

STUDENT REGULATIONS
UNIVERSITY OF LIECHTENSTEIN

Please note that this is a translation. In the event of doubt, the German version is legally binding.

Vaduz, 3 October 2012

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Based on Art. 13, para. 2 of the Law of 25 November 2004 governing the University of Liechtenstein and Art. 20, para. 4a of the Statutes of the University of Liechtenstein of 1 March 2011, the Senate has approved the following Student Regulations:

I. General provisions

Art. 1

Object and scope of application

These Student Regulations specify the general conditions for studying at the University of Liechtenstein: registration (admission to the University), enrolment (admission to a programme) to a Bachelor's Master's, doctoral or continuing education programme, participation in continuing education events, the rights and duties of students, examinations, completion of a programme, expulsion from a programme and deregistration from the University as well as further topics governing studies at the University of Liechtenstein.

Art. 2

Identification

To the extent that no express differentiation is made, references to people and professional positions made in these Student Regulations encompass both genders.

Art. 3

Copyright

- 1) Without mutual written agreement, the copyright of work produced within the framework of a programme remains the property of the student. The student is obliged to name the University of Liechtenstein as the institution where the work was produced.
- 2) Students must declare their agreement that, under the terms of plagiarism control, the examination work they submit electronically will be checked and their work may be made publicly accessible in the University library, in other premises of the University of Liechtenstein and via intranet.
- 3) In response to a justified request, examination work can be given a blocking notice by the Academic Board for a maximum of four years. In continuing education programmes, the length of the blocking notice can in exceptional cases be extended to a maximum of 10 years. The Rector is to be informed of such blocking notices. Examination work that has been given a blocking notice may not be made accessible either to the public or within the University for the given length of time. Plagiarism control remains unaffected.

Art. 4

Data protection

In order to fulfil its duties, the University of Liechtenstein holds data of applicants, students, participants in continuing education events and graduates. This data is processed in compliance with current data protection laws.

Art. 5

Curriculum

The contents, learning aims and structure of the programmes are specified in the respective curriculum and set out in the module description.

Art. 6

Attendance

The programmes are essentially built upon the attendance of the students. Specific attendance rules are found in the curriculum or in the respective module descriptions.

Art. 7

Module

- 1) A module is a learning component composed of one or several courses and forms a defined contribution to the educational profile of a programme. Comprehensive module specifications are given in the module descriptions of the curriculum.
- 2) Individual modules can be subject to special admission requirements which are to be found in the module descriptions of the programme.

Art. 8

Maximum permitted length of study

- 1) To complete a programme at the University of Liechtenstein, the maximum length of study needs to be observed. If this is exceeded, the student will be expelled from the programme.
 - a) Bachelor's degree programmes: 12 semesters
 - b) Master's degree programmes: 8 semesters
 - c) Doctoral degree programmes: 10 semesters
 - d) Continuing education programmes: specified in the curriculum
- 2) Semesters spent on leave of absence and study breaks do not count towards the maximum permitted length of study.

II. Admission to the University and to a degree programme

A. Application

Art. 9

Application

By applying for admission to a programme at the University of Liechtenstein (enrolment) the student automatically applies for admission to the University (registration). Applications can be made online or in written form by completing an application form. The application is defined as officially submitted on the day on which all necessary documents have reached the University in their complete form.

Art. 10

Application deadlines

Applications are accepted on a continual basis but must be submitted at the latest before the application deadline. For applicants from EU/EEA countries and Switzerland, different deadlines can apply. A late application will only be considered in exceptional cases and when enough university places are available.

Art. 11

Documents

Documents submitted with the application must be copies of the originals. These will be checked against the originals before studies begin. Documents not available in German or English are to be submitted in the form of certified translations.

B. General admission requirements

Art. 12

General

- 1) All applicants for Bachelor's, Master's and doctoral degree programmes must confirm on application that they have never been expelled from studies in the same field at another university.
- 2) There is no legal right to admission.

Art. 13

Bachelor's degree programme

- 1) In order to be accepted on a Bachelor's degree programme at the University of Liechtenstein, the following requirements must be fulfilled and be proven by submitting the respective documents with the application:
 - a) Knowledge of the German language to Liechtenstein 'Matura' level with the exception of students on exchange programmes
 - b) 'Matura' or 'Vocational Matura'. In the case of a foreign 'Matura' certificate, its equivalence must either be checked or determined on the basis of a reciprocal agreement (Art. 17 ff. HSV).
- 2) Initial admission to a Bachelor's degree programme is only possible in the winter semester. Excluded from this provision are visiting students and those students changing university.

