



Examination regulations 6.1

Note: The document is a translation of a Section of the Statutes which was originally issued in German. It should serve to inform you of the contents of the German document. Please note that in case of (legal) dispute the official German version of this document is (legally) binding.

Table of contents

1)	Scope	3
§ 1	Legal bases	3
2)	Enrolment in courses and modules.....	3
§ 2	Standard enrolment: Course and module enrolment	3
§ 3	Flexible enrolment: Course and module registration	4
§ 4	Compulsory attendance and compensatory work.....	4
§ 5	Part-time studies	6
§ 6	Interruption of study.....	6
3)	Exams & Performance assessment.....	7
3.1	General regulations regarding the exam system (standard and flexible enrolment)	7
§ 7	Exams and submission deadlines.....	7
§ 8	Organisation of exams	8
§ 9	Organisation of oral exams	8
§ 10	Organisation of online exams.....	9
3.2	Standard enrolment: Examinations	9
§ 11	Standard enrolment: Taking an exam	9
§ 12	Standard enrolment: Exam conducted by a committee	10
§ 13	Standard enrolment: Resuming study.....	11
3.3	Flexible enrolment: Exam system	12
§ 14	Flexible enrolment: exams	12
§ 15	Flexible enrolment: exam/assessment conducted by committee	12
§ 16	Flexible enrolment: Resuming study	13
3.4	Further regulations regarding exams & performance assessment.....	14

§ 17	Recognition of prior learning	14
§ 18	Exam procedures	15
§ 19	Exam documentation and results enquiry	16
§ 20	Grading system and certificates	16
§ 21	Legal protection for exams	17
4)	Special provisions	18
§ 22	Optional subjects	18
§ 23	Graduation of courses by non-degree programme students	19
5)	Degree	19
§ 24	Bachelor's thesis(theses)	19
§ 25	Master's thesis	21
§ 26	Examinations concluding a bachelor's and master's programme	22
6)	Professional placements	24
§ 27	General provisions for professional placements, except for health science-related degree programmes	24
§ 28	Specific provisions for professional placements in health science-related and social work degree programmes	25
7)	Good academic practice and academic misconduct	26
§ 29	Safeguarding good academic practice	26
§ 30	Plagiarism	28
§ 31	Academic misconduct	29
8)	Entry into force and annex	30
§ 32	Coming into force	30
§ 33	Organisation and regulations of examinations during COVID-19	Fehler! Textmarke nicht definiert.
	Appendix – course types	31
	Glossar	34

1) Scope

§ 1 Legal bases

(1) The basis for these examination regulations is the University of Applied Sciences Act (FHG), Federal Law Gazette 1993/340 as amended, as well as the Midwifery Act, Federal Law Gazette 1994/310 as amended for health-related degree programmes, the Federal Law on the regulation of higher-level Medical-Technical Services, Federal Law Gazette 1992/460 as amended, the Federal Law on Medical and Healthcare Professions, BGBl No. I 1997/108 as amended and the respective Training Decrees for University of Applied Sciences (Ordinance of the Federal Minister for Health and Women on Bachelor Degree Programmes providing Education for High Level Allied Health Professions at Universities of Applied Sciences – FH-MTD-AV, BGBl II 2/2006 and Ordinance of the Federal Minister for Health and Women on Bachelor Degree Programmes providing Education for Nurses at Universities of Applied Sciences, BGBl II 200/2008; Ordinance of the Federal Minister for Health and Women on Midwifery Education at Universities of Applied Sciences – FH-Heb-AV, BGBl II 1/2006) as amended (see <http://www.ris.bka.gv.at> - *Bundesrecht konsolidiert*).

(2) The examination regulations at hand represent a concretisation of the legal requirements of the statutory provisions and provide the framework for the organisational regulations in the academic calendar and for the degree programme guidelines.

(3) The examination regulations of the Salzburg University of Applied Sciences (FH Salzburg) are an integral part of the following contracts and agreements: the students' educational contract; the general terms and conditions of the non-degree students; the official regulations and general agreements of external lecturers.

(4) Any attempts to circumvent the provisions contained in the examination regulations or other regulations of the FH Salzburg will be rejected.

2) Enrolment in courses and modules

§ 2 Standard enrolment: Course and module enrolment

(1) The standard enrolment structures the programme as regulated in the respective curriculum. Flexible enrolment allows students the option to enrol in modules or courses whenever they are offered in the standard curriculum. For specific reasons, flexible enrolment for individual courses/modules or late enrolment for the bachelor/master's thesis is possible for individual students.

§ 3 Flexible enrolment: Course and module registration

(1) Flexible enrolment must be approved in writing by the head of degree or academic programme director and the student. The student must satisfy degree programme requirements and participation is dependent upon fulfilling course prerequisites. Especially for bachelor and master theses, other arrangements can be made with the respective head of degree or academic programme director.

