

**STUDENT REGULATIONS**  
**UNIVERSITY OF LIECHTENSTEIN**

Vaduz, 2 December 2015

**This document has been translated into English. If there is any inconsistency or ambiguity between the German and the English versions, the German version shall prevail.**

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By virtue of Article 13(2) of the *Gesetz vom 25. November 2004 über die Universität Liechtenstein* and Article 20(4)(a) of the *Statuten der Universität Liechtenstein vom 1. März 2011*, the Rectorate and the Senate hereby enact 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, 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*

Unless otherwise provided, any references to individuals in these regulations shall apply to both men and women equally.

### 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 Rectorate 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 outcomes and structure of the programmes are specified in the respective curriculum and set out in the module descriptions.

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: 14 semesters
  - b) Master's degree programmes: 10 semesters
  - c) Doctoral degree programmes: 10 semesters
  - d) Continuing education programmes: specified in the curriculum
  - e) Where the submission of a thesis is the only remaining requirement for the completion of a Bachelor's or Master's degree programme or the submission of library copies is the only remaining requirement for the completion of a doctoral degree programme, the Vice-Rector for Teaching and Learning may, upon request, approve a one-off additional semester to complete these missing requirements.
- 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.

#### 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. The University reserves the right to make admission dependent on the submission of certified copies of certain documents. Where documents are unavailable in German or English, certified translations must also be provided.

### B. General admission requirements

#### Art. 12

##### *General*

- 1) Upon discontinuation of a Bachelor's, Master's or doctoral degree programme at the University of Liechtenstein or expulsion from one of these, it will not be possible to be accepted to the same degree programme again.<sup>1</sup>
- 2) There is no legal right to admission.

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<sup>1</sup> Art. 12(1) amended by Senate resolution 1/6/2016.

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 general 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, and
  - 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 (Arts. 17ff. HSV<sup>2</sup>).
- 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.
- 3) Applicants who will receive their 'Matura' certificates shortly prior to the beginning of the semester may be accepted on an exceptional basis on the condition that they will submit their 'Matura' certificate by 31 October. If this condition is not met, the student will be excluded from the degree programme *ex tunc*.

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 and adequate knowledge of the language of tuition.
- 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 condition 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 condition 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 and adequate knowledge of the language of tuition.

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.

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<sup>2</sup> *Verordnung vom 16. August 2011 über das Hochschulwesen (Hochschulverordnung; HSV)* (Higher Education Regulations).

- 2) An admission “sur dossier” in accordance with Arts. 24f. HSV<sup>3</sup> results when a request is made by an Academic Board to the Vice-Rector for Teaching and Learning to conduct an individual assessment of the student’s studying ability and check that the necessary conditions are fulfilled. In order to carry out these tasks, the Vice-Rector for Teaching and Learning can request support from the respective Academic Board. Depending on the programme, a maximum of 15% of the 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.

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*

For applicants whose previous studies do not fulfil the essential substantive requirements for their chosen programme, the Academic Directors of Master’s degree programmes and the Doctoral Commission may specify objective additional requirements to be fulfilled or credits to be earned before the start of a Master’s or doctoral degree programme respectively. The applicant concerned will have the status of a guest participant under Art. 54. The normal tuition fees will apply.

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<sup>3</sup> *Verordnung vom 16. August 2011 über das Hochschulwesen (Hochschulverordnung; HSV)* (Higher Education Regulations).

## **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 by means of an official notification by the Academic Director and the Vice-Rector for Teaching and Learning. Where necessary, this will also constitute an automatic first-time admission to the University.

### *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 Vice-Rector for Teaching and Learning within 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. The most recent versions of the respective rules and regulations are published on the University of Liechtenstein's website.

## **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 (with the exception of visiting students and students in continuing education programmes) 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 least two weeks before semester start and is not valid until a written confirmation has been received. If it is not possible for students at a very advanced stage to take the modules required to complete their degree programme in the semester concerned, the request must be submitted a week after semester start at the latest.

#### 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 shall be excluded from the programme and deregistered by virtue of Art. 51. Upon late payment, handling fees may be charged.
- 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 waive 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 in every two consecutive semesters (excluding any semester leaves of absence and study breaks). If this number is not achieved, the student shall be 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. 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 will be 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 the extent to which the goals specified in the module description have been met. Details are listed in the corresponding study and assessment regulations and the module descriptions. In case a module indicated in the curriculum is no longer offered, the Academic board will specify an equivalent module which must be completed in lieu thereof.

