

**Statute of the university programme “University Preparation Programme of the Vienna Universities (VWU) – university programme for the preparation for supplementary exams”** of Universität Wien (University of Vienna), Technische Universität Wien (Technical University of Vienna), Wirtschaftsuniversität Wien (Vienna University of Economics and Business), Universität für Bodenkultur Wien (University of Natural Resources and Applied Life Sciences, Vienna), Veterinärmedizinische Universität Wien (University of Veterinary Medicine, Vienna) and Medizinische Universität Wien (Medical University of Vienna)

**This document is an English translation of the German version “Statut des Universitätslehrganges „Vorstudienlehrgang der Wiener Universitäten (VWU) - Universitätslehrgang zur Vorbereitung auf Ergänzungsprüfungen“. It serves information purposes, only the German version is legally binding.**

### **Art.1 Establishment**

Pursuant to Art.56 in conjunction with Art.25 para.1 (10) Universities Act 2002 the university programme “University Preparation Programme of the Vienna Universities (VWU) – university programme for the preparation for supplementary exams” is established by Universität Wien (University of Vienna), Technische Universität Wien (Technical University of Vienna), Wirtschaftsuniversität Wien (Vienna University of Economics and Business), Universität für Bodenkultur Wien (University of Natural Resources and Applied Life Sciences, Vienna), Veterinärmedizinische Universität Wien (University of Veterinary Medicine, Vienna) and Medizinische Universität Wien (Medical University of Vienna).

### **Art.2 Objective**

- (1) The University Preparation Programme is aimed at preparing international/foreign students for the supplementary examination proving the proficiency of the German language (Art.63 para.10 and 11 of the Universities Act 2002) and for supplementary examinations in other subjects (Art.64 para.2 of the Universities Act 2002) pursuant to the VWU’s mission statement (Art.7 para.1 (2) of the statute). The supplementary examinations are conducted at VWU.
- (2) German courses need to provide German skills expected to enable successful studies.
- (3) Courses in other subjects are to follow main contents and requirements of an Austrian school leaving examination with particular regard to the requirements of university education.
- (4) In addition to the courses mentioned above also other courses preparing for or accompanying studies and providing study-related skills can be offered within the University Preparation Programme (e.g. computer courses).

### **Art.3 Implementation**

The Austrian agency for international mobility and cooperation in education, science and research (OeAD) undertakes the economic implementation of the University Preparation Programme and offers organizational support. The collaboration between universities and OeAD will be regulated in a cooperation agreement.

#### **Art. 4 Conditions for attending courses**

- (1) Students with an admission letter by the rectorate of one of the universities mentioned under Art.1, stating that they need to pass the supplementary examination proving the proficiency in the German language and/or supplementary examinations in other subjects before being able to start a degree programme, are entitled to attend courses of the University Preparation Programme.
- (2) Registration for courses is only possible at the beginning of each semester (no lateral entries) and is made for the duration of one semester.
- (3) Course places are generally allocated by registration date, provided that students of all universities mentioned under Art.1 are given sufficient consideration. If there is a shortage of course places, registration of students from developing countries and those whose registration is subject to the public interest, will be given priority. The VWU board can lay down supplementary directives for registration procedures and registration priorities.
- (4) Upon registration a valid admission status at one of the universities mentioned under Art.1, the stipulation of passing one or more supplementary examinations as stated in the admission letter, as well as the payment of the course fee are to be proven. Course participants need to apply for the admission to the University Preparation Programme as non-degree students of their university (Art.59 para.1 (10) in conjunction with Art.51 para.2 (20) Universities Act 2002).
- (5) Registration for courses in other subjects than German requires the necessary proficiency of German language in order to be able to follow the lessons.
- (6) Upon decision of the VWU board also other students of the universities mentioned under Art.1 or students of other Austrian universities can be admitted to courses within the University Preparation Programme.
- (7) The VWU board decides the registration requirements for courses preparing for or accompanying studies in general terms by passing a resolution on courses.

#### **Art.5 Duration and structure**

- (1) Courses of the University Preparation Programme can be attended for a maximum of four semesters. Attendance after all necessary supplementary examinations were successfully passed is not possible.
- (2) The referring university, represented by its board member, can authorize the registration for courses in a fifth or sixth semester in justified cases. Circumstances qualifying as preventing a proper attendance of a course in the University Preparation Programme (such as illness, pregnancy, family obligations, other unexpected or inevitable events) are considered as important reasons.
- (3) Within the Preparation Programme there are different courses:
  - a. German for beginners
  - b. German for advanced learners
  - c. German with other subjects (advanced level in German)
  - d. courses in one or more subjects (other than German)

Students registering for the first time are placed in a course according to the result of their placement test. Students continuing their course are generally placed in courses according to their performance and results in earlier courses.

