching agendas: Alexandra Binder

E-Mail: rewi.dekanat@uni-graz.at

Web: <https://rewi.uni-graz.at/de/studieren/>

Dean's Office of the Faculty of Business, Economics and Social Sciences

Teaching agendas: Karoline Handler

E-Mail: sowi.dekanat@uni-graz.at

Web: <https://sowi.uni-graz.at/de/fakultaet/administration/>

Dean's Office of the Faculty of Environmental, Regional and Educational Sciences

Teaching agendas: Ulrike Mayer

E-Mail: urbi@uni-graz.at

Web: <https://urbi.uni-graz.at/de/fakultaet/dekanat/>

Vice Rector for Studies and Teaching, Office of the Director of Studies

E-Mail: vizerektorin.studium@uni-graz.at

Tel.: +43 (0) 316 380 1156

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