oead vorstudienlehrgänge

# Examination Regulations VGUH

Valid from the summer semester 2026

**Examination Regulations of the University Preparation Programme**

**of Graz Universities and Higher Education Institutions (VGUH)**

***Part I – Preparatory Courses***

**§1 Courses offered**

(1) VGUH offers the following courses:

1. Preparatory courses for the supplementary examination in German.

2. Preparatory courses for supplementary examinations in Biology, Chemistry, English, Geography, History, Italian, Mathematics and Physics, as well as further subjects where required.

3. Subject to available space and staff resources, study-preparatory or study-supporting courses providing other skills and knowledge relevant to studies.

**§2 Prior announcement and cancellation**

(1) Lecturers, course titles, times and locations must be announced by the VGUH Directorate in an appropriate manner at least two weeks before the beginning of the course.

**§3 E-learning and virtual teaching**

(1) Digital teaching and learning elements and formats may be used to supplement in-person preparatory courses for supplementary examinations, as well as study-preparatory or study-supporting courses. This virtual teaching includes all forms of written or audiovisual virtual presence, with the possibility of immediate or delayed interaction.

(2) Where e-learning and virtual teaching are used, the Directorate must provide appropriate information before the beginning of the semester about the relevant concept for digital teaching and learning elements and formats.

**§4 Registration and semester fee**

(1) Registration for the courses offered under § 1 (1) 1. and 2. is based on a letter of admission with conditions issued by an educational institution participating in VGUH, or, in the case of artistic studies, on the basis of the student record sheet.

(2) Once a letter of admission has been issued for a degree programme, the degree programme forming the basis for admission may only be changed after completion of the University Preparation Programme.

(3) Registration for the course and examination offer under § 1 (1) 3. is based on valid admission to an educational institution participating in VGUH.

(4) Registration for preparatory courses is only possible at the beginning of each semester and within the registration period. New VGUH students and continuing students who have taken supplementary examinations within the deadline for continuation of studies—by 31 October in the winter semester and by 31 March in the summer semester—and who have not passed them may register until the end of the deadline for continuation of studies.

(5) Registration for preparatory courses is valid for one semester at a time. Registration dates and payment deadlines are determined separately for each semester. VGUH may provide additional registration deadlines, in particular for courses under § 1 (1) 3., if this supports efficient course organisation and aims to avoid an extension of study duration.

(6) A semester fee must be paid for attending preparatory courses, and examination fees must be paid for taking supplementary examinations.

**§5 Requirements for participation in preparatory courses**

(1) After payment of the semester fee and submission of the current certificate of enrolment—or, for artistic studies, the student record sheet—each VGUH participant is entitled to attend the courses that prepare them for the prescribed supplementary examinations. Participation in other VGUH courses is also possible, subject to available places and sufficient prior knowledge.

(2) Attendance of preparatory courses in academic subjects additionally requires participants to have the necessary knowledge of German. At least German Level II proficiency is required to attend subject-specific classes.

(3) For new students, assignment to a particular level in German and English courses is determined by a placement test. For continuing students, it is based on the results of positive assessments in previous semesters and, where applicable, existing language skills. Placement tests for new students are valid only for the respective current semester.

**§6 Expiry of admission**

Eligibility to participate in VGUH courses and examinations expires if:

(1) any of the grounds set out in §71 (1) of the Universities Act occurs, or if the maximum study duration referred to in § 9(4) and (5) of these Examination Regulations is exceeded;

(2) admission was obtained by false statements; this may apply, for example, if admission to VGUH at another educational institution in Graz for the same supplementary examinations has already been granted and this information was intentionally withheld from the other admitting educational institution;

(3) a student attends less than 30% of any course or subject course that they are required to complete during a semester.

**§7 Readmission**

(1) Once a letter of admission has been issued for a degree programme, the degree programme forming the basis for admission may only be changed after completion of the University Preparation Programme.

(2) Readmission to VGUH courses and examinations is possible only if, in the course of an application for admission to an educational institution, it is determined that the rectorate of that institution would prescribe supplementary examinations different from those for which courses and examinations at the University Preparation Programme have already been attended or taken.

(3) If different supplementary examinations are required for another regular degree programme, this constitutes readmission. Exceeding the stipulated maximum study duration is then possible only for the newly or additionally prescribed subjects.

