

First Supplement to the Statutes – Study and Examination Regulations (Study Law)

Only the German version is legally binding

Version 1.1

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Section 1: General regulations

§ 1 Definitions

(1) Degree Programs:

1. Degree programs are Bachelor's and Master's degree programs.
2. Bachelor's studies are regular degree programs which serve the purpose of scientific and artistic vocational training and qualification for professional activities which require the application of scientific and artistic knowledge and methods.
3. Master's studies are regular degree programs that serve to deepen and complement the scientific and artistic professional education on the basis of Bachelor's studies.
4. The orientation phase includes a range of modules from the respective Bachelor's degree programs, which serve to provide information and orientation for first-year students.
5. Bachelor's theses are the independent scientific or artistic papers or projects that are to be completed at the end of the Bachelor's studies within the framework of modules.
6. Master's theses are the scientific or artistic papers or projects in the master's programs that serve to demonstrate the ability to work independently on scientific or artistic questions and topics in a content-related and methodologically justifiable manner.
7. Bachelor's degrees are the academic degrees awarded upon completion of Bachelor's degree programs.
8. Master's degrees are academic degrees awarded after the completion of master's degree programs.

(2) Non-degree programs:

1. Non-degree programs are higher education courses, preparatory courses, or the attendance of individual modules or courses from scientific or artistic subjects.
2. Higher education courses serve the purpose of further education or training in a professional context.
3. Preparatory courses serve as preparation for a degree program.

(3) General terms:

1. Applicants are those persons who apply for admission to a specific degree program at the higher education institution concerned.
2. First-year students are those applicants who are actually admitted to a degree program after completing an admission or selection procedure.
3. Students are persons admitted to study at Stella by the Rectorate.
4. Degree students are those students who have been admitted to the degree programs.
5. Non-degree students are those students who have been admitted to non-degree programs.
6. Study places for first-year students are those study places that are made available per academic year and degree program.
7. The field of study generally complies with the “detailed field” criterion of the UNESCO ISCED Fields of Education and Training 2013.
8. Admission examinations are those examinations that serve to prove artistic or artistic-pedagogical aptitude.
9. The qualification profile is the part of the curriculum that describes the academic, artistic, and professional qualifications students acquire by completing the relevant degree program.
10. Plagiarism occurs in any case when texts, content, or ideas are adopted and passed off as the student's own. This includes in particular the appropriation and use of text passages, theories, hypotheses, findings, or data by direct, paraphrased, or translated adoption without appropriate identification and citation of the source and the author.
11. Falsification of scientific or artistic achievements occurs in any case if someone uses unauthorized aids or makes unauthorized use of another person when writing a scientific work or when creating an artistic work or when taking an examination, or if data and results are invented or falsified.

§ 2 Structure of the academic year

(1) The academic year begins on October 1 and ends on September 30 of the following year. It is divided into the winter semester and the summer semester, each including the lecture-free period.

(2) At the suggestion of the Senate, the Rectorate is to issue more detailed regulations on the beginning and end of the semesters and the lecture-free period.

§ 3 Storage of university-specific data

(1) The following examination data is to be stored for at least 80 years in accordance with § 3 para. 3 subpara. 9 of the Education Documentation Act:

1. the designation of examinations,
2. the ECTS credits awarded,
3. the assessment,
4. the names of the examiners or assessors,
5. the date of the examination or assessment and
6. the student's name and matriculation number.

Section 2: Courses of studies

§ 4 Degree programs

(1) The scope of studies at the Stella Vorarlberg Private University College for Music (Stella) is specified in ECTS credits in accordance with the European Credit Transfer System (ECTS, 253/2000/EC, Official Journal L 28 of February 3, 2000). These credit points are used to determine the relative proportion of the workload associated with the individual academic achievements, whereby the workload for a year is 1,500 genuine hours and 60 ECTS credits are allocated to this workload. 1 ECTS credit corresponds to 25 real hours.

(2) The workload for Bachelor's studies is 240 ECTS credits and for Master's studies 120 ECTS credits.

(3) Stella offers degree programs leading to the award of the following academic degrees:

1. "Bachelor of Arts", abbreviated to "BA";
2. "Master of Arts", abbreviated to "MA".

§ 5 Courses

(1) Courses are offered at Stella.

(2) Degrees in courses are awarded with the title "Akademische*r ..." with an addition characterizing the content of the respective higher education course.

(3) Students must pay a tuition fee for attending courses. This is to be determined by the Rectorate, taking into account the actual costs of the higher education course.

§ 6 Preparatory courses

(1) Preparatory courses are offered at Stella as part of a Pre-College.

(2) As a rule, the Pre-College serves as preparation for studying at Stella.

(3) Students must pay a tuition fee to attend the Pre-College. This is to be determined by the Rectorate.