### Art. 36

#### *Admission to examinations*

- 1) If no reasons exist to prevent the student from taking an examination, such as leave of absence or a study break, students who fulfil the respective curricular 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.
- 3) Examinations for regular courses in consecutive degree programmes will be offered at least once per semester. For irregular lectures, an examination date will be offered in the same semester and in each of the following two semesters respectively.
- 4) The presentation and defence of Master theses can take place in the first 10 days of the semester following completion of the thesis. In such cases, the grades will be credited to the semester in which the thesis has been completed and assessed. Where this constitutes the final credits required for completion of the degree, the student will remain enrolled in the degree programme until the credits has been earned (without tuition fees).

### Art. 37

#### *Evaluation*

- 1) In consecutive degree programmes, the evaluation of courses will be made in the form of a numerical grade rounded to a half-grade.<sup>4</sup> The successful completion of individual courses or partial credits from modules may be declared as compulsory. In continuing education programmes, several courses may be combined into comprehensive examinations, which will also be assessed in the form of a numerical grade rounded to a half-grade.
- 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

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<sup>4</sup> Expiring provision for Business Economics prior to the entry into force of the Master's Curriculum on 1/09/2015: The assessment of partial performance of modules will be provided in the form of a numerical grade to a tenth exactly.

- 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 or course credits into module grades is regulated according to the specific programme. Numerical evaluations of modules are rounded to a half-grade.

#### 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, the respective exam will be deemed as failed and evaluated with 3.0. This will count towards the number of permitted examination attempts unless an important reason exists. Important reasons refer exclusively to sickness and accident and must be proved with a doctor's certificate or police report as soon as possible.
- 2) If submission deadlines are not observed, the respective work will be deemed as failed and evaluated with 3.0 unless an important reason exists. Important reasons for not meeting a submission deadlines 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) 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 always 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 recognised 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 5.5 to 6.0: pass with distinction
  - b) For an overall grade of 5.0 to 5.4: pass with great success
  
- 2) In doctoral degree programmes, the following honours are awarded:
  - a) For an overall grade of 5.5 to 6.0: summa cum laude;
  - b) For an overall grade of 5.0 to 5.4: 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 modules completed 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 a programme**

Art. 49

*Expulsion*

Expulsion from a programme takes effect with a written official notification issued by the respective Academic Director and the Vice-Rector for Teaching and Learning for Bachelor's, Master's and doctoral degree programmes and by the Vice-Rector for Teaching and Learning for continuing education programmes.

## **VII. Deregistration from the University**

### Art. 50

#### *Legal consequences*

- 1) Admission to the University of Liechtenstein (registration) ends upon formal deregistration. On deregistration, the legal relationship between the University of Liechtenstein and the student is terminated.
- 2) Deregistration takes the form of a written directive issued by the Vice-Rector for Teaching and Learning. Deregistration pursuant to Art. 51 may take effect from the end of the previous semester.

### Art. 51

#### *On the part of the University*

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

- a) disciplinary sanction;
- b) where no enrolment for a programme has been made;
- c) where tuition fees are outstanding.

### Art. 52

#### *Upon request*

Students shall be deregistered from the University if they

- a) have completed a programme at the University and request deregistration;
- b) abandon 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 programme modules at the University of Liechtenstein and take examinations provided they fulfil the general and programme-related admission requirements and can prove to have an adequate knowledge of the language of tuition. The regular tuition fees apply in such cases, unless these are not charged due to exchange agreements.

Art. 54

*Guest participants*

- 1) Persons who are not registered at the University can apply to attend programme modules 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) Application for attending extracurricular modules must be submitted to the Vice-Rector for Teaching and Learning. The admission requirements are the 'Matura' certificate and adequate knowledge of the language of tuition.
- 3) Guest participants do not count as students. However, they are subject to the general regulations of the University within the meaning of Art. 23 and the disciplinary code.

Art. 55

*Participation in Master's modules by Bachelor students in higher semesters*

Under certain conditions, advanced Bachelor students have the opportunity to attend modules of subject-related Master's degree programmes. Detailed regulations shall be adopted by the Vice-Rector for Teaching and Learning.

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. The pupils can take the module examinations. Attendance of modules is free of charge.

## **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 an appeal to the Rectorate.
- 2) Decisions made by the Rectorate can be appealed within 14 days by filing an appeal to the University Council.
- 3) Decisions made by the University Council can be appealed within 14 days by filing an appeal 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 an appeal to the Administrative Court.
- 5) Justifications for the appeal must be provided.
- 6) Appeals generally have suspensive effect, unless it is stated that the decision shall have immediate effect. Decisions fully in line with the applications made by students shall take effect immediately. For appeals against expulsions, the credits earned during the appeal procedure shall only be credited where an appeal is upheld; they shall be without effect until a final decision has been reached.

## **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 as well as other programme-specific regulations also apply.

Art. 60

*Effect*

These regulations take effect on 1 February 2016 and replace the Study Regulations of 3 October 2012.