## **Art. 6 Supplementary examinations**

- (1) Supplementary examinations stipulated in the admission letter entitle students to the registration for the respective supplementary exam(s). Supplementary exams can also be taken without previous attendance in a course of the University Preparation Programme. Upon registration the examination fee determined by the VWU board is to be paid.
- (2) At least one examination date at the beginning, in the middle and at the end of each semester has to be provided for each examination subject. The head of VWU sets the examination dates and the (at least two-week) registration period. Respective dates have to be published on the official panel of the VWU and the VWU website.
- (3) Supplementary examinations have to be held in front of an examination board.
- (4) An examination board consists of three members. The VWU board appoints the chairperson of the examination board and their deputy according to recommendations of the rectorates of all universities mentioned under Art.1. Chairperson and deputy are examiners at the same time. If possible, examination candidates will be allocated a chairperson of the examination board from the same university issuing his or her admission letter.
- (5) The VWU board also appoints teachers of the University Preparation Programme and other people with teaching qualification in the respective subject as examiners. If required, the VWU board can also appoint other suitably qualified examiners.
- (6) Decisions of the examination board are made by a voting majority. If the examination board does not reach a decision concerning the grading of a supplementary examination, the arithmetic average of the proposed grades is calculated and rounded up to the better grade if the decimal is no higher than five.
- (7) The chairperson of the examination board decides on a student's request for differing examination methods due to a continuing disability (Art.59 para.1 (12) Universities Act 2002).
- (8) Supplementary examinations in German, other languages and mathematics consist of a written and an oral part. Taking the oral examination is only possible if the written examination was successfully passed. Examinations in all other subjects are either held in written or in oral form.
- (9) Relevant performances in the course at VWU can substitute the oral examination in German and other languages and the written examination in mathematics. The VWU board decides the extent of the performances required after consulting the advisory board.
- (10) Oral examinations are public. If necessary, attendance can be restricted to a number of attendees corresponding to space conditions. Students are entitled to the presence of a person of trust during their oral examinations. Consultations of the examination board are not public.
- (11) If a student aborts an examination without due reason, the examination is to be graded negative. The chairperson of the examination board decides upon the importance of the reason for the abort of the examination.
- (12) The chairperson of the examination board writes down all examinations and their results in an examination protocol, including date, time and place of examination.
- (13) Students are entitled to retake both written and oral negative examinations four times.

- (14) The governing body for study matters of the referring university is responsible for the execution of regulations concerning study law of first instance (especially Art.74 and Art.79 Universities Act 2002).

**Art.7 Board of the University Preparation Programme of the Vienna Universities (VWU board)**

- (1) The VWU board is responsible for
1. Matters concerning student and organizational law of the University Preparation Programme, including
    - a. the specification of courses offered and their content according to the curriculum as well as decisions on the establishment and cancellation of courses preparing for or accompanying studies pursuant to Art.2 para.4 and on their admission requirements and contents,
    - b. the appointment of the head of VWU and of a deputy on the suggestion of OeAD,
    - c. the appointment of the teachers pursuant to Art.9 para.1 of the statute,
    - d. the appointment of the chairpersons of the examination boards on the suggestion of the rectorates, as well as the appointment of the examiners on the suggestion of the head of VWU,
    - e. the authorization of administrative regulations in the examination system,
    - f. the structure of the academic year (start and end of semester, periods during which no courses are held).
  2. Subject and content orientation in collaboration with the head of VWU according to the curriculum, including
    - a. the decision on a mission statement of VWU,
    - b. the consultation in academic and educational matters,
    - c. the decision on performance targets and the reception of biannual reports of the VWU head.
  3. The organizational and economical implementation of the University Preparation Programme of the Vienna Universities in collaboration with OeAD pursuant to the cooperation agreement, including
    - a. the consultation on and decision of the annual estimate in agreement with OeAD,
    - b. the reception of the annual accounts of the VWU,
    - c. the establishment of a proposal for the amount of the course fee with regard to the agreed annual estimate for submission to the senates of the universities mentioned under Art.1,
    - d. the establishment of the examination and examiners' fees.
- (2) The VWU board consists of one representative with voting power of each university mentioned under Art.1. Other members without voting power are the head of VWU and a representative of OeAD (both with right to be heard and right to submit motions), as well as a representative of the teaching staff (with right to be heard). The VWU board can call in other persons as respondents to the meetings.
- (3) When preparing proposals with regard to subject and content orientation and quality management of the University Preparation Programme the VWU board employs advisory councils for specific topics if needed. Those councils consist of at least one representative of the student body (appointed by the federal representation of the Austrian Student Union) and one representative of the teaching staff. The VWU board decides on the contents and the specification of their scopes of duty.