§ 7 Curricula

- (1) On the basis of and within the framework of these study and examination regulations, the curricula for the individual course of studies developed by the Study Commission is to be adopted by the Senate in accordance with the regulations of the statutes.
- (2) The curricula and their amendments are to be submitted to the Rectorate for comment before the resolution is passed.
- (3) The curricula is to be published in a suitable form.
- (4) Curricula of degree programs and their amendments come into effect on October 1 of the same year if published before July 1; if published after June 30, they come into effect on October 1 of the following year. In the context of initial accreditation, the curricula of degree programs are published as early as possible and come into effect at the beginning of the following semester. If degree programs are discontinued, curricula published before July 1 are to expire at the end of September 30 of the same year; if published after June 30, curricula are to expire on September 30 of the following year. In the event of the expiry or revocation of accreditation, Stella shall enable the students of the studies concerned to complete their studies within a period not exceeding the prescribed duration of studies by one year.
- (5) The curricula contain the general regulations, the study objectives as well as the prerequisites and conditions for the respective degree program or the respective course, the duration of study, the type and scope of the modules and courses as well as the examinations to be taken, including the admission modalities for the examinations. They also contain the necessary information on the qualification profile, the degree and, if applicable, the ECTS credits.
- (6) As far as possible, the Directorate of Studies is to ensure that the modules and courses are offered to such an extent that it is possible to complete the relevant degree section within the standard period of study stipulated in the curriculum.
- (7) In principle, it is also possible to complete coursework in Bachelor's and Master's degree programs at foreign post-secondary educational institutions.
- (8) The curricula are designed in such a way that people with disabilities are not excluded due to an impairment.
- (9) The requirements of the curricula must be modified for students with a disability within the meaning of § 3 of the Federal Disability Equality Act, Federal Law Gazette I No. 82/2005, whereby the study objective of the chosen degree program must be achievable.

Section 3: Students

§ 8 Rights and obligations of students

(1) Students are entitled to freedom of learning in accordance with the statutory regulations. This includes in particular the right

1. to obtain admission to other courses of study both at Stella and at other colleges or universities;
2. to choose from modules and courses in accordance with the range of courses on offer and the requirements of the curriculum;
3. in addition to a degree course at Stella, to make use of the courses on offer for which the students fulfill the admission requirements and conditions specified in the curricula;
4. to access the relevant teaching and research facilities and the library at the Stella in accordance with the respective user regulations;
5. as degree students, to propose the research question/topic and supervision of the Bachelor's and Master's theses in accordance with the university-wide regulations or to select from a number of proposals;
6. to write Bachelor's and Master's theses in a foreign language if the supervisor agrees;
7. to take examinations as a degree student in accordance with the university-wide regulations;
8. to be awarded academic degrees after completing the work prescribed in the curricula;
9. to participate in the relevant university courses as non-degree students, taking into account the admission requirements and conditions, and to take the examinations prescribed therein;
10. as non-degree students who are only admitted to attend individual modules or courses, to attend modules or courses for which they fulfill the admission requirements and conditions stipulated in the curricula and to take examinations in accordance with the university-wide regulations;
11. to a different examination method if the student provides evidence of an impairment that makes it impossible for them to take the examination using the prescribed method and the content and requirements of the examination are not impaired by a different method;

12. to requests regarding the individual conducting the examination. These requests are to be taken into account wherever possible. In the case of the second repetition of an examination or the repetition of a practical course marked in the curriculum, the request for a specific Stella examiner is to be granted in any case, provided that this examiner is authorized to conduct the examination. In the case of jointly organized studies, the application for a specific examiner from the participating educational institutions must be granted for the second repetition of an examination or the repetition of a work placement marked in the curriculum.

(2) Students shall in particular

1. immediately inform the university or higher education institution at which they have been admitted to the course of study of any changes of name or address,
2. report the continuation of their studies each semester during the general admission period or the grace period,
3. deregister from their studies in good time in the event of foreseeable inactivity,
4. register for and deregister from examinations in due time, and
5. submit one copy or the written documentation of their Bachelor's or Master's thesis to the Stella library when the academic degree is awarded.

(3) Working students and students with childcare obligations or other similar care obligations, who therefore do not study full-time but can only devote part of their time to their studies, are entitled to report the times of day at which they have a particular need for courses and examinations.

(4) Students are offered sufficient modules and courses. If the student is threatened with an extension of the study period, the cause of which is solely or predominantly attributable to Stella, Stella is to assume responsibility. This applies in particular in connection with insufficient modules or courses being offered.

(5) Students have the right to act as student representatives in committees or the Stella Senate.

§ 9 Admission to studies

(1) Admission to a degree program or a higher education course is subject to the following admission requirements and conditions:

1. artistic aptitude for the desired studies;
2. fulfilment of the special requirements and conditions stipulated in the curricula for the chosen course of study;
3. the conclusion of the admission contract.

(2) The Rectorate is to admit persons who meet the admission requirements and conditions to the respective course of study at Stella on the basis of their application, subject to the availability of study places.

