

Titel: OKP1.00.03-IN-Information for students about the course of study and the JOANNEUM|online application „Requests“

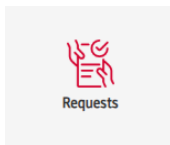
1. Introduction

You will find a range of relevant information about the [Student-Life-Cycle](#) on the FH|Wissensplattform (i.e. knowledge platform) and in the [Study and Examination regulations](#).

To continue your studies as regular, you must re-register for the following semester/subject-specific semester. One of the prerequisites is the payment of the mandatory student fees (“[Gebühren und Beiträge](#)”). After payment, your studies will be re-registered and your current study confirmations (“[Studienbestätigungen](#)”) will be available to download.

However, there are circumstances that lead to a different course of study (“[Studienverlauf](#)”).

You can use the JOANNEUM|online application „Requests“ (“Anträge”) to request and announce the following changes to your course of study.



Tip: Before submitting a request, get in contact with your head of the degree/course programme to discuss your options in advance, if necessary!

2. Request: Suspension of studies

2.1 What is Suspension (“[Unterbrechung](#)“)?

Are you unable to continue your studies at the moment, but will definitely be able to continue later? You have the option of applying for a suspension of your studies!

2.2 What do I have to provide?

Specify the date (e.g., the start of the next semester) from which you would like to suspend your studies. You must also indicate the semester (winter or summer) and subject-specific semester (2nd, 3rd, etc.) in which you intend to restart your studies. Since a suspension must be justified, you can state the reasons directly in the request or select that you will communicate these (confidential) reasons directly to the head of the degree/course programme or have already done so.

2.3 How does it work?

After submitting your request, you will receive confirmation by email, and your request will be checked. You can view the status at any time under “My Requests.”

If approved, you will no longer be an active student starting from the date of suspension. Your study contract/study place will remain valid. By paying the ÖH fee, your insurance coverage remains valid, and you will receive study confirmations. It is not possible to attend courses, internships, or take exams.

When you return to your studies, you will resume your study in the semester in which you suspended it. Contact the degree/course programme in due time so that there is nothing to prevent you from continuing your studies!

Please note that the suspension can be requested for a maximum period of one year.

2.4 Request: Extension of the suspension of studies

Are you unable to continue your studies in the semester you intend to return?

You have the option of applying for an extension of your study suspension!

If your request is denied, you will receive an explanation from the head of the degree/course programme.

3. Notification: Repetition of an academic year

3.1 What is the Repetition of an academic year (“[Wiederholung](#)“)?

Have you failed a board examination but would like to continue your studies?

You have the one-time opportunity to notify the repetition of an academic year.

After the negative grade has been announced, you are no longer a student and would have to terminate your studies. But you can start the academic year again and still complete your studies successfully.

3.2 What do I have to provide?

After you have been informed that you have failed the board examination, you have 1 month to announce that you will be repeating the academic year. If you can prove that you have waived your right to take the board examination, the same deadline applies.

Enter the date of the board examination and send off the notification of the repetition.

3.3 How does it work?

After submitting the notification of repetition, you will receive confirmation by email, and your notification will be checked. You can view the status at any time under “My Requests.”

Upon confirmation of your notification, you will receive information about when you can restart your studies and which courses, internships, and exams you will need to retake.

Your study contract/study place remains valid from the time of the examination board review (notification of the negative grade) until you resume your studies. You will then begin the semester in a new cohort at a lower subject-specific semester of study.

4. Notification: Discontinuation of studies / Termination of the study contract

4.1 What is the notification of discontinuation of studies/termination of the study contract (“[Studienabbruchs/Kündigung](#)“)?

You do not want to continue your studies at FH JOANNEUM and are thinking of dropping out early?

You have the option to terminate your study contract and announce your decision.

There is no specific deadline for terminating the study contract. As soon as you submit your binding request to discontinue your studies, you will be deregistered/exmatriculated from your studies on the date you specify.

4.2 What do I have to provide?

From this date onwards, you will no longer be a student at FH JOANNEUM.

You may optionally inform FH JOANNEUM or the head of the degree/course programme of the reasons for your decision to discontinue your studies. You may do so in person, in a personal email, or directly in the request.

4.3 How does it work?

After submitting the notification, you will receive confirmation by email, and your notification will be processed. Your studies will be terminated on the specified date, and you will be reported as a dropout. You will no longer be able to take exams or attend courses.