(2) Students have no legal entitlement to flexible enrolment. Flexible enrolment is dependent upon available space (e.g. laboratory workstation, etc.).

(3) At least 15 ECTS and no more than 35 ECTS should be completed per semester. In the case of joint degree programmes, it is up to the head of degree programme to decide. Flexible enrolment may lead to overlaps in the scheduled curriculum. The prescribed attendance requirement according to § 4 must be met and it is the student's responsibility to adhere to it.

(4) Early and/or later enrolment in courses may lead to overlaps in the curriculum. The prescribed attendance requirement according to § 4 must be met and it is the student's responsibility to adhere to it.

§ 4 Compulsory attendance and compensatory work

(1) A course may only be successfully completed if a compulsory attendance of at least 75% of the prescribed attendance requirement is given (this also applies to classes delivered online). The curriculum of an individual degree programme may determine an alternative attendance regulation, whereby a minimum attendance rate of 50 % of the specified minimum hours has to be fulfilled (this also applies to classes delivered online). In the event that a deviation from the minimum attendance rate of 75% is agreed upon, this must be communicated to the students at the beginning of the course - usually by means of a syllabus.

(2) The respective lecturer and the head of the department or the head of the degree programme or the academic programme director decide whether the missed content and performance requirements can be met by compensatory work. If not, no exam can be taken and the course cannot be completed. In this case, the student has to repeat the course¹. As a rule, there is no legal entitlement to compensatory work.

If the compulsory attendance of the courses is not fulfilled, this absenteeism must be compensated before admission to the first exam sitting of final exams (see § 17 (6)) or before the end of a course or at the latest before the end of the semester for courses with continuous assessment of student performance (see § 17 (7)).

¹ Any tolerance limits for courses with 100% attendance obligation and no possibility of compensatory work are regulated in the respective accreditation and/or update application.

(3) The compensatory work must encompass the missed contents and performance requirements of the course in an appropriate manner. A positive assessment of the compensatory work is a prerequisite for admission to the first exam sitting. If no compensatory work is delivered by the student² or such compensatory work is assessed negatively, the compensatory work shall be delivered before the second exam sitting or - in the case of courses with continuous assessment of student performance - within a period to be determined after the end of the course. If again the student fails to deliver the compensatory work³ or the compensatory work is assessed negatively, this leads to the third exam sitting, which is to be conducted by a committee, whereby the compensatory work is also part of this exam.

(4) In accordance with § 31 paragraph 6 *Hochschülerinnen- und Hochschülerschaftsgesetz 2014 (HSG 2014)*, *BGBI. I Nr. 45/2014* as amended in conjunction with § 30 (1) *HSG 2014* and in addition to the existing regulations concerning exceptions to the compulsory attendance, the attendance requirement may be reduced by a maximum of an additional 30% in each case when the student has to perform activities as a member of the student council. In accordance with the statutory provisions, this regulation does not apply if full attendance is required in order to obtain professional qualification. The lecturer of the course is also entitled to demand the presentation of a corresponding certificate.

Student council members should ensure that their council related activities are conducted outside of the course hours, as far as possible.

(5) In justified individual cases, the head of the degree programme/academic programme director may grant an exemption from compulsory attendance of degree courses. Exemptions are only to be allowed to the extent that the study success and learning results are not impaired and can still be achieved. Reasons include, for example, maternity leave, urgent professional obligations that cannot be postponed, serious illnesses that make it unreasonable to attend classes on site, emergency care obligations for children or close relatives in need of care.

(6) The reasons⁴ for an exemption must be substantiated by the student. The absenteeism resulting thereof does not count towards general absenteeism. Reasons, duration and the extent of the exemption are to be documented.

(7) If a standard module/course was not successfully completed in the semester in which it is offered (according to the curriculum), or a flexible module/course was not successfully completed in the semester in which it is due (according to the agreement), then the head of the degree programme/academic programme director may either exempt the student from compulsory attendance, or require a renewed attendance of the module/course with compulsory attendance.

² In this case, the first exam shall be assessed negatively.

³ In this case, the second exam shall be assessed negatively.

⁴ E.g. partial exemption from modules with module exams or individual units of courses based on prior knowledge or projects and trade fairs etc. that are related to the degree course; graduation of two degree programmes at the same time at the FH Salzburg (double degree), or in cases of proven disability or chronic disease preventing attendance.

§ 5 Part-time studies

(1) If one of the urgent reasons listed in § 6 of the examination regulations is given for an interruption of study (e.g. pregnancy, etc.), an agreement on part-time studies can be approved by the head of the degree programme or the academic programme director at the student's request, rather than interrupting the studies. In an interview with the head of the degree programme/academic programme director, the reasons for the request must be explained and it must be agreed in writing which courses in the curriculum will be taken in the current academic year and which will be taken in the following academic year(s). Part-time studies must be carried out in such a way that the student completes the courses of one academic year in two academic years.