(3) Orientation events are held and orientation information is provided on the occasion of admission to the Bachelor's degree program in order to prepare for and accompany students during their studies. The students will be informed in a suitable form about

1. the main regulations of private higher education law and student funding law,
2. student co-determination in the bodies of Stella,
3. the legal basis of gender and diversity,
4. the legal protection against discrimination,
5. the curriculum,
6. the qualification profile of graduates,
7. the orientation phase,
8. the recommended range of courses in the first two semesters,
9. the compatibility of studies and career,
10. the number of students in the degree program, the average duration of studies, the study success statistics and the employment statistics,
11. study-related stays abroad,
12. the student representative bodies, in particular the Austrian Students' Union and the respective student body,
13. the ombuds office for students and
14. good academic practice.

(4) During the orientation phase of the Bachelor's degree courses, beginner's tutorials can be set up attended by students to support students in coping with the performance, organizational, and social requirements of the first year of study. In addition, students in Bachelor's and Master's degree courses may be offered study and career advice during their studies.

(5) If foreign-language documents are submitted to assess the fulfillment of the admission requirements and conditions, the application must be accompanied by translations prepared by sworn and court-certified translators.

(6) The Rectorate is entitled to grant a reasonable period of time for the submission of individual documents. In addition, the Rectorate is entitled to waive the obligation to submit individual documents if it can be credibly demonstrated that it is impossible or unreasonably difficult to provide them within a reasonable period of time and the documents submitted are sufficient for a decision.

(7) If there are doubts about the authenticity of the documents proving the fulfillment of the admission requirements and conditions, or about the accuracy of their content, or if they are not sufficient for a decision, the Rectorate may review the documents or the skills or have them reviewed by experts appointed by the Rectorate. For this purpose, the Rectorate may charge a deposit of up to EUR 500, which is to be refunded to the applicant if the verification proves the authenticity and accuracy of the documents and the applicant has been admitted to a course of study.

(8) Upon admission, the applicant becomes a member of Stella as a degree or non-degree student. This is to be documented by issuing a student ID card. The ID card contains the student's name, date of birth, and matriculation number as well as the period of validity. The student ID card can be equipped with additional functionalities via a storage medium.

(9) An applicant who has not yet been admitted to any university, private university or private higher education institution, university college of teacher education or institution for the implementation of university of applied sciences degree programs in Austria is to be assigned a matriculation number by Stella on the occasion of the first admission. This number must be retained for all further study admissions of the student concerned.

§ 10 Admission deadlines

(1) The Rectorate is to determine the general admission period for each semester after consulting the Senate. This is the period during which the persons specified in para. 3 must submit their applications for admission and students must continue to pay the tuition fee. The general admission period shall be at least eight weeks for the winter semester and end on September 5, and at least four weeks for the summer semester and end on February 5.

(2) At the end of the general admission period, the grace period begins, which ends on November 30 in the winter semester and on April 30 in the summer semester. Admission and notification of continuation of studies are permitted within the grace period if the increased tuition fee has been paid. Admission to a course of study within the grace period may only be granted in exceptional cases. Exceptional cases are in particular

1. failure to pass an admission or entrance procedure or the introductory and orientation phase in another degree program, provided the result for the winter semester is not available until after August 31, or for the summer semester until after January 31;
2. persons performing civilian service, military service and training service and persons performing a voluntary social year, provided that the service was performed on August 31 or January 31 or a call-up existed and the service was not commenced later or was terminated or interrupted before the end of the grace period;
3. persons who can credibly demonstrate that they were prevented from meeting the deadline during the entire general admission period due to an unforeseen or unavoidable event and who are not at fault or are only at fault to a lesser degree;
4. persons who were demonstrably prevented from submitting an application within the entire general admission period due to professional activity or internships;
5. persons who were demonstrably prevented from submitting an application within the entire general admission period due to a stay abroad for compelling reasons.

(3) The general admission period applies to:

1. Austrian nationals;
2. nationals of an EU or EEA state;
3. other foreign nationals and stateless persons who are seeking admission to study in Austria for a maximum of two semesters either on the basis of transnational EU, state or higher education mobility programs including joint degree programs, or after completing foreign studies in a Bachelor's degree program of corresponding scope;
4. groups of persons on the basis of the Ordinance on Groups of Persons.

§ 11 Notification of continuation of studies

- (1) Students are obliged to notify Stella of the continuation of their studies within the general admission period or the grace period of each semester. This also applies to leaves of absence in accordance with § 14.
- (2) The notification of continuation of studies is ineffective as long as the tuition fees have not been received.
- (3) The effect of the notification of continuation of studies for a semester is to extend until the end of the grace period of the immediately following semester, provided that admission to the course of study has not yet expired.
- (4) Stella issues the student with a confirmation of enrollment upon notification of continuation of studies. These contain the student's name, date of birth, matriculation number, and social security number as well as the student status, course of study, and semester.
- (5) The notification of continuation of studies is noted on the student ID card.