Art. 14

Master's degree programme

- 1) In order to be admitted to a Master's degree programme at the University of Liechtenstein, the student must prove to have successfully completed the relevant Bachelor's degree programme or an equivalent university programme.
- 2) Applicants who can prove to be in the last semester of their Bachelor's degree programme, or in another equivalent university degree programme, or will be completing such a programme shortly after the beginning of the semester can be accepted on an exceptional basis on the provision that they will submit the required Bachelor's degree or equivalent university degree by 31 October (for winter semester admissions) and by 31 March (for summer semester admissions). If this provision is not met, the student will be excluded from the degree programme *ex tunc*.

Art. 15

Doctoral degree programme

In order to be admitted to a doctoral degree programme at the University of Liechtenstein, students must prove to have successfully completed a relevant university Master's degree programme or another equivalent university degree programme.

Art. 16

Continuing education Master's degree programme

- 1) In order to be admitted to a continuing education Master's degree programme at the University of Liechtenstein the following requirements must be met:
 - a) University degree or an equivalent qualification, or
 - b) Completion of a relevant continuing education programme at tertiary level that corresponds in volume to at least 60 ECTS as well as six years of professional experience of which at least three must be relevant to the field to be studied
- 2) An admission "sur dossier" in accordance with Art. 24 f. of the Liechtenstein University Ordinance of 16 August 2011 results when the Vice-Rector Teaching and Learning makes a request to the Academic Board who conducts an individual assessment of the student's studying ability and checks that the necessary conditions are fulfilled. In order to carry out these tasks, the Vice-Rector Teaching and Learning can request support from the Academic Boards. Depending on the programme, maximum 15% of students can be admitted "sur dossier".

Art. 17

Other continuing education programmes

For admission to other continuing education programmes at the University of Liechtenstein, the programme-specific requirements must be fulfilled and be proven with the submission of the respective documents with the application.

C. Programme-specific admission requirements

Art. 18

Capacity

The number of university places in the individual programmes is limited. It is not obligatory to fill the programme with the maximum number of students.

Art. 19

Further admission limitations

Further admission limitations set by the University Council are listed in the programme-specific admission guidelines and reviewed according to objective and standardised criteria.

Art. 20

Additional requirements and credits for Master's and doctoral degree programmes

The Dean of the Graduate School can specify objective additional requirements to be fulfilled or credits to be earned either before the start of a Master's or doctoral degree programme or by a specified deadline. If these requirements or supplementary credits are not fulfilled in time, the student will be expelled from the degree programme *ex tunc*.

D. Decision

Art. 21

Admission

- 1) Provided the general and programme-specific admission requirements are fulfilled, applicants with very good profiles can be admitted immediately. In other cases, students are admitted in the order of fulfilment of the requirements and the date of receipt of their application.
- 2) Admission to a programme is given on the order of the Academic Board by means of a directive by the respective Academic Director of Undergraduate Studies for Bachelor's degree programmes or the Dean of the Graduate School for Master's and doctoral degree programmes and by the Vice-Rector Teaching and Learning for continuing education programmes. In this connection, any first-time admission to the University is given by the Vice-Rector Teaching and Learning.

Art. 22

Refusal

If after the general and programme-specific admission requirements have been reviewed, a student cannot be admitted, he will be informed by the Academic Board. The applicant can request a formal appealable document from the relevant Academic Director of Undergraduate Studies or from the Dean of the Graduate School or from the Vice-Rector Teaching and Learning within the space of 14 days.

Art. 23

Further ordinances and rulings

On admission to the University of Liechtenstein and to a programme, students are subject to the general regulations of the University of Liechtenstein which include in particular the respective Study and Assessment Regulations and their Guidelines as well as the Disciplinary Code.

III. Rights and obligations

Art. 24

Differences

The rights and obligations of the students differ according to status. Chapter VIII is therefore to be observed in particular.

A. Rights

Art. 25

Leave of absence

- 1) Students can request in writing up to two semesters of leave of absence per degree programme without the need for justification. During a semester on leave of absence, no credits at the University of Liechtenstein can be earned or received. Tuition fees will be reduced.
- 2) The request for leave of absence must be made in writing and submitted to the Academic Board at the latest two weeks before semester begins and is not valid until a written confirmation has been received.