(4) In the case of readmission, the courses and examinations previously completed at VGUH are included in the new letter of admission with regard to their result, passed or failed, and duration, in relation to the period granted to an applicant for completing all supplementary examinations.

(5) Courses and examinations that were failed at the final permitted repeat attempt may not be taken again by applying for admission to another regular degree programme.

**§8 Structure and duration of preparatory courses for demonstrating sufficient knowledge of German**

(1) German instruction at VGUH comprises the following levels:

- **Level I:** German for beginners with prior knowledge; target level I, corresponding to B1 under the CEFR.
- **Level II:** Intermediate German; target level II, corresponding to B2 under the CEFR.
- **Level III:** Advanced German; target level III, corresponding to C1 under the CEFR.

Depending on staff availability, special German courses with separate performance requirements for the University of Music and Performing Arts Graz.

(2) The stated target levels are defined in the teaching and learning content of the individual courses. The target level of Level III must be oriented towards C1 of the Common European Framework of Reference for Languages (CEFR), with particular emphasis and a special focus on German in an academic context.

(3) Persons who seek or have been granted admission to a regular degree programme exclusively at the University of Music and Performing Arts Graz, outside cooperative degree programmes with other participating educational institutions, must provide proof of the other language level intended for them at the time specified in the respective curriculum.

(4) Persons who have only been required by their letter of admission to take the supplementary examination in German are entitled to attend preparatory courses and take the supplementary examination within the period specified in the letter of admission of the educational institution, but for no more than four semesters.

**§9 Structure and duration of preparatory courses for supplementary examinations in specific subjects**

(1) VGUH offers preparatory courses for the subject-specific supplementary examinations prescribed in the letter of admission in accordance with §1 (1) 2.

(2) These subject-specific preparatory courses are held over one semester.

(3) The subject-specific preparatory course in English is held over three semesters.

(4) Persons who, according to their letter of admission, must take supplementary examinations in German and in other subjects before admission to regular degree studies are entitled to attend preparatory courses and take supplementary examinations within the period specified in the letter of admission, but for no more than five semesters.

(5) Persons who have been required by their letter of admission to take supplementary examinations solely in subject-specific subjects within the meaning of §1 (1) 2 are entitled to attend subject-specific courses and take the corresponding supplementary examinations within the period specified in the letter of admission, but for no more than two semesters.

**§10 Semester assessment in preparatory and subject courses, as well as study-preparatory or study-supporting courses**

(1) Preparatory and subject courses, as well as study-preparatory or study-supporting courses, are subject to a semester assessment at the end of every semester.

(2) A positive semester assessment can only be awarded if the course has been completed positively and the attendance requirement has been fulfilled.

(3) All preparatory and subject courses, as well as study-preparatory or study-supporting courses, are continuously assessed; therefore, a minimum attendance requirement of 80% applies.

(4) Students are entitled to repeat courses that have been assessed positively once. Courses assessed negatively may be repeated twice.

(5) Assessment in all courses must be certified by a transcript without undue delay, but no later than four weeks after completion of the assessed performance. Transcripts are issued by the VGUH Directorate.

**§11 Assessment method**

(1) In preparatory courses and in study-preparatory or study-supporting courses that provide other knowledge and skills relevant to studies, assessment is not based on a single examination at the end of the course, but on regular written or oral contributions by participants.

(2) Positive performance in German, English and Italian courses is assessed as “Excellent” (1), “Good” (2), “Satisfactory” (3) or “Sufficient” (4). Negative performance is assessed as “Insufficient” (5).

(3) Positive performance in subject courses in Biology, Chemistry, Geography and Economics, History and Social Studies, Mathematics and Physics is assessed as “completed successfully”; negative performance is assessed as “not completed successfully”.

(4) If the assessment based on regular written or oral contributions by participants is negative, the entire preparatory course, study-preparatory course or study-supporting course must be repeated.

(5) Students must be granted access to the assessment documents if they request this within six months of being notified of the assessment. The assessment documents also include the examination questions used in the relevant written assessments. Students are entitled to reproduce their own answers. The right to reproduce does not include the questions or multiple-choice questions, including the respective answer options.