§ 12 Admission to degree programs

- (1) Admission to a degree program requires:
 1. artistic aptitude for the respective Bachelor's and Master's degree programs, which is determined in a board-based admission examination;
 2. the knowledge of the German language necessary for the successful progression of studies;
- (2) Admission to a Master's degree program requires the completion of a relevant Bachelor's degree program or another relevant course of study at a recognized domestic or foreign post-secondary educational institution.
- (3) Stella may combine admission to a Master's degree program with the requirement to complete individual modules, courses, or internships that go beyond the curriculum of the respective Master's degree program. Stella may set the student a deadline for the positive completion of these modules, courses, or internships. If no deadline is set, these modules, courses, or internships must be completed by the end of the degree program at the latest.
- (4) After expiry of the admission due to a negative assessment in the last permissible repetition of an examination, re-admission to Stella or, in the case of jointly established studies, to the participating educational institutions, for those studies in which the completion of the same examination is mandatory, is not permitted.

§ 13 Legal protection in admission procedures

(1) The applicant is to be granted access to the assessment documents and the evaluation records of admission procedures if the applicant requests this within three months of the announcement of the result. The assessment documents also include the questions asked in the relevant procedure. During the inspection, it must be ensured that individual feedback on the assessment can also be given. The student is entitled to reproduce the assessment documents. Questions relating to personal suitability are excluded from the right of inspection and copying.

(2) In the event of complaints regarding the implementation of admission procedures, applicants have the opportunity to submit a complaint form to the Directorate of Studies. Once the complaint form has been received, the complaint is forwarded to the Senate. The Senate then sets up a Complaints Commission to deal with the complaint. As a rule, the Complaints Commission consists of a chair, a student representative, a representative from the teaching and research staff, a representative from the general staff, and the Gender and Diversity Officer. The complaints committee must meet within 30 days of the submission of the complaint form and discuss the complaint. Feedback to the respective student should be provided in less than 45 days. The Stella complaints form is available in the Student Affairs Office or can be downloaded from the Stella homepage.

(3) Admission procedures for degree programs can be repeated without restriction.

§ 14 Leave of absence

(1) Upon application, students are to be granted leave of absence for one or more semesters due to

1. compulsory military service, training or civilian service or
2. illness which demonstrably hinders the progress of studies or
3. pregnancy or
4. childcare obligations or other similar care obligations or
5. completion of a voluntary social year or
6. at least eight weeks of significant impairment of studies due to employment or qualification measures during the semester of study.

(2) Leave of absence must be applied for by the beginning of the respective semester at the latest. In the event of unforeseen and unavoidable occurrence of a statutory reason for leave of absence, leave of absence may be applied for until the end of the grace period of the respective semester at the latest.

(3) The leave of absence is effective for all studies at the educational institution at which it was applied for and, in the case of jointly established studies, for all studies at the participating educational institutions. During the leave of absence, admission to the course of study remains valid. Participation in modules or courses, the taking of examinations, and the submission and assessment of Bachelor's and Master's theses is not permitted.

§ 15 Cancellation of admission to degree programs

(1) Admission to a degree program expires if the student

1. withdraws from the degree program,
2. fails to register for the continuation of studies,
3. has been assessed negatively in a prescribed examination, including in the last permitted retake,
4. has completed the degree program by receiving a positive grade in the last prescribed examination,
5. is excluded from the degree program by the Rectorate due to an action or actions that represent a permanent or serious threat to other members of Stella or third parties in the course of the degree program,
6. if the tuition fee is not paid.

(2) Admission to the degree program expires if the respective courses from the central artistic subject are not attended for more than three semesters during the entire duration of the degree program.

(3) The student concerned must be informed in writing of the expiry of admission.

§ 16 Admission to non-degree programs

(1) Admission to non-degree programs requires proof of the prerequisites and conditions stipulated in the module handbooks.

(2) After expiry of admission due to a negative assessment in a higher education course in the last permissible retake of an examination, re-admission to this higher education course is excluded.

§ 17 Cancellation of admission to non-degree programs

(1) Admission expires if the student

1. withdraws from the course of study,
2. fails to register for the continuation of studies,
3. was assessed negatively in a prescribed examination at the last permitted retake,
4. has completed the course of study by passing the last prescribed examination,
5. exceeds the maximum duration of study specified in the curriculum of a higher education course,
6. is excluded from the course of studies by the Rectorate due to an act or acts that represent a permanent or serious threat to other members of Stella or third parties in the course of the program, or
7. if the tuition fee is not paid.

(2) The student concerned must be informed in writing of the expiry of admission.

Section 4: Assessment of academic achievement and certificates

§ 18 Determination and assessment of academic achievement

- (1) Academic achievement is determined by examinations and the assessment of Bachelor's or Master's theses.
- (2) The positive achievement of module examinations, Bachelor's or Master's theses and/or the achievement of the required learning outcomes are to be assessed either as “very good” (1), “good” (2), “satisfactory” (3), “sufficient” (4) or “successfully completed”, the negative achievement and/or the failure to achieve the required learning outcomes are to be assessed as “insufficient” (5) or “unsuccessfully completed”. Intermediate assessments are not permitted.
- (3) The required learning outcomes are defined in the respective module descriptions of the courses of study.
- (4) Module examinations consisting of several partial examinations are only to be assessed positively if each part has been assessed positively.
- (5) Unless otherwise described in the module handbook, the weighting of partial examinations for the overall grade of the module examination is based on the respective workload (attendance time and self-study time) in the individual courses of the respective module.
- (6) Practical courses are assessed on the basis of the written performance descriptions by the heads of the respective courses to which the practical courses are assigned. If the written performance description is likely to lead to a negative assessment, the student has the right to submit a written statement.

