

Department Petroleum Engineering

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DPE Examination Guidelines

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Examination Guidelines

1. Preamble

These regulations shall apply to BSc and MSc course exams that are evaluated by the use of written examinations. These regulations are governed by the Department Petroleum Engineering (DPE).

2. Scope

These regulations pertain to examinations that are supervised by DPE.

3. Regulations for Written Exams

3.1. Pre-requisites to Written Examination

- If not automatically registered by the student's office at DPE, it is the responsibility of the student to register for the examination via MUonline or via the student's office at DPE.
- It is assumed that upon entering the examination room, it is the intent of the student to complete the examination. Visitors are not allowed to examination rooms.
- Students are responsible to judge their own state of health before starting the examination, and to assess and communicate to the examination supervisor when they are unable to undertake the examination.
- Students writing examinations must present their valid student ID card visible on their desk during the exam.
- Students are permitted to bring the following items to an exam:
 - blue/black ball pen or rollerball - pencils, fountain pens and any other colour than blue or black as well as any forms of correction pens, will not be permitted - and,
 - for examinations requiring the use of a calculator, unless otherwise specified by the examiner, only non-programmable, non-text storing devices are allowed, such as calculators approved by the ÖH, are permitted.
- All equipment brought and relevant to the examination must be placed on the candidate's desk and kept in view during the examination.

3.2. Use of Dictionaries and Other Electronic Equipment

3.2.1. Dictionaries

- Unless expressly allowed by the examination supervisor, translation dictionaries in hard copy are not permitted.

- Translation dictionaries must not include any definitions or synonyms. Other dictionaries (thesaurus, definition, technical) are not allowed, unless otherwise specified by the examiner.

3.2.2. Electronic Equipment

- Electronic dictionaries are not permitted, whether they are for translation only or other.
- Mobile phones and all web-accessible electronic devices (i.e. smart watches) are not permitted, and thus, must be turned off and must not be in the student's possession during the exam.

3.3. Guidelines for Conducting Written Examinations

- Any material brought into the examination room may be inspected.
- The University is not responsible for the loss of personal belongings during an exam, and students are encouraged to leave valuables at home.
- For closed-book examinations, books, notes, other material containing information pertaining to the examination, pencil cases and calculator covers should be left with other personal belongings, away from the desk area.
- For open-book examinations, only the predetermined printed materials specified beforehand by the lecturer, are allowed.
- Sharing of materials (pens, rulers, calculators, etc.) is not allowed
- Talk or any other form of communication between students is forbidden.
- Students who arrive after the examination has begun will not be given extra time.
- Students must write their name and student ID and sign all examination materials (i.e. additional paper), as well as the signature sheet.
- Once the invigilator indicates the end of the examination period, students will not be given any extra time to write their names on the examination materials or for other reasons.
- Students are required to submit all examination materials at the end of the examination period. Completed work must be done in accordance with the examination instructions, and must be handed in, unless otherwise specified by the invigilator, to the invigilator.
- Eating is not permitted in the examination rooms.

3.4. Examinations Will Have Assigned Seating

- Students must sit where they are assigned to by the invigilator.
- The invigilator reserves the right to change a student's seat.

4. Regulations for Oral Examinations

4.1. Pre-requisites for Oral Examination

- It is the responsibility of the student to register for the examination via MUonline or via the student's office at DPE.

- It is assumed that upon entering the examination room, it is the intent of the student to complete the examination. Visitors are not allowed to examination rooms.
- Students are responsible to judge their own state of health before starting the examination, and to assess and communicate to the examination supervisor when they are unable to undertake the examination.
- Students must present their valid student ID card prior to the exam.
- Prepare for the oral examination differently than for a written exam: train answers to certain questions during preparation, as typically the oral examination may be the first time you defend a certain topic orally.

4.2. Guidelines for Conducting Oral Examinations

- Obey a certain dress code for oral examination. A formal business attire is expected for students.
- Oral examinations may be conducted by a commission, which is two or more professors.
- Bring writing material, such as a pen and paper to the oral examination.
- Aim to answer questions precisely and in a compact form.
- In case you are asked to present drawings or diagrams aim at being able to produce adequate drawings in an engineering and scientific way.

5. General Guidelines

5.1. Illness Prior to Examinations

- A Student who fell ill before the examination starts shall report their non-attendance to the students office at DPE as soon as possible.
- In case of an illness the student is required to bring a confirmation from a medical doctor.

5.2. Illness During Examinations

Students, who fall ill during examinations or feel that they cannot continue the examination in progress due to illness should report this to the examination supervisor, hand in their paper, which will be valid and consequently be graded.

5.3. Breaches of Regulations

- Cheating is an extremely serious offence, and any student found by the examination supervisor to have cheated or attempt to cheat in an examination may be deemed to have their exam evaluated as “invalid / cheating” (“Ungültig / Täuschung” in German).
- Students who are caught cheating are restricted to re-take exams for a retention period (“Sperrfrist”) for at least 4 weeks.
- Any exam designated as “invalid” will count as valid accession of the respective exam and appear on the student’s transcript.

- If an invigilator suspects a student of cheating, she/he shall confiscate any prohibited material and shall inform the Head of DPE via recording in the examination protocol.