## *Part II – Supplementary Examinations*

### §12 Examinations offered

(1) The following examinations may be taken at VGUH:

1. the supplementary examination in German;
2. supplementary examinations in Biology, Chemistry, English, Geography, History, Italian, Mathematics and Physics, as well as further subjects where required;
3. study-preparatory or study-supporting examinations.

### §13 Registration for and withdrawal from examinations

(1) Registration for the examinations offered under § 1(1) is based on a letter of admission with conditions issued by an educational institution participating in VGUH or, in the case of artistic studies, on the basis of the student record sheet.

(2) Provided that a valid letter of admission exists—or a student record sheet in the case of artistic studies—registration to take supplementary examinations under § 1(1) is also possible without previously attending VGUH preparatory courses.

(3) Withdrawal from a supplementary examination is possible without giving reasons up to five working days before the examination date. Later withdrawal requires submission of a medical certificate.

### § 14 Assessment method

(1) Supplementary examinations may be held in written or oral form, or both in written and oral form.

(2) Written and oral supplementary examinations are conducted by two examiners each. If there are differences in assessment, the panel of examiners may provide advice in the assessment conference chaired by the Directorate.

(3) Written German examination papers taken by examination candidates as part of supplementary examinations are provided to examiners in anonymised form for assessment. Written examinations are assessed in accordance with uniform criteria set by the Directorate and applicable to all examiners. In the event of differences in assessment, the provision in paragraph (2) applies accordingly.

(4) Positive examination performance is assessed as “Excellent” (1), “Good” (2), “Satisfactory” (3) or “Sufficient” (4). Negative performance is assessed as “Insufficient” (5).

(5) The result of an oral examination must be announced to the student immediately after the examination. The result of a written examination must be communicated without undue delay, but no later than four weeks after the examination. If an examination has been assessed negatively, the reasons must be explained to the candidate—immediately in the case of oral examinations and during inspection of the examination in the case of written examinations.

**§15 Examination method for supplementary examinations and study-preparatory and study-supporting examinations**

(1) Successfully passing the supplementary examination in German and/or English and/or other subjects required for admission to regular degree studies, where taken through VGUH, constitutes supplementary examinations pursuant to Sections 63(10a), 63(10b), 64(2) and 75 of the Universities Act.

(2) Persons who seek or have been granted admission to a regular degree programme exclusively at the University of Music and Performing Arts Graz, outside cooperative degree programmes with other participating educational institutions, must provide positive proof of the examination intended for them at the time specified in the respective curriculum.

(3) Supplementary examinations in German, English and Italian consist of a written and an oral part. The oral part may only be taken after the written part has been passed. The supplementary examination is passed if both parts have been completed successfully.

(4) Supplementary examinations in Mathematics, History and Social Studies, Geography and Economics, Physics, Chemistry, Biology and Environmental Studies are written examinations only and are passed if the respective examination is completed successfully.

(5) The examination method for any additional supplementary examination subjects that may be offered where necessary must be announced in good time before the examination.

(6) Oral examinations are public. Admission may be restricted, if necessary, to a number of persons appropriate to the capacity of the room. Deliberations of the examiners or examination board are not public.

(7) If a student discontinues an examination without good cause, the examination must be assessed negatively and counted toward the permitted number of examination attempts. The Directorate decides whether a good cause exists on the basis of the examination records; in the case of the final permitted repeat attempt, this decision is made by the chairperson of the examination board.

**§16 Prior announcement and cancellation of examinations**

(1) Lecturers, examination titles, dates, times and locations must be announced by the VGUH Directorate in an appropriate manner at least two weeks before the examination date.

(2) VGUH may cancel dates for supplementary examinations only in exceptional circumstances, such as natural disasters or the illness of an examiner where no suitable replacement is available.

**§17 Examination dates**

(1) In each semester, at least three examination dates must be held for examinations conducted in a single examination procedure, preferably at the beginning, middle and end of the semester. Separate examination dates may also be set for persons admitted exclusively to the University of Music and Performing Arts Graz.

(2) The Directorate is responsible for setting the examination dates and the registration period of at least two weeks. These must be published on the website and on the VGUH premises.

(3) Students who do not appear for an examination or do not withdraw in time will be assessed negatively unless they can submit an appropriate medical certificate confirming illness on the day of the examination.