§ 19 Annulment of assessments

- (1) The Directorate of Studies is to declare the assessment null and void if
 1. registration for an examination has been fraudulently obtained or
 2. the assessment for an examination or for the Bachelor's or Master's thesis was fraudulently obtained, in particular through the use of unauthorized aids.
- (2) The examination whose assessment has been declared null and void is to be counted towards the total number of retakes.

(3) Examinations that were taken outside the scope of a continuation notification and assessments of Bachelor's or Master's theses that were taken outside the scope of a continuation notification are absolutely null and void. They are to not be counted towards the total number of repetitions.

§ 20 Certificates

(1) The assessment of examinations and Bachelor's or Master's theses shall each be documented in a certificate. Collective certificates are permissible.

(2) The certificates are to be determined by the Senate and must contain the following information in addition to the name Stella:

1. the name of the certificate;
2. the matriculation number;
3. the surnames and first names;
4. the date of birth;
5. the name of the course of study;
6. the name of the examination or module and the assessment made as well as the ECTS credits;
7. the question/topic of the Bachelor's or Master's thesis and the assessment as well as the ECTS credits;
8. the name of the examiner, the date of the examination, and the assessment;
9. the name of the issuer.

(3) Certificates for examinations taken in front of individual examiners are to be issued by the examiner, certificates for the assessment of Bachelor's and Master's theses are to be issued by the first and second examiners, certificates for committee-based module examinations and artistic Bachelor's and Master's projects are to be issued by the chairperson of the examination committee, and certificates for graduation are to be issued by the Directorate of Studies.

(4) The certificates are to be issued immediately, but at the latest within four weeks after the completion of the relevant work.

(5) Certificates may be issued by means of automated data processing. If they are not issued by hand, certification is only required for final degree certificates.

(6) Upon successful completion of studies, an academic award certificate with a 5-level assessment is issued as the overall grade for the respective course of study. The overall grade is calculated from the arithmetic mean of the individual grades, rounded to one decimal place by rounding down to x.5 inclusive. In the individual courses of study, the overall grade is calculated as follows:

- BA program Music Performance: assessments of the module examinations module Central Artistic Subject 8 (70%) and module Bachelor's thesis (30%);
- MA program Music Performance & Career Development: assessments of the module examinations Module Central Artistic Subject 4 (70%) and Module Master Thesis/Master Project (30%);
- BA program Education & Music Performance: assessments of the module examinations Module Central Artistic Subject 8 (40%), Module Learning Space Music & Society 4 (30%) and Module Bachelor Thesis (30%);
- MA program Music Education & Music Performance: assessments of the module examinations Module Central Artistic Subject 4 (40%), Module Music Education 2 (30%), and Module Master Thesis/Master Project (30%).

(7) Upon successful completion of the course of study, the graduate will be issued with a diploma supplement and a transcript of records in both German and English in addition to the academic award certificate. The transcript of records must list all examinations taken by the student during this degree program and their grades.

(8) If the student completes a course of study without having successfully completed it, a transcript of records must also be issued. This must list all examinations taken by the student in this degree program and their grades.

(9) To support the international mobility of degree students, a transcript of records in German and English must be issued to the student upon request. This must list all examinations taken by the student in this degree program and their grades.

Section 5: Admission and supplementary examinations, modules, courses, and examinations

§ 21 Admission examinations

- (1) Admission to Bachelor's and Master's degree programs is subject to artistic aptitude for the respective artistic major. The prerequisite is the fulfillment of the admission requirements and conditions, including the positive completion of the admission examination, the required language skills for the respective degree program and the availability of a study place. Further details are regulated in the respective module handbooks.
- (2) The respective minimum requirements in the central artistic subjects for the program to be prepared as well as the examination of competencies in piano playing (with the exception of the central artistic subject piano) can be found in the appendices to the module handbooks.
- (3) Admission examinations are to be taken as committee-based examinations. The committee is to consist of at least three examiners with suitable expertise.
- 4) Fees may be charged for admission examinations; these are to be determined by the Rectorate.
- (5) Admission examinations take place in person. Applications for digital admission examinations may be submitted in justified exceptional cases and will be reviewed by the commission.

§ 22 Modules, courses, and examinations

- (1) The module handbooks contain information on the qualification objectives, content, assignment to the degree programs, corresponding courses, requirements for the awarding of credit points, type and content of module examinations, credit points and awarding of grades, workload as well as duration and rotation of the respective module.
- (2) In the previous semester, a list of courses is to be published, which contains more detailed information on the implementation of the respective courses in the following semester.
- (3) Courses are clearly assigned to specific modules. Suitable learning materials must be provided. Students are to be informed about the concept of the course at the beginning of the course.
- (4) If the module is completed with a final artistic examination in the central artistic subject, the examination board consists of the module supervisor, the respective central artistic subject teacher and at least two other teachers of the respective central artistic subject or related central artistic subjects.