Art. 26

Study break

- 1) In exceptional cases, the student can take a break from studies. Exceptional cases include:
 - a) serious illness
 - b) accident
 - c) pregnancy and maternity leave
 - d) family care
 - e) military service
 - f) grave personal or professional situation
- 2) Students are obliged to justify the reason for the break immediately and in writing to the Academic Board with the respective documents of proof. The Academic Board and the student will come to a reasonable agreement regarding the length of the study break, the credits already earned and tuition fees. Only when a written confirmation has been issued is the break approved.
- 3) The length of the break must be appropriate to the reason for absence and is not to affect the conditions governing the maximum length of study to a disproportionate degree.

Art. 27

Use of infrastructure

Students at the University of Liechtenstein are entitled to use the infrastructure of the University of Liechtenstein, such as the library, IT environment, etc. in compliance with the regulations for use.

Art. 28

Extracurricular modules

Students have the right to attend extracurricular modules if they fulfil the admission requirements and free places are available.

B. Obligations

Art. 29

Tuition fees

- 1) Tuition fees for Bachelor's, Master's or doctoral degree programmes are to be paid before semester begins. Only when the tuition fees have been paid can the student register for a module or examination. Paid tuition fees will not be returned. Tuition fees for continuing education programmes are to be paid according to the programme-specific regulations.
- 2) If tuition fees are not paid, the student is excluded from the programme and deregistered from the University.
- 3) If, in the case of a semester spent abroad, tuition fees are due at a foreign institution, the Academic Board can respond to a request by the student to reduce or waiver the University of Liechtenstein tuition fees.

Art. 30

Minimal credits to be earned

- 1) Students, with the exception of visiting and continuing education students, are obliged to earn at least 20 ECTS points per academic year. If this number is not achieved, the student is expelled from the programme.
- 2) In exceptional cases and on proof of a justified request by the student, the Academic Board can allow an exception to the minimum number of credits to be earned. Exceptional cases include:
 - a) serious illness
 - b) accident
 - c) pregnancy and maternity leave
 - d) family care
 - e) military service
 - f) grave personal or professional situation

Art. 31

Obligation to inform of changes in personal details

- 1) Students are obliged to inform the Academic Board immediately of any change in their personal details (name, address, nationality).
- 2) Students enrolled on a programme and who wish to continue the programme the following semester must pay the tuition fees within the specified deadline. This is deemed as an official notice to continue the programme. Not meeting the deadline can lead to administrative charges. After payment of the tuition fees, the student's ID must be extended. If no official notice to continue the programme is received, the student is expelled from the programme.

Art. 32

Communication

Information to the students is primarily sent via the University's electronic communication channel. Students are therefore obliged to regularly check for the arrival of new electronic messages.

Art. 33

Quality management

Students are obliged to participate in activities that serve to promote and assure the quality of the University.

Art. 34

Insurance

Responsibility for insurance against sickness, accident and liability lies with the student.

IV. Examinations

Art. 35

Module examination

The module examination proves to which extent the goals specified in the module description have been met. Details are listed in the corresponding study and assessment regulations and the module descriptions.

Art. 36

Admission to examinations

- 1) If no reasons exist to prevent the student from taking an examination, such as leave of absence, a break in studies or outstanding tuition fees, students who fulfil the respective requirements will be admitted to examinations.
- 2) In cases of physical impairment, students have the right to request the Academic Board in advance to be permitted to take the examination in an alternative form.

Art. 37

Evaluation

- 1) The evaluation of courses and other partial credits to be earned in modules is made either on a percentage scale or on the basis of the percentage-grade table in the form of a numerical grade between 3.0 and 6.0 down to a tenth of a grade (cf. percentage-grade table in Annex 1). Individual courses or partial credits in modules can be made obligatory to pass.
- 2) Evaluations are made with the following numerical grades:

6.0	=	excellent
5.5	=	very good
5.0	=	good
4.5	=	satisfactory to good
4.0	=	adequate despite deficiencies
3.5	=	not quite adequate
3.0	=	clearly not adequate
- 3) A verbal evaluation is given when this is specified in the module description and is defined as follows:
 - a) pass
 - b) fail
- 4) The accumulation of partial credit values of module grades is regulated according to the specific programme. Numerical evaluations of modules are commercially rounded to a half-grade. As a supplement, the ECTS points table can also be displayed.

Art. 38

Announcement of the grades

The grades will be communicated to each student individually via intranet on a protected basis. On request, students can have their grades confirmed in writing.

