

❖ Deadlines, Limitations for the enrollment

- For limitations on exam-dates please see prefix.
- The student who does not pass all the exams of the *first four* semesters is *not entitled to register for semester 5*.
- The student who does not pass all the exams of *semesters 5 -10* until the 25th July 2012 and does not collect at least *250 credits* (including at least 40 credits from elective courses) with a mean of min. 2.1 *is not entitled to start the 11th (practical) semester*.

Accordingly, up to the end of semester 4 missing exams are no objections to registration. Nevertheless, **registration for the semester is obligatory** as stated above.

Please note: *Without being registered you are **not entitled to attend classes!*** More than five weeks of absence in a term results in an automatic *exclusion* from the semester.

There is no way getting enrolled to semester 5 or the 11th (practical) semester without having passed all the exams (mid-terms as well as finals) of semesters 1–4 and 5-10, respectively.

According to the **credit-system** 240 credits have to be collected by fulfilling the requirements in compulsory subjects and the 11th semester whereas a minimum of 40 credit points are requested from elective subjects. 20 points are taken into account for the diploma thesis and 30 credits for the state exams. Credits are granted after the *successful exam* only.

For the list of **elective courses** please contact the Secretariat or our homepage. *Ad hoc* courses held by departments (guest lecturer, meeting etc.) cannot be accepted as credits if not indicated otherwise. For elective courses with limited number of participants a deposit of EUR 150,- might be asked for to ensure attendance. It will be refunded if the course was attended and the exam attempted.

Please **watch** continuously the sum of **your credits!** The prerequisite to sit the state exam is a mean credit value of min. 2.1. The mean is calculated from the sum total of credits according to the formula: $\text{Mean} = \text{credits} \times \text{grades} / 300$.

The Student's Secretariat will issue and mail on request *certificates of completion* directly to the indicated institutions only concerning *subjects* that have been concluded by credits. For more than 5 copies/semester a fee of EUR 30,-/copy will be charged.

The Departments are entitled to couple the issuing of a certificate to the completion of another subject taught by the same Department, depending on thematic coherence and international equivalence (e.g. Biology – Anatomy – Histology).

❖ Diploma Thesis

Thesis can be written under the supervision of any Department or Clinic. The student is advised to contact in this matter a department of choice in time (from semester 5 onwards) to ensure a place for the diploma work. The topic and the supervisor have to be indicated at registration for the 10th semester.

Two copies of the thesis have to be submitted at the department till *mid-August* or *mid-November* (none of them will be returned!) and have to be defended *by mid-September* or *mid-December*, for the Spring- and Winter-term, respectively. The exact date has to be agreed with the relevant department. A rejected final paper can be corrected and re-submitted after two months.

❖ State Exams

The state exams can be started only with the deposition of the study record book at the Secretariat with all necessary signatures (collected by the student) - all the exams prescribed in the curriculum have to be completed. Certifications from the relevant Departments about the submission of a work-report and the successful defence of the diploma thesis must be enclosed.

State exam **subjects**:

- Epizootiology
- State Veterinary Medicine
- Food Hygiene

Procedure for applying for the State exams

The subjects will be examined successively with an interval of two weeks, i.e. one at each occasion. The student has to decide the sequence of subjects by *registration for the exams in a written form at the Secretariat* of International Study Programs not later than **15th September**. The state exams start in January,

the exact dates for each student will be given by the Secretariat. The student has to declare the acceptance or refusal of the dates by his/her signature.

Re-takes of the State Exams

One single re-take exam can be sit in February if the student failed *in one subject only*, the second re-take option is in May. Should there be *more* than one subject missing so all the re-takes (2/subject) are in May.

The *result of the state exam* is given as the mean of the results in the subjects of the examination and the defence of the thesis.

The defence of the diploma thesis and the state exam may follow the completion of the curriculum at the given dates of the same year or at the given dates of the following **two years**.

The *diploma has a grade* based on the mean of the results of the state exam and the final exams. Diploma grades are: "*rite - cum laude - summa cum laude*".