§ 23 Retaking examinations

- (1) Students are entitled to retake positively assessed examinations once up to twelve months after taking them, but no later than the completion of the respective study section or the completion of the respective degree program. The positively assessed examination becomes null and void when the student retakes. This also applies to internships.
- (2) Students are entitled to retake negatively assessed examinations three times. All attempts for the same examination and for jointly organized studies at all participating educational institutions are to be counted towards the number of permitted examination attempts. Further retakes are not permitted.
- (3) The third retake of an examination is to be conducted by an examination board if the examination is conducted in the form of a single examination procedure. At the student's request, this also applies to the second retake.
- (4) Students are entitled to repeat internships marked in the curriculum once in the event of a negative assessment. In the event of a repeated negative assessment, a second repetition may be provided for in order to avoid cases of particular hardship.
- (5) The setting of deadlines and the obligation to take module examinations as a prerequisite for retaking examinations are not permitted.

§ 24 Recognition of examinations

- (1) At the request of the degree student, positively assessed examinations shall be recognized by the Recognition Committee if they were taken at a recognized domestic or foreign post-secondary educational institution and this is documented by means of a transcript of records in German or English, provided that there is no significant difference to the examinations prescribed in the curriculum. Examinations taken for a subject at a domestic post-secondary educational institution or at a recognized post-secondary educational institution of an EU or EEA country shall be recognized for the same subject in the further course of the same degree program at another domestic post-secondary educational institution if the ECTS credits are the same, differ only slightly or exceed the required level.
- (2) Artistic or academic activities in institutions outside Stella and in the case of jointly established studies outside the participating educational institutions, which can provide artistic or academic professional training, shall be recognized as an examination by the Recognition Committee at the request of the degree student, provided there is an insignificant difference, in accordance with the type of activity and the projects of the institution concerned as well as the type and scope of the student's participation or activity. The recognition of

artistic or scientific activities in institutions outside the Stella and in the case of jointly established studies outside the participating educational institutions is carried out by means of an informal application by the student to the Office of Student Affairs in German or English. The informal application must describe the type of activity as well as the type and scope of the student's involvement and be supported by appropriate documents (e.g. certificates, module descriptions, etc.). Recognition by the Recognition Committee is granted once it has been established that there is no significant difference in performance. An appeal against the decision may be lodged with the Stella Senate within a period of one month, which may, after examination, initiate a resubmission of the application to the Recognition Committee. A further appeal in the same matter is no longer permitted. The Stella website also provides information in German and English on the recognition of artistic or scientific activities at institutions outside Stella and in the case of jointly established studies outside the participating educational institutions.

(3) Upon application by degree students who wish to complete parts of their studies abroad, the Recognition Committee is to determine which of the planned examinations do not differ significantly from the examinations prescribed in the curriculum. The documents required for the assessment are prepared with the support of the Student Affairs Office and/or the International Office and must be submitted by the applicant.

(4) In the event of complaints regarding the recognition of examinations, students have the opportunity to submit an informal complaint to the Office of Student Affairs. Once the complaint form has been received, the complaint is forwarded to the Senate Complaints Commission. The Complaints Committee must meet within 30 days of the submission of the complaint form and discuss the complaint. Feedback to the student in question should be provided in less than 45 days.

(5) The recognition of an examination shall be deemed to be an examination taken and a positive assessment of the corresponding examination prescribed in the curriculum in the degree program for which the examination is recognized.

(6) Positively assessed examinations taken by non-degree students may only be recognized for degree programs in accordance with an insignificant difference insofar as they were taken as part of higher education courses.

(7) Upon application by the non-degree student, positively assessed examinations taken at an educational institution pursuant to para. 1 shall be recognized by the Recognition Committee insofar as there is no significant difference to the examinations prescribed in the curriculum of the higher education course.

(8) The Recognition Committee consists of the Director of Studies, three representatives of the teaching and research staff delegated by the Senate, and one representative from among the students. The Director of Studies is responsible for coordinating the procedure.

(9) Advice on possible recognitions is provided by the Department of Studies or the Directorate of Studies. After the student has submitted the application and the required evidence, the Director of Studies convenes the Recognition Committee. This committee decides on the application. If the application is approved, the course will be recognized. Students will be informed of the decision of the recognition committee by the Director of Studies.

(10) Decisions on applications for recognition are to be made no later than three months after receipt of the application.

§ 25 Legal protection regarding examinations

(1) There is no right of appeal against the assessment of an examination. If there is a serious deficiency in the conduct of an examination that has been assessed negatively, the Directorate of Studies is to cancel this examination if a complaint has been submitted to the Directorate of Studies and the Senate Complaints Commission upholds this complaint. The taking of the examination that has been annulled shall not be counted towards the permitted number of examination attempts.

(2) In the case of complaints regarding the conduct of examinations, students have the opportunity to submit an informal complaint to the Student Administration Office. Upon receipt, the complaint is forwarded to the Senate. The Senate will then set up a Complaints Committee to deal with the complaint. As a rule, the complaints committee consists of a chair, a student representative, a representative from the teaching and research staff, a representative from the non-academic staff, and the Gender and Diversity Officer. The complaints committee must meet within 30 days of the submission of the complaints form and discuss the complaint. Feedback to the respective student should be provided in less than 45 days.