(2) In this case, the student must pay the full amount of the tuition fee in each semester.

§ 6 Interruption of study

(1) An interruption of study in accordance with § 14 FHG as amended is understood as taking time out from your studies. An application for the interruption of study has to be submitted to the head of the degree programme/the academic programme director. The reasons for the interruption, the date of the intended continuation and the proposal for positive degree programme completion must be stated and substantiated. Before deciding on the application, the head of the degree programme/the academic programme director has to consider the compelling personal, health-related or professional reasons. The conditions for the interruption are to be declared in writing in mutual agreement between the head of the degree programme/the academic programme director and the student.

(2) As a rule, applications for an interruption of study should be approved. In exceptional cases, interruptions may be extended to a maximum of two years. Lengthier interruptions of studies can be granted for programmes that do not start every year.

(3) No exams can be taken during the interruption (cf. § 14 FHG as amended).

(4) Modules and courses that were already completed before the interruption do not have to be taken again.

(5) Exam sittings for courses/modules or submissions of bachelor/master theses that have already been taken before the interruption still count after the interruption⁵.

(6) If a new curriculum is implemented during the study interruption, all missing modules/courses, including those from previous semesters, must be completed or made up for if required by the head of degree programme. Thus, in exceptional cases, it may be necessary to complete more than the required 180 ECTS credits for a bachelor degree programme or the required 120 ECTS credits for a master degree programme.

⁵ E.g. SS 2021 course X: 2 failed exams, WS 2021/22 study interruption, SS 2022 course X = 3rd exam sitting

(7) This provision also applies to non-degree students who are completing an academic programme.

3) Exams & Performance assessment

3.1 General regulations regarding the exam system (standard and flexible enrolment)

§ 7 Exams and submission deadlines

(1) In all study programmes the curriculum regulates in which semester a module/course is offered and when the bachelor or master's thesis is to be submitted. Any deviation is only possible as described in § 14 Flexible enrolment: exams.

(2) The exam of a module or course, regardless of the respective exam character, can be taken six times in total, as a rule three times per academic year. This also applies to the submission of the bachelor theses or the master's thesis (see § 13 Section 3 FHG as amended in conjunction with § 18 Section 1 FHG as amended). The submission deadlines of the bachelor's thesis/theses and master's thesis are regulated in the respective degree programme. For bachelor's and master's exams, § 26 para. 13 shall apply.

(3) Depending on the content and level of difficulty, an appropriate period of time is to be set between notification of a negative assessment and the repeat exam/submission (§ 13 Section 3 FHG as amended).

(4) Only in justified exceptional cases and upon approval by the head of the degree programme/academic programme director successfully passed exams may be retaken. Retake is not possible with bachelor and master theses. The repeat exam invalidates the previous exam, and the most recent mark is taken, not the best one.

(5) All modules, courses or bachelor/master theses of a semester must be completed by the end of the fourth following semester at the latest (final deadline). This applies to all modules, courses or bachelor theses/master theses a student has been enrolled in according to § 2 Standard course/module enrolment or § 3 Flexible course/module enrolment.

The end of the fourth following semester is 31.03. in the winter semester; and 31.10. in the summer semester. Otherwise the student will be expelled from the course of study; this is independent of whether the student has taken all 6 exams (see § 7 (2)).

(6) Once this period has expired, the student will be expelled from the course of study and will not be admitted to the degree programme again. The student will not be expelled if he/she submits a justified request for interruption of study or part-time studies and this has been approved. In this case, the completion deadline for all modules/courses and the bachelor's thesis/master's thesis is extended by the semester of the interruption.

§ 8 Organisation of exams

- (1) General information concerning exams is provided by the respective degree programme. The specific exam modalities (contents, methods, assessment criteria and assessment standards, exam/submission deadlines) and the retake possibilities per course are to be announced to the students at the beginning of each course – usually by means of a syllabus (see FHG § 13 Section 4 idgF.).
- (2) On demand, students have to prove their identity at the beginning of an exam by presenting a personal ID with photo.
- (3) If possible, exam dates should be coordinated in a way that only one final course exam per day and per student is scheduled.
- (4) In accordance with § 13 paragraph 2 FHG as amended, if proof of a disability or chronic disease can be provided (illness etc.), which makes a sitting of the exam in the foreseen mode impossible, students are entitled to an alternative exam method, as long as the contents and requirements of the exam are not impaired by an alternative method. The informal application has to be submitted, along with any respective medical certificates and justification, to the head of the degree programme at the beginning of the course if possible, however no later than two weeks before the start of the exam.
- (5) Upon application to the head of the degree programme, student council members are entitled to sit panel exams instead of individual exams. The free choice of examiners is permissible from the second exam onwards, whereby it must be ensured that the examiner is sufficiently qualified for the course. These rights also apply to both semesters subsequent to the semester in which the function of student council member is terminated (see HSG 2014 § 31 para. 5).
- (6) It is the student's own responsibility if he or she should arrive too late for an exam. In such a case, the student has no right to an individual time extension.
- (7) If anyone should disturb an orderly exam procedure, he or she can be excluded from the exam.

