

Applicable to all examinations:

1. The scheduling of examinations
 - 1.1. Undergraduate examinations should occur within the confines of regularly scheduled class sessions as listed in the published course schedule and timetable (<http://webster.ac.at/undergraduate-course-schedules>).
 - 1.2. Graduate examinations normally occur outside the confines of regularly scheduled class sessions: midterm examinations typically occur during weeks four or five; final examinations typically occur during the week immediately following the end of the term.
2. Proctoring
 - 2.1. The course instructor is solely responsible for proctoring all examinations, be they regularly scheduled or otherwise.
 - 2.1.1. Under exceptional circumstances, the respective academic department head may appoint an alternative proctor.
 - 2.1.2. Alternative proctors may include status-track faculty and scientific staff.

Applicable to rescheduling examinations:

3. Legitimate grounds for the rescheduling of examinations
 - 3.1. In exceptional circumstances, the rescheduling of examinations may be necessary when there are legitimate grounds for students having missed previously scheduled examinations.
 - 3.1.1. In such instances, a rescheduled examination is referred to as a make-up exam.
 - 3.2. In the case of either unintended absences or absences for which there has been prior notification, legitimate grounds (those which physically prevent a student from attending the examination, e.g. illness, visa issues) are to be documented in writing.
 - 3.3. Pre-arranged vacations or appointments do not constitute legitimate grounds for rescheduling examinations.
4. The rescheduling of examinations for all course participants
 - 4.1. Instructors at both the undergraduate and the graduate level are responsible for the rescheduling of examinations for all course participants.
5. The rescheduling of examinations for individual students
 - 5.1. Course instructors should communicate any student request for such examinations to their respective department head in writing. Only academic department heads may authorize the rescheduling of examinations for individual students (undergraduate or graduate).
 - 5.2. Once a rescheduled examination is approved, the department head determines the examination's time and location, and informs the Academic Services Officer of all relevant information (course, instructor, student, proctor, reasoning, and exam information) by email.

6. Rescheduling Timeframe and Grading
 - 6.1. Rescheduled examinations for individual students may be completed after the originally scheduled examination and at any time prior to the end of the following term.
 - 6.2. Students receive an incomplete grade (I) until grade entry is completed following the rescheduled examination.

7. Student's right to rescheduled examinations
 - 7.1. Students may only reschedule a single examination per course.
 - 7.2. There is no pre-defined limit on the number of rescheduled examinations that a student may either request or complete over the course of their studies.
 - 7.2.1. The university reserves the right to limit a student's eligibility for taking rescheduled examinations.