(3) With the exception of artistic or oral admission examinations, artistic and oral module examinations are open to the public. The examiner or the chairperson of an examination board is entitled to restrict access to a number of persons appropriate to the spatial conditions if necessary. In the case of artistic or oral committee-based examinations, each member of the examination board must be present for the entire duration of the examination. With the exception of artistic or oral admission examinations, the result of an artistic or oral examination must be announced to the student immediately after the examination. If the examination was assessed negatively, the reasons for this must be explained to the student. Artistic or oral admission examinations are exempt from this.

- (4) Students have the right to a different examination method if they can prove a disability that makes it impossible for them to take the examination in the prescribed method and the content and requirements of the examination are not impaired by a different method.
- (5) If the assessment documents (in particular assessments, corrections of written examinations and examination papers) are not handed over to the students, it must be ensured that they are kept for at least six months from the announcement of the assessment.
- (6) The examiner or the chairperson of an examination board is responsible for the orderly conduct of the examination and for keeping the examination record. The minutes are to include the subject of the examination, the place and time of the examination, the names of the examiner or the names of the members of the examination board, the names of the student, the questions asked, the assessments given, the reasons for the negative assessment, and any special incidents. With the exception of artistic or oral admission examinations, the reasons for the negative assessment must be communicated to the student in writing upon request. The examination record must be kept for at least six months from the announcement of the assessment.
- (7) The student must be granted access to the assessment documents and the examination records if the student requests this within six months of notification of the assessment. This does not apply to artistic or oral admission examinations. The assessment documents also include the examination questions asked during the examination in question. The student is entitled to reproduce these documents.

Section 6: Bachelor's theses and Master's theses

§ 26 Bachelor's theses

- (1) A Bachelor's thesis is required as part of a module in the Bachelor's degree program. More detailed regulations on Bachelor's theses are set out in the respective module handbook.
- (2) In addition to an artistic part, which forms the main focus, the artistic Bachelor's project must also include a written part. This must explain the artistic part.
- (3) The task of the Bachelor's project/Bachelor's thesis must be selected in such a way that it is possible and reasonable for students to complete it within three months.
- (4) Several students may work on a topic together if the performance of the individual students can be assessed separately.
- (5) The topic and the supervisor of the Bachelor's project or Bachelor's thesis must be announced in writing to the Directorate of Studies at the beginning of the 7th semester. The topic and supervisor are deemed to have been accepted if the Directorate of Studies does not prohibit this within one month of receipt of the notification.
- (6) A change of supervisor is permitted until the Bachelor's project/Bachelor's thesis has been assessed.
- (7) The examination board for the artistic Bachelor's thesis (Bachelor's project) is made up of at least three board members (head of degree program and two lecturers from the respective degree program). The examination committee for the scientific Bachelor's thesis is made up of the first and second assessors of the Bachelor's thesis.
- (8) Overall, the regulations set out in the guidelines for written academic theses must be adhered to.
- (9) The regulations of the Copyright Act, Federal Law Gazette No. 111/1936, as amended, must be observed when working on the question/topic and when supervising students.

§ 27 Master's theses

(1) The Master's degree program includes a Master's thesis. More detailed regulations on the question/topic, supervision, and assessment of Master's theses are set out in the respective module handbook.

(2) In addition to an artistic part, which forms the main focus, the artistic Master's project must also include a written part. This must explain the artistic part.

(3) Students have the right to propose the topic of their Master's thesis or to choose from a number of proposals.

(4) The topic of the Master's thesis must be chosen in such a way that it is possible and reasonable for students to complete it within six months.

(5) Several students may work on a topic together if the performance of the individual students can be assessed separately.

(6) The topic and the supervisor of the artistic Master's thesis or the academic Master's thesis from an academic examination subject specified in the curriculum must be announced in writing to the Directorate of Studies at the beginning of the 3rd semester.

(7) The topic and supervisor are deemed to have been accepted if the Directorate of Studies does not prohibit this within one month of receipt of the notification. A change of supervisor is permitted until the Master's thesis has been assessed.

(8) Overall, the regulations set out in the guidelines for written academic theses must be observed.

(9) The regulations of the Copyright Act, Federal Law Gazette No. 111/1936, as amended, must be observed when working on the question/topic and when supervising students.

(10) The examination board for the artistic Master's thesis (Master's project) is to be composed of at least three board members (head of degree program and two lecturers from the respective degree program). The examination board for the academic Master's thesis is made up of the first and second assessors of the Master's thesis.

(11) The majority of the secret votes cast by the individual board members is decisive in determining the grade of the committee-based examinations. If the committee does not reach a majority decision, the arithmetic mean is to be calculated from the assessments of the individual members of the examination board. In the case of a result whose value after the decimal point is less than or equal to 5, the better grade is to be rounded. If the arithmetic mean is greater than x.50, it must be rounded up to the worse grade.

