



**University of
Applied Sciences
St. Pölten**

Statute of the USTP – University of Applied Sciences St. Pölten

**Part 02 – Study Law
Study Regulations**

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I. Scope of Application

§ 1. (1) These Study Regulations are an integral part of the Statute of the St. Pölten University of Applied Sciences (USTP) and shall be adopted by the Board in agreement with the Provider (see § 1 FHG¹).

(2) The Statute applies to all study programmes and continuing education programmes of the USTP accredited in Austria and constitutes the basis of the educational relationship between the Student and the Provider (USTP).

II. Structure of the Academic Year

§ 2. (1) The academic year begins on 1 September and ends on 31 August of the following year. It is divided into a winter semester and a summer semester, each including the respective lecture-free periods.

(2) The winter semester begins on 1 September and ends on 14 February. The summer semester begins on February 15 and ends on August 31.

(3) Concrete data regarding lecture-free periods are announced by the Board on the USTP website at the beginning of the semester (academic calendar).

(4) In order to be able to make up for cancelled lectures or to postpone examination dates, both lectures and exams can be held during lecture-free times. When it comes to exams, this requires the student's approval.

III. Studies

3.1. Degree Programmes and Continuing Education Programmes

§ 3. (1) The USTP offers both study programmes and continuing education programmes.

(2) Study programmes are bachelor and master degree programmes, while continuing education studies are offered in the form of continuing education programmes (§ 9 FHG) as well as individual courses and modules.

(3) Study programmes and continuing education programmes can also be offered as

- a) joint study programmes or
- b) jointly offered study programmes.

3.2. Establishment, Modification, and Discontinuation of Studies

§ 4. (1) The establishment of a new study programme or academic continuing education programme and the modification or discontinuation of an existing one are at the discretion of the Board in agreement with the Provider (§ 10 (3 (3-4)) FHG).

(2) The Board has the power to adopt more detailed provisions concerning the establishment, modification, and discontinuation of study programmes in agreement with the Provider.

(3) The accreditation procedure of degree study programmes in accordance with the provisions of the FHG, in connection with the provisions of the HS-QSG², has to be carried out by the Provider (Executive Directors).

¹ University of Applied Sciences Act, orig. version Federal Law Gazette 340/1993 as amended in Federal Law Gazette I 177/2021

² Act on Quality Assurance in Higher Education (HS-QSG), Federal Law Gazette I no. 74/2011, as amended by Federal Law Gazette I no. 177/2021

3.3. Application for the Accreditation of a Study / Continuing Education Programme, Curriculum

- (1) The structure of every study programme and continuing education programme in terms of content and organisation, including the educational objective and occupational profile, is described in the respective application for accreditation and can be accessed by contacting the responsible Academic Director or Head of the Continuing Education Programme. (Study contents, occupational profiles, and admission requirements are published on the website at <https://www.ustp.at/de/studium>.)
- (2) This information includes, among other things, the study programme's or continuing education programme's curriculum with its modular structure including the module descriptions. Modules are groups of courses that belong together in terms of content.
- (3) A course consists of a predetermined number of teaching units on a defined topic over the course of a semester. The correct thematic focus, the number of teaching units, and the examination regulations are outlined in the section on module descriptions in the application for the programme's accreditation. Courses differ with regard to their thematic and organisational orientation as well as the students' qualification level.
- (4) In addition to courses, a curriculum also includes independent work under supervision where students process topics of the programme from a scientific or professional perspective and on an individual basis.

3.4. Compulsory Subjects, Compulsory Electives, Free Electives, and Optional Subjects

- (1) Compulsory subjects are all courses that students have to complete according to the programme's curriculum.
- (2) Compulsory electives are courses that, pursuant to the curriculum, are selected from a certain catalogue. It is mandatory to make a selection and the chosen courses then become compulsory subjects.
- (3) Free electives are courses that, pursuant to the curriculum, can be completely freely chosen; however, students are obliged to choose a certain number of them which then become compulsory subjects.
- (4) Optional subjects are additional courses that are voluntarily chosen but can be assessed as well. If a student successfully completes one of these, they are awarded ECTS credits for them.

