

Online exams during CoVid-19

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Dear Students and Lecturers,

FH JOANNEUM strives to use digital media to ensure that even in this time of crisis academic life and exams run smoothly and students do not suffer any disadvantages if possible. Given that the development of the situation is hard to foresee, the following options will be offered for oral and written examinations.

There are currently no examinations requiring attendance! There are no exams at all until 21 March 2020. Exams that do not require physical contact will be conducted online! This regulation will initially be in place until 19 April 2020.

Students do not have to agree to take an online examination as stated below. Failure to agree does not mean the exam counts as being taken. Exams will then be held at a later date, when in-person exams can be taken again.

Please understand that we are constantly receiving new information and that we are in a learning process. This document will therefore be updated continuously.

Thank you for your understanding and cooperation so that we can overcome this crisis in the best possible way. We wish you all the best for your exams.

For the FH Board: Uwe Trattnig

For the ÖH Student Union: Clemens Lukas

For the Management: Karl P. Pfeiffer and Martin Payer

From 23 March 2020 oral and written online exams can be held in the form described below.

Any existing online examination methods can continue to be used unchanged.

Students must register for online exams via Actions. Students who do not wish to take an online exam must nonetheless register for the exam via Actions, but during the registration process should refuse consent to the exam being conducted online (separate field). This exam will then be held at a later date in the form of an in-person exam.

Lecturers must inform their students if the online exam represents a different form of examination than originally intended.

All examination regulations (in particular those of the University of Applied Sciences Studies Act (FHStG) and the FH JOANNEUM Study and Examination Regulations as amended) still apply (mutatis mutandis) and continue to be valid. Due to the crisis, the exam dates and how they are taken should be as flexible as possible and in agreement with the students.

Candidates must acknowledge that they will not take any actions to obtain examination results by fraudulent means and, in particular, will not use any unauthorised aids or obtain any assistance whatsoever from other persons during the examination. Candidates further acknowledge that **using unauthorised aids or obtaining assistance from other persons and other forms of obtaining examination results by fraudulent means will have legal consequences.**

Neither the examiner nor the candidate nor any other member of the examination senate are permitted to record the online exam.

Online individual written exams or exams with several candidates

Individual examination means that one candidate is examined by the examiner. It is in principle possible for several candidates to be examined simultaneously in this form of online examination.

The candidates expressly agree to this form of examination. It must be ensured that no other person is present who could assist the individual candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time. The candidate's transmission record will count as the date of submission.

If the examination is interrupted due to a failure of the online communication medium, the examiner decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination.

Online individual oral exams or exams with several candidates

Individual examination means that one candidate is examined by the examiner. It is in principle possible for several candidates to be examined simultaneously in this form of online examination.

The candidates and the examiner expressly agree to this form of examination. It must be ensured that no other person is present who could assist the individual candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the examiner decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination.

Online 2nd retake examinations (individual oral board examinations)

Pursuant to § 19 of the Study and Examination Regulations, 2nd retake exams are board examinations in which the candidate is examined by an examiner and in which at least two additional committee members and the person of trust appointed by the candidate (if applicable) are present throughout the exam via digital media.

Due to the current crisis, contrary to §19 (1) of the Study and Examination Regulations, the fourteen-day advance notice or invitation period may be waived with the candidate's consent.

§ 19 (2) Study and Examination Regulations: In the case of board retake examinations, the examination senate shall consist of three persons. All members of the examination senate have to be present throughout oral board examinations; if necessary, this obligation can be met through teleconferencing. The student may appoint a person of trust to be present at the examination.

The candidate, the members of the examination senate and the person of trust (if appointed) agree to this form of examination. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chair of the examination senate decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination committee (using digital media).

Online Bachelor's examinations

For the Bachelor's examination, §§ 29 - 34 of the Study and Examination Regulations, as amended, apply mutatis mutandis.

Due to the crisis situation, Bachelor's examinations will be conducted exclusively online until at least 19 April 2020.

Due to the current crisis, contrary to § 31 (1) and § 31 (3) of the Study and Examination Regulations, the agreed deadlines may be changed with the candidate's consent.

Each member of the examination senate must be present during the entire examination; this obligation must be met via teleconferencing.

Since these are public examinations according to § 32 (1), the examination dates must be announced. In the case of embargoed theses, special attention must be paid to confidentiality in accordance with § 32 (8).

The candidate and the members of the examination senate agree to this form of examination. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chairperson decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination senate (using digital media).

Online final examinations of FH Master's and Diploma degree programmes

For the final examinations of FH Master's and Diploma degree programmes, §§ 35 - 47 of the Study and Examination Regulations, as amended, apply mutatis mutandis.

Due to the crisis situation, Master's and Diploma examinations will be conducted exclusively online until at least 18 April 2020.

Due to the current crisis, contrary to § 36 (4) of the Study and Examination Regulations, the agreed deadlines may be changed with the consent of the candidate and the examiner.

Each member of the examination senate must be present during the entire examination; this obligation must be met via teleconferencing.

Since these are public examinations according to § 45 (1), the examination dates must be announced. In the case of embargoed theses, special attention must be paid to confidentiality in accordance with § 45 (9).

The candidate and the members of the examination senate agree to this form of examination. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chairperson decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination senate (using digital media).