

## **Guideline for courses with and without continuous assessments of students' performance**

### **1 Courses without continuous assessments**

- 1.1 Courses without continuous assessments are courses that are completed with examinations in the form of a single examination.
- 1.2 Dates for examinations that are conducted in the form of a single examination procedure are to be scheduled at the beginning, middle and end of each semester.  
As an exception to this rule, examination dates for courses that are offered less than once per academic year (e.g. rotational and guest courses) must be scheduled according to demand and organisational requirements.

### **2 Courses with continuous assessments**

- 2.1 Courses with continuous assessments are courses in which the assessment is based on several written, oral and/or practical performances to be completed during the semester.
- 2.2 The date by which a cancellation of the course is possible must be announced in due time before the start of the course by entering it in BOKUonline. Unless the course instructor specifies a different deadline, cancellation is possible until 31 October at the latest in the winter semester and until 31 March at the latest in the summer semester.
- 2.3 Students who have not deregistered by the specified deadline are to be assessed if they have achieved at least a partial credit. Students who have not achieved a single partial credit are not to be assessed.
- 2.4 The head of a course with continuous assessments is authorised to stipulate mandatory attendance in accordance with didactic requirements. Mandatory attendance is permissible in particular if the students are to acquire practical skills in the course.
- 2.5 The extent of the attendance requirement must be determined in accordance with the principle of proportionality and didactic requirements. A positive completion of the course must be possible even if students are not present on all course dates. It is not necessary to state any reasons for absences within the permitted maximum.
- 2.6 As an exception to paragraph 2.5, unrestricted attendance may be required for excursions and for training in the handling of hazardous substances and equipment.
- 2.7 Mere attendance is not a performance criterion. Failure to meet an attendance requirement will result in the student not being assessed.
- 2.8 The head of a course with continuous assessments must provide students with sufficient opportunities to achieve several credits within the scope of the course on which the assessment is based. The individual partial credits achieved are to be taken into account in an objectively balanced, fair and transparent manner. None of the individual partial credits may be the sole deciding factor for the assessment of the course.

- 2.9 If students are required to complete a particularly extensive piece of work (in particular a seminar paper, project or Bachelor's thesis) as part of a course, the course instructor is authorised, in deviation from paragraph 2.8, to take into account in particular the preparation and result of this work when assessing the course grade.
- 2.10 The head of the course is entitled to allow students to complete a part of their coursework by 15 July of the following semester for courses in the winter semester and by 15 February of the following semester for courses in the summer semester, provided that they have been admitted to the degree programme at the time of the late submission.
- 2.11 A negatively assessed course with continuous assessments must be repeated by attending the course again. A repeat examination before an examination board is not required.

### **3 Course delivery modalities**

- 3.1 Before the beginning of each semester, the head of a course with or without continuous assessments must inform students in BOKUonline about the content, form, methods, dates, the extent of any attendance requirements, the assessment criteria and the assessment standards of the examinations.
- 3.2 In the case of courses without continuous assessments, students must also be informed about the form of the examination.
- 3.3 In the case of courses with continuous assessment, students must also be informed about the type of partial credits and their weighting.

### **4 Safeguarding good scientific practice**

- 4.1 To ensure good scientific practice, written examinations in courses without continuous assessments and partial credits in courses with continuous assessments can be checked using programmes for the identification of plagiarism or other scientific misconduct.
- 4.2 In case of suspicion, oral enquiries about the topics of the examination or partial credit can be made within a period of six weeks and taking into account the course-free periods after a written examination in the case of courses without continuous assessments or after the achievement of a partial credit in the case of courses without examinations.
- 4.3 Students have a duty to co-operate when using the instruments in accordance with paragraphs 4.1 and 4.2. If the examination or oral enquiry is made impossible by the student or if it turns out that the work was not performed by the student, the examination will not be assessed (entry of the assessment "U Invalid/Deception" in BOKUonline) and it will be counted towards the number of permitted examination attempts.

## **5 Annex: Sample formulations**

The following sample formulations are recommended for the description of the course delivery modalities:

### **5.1 Sample formulations for the delivery form of a course**

- Students are taught the following (sub-)areas of the subject and its methods in a didactic manner [...]
- Students learn and apply specific practical skills under supervision, building on theoretical knowledge from [...].
- Students work independently on specific issues, building on theoretical and practical knowledge from [...].
- The course serves as preparation and follow-up for the compulsory practical work placement. Students work on specific issues, building on theoretical and practical knowledge.
- The students independently develop course content and deepen and discuss it. They write a seminar paper/Bachelor's thesis/project report.
- In order to deepen the knowledge they have acquired so far, students are shown technical aspects of the programme in their real-life context. The excursion leads to the following destinations (at home or abroad) [...]
- The course serves as scientific support for the preparation of the Master's thesis.

### **5.2 Sample formulations for the type of examination for courses without continuous assessments**

- Verbal examination
- Written exam with open questions or tasks
- Written exam with single-choice and/or multiple-choice questions
- Written exam with open questions and multiple-choice questions

### **5.3 Sample formulations for the type of partial credits**

- Project report
- Excursion report
- Laboratory protocol
- Presentation
- Work assignment
- Homework
- Participation in a peer review workshop
- Seminar paper
- Bachelor thesis

- Submodule examination
- Intermediate test
- Final test
- Blog post
- Wiki entry
- Workpiece
- Herbarium
- Collection
- Portfolio
- Model