- (4) Representatives of the universities on the VWU board are appointed for 4 years by the respective rector.
- (5) The VWU board appoints a chairperson from their members and at least one deputy. The VWU board decides on its own rules of procedure.
- (6) The VWU board convenes at least once per semester. The meetings are convened by the chairperson or his/her deputy.
- (7) The VWU board is quorate if all members have verifiably been invited and at least half of the members are present. The VWU board takes its decisions by majority of member votes. The rules of procedure can stipulate the possibility of circular resolutions.
- (8) Announcements of the VWU board have to be published on the official panel of the VWU and the VWU website.
- (9) The central office of OeAD functions as the VWU board's secretariat.

#### **Art.8 Head of VWU**

- (1) The head of VWU manages the University Preparation Programme on behalf of the VWU board. The head of VWU is responsible for the proper execution of courses and examinations. The area of responsibility includes particularly
  - a. the permanent cooperation with the VWU board and the council,
  - b. the semi-annual report on the courses to the VWU board,
  - c. the permanent cooperation with OeAD in organizational and economic matters, the decision on the effective use of funds within the approved budget items resting with the head of VWU,
  - d. the summoning of the meeting of the teaching staff (Art.9 para.3 of the statute),
  - e. the allocation of courses and the class and work schedule of the teaching staff,
  - f. the stipulation of dates for the registration periods and examinations (Art.6 para.2 of the statute), as well as further administrative regulations in the examination system,
  - g. the supervision and consultation in educational matters and other matters concerning the University Preparation Programme,
  - h. the management of the secretariat at the VWU,
  - i. ensuring the proper conduct of the collection of student data, course data and examination data,
  - j. issuing the examination certificates delegated by the governing body of student matters,
  - k. the implementation of measures concerning quality management and evaluation of courses at VWU.
- (2) The head of VWU is subject to the VWU board in educational matters, study matters and professional matters and has to see to the implementation of decisions of the VWU. The head of VWU is the immediate superior of all teachers appointed by the VWU board.

#### **Art.9 Teaching staff**

- (1) The teaching staff at VWU is appointed by the VWU board on proposal of the VWU head. The qualification of the teaching staff has to follow the requirements of teaching staff at secondary schools. The appointment of the teaching staff does not establish an employment with the universities.

- (2) An appointment includes the entitlement to teach courses in specific subjects and to perform examinations in those subjects according to the work schedule. Within the framework of their service obligations, appointed teachers also have to perform necessary responsibilities usually related to teaching and examining within a university course.
- (3) A faculty meeting has to take place at least once per semester. Those meetings have to be convened and chaired by the head of VWU. Faculty meetings are not public. Members of the VWU board can attend faculty meetings in a consultative capacity. The head of VWU submits a transcript of the meeting minutes to the chairperson of the VWU board.
- (4) The teaching staff can confer on all educational and professional matters of the VWU within the contexts of faculty meetings and make recommendations about the VWU head to the VWU board.
- (5) The teaching staff delegates one representative to the VWU board and additional representatives to the advisory council.

#### **Art.10 Secretariat**

A secretariat at VWU is established. OeAD provides the necessary administrative staff and premises in consultation with the head of VWU, both of which are financed from the course budget.

#### **Art.11 Financing**

- (1) The courses are financed in a cost-covering way, tied to this specific purpose, by the course fees paid by the students each semester. The costs for the teaching staff are covered by “living subsidies” of the Austrian Federal Ministry of Education, Science and Culture. The course fee is determined by the senates of the universities mentioned under Art.1 on proposal from the VWU board. The course fees are collected by the OeAD on behalf of the universities and transferred to the assets of VWU pursuant to para.3.
- (2) The chairperson of the VWU board can reduce or remit the course fee for one semester upon justified request of a student involuntarily facing financial hardships, if such a reduction or remission does not jeopardize cost covering economic management.
- (3) The assets of the VWU are managed and billed in a separate system of accounts by the OeAD as tied assets of the universities mentioned under Art.1. OeAD compiles an annual statement of account of these assets.
- (4) OeAD provides the annual estimate in accordance with the head of VWU pursuant to the cooperation agreement.
- (5) The VWU board needs to agree with the use of funds for other purposes than those stipulated in the annual estimate. In urgent cases OeAD can use funds for other purposes for the benefit of VWU upon approval by the head of VWU in order to intercept a financial loss. In such cases the VWU board has to be briefed immediately.

#### **Art.12 Entry into force, accidence of other universities**

- (1) This statute will be in force on October 1<sup>st</sup> 2005.

(2) The accession of other universities to the statute is possible upon unanimous consent of the VWU board.

Resolution of:

Senate of Universität Wien on November 23<sup>rd</sup> 2006

Senate of Technische Universität Wien on December 12<sup>th</sup> 2005

Senate of Wirtschaftsuniversität Wien on December 25<sup>th</sup> 2006

Senate of Universität für Bodenkultur Wien on December 1<sup>st</sup> 2004

Senate of Veterinärmedizinische Universität Wien on October 12<sup>th</sup> 2005

Senate of Medizinische Universität Wien on April 21<sup>st</sup> 2006