§ 28 Viewing of assessment documents

- (1) If the assessment documents (in particular expert opinions and corrections) are not handed over to the student, the Directorate of Studies must ensure that they are kept for at least six months from the announcement of the assessment.
- (2) The student must be granted access to the assessment documents if they request this within six months of notification of the assessment. The student is entitled to reproduce these documents.

§ 29 Recognition of Bachelor's and Master's theses

- (1) The recognition of Bachelor's and Master's theses is not permitted, irrespective of para. 2.
- (2) Positively assessed Bachelor's and Master's theses that students have written in a degree program that they can no longer successfully complete for legal reasons is to be recognized by the Directorate of Studies upon application by the student if they meet the requirements of a Bachelor's or Master's thesis as specified in the curriculum of the degree program for which the thesis is to be recognized. The recognition of such work for more than one degree program is not permitted.

§ 30 Publication obligation

- (1) Before being awarded the academic degree, the graduate must publish a complete copy of the positively assessed Master's thesis in a suitable form by submitting it to the Stella library.
- (2) Bachelor's theses are exempt from the publication obligation.

Section 7: Academic degrees

§ 31 Award of the academic degree or academic title

(1) After the positive assessment of all examinations prescribed in the respective curriculum and in the Bachelor's and Master's degree programs after submission of the positively assessed Bachelor's or Master's thesis, the Directorate of Studies is to inform the graduates of the degree programs of the award of the specified academic degree by means of a written notification by the rector immediately, but no later than one month after the fulfillment of all requirements and conditions.

(2) After the positive assessment of all examinations prescribed in the respective curriculum and after submission of the final written thesis provided for in the curriculum, if applicable, the Directorate of Studies is to inform the graduates of higher education courses of the award of the specified Master's degree or the specified academic title by means of a written notification immediately, but no later than one month after the fulfillment of all requirements and conditions.

(3) In order to support the international mobility of graduates, a diploma supplement and a transcript of records are to be attached to the academic award certificate in both German and English, whereby the academic degree or academic title is to not be translated in addition to the term Stella. The award certificate must contain the following information:

1. the surnames and first names, if applicable the maiden name,
2. the date of birth and nationality
3. the degree completed,
4. the academic degree awarded or the academic title,
5. the overall grade.

(4) If the requirements and conditions for an academic degree with the same wording are met more than once, the same academic degree is to also be awarded more than once.

(5) If a degree program is completed on the basis of a joint degree program in which at least 30 ECTS credits were earned under the responsibility of a partner institution in the case of up to 120 ECTS credits and at least 60 ECTS credits in the case of more than 120 ECTS credits, it is permissible to issue a joint certificate with this partner institution or these partner institutions in addition to awarding the academic degree.

(6) In the case of jointly established studies, the body responsible for study law matters of the admitting educational institution is to award the academic degree, whereby the other educational institutions involved in the implementation of the degree program are to be identified.

(7) In order to support the international mobility of students and graduates, an appendix (Diploma Supplement) in accordance with Art. IX.3 of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Federal Law Gazette III No. 71/1999.

§ 32 Academic title for graduates of higher education courses

(1) The academic title “Akademische*r ...” with an addition characterizing the contents of the respective higher education course is to be defined for graduates of higher education courses if these comprise at least 60 ECTS credits.

§ 33 Use of academic title

(1) Graduates who have been awarded an academic title have the right to use this title in the form specified in the award certificate, including in abbreviated form.

(2) The academic titles BA and MA are to be added after the name.

§ 34 Revocation of domestic academic degrees or academic titles

(1) The award certificate is to be revoked and withdrawn by the rector if it subsequently transpires that the academic degree or academic title has been falsified, in particular by means of forged certificates or by faking artistic or academic achievements.

Section 8: Tuition fee regulations

§ 35 Tuition fees

- (1) Degree and non-degree students must pay a tuition fee for each semester, which is determined by the Stella Rectorate following an assessment by the Senate. The tuition fee increases by 10 % if it is paid within the grace period.
- (2) The tuition fee must be paid in advance for each semester.
- (3) Students who do not pay the fee by the end of the grace period may be excluded from continuing their studies.
- (4) The Rectorate may set an administrative fee for applications for admission examinations.

§ 36 Waiver, reduction, and reimbursement of tuition fees

- (1) The tuition fee is to be waived for degree students for semesters in which they demonstrably complete studies or practical periods within the framework of transnational EU, state, or higher education mobility programs.
- (2) The Stella Rectorate is to decide on further remission or reduction of the tuition fee upon application. The application must be accompanied by the evidence required for the decision.
- (3) Students who have had their tuition fees waived in accordance with para. 1 and who have not completed any periods of study or practical work abroad within the meaning of these regulations during this semester must pay the tuition fees retrospectively. The Stella Rectorate is to decide this.
- (4) If students have culpably caused or obtained the waiver of the tuition fee by providing incomplete or untrue information on relevant facts, they must pay double the tuition fee, irrespective of criminal liability. The Stella Rectorate is to decide this.
- (5) Students who are on leave of absence do not have to pay tuition fees.