

Information on exams and assessment

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Especially among the new colleagues there is a recurring (understandable) confusion about the legal restrictions to grade assessment that apply at Austrian universities. This information provides a *very brief* overview. For details please have a look at the Teaching Manual at <https://wiki.univie.ac.at/display/TEM>.

Different types of courses

- If you do a VO (=lecture course, “Vorlesung” in German) there is no obligatory attendance for the students and the grade needs to be determined by a **single** exam after the end of the course. You need to provide at least **four exam dates**, one at the end of the semester where the course takes place and three in the semester that follows the course. You may offer more than that and also for a longer period of time but this is not legally required.
- If you do a UE, PS, SE, **VU** (basically everything except for a VO) students’ attendance is mandatory and the grade needs to be determined by **at least two** independent acts of examination that typically take place while the course is running, e.g. continuous assessment of homework, written exams during class, presentations of results in class, seminar paper(s), or any meaningful combination of the former. The grade needs to be entered into the system via <https://uspace.univie.ac.at> before April 30 for courses in winter terms and before September 30 for courses in summer terms.
- Many VOs have problem sessions in the form of a PS or an UE attached. Note that legally speaking the VO and the PS (or UE) are two independent courses with two independent grades. In particular, you cannot require students to pass the PS in order to be admitted to the exam of the VO, etc.

Grade assessment

- The assessment criteria need to be published on u:find (via u:space, <https://uspace.univie.ac.at>) *before the start of the semester*. The degree of detail of this information is up to you but at least you need to indicate what is necessary to pass the exam (typically 50% of the points in a written exam). Possible grades are 1 (very good), 2 (good), 3 (satisfactory), 4 (sufficient), and 5 (fail).

- For lecture courses (VO) you also need to fix the first exam date *before the beginning of the semester* and publish this information on u:find. For fixing exam dates and booking rooms, please contact the SSC at `ssc.mathematik@univie.ac.at`.
- When you schedule exam dates during the teaching period, please try to avoid conflicts with other courses your students may take, especially those with mandatory attendance.

Course evaluation

- Always evaluate all of your courses. This way you receive valuable feedback from the students that may be helpful to improve the quality of your teaching. Course evaluation is fully automatic and can be initiated very easily on `https://uspace.univie.ac.at`. We recommend that you do the evaluation in the last third of your course, at least two weeks before the end of the semester.
- We encourage you to make the evaluation results available to your students, e.g. on the moodle page of your course.