**§18 Examiners and examination board**

(1) Examiners are teachers appointed by the VGUH Advisory Board and other examiners appointed by the VGUH Advisory Board, as well as the chairperson of the examination board.

(2) For supplementary examinations held before an examination board, the board consists of two examiners and a chairperson. The examination board is chaired by a voting member of the VGUH Advisory Board or a representative delegated by that member. The chairperson must belong to the educational institution at which the examination candidate is admitted to study. The examination board makes decisions by majority vote.

(3) Examiners are assigned by the VGUH Directorate. Student requests concerning the person of the examiner must be taken into account if places are still available with the respective examiner.

(4) Applications by students for an alternative examination method due to a documented long-term disability, pursuant to §59 (1) 12. of the Universities Act, are decided by the voting member of the VGUH Advisory Board at the educational institution to which the examination candidate has been admitted. In the case of the final repeat attempt of a supplementary examination, the decision is made by the chairperson of the examination board. The Directorate is responsible for the relevant organisational arrangements.

**§19 Repetition of supplementary examinations**

(1) Students are entitled to repeat supplementary examinations assessed negatively three times.

(2) If, in an examination consisting of a written and oral part in which knowledge and skills are assessed in one examination procedure, one of the two parts is assessed negatively—that is, if both parts are not assessed positively—the entire examination, including both the written and oral parts, must be repeated.

(3) The third repeat attempt of an examination conducted in a single examination procedure must be held before an examination board. This also applies to the second repeat attempt at the student's request. The request must be submitted to the Directorate, which decides on it after consulting the admitting educational institution.

(4) Students are entitled to repeat an examination assessed positively once, within twelve months of taking it. The positive examination result becomes invalid upon retaking the examination.

**§20 Examination certificates**

(1) The assessment of all examinations, the language level achieved in the supplementary examination according to the Common European Framework of Reference for Languages, or the assessment in individual subjects, must be certified by a transcript without undue delay, but no later than four weeks after completion of the assessed performance. Certificates are issued by the VGUH Directorate.

**§21 Examination record**

(1) An examination record must be kept for all oral and written examinations. The record must include the examination subject, place and time of the examination, the names of the examiner or members of the examination board, the name of the student, the questions asked, the grades awarded, the reasons for a negative assessment and any special incidents.

(2) Upon request, the reasons for a negative assessment must be communicated to the student in writing. The examination record must be retained for at least six months from notification of the assessment.

(3) Examination papers and examination records must be submitted to the programme office within the prescribed deadlines. The deadlines are set by the Directorate and communicated to examiners in writing.

**§22 Legal protection in supplementary examinations**

(1) An appeal against an examination assessment is not permitted.

(2) If the conduct of an examination assessed negatively has a serious deficiency, the voting member of the VGUH Advisory Board at the educational institution to which the examination candidate has been admitted must annul it, via the Directorate, upon the student's request. Such a request must be submitted within two weeks of notification of the assessment, and the serious deficiency must be substantiated. An attempt at an examination that has been annulled does not count toward the permitted number of examination attempts.

**§23 Inspection of supplementary examination papers**

(1) Students must be granted access to the assessment documents and examination records if they request this within six months of being notified of the assessment. The assessment documents also include the examination questions used in the relevant examination.

(2) Students are entitled to reproduce examination papers they have written themselves. The right to reproduce does not include the questions or multiple-choice questions, including the respective answer options.

**§24 Annulment of assessments**

(1) The Advisory Board member appointed by the referring educational institution must declare an examination assessment invalid if it was obtained dishonestly, in particular through the use of unauthorised aids.

(2) An examination declared invalid counts toward the total number of possible examination attempts.

**§25 Expiry of admission and readmission**

(1) § 6 and 7 of Part I of these Examination Regulations apply accordingly to Part II, unless specific rules exist for supplementary examinations.

**§26 Final provision, entry into force and transitional provision**

(1) Additions and amendments to the Examination Regulations may be adopted by the VGUH Advisory Board, in coordination with the VGUH Directorate, at the beginning of each academic year. The Directorate will involve teaching staff in an advisory capacity.

(2) These Examination Regulations enter into force on 1 January 2026 and completely replace the previous Examination Regulations. These Examination Regulations apply to students who receive an admission decision from the universities for the summer semester 2026 and are admitted to VGUH.

*Valid from the summer semester 2026.*