Art. 39

Failure to observe deadlines

- 1) If an examination date is not observed, and the student has not given prior notice, this will be included in the number of permitted examination attempts unless an important reason exists. Important reasons refer exclusively to sickness and accident and are best proved with a doctor's certificate or police report.
- 2) If submission deadlines are not observed, the respective work is deemed as failed and will be evaluated with zero points unless an important reason exists. Important reasons for not meeting a submission deadline comprise illness, accident, pregnancy, military service and urgently required family care. The reasons must be justified and submitted in writing to the respective Academic Director. The respective Academic Director can permit an extension of the submission deadline.

Art. 40

Repeating an examination

- 1) As a rule, examinations can be repeated twice. It must be noted that the second repeated examination will be administered by an Examination Board. The Academic Board specifies the date and whether the examination will be conducted as an oral or written examination.
- 2) Continuous assessment courses can be repeated twice by re-attending subsequent courses.
- 3) For final papers and theses, the number of permitted repetitions can be limited by the study and assessment regulations.

Art. 41

Right to inspection

Students have the right to inspect their corrected examination papers under supervision until the end of the following semester.

Art. 42

Unlawful behaviour

An examination is evaluated with the lowest grade if a student attempts or perpetrates deceit or if their behaviour prevents the examination from being held in an orderly manner. This does not affect disciplinary action being taken in accordance with the Disciplinary Code.

Art. 43

Recognition of credits

- 1) Credits earned at other universities can be recognised by the University of Liechtenstein on request from the respective Academic Board, when:
 - a) They are equivalent to the credits in the respective curriculum of the University of Liechtenstein and
 - b) When proof exists of their successful completion
- 2) The maximum number of ECTS points that can be recognised is specified in the study and assessment regulations of the individual programmes
- 3) In the case of a change between programmes at the University of Liechtenstein, successfully completed modules that are offered identically in the respective curricula are also recognised.
- 4) Final papers and theses are never included in the calculation of points.
- 5) Credits earned from continuing education programmes are never included in the calculation of points in Bachelor's, Master's and doctoral degree programmes.

V. Successful completion of a programme

Art. 44

Successful completion of a programme

- 1) A programme is considered successfully completed when all the required module examination components in the curriculum have been passed or recognised within the maximum permitted length of study.
- 2) In programmes which require a thesis to be written, successful completion depends on the punctual submission of a guideline-compliant copy.

Art. 45

Overall grade

The overall grade provides information on the overall success achieved by a student in a programme and is calculated as the weighted arithmetic average of the individually evaluated modules of the curriculum – measured in ECTS points and rounded to a tenth of a grade. Verbally evaluated modules as well as recognized modules are not included in the calculation.

Art. 46

Honours

- 1) In Bachelor's and Master's degree programmes, the following honours are awarded:
 - a) For an overall grade of 5.50 to 6.00: pass with distinction
 - b) For an overall grade of 5.00 to 5.49: pass with great success

- 2) In doctoral degree programmes, the following honours are awarded:
 - a) For an overall grade of 5.50 to 6.00: summa cum laude;
 - b) For an overall grade of 5.00 to 5.49: magna cum laude.

Art. 47

Diploma and Diploma Supplement

The diploma and diploma supplement for the completion of Bachelor's, Master's, doctoral and continuing education programmes are issued in German and English. The diploma bears the signature of the Rector and the Chair of the Senate. The diploma supplement lists the credits earned as well as the overall grade.

Art. 48

Award of the university qualification

The Chair of the Senate awards the respective university qualification at an official graduation ceremony. At this point, the student is entitled to hold the title or degree in the form stated on the certificate.

VI. Expulsion from the programme

Art. 49

Expulsion

Expulsion from a programme is enacted with a written directive issued by the respective Academic Director of Undergraduate Studies for Bachelor's degree programmes or by the Dean of the Graduate School for Master's and doctoral degree programmes and by the Vice-Rector Teaching and Learning for continuing education programmes.

VII. Deregistration from the University

Art. 50

Legal consequences

- 1) Admission to the University of Liechtenstein (registration) is ended with a formal deregistration. On deregistration, the legal relationship between the University of Liechtenstein and the student is ended.
- 2) Deregistration takes the form of a written directive issued by the Vice-Rector Teaching and Learning.

Art. 51

From the point of view of the University

Students are deregistered from the University when a reason for deregistration exists. Reasons for deregistration are in particular:

- a) Disciplinary sanction
- b) When no enrolment for a programme has been made
- c) When tuition fees are outstanding

Art. 52

On request

Students are deregistered from the University when they

- a) Have completed a programme at the University and request deregistration
- b) Break off their studies at the University or have been expelled from a programme and request deregistration

VIII. Special provisions

Art. 53

Visiting students

Students from other universities with a valid confirmation of registration from their home university can apply to participate in modules in programmes at the University of Liechtenstein and take examinations provided they fulfil the necessary requirements and can prove to have an adequate knowledge of the language of tuition.