3.5. Organisational Forms of Study Programmes and continuing Education Programmes

- (1) Pursuant to § 9 FHG, the USTP offers bachelor and master degree programmes as well as continuing education programmes in the following two forms:
 - a) Full-time studies
 - b) Part-time studies
- (2) In addition, the USTP offers dual and working students-friendly ("berufsermöglichende") studies as a special organisational form.

IV. Students

4.1. Degree Programme Students and Continuing Education Students

- § 5.** (1) Degree programme students are students who have been admitted to degree study programmes (bachelor and master degree programmes).
- (2) Continuing education students are students who have been admitted to continuing education studies (either continuing education programmes or attendance of individual courses and modules).

4.2. Students' Union (ÖH) Membership

§ 6. (1) All degree programme and continuing education students are full members of the Austrian Students' Union (ÖH) and are, as such, entitled to participate in the ÖH elections.

(2) ÖH members are obliged to pay an ÖH fee per semester. By paying the ÖH fee, the students automatically take out accident and liability insurance.

4.3. Student Representatives at the USTP

§ 7. (1) Student representatives are the persons identified in § 30 (1) HSG³.

(2) In accordance with § 16 (2 (13)) HSG 2014, the Statute of the Students' Union (ÖH) at the USTP may contain provisions regarding the holding of elections of class representatives (not provided for in HSG). When it comes to the activities of the elected class representatives, the standardised legal consequences laid down in § 31 (3 (4)) HSG 2014 for the activity of student representatives shall apply *mutatis mutandis*.

(3) Times spent on student representative activities replace the ECTS credits prescribed by the curriculum for modules and courses marked accordingly in the curriculum, and for elective modules or courses (e.g., optional subjects) to the following extent for every semester in which such an activity is continuously carried out:

1. For the chairpersons and vice chairpersons of the federal representation and the university representations as well as the heads of divisions and the vice heads of economic divisions – by 8 ECTS credits each
2. For the chairpersons of the bodies pursuant to § 15 (2) and the student representations as well as the administrative assistants of the federal representation and the university representations – by 6 ECTS credits each
3. For the mandataries in the federal representation, the university representations, the organs pursuant to § 15 (2), and the student representations – by 6 ECTS credits each
4. For all other student representatives – by 2 ECTS credits each.

V. Discontinuation and Exclusion

§ 8. The student has the right to terminate the educational relationship either by way of ordinary termination with effect from the end of the semester or by way of extraordinary termination (contract termination with immediate effect for important reasons). The Provider reserves the right to unilaterally terminate the educational relationship for justifiable reasons (grounds for exclusion). With regard to the concrete termination possibilities, reference is made to the General Study Conditions in the respective applicable version (as announced on the website).

VI. Completion of Studies

6.1. Awarding of Academic Degrees within the Framework of Degree Studies

§ 9. (1) After a student has completed the studies and examinations required for the university of applied sciences study programme, the Academic Director shall immediately communicate this fact to the Board.

(2) The academic degrees are "Bachelor..." for UAS bachelor degree programmes as well as "Master..." or "Diplom-Ingenieurin/Diplom-Ingenieur..." for UAS master degree programmes, plus an addition indicating the respective subject group.