Art. 54

Visiting auditors

- 1) Persons who are not registered at the University can attend modules in programmes and take examinations provided they fulfil the general and programme-specific admission requirements and can prove to have adequate knowledge of the language of tuition.
- 2) Guest auditors do not count as students. However, they are subject to the general regulations of the University and the disciplinary code.

Art. 55

Participants of continuing education events

Persons taking part at the University of Liechtenstein in continuing education events such as seminars, lectures and congresses are not registered at the University and therefore do not count as students. However, they are subject to the general regulations of the University and the disciplinary code.

Art. 56

Promoting exceptionally-gifted pupils

Within the scope of promoting outstanding talent, pupils who are proven to be exceptionally gifted can apply in exceptional cases to attend modules in Bachelor's degree programmes from the age of 16. Attendance of modules is free of charge. The pupils can take the module examinations.

IX. Legal rights

Art. 57

Legal rights regarding examinations

It is prohibited to take legal action against the assessment of an examination. In the event of a severe fault in the execution of an examination, the student can appeal to the Rectorate to annul the results of his examination. The appeal is to be submitted to the Rectorate within 14 days of receipt of the examination result. The gravity of the failure to execute the examination correctly is to be justified. If the Rectorate annuls the examination result, this examination is not counted among the permitted number of examination attempts.

Art. 58

Other legal rights

- 1) Decisions made by the University can be appealed within 14 days by filing a complaint to the Rectorate.
- 2) Decisions made by the Rectorate can be appealed within 14 days by filing a complaint to the University Council.
- 3) Decisions made by the University Council can be appealed within 14 days by filing a complaint to the Complaints Committee for Administrative Matters.
- 4) Decisions made by the Complaints Committee for Administrative Matters can be appealed within 14 days by filing a complaint to the Administrative Court.
- 5) Complaints can only be directed against illegal actions or incomplete statement of facts.

X. Final provisions

Art. 59

Curricula, Study and Assessment Regulations and further regulations

Supplementary to these study regulations, the respective curricula, study and assessment regulations and well as other programme-specific regulations also apply.

Art. 60

Effect

These regulations take effect on 3 October 2012 and replace the Study Regulations of 1 September 2012 except for Art. 46 which does not take effect until 1 February 2013 and has no effect on degrees earned before this date.

ANNEX 1

Official % point-grade scale for the University of Liechtenstein

% points	grade	rounded	verbal	% points	grade	rounded	verbal
10	3.0	3.0		55	3.9	4.0	meets the requirements although there are deficiencies (4.0)
11	3.0			56	4.0		
12	3.0			57	4.0		
13	3.0			58	4.0		
14	3.0			59	4.1		
15	3.0			60	4.1		
16	3.0			61	4.1		
17	3.0			62	4.2		
18	3.0			63	4.2		
19	3.0			64	4.3	4.5	satisfactory to good (4.5)
20	3.0			65	4.3		
21	3.0			66	4.3		
22	3.0			67	4.4		
23	3.0			68	4.4		
24	3.0			69	4.4		
25	3.0			70	4.5		
26	3.0			71	4.5		
27	3.0			72	4.5		
28	3.0			73	4.6		
29	3.0		74	4.6	5.0	good (5.0)	
30	3.0		75	4.7			
31	3.0		76	4.7			
32	3.0		77	4.8			
33	3.0		78	4.8			
34	3.0		79	4.8			
35	3.0		80	4.9			
36	3.1		81	4.9			
37	3.1		82	5.0			
38	3.2		83	5.0			
39	3.2		84	5.1			5.5
40	3.3	3.5		85	5.1		
41	3.3		not	86	5.2		
42	3.4		quite	87	5.2		
43	3.4		adequate	88	5.3		
44	3.5		89	5.3	6.0	excellent (6.0)	
45	3.5		90	5.4			
46	3.6		91	5.4			
47	3.6		92	5.5			
48	3.7		93	5.5			
49	3.7		94	5.6			
50	3.8		95	5.7			
51	3.8	4.0	adequate	96	5.8		
52	3.8		despite	97	5.8		
53	3.9		deficiencies	98	5.9		
54	3.9			99	5.9		
			(4.0)	100	6.0		