³ Students' Union Act 2014, Federal Law Gazette I no. 45/2014, as amended by Federal Law Gazette I no. 77/2021

- (3) The respective academic degree including any additional designations is to be laid down by the Agency for Quality Assurance and Accreditation Austria (AQ Austria) in the accreditation certificate for every single UAS study programme.
- (4) In order to promote the international mobility of the students, an English translation is to be attached to the award certificate (notification) – the names of the Provider and the issuing body as well as the academic degree itself with any additional designations do not have to be translated.
- (5) The successful completion of a UAS master degree programme entitles the degree holder to pursue a relevant PhD programme at a university.
- (6) The award certificate has to include at least the following information:
 1. Last name and first names
 2. Date of birth and nationality
 3. Completed study programme
 4. Awarded academic degree
 5. Professional title, if applicable
 6. Date of the final examination
 7. Date of issue by the Chairperson of the Board
- (7) The degree notification is signed by official signature and delivered digitally in the CIS (access with personal login data). In addition, the certificate can also be picked up in person by the students or awarded within the framework of an academic ceremony.
- (8) The academic degree may be used as of the delivery/handover date.

§ 10. Together with the award notification, a diploma and a final graduation certificate may be handed over on the occasion of an academic ceremony. These documents have no legal effect when it comes to the use of the academic degree.

6.2. Awarding of Academic Degrees within the Framework of Continuing Education Programmes

- § 11.** (1) Graduates of bachelor degree continuing education programmes are to awarded the academic degree “Bachelor of Arts (Continuing Education)“, abbreviated “BA (CE)“, “Bachelor of Science (Continuing Education)“, abbreviated “BSc (CE)“, “Bachelor of Engineering (Continuing Education)“, abbreviated “BEng (CE)“, or “Bachelor Professional“, abbreviated “BPr”.
- (2) Graduates of master degree continuing education programmes are to awarded the academic degree “Master of Arts (Continuing Education)“, abbreviated “MA (CE)“, “Master of Science (Continuing Education)“, abbreviated “MSc (CE)“, “Master of Engineering (Continuing Education)“, abbreviated “Meng (CE)“, or “Master Professional“, abbreviated “MPr”.
 - (3) Graduates of master degree continuing education programmes in the field of “Business Administration” are to be awarded the academic degree “Master of Business Administration“, abbreviated “MBA“, provided that the admission criteria, scope, and requirements are verifiably comparable to the admission criteria, scope, and requirements of several relevant foreign MBA master degree programmes.
 - (4) Graduates of master-degree continuing education programmes in the field of “Business Administration” are to be awarded the academic degree “Executive Master of Business Administration“, abbreviated “EMBA“, provided that the admission criteria, scope, and requirements are verifiably comparable to the admission criteria, scope, and requirements of several relevant foreign EMBA master degree programmes.
 - (5) Graduates of master-degree continuing education programmes in the field of “Law” are to be awarded the academic degree “Master of Laws“, abbreviated “LL.M.“, provided that the admission

criteria, scope, and requirements are verifiably comparable to the admission criteria, scope, and requirements of several relevant foreign master degree programmes.

6.3. Academic Titles

- § 12.** (1) The awarding of academic degrees is governed by § 9 FHG.
- (2) Graduates of continuing education programmes with a scope of at least 60 ECTS credits may be awarded the designation “Akademische*r...” (academic) in conjunction with an addition that characterises the contents of the respective continuing education programme.

VII. Academic Ceremonies

§ 13. (1) The USTP holds graduation ceremonies to honour the graduates of its bachelor and master degree programmes who have been awarded an academic degree by the Board in accordance with § 6 FHG.

- (2) When it comes to honouring the graduates of a continuing education programme (§ 9 FHG), the Head of the Continuing Education Programme may host academic graduation ceremonies as well (subject to approval of the Provider).

§ 14. Following a hearing of the Chairperson of the Board, the Provider may issue more detailed provisions for the regulation of academic ceremonies (particularly regarding their structure) and announce them on the USTP website.

VIII. Tuition Fee, Continuing Education Programme Fee, and Students' Union (ÖH) Fee

§ 15. (1) The Provider reserves the right (§ 2 FHG) to issue more detailed provisions regarding the collection of the tuition fee and the continuing education programme fee in the form of a separate directive.

- (2) The USTP collects the Students' Union (ÖH) fee in accordance with the HSG.