§ 9 Organisation of oral exams

- (1) Records shall be kept of all oral examinations in accordance with § 15 Section 2 FHG as amended. The examiner or the chairperson of the exam committee is responsible of keeping the records and ensuring that correct exam procedures are observed, this also applies to online exams. The records must include the exam subject, the time and place of the exam, the name of the examiner and/or the names of the members of the exam committee, the names of the students, the presented questions, the assessment grading, the reasons for negative assessment and any special incidences that may have occurred.

(2) In accordance with § 15 Section 1 FHG as amended, oral exams are open to the public, whereby access can be limited to a certain number of persons in accordance with the amount of space provided. Exceptions of the aforementioned are oral exams with patients or clients in health-related degree programmes, as well as final exams in which the presentation includes work of a non-disclosable nature (confidential disclosure agreement).

(3) Several students may take an oral exam together.

§ 10 Organisation of online exams

(1) Exams can be conducted both verbally and in writing, as well as in an online environment. In any case, it should be guaranteed that the examination is carried out in accordance with the exam regulations.

(2) The online oral examination process is to be documented, cf. § 9 (1). In general, it applies to all online exams that neither the examiner nor the candidate or other members of the exam senate are allowed to record the exam.

(3) Even in the case of online oral exams, it is possible for students to bring in a second person. The presence of all additional persons must be approved in advance by the respective course instructor or the exam chair. This must be recorded in the minutes.

(4) If for technical reasons (e.g. no internet access) the student is unable to take an online exam, the student is asked to contact the lecturer immediately. The further procedure must be checked in individual cases.

3.2 Standard enrolment: Examinations

§ 11 Standard enrolment: Taking an exam

(1) Pursuant to § 13 Section 1 FHG as amended, exams have to be scheduled shortly after the respective modules and course/s have ended. Examination dates and submission deadlines for the bachelor's thesis/master's thesis are binding for all students and must be taken. A deviation per student is only possible as described under point 3.3. In some cases, the head of degree programme/the academic programme director can decide that complete courses/modules or the bachelor's/master's thesis are switched to the flexible system.

(2) In accordance with § 13 Section 5 FHG as amended, insufficiently justified non-attendance during an exam leads to the loss of an exam attempt, which in turn results in a negative grade. Sufficiently justified reasons are, for instance, illness, death in the family, complications during pregnancy, unacceptable practical activities during pregnancy, maternity leave, a proven case of care of one's own child or of a child of close relatives, particular family problems, force majeure, accident, exercising of a student council function, also in exceptional professional situations caused by the employee in part-time studies. However, respective proof is to be provided, without delay and without specific

request, within seven working days, at the latest, subsequent to the exam date. In justified and exceptional cases of illness over longer periods, the proof must be provided at the latest on the first working day subsequent to being certified as fit.

(3) The third and sixth repetition of an exam is to be conducted by a committee. It can be a written and/or oral exam and may include the submission of practical works, papers, etc. For bachelor's or master's exams, § 26 applies.

§ 12 Standard enrolment: Exam conducted by a committee

(1) The third and sixth repetition of an exam is to be conducted by a committee. It can be a written and/or oral exam and may include the submission of practical works, papers, etc. It is a comprehensive final examination covering the entire semester content of the module or the course.

(2) If the student is not appearing for the examination, this will lead to a loss of an attempt, unless one of the following reasons is given: illness (only with a medical certificate), death of a relative, complications during pregnancy, force majeure (flood, mudslide, etc.) or accident.

(3) In case a student fails an exam for the third time (i.e. fails the exam held by the committee), the study programme still may be continued; for further information see § 13 Standard enrolment: Resuming study. In the case the student fails the last repeat of an exam, he/she will be excluded from the study programme and cannot continue (see § 7 (6)).

(4) The exam/assessment conducted by the committee is scheduled by the head of the degree programme and the date and time are to be communicated after the student has received the second / fifth negative grade. After the student has been informed about the date, the earliest day to sit the exam is two weeks later. The same applies to submission of tasks or thesis.⁶

(5) The exam committee is made up of two subject examiners (primary and secondary examiners/experts) and a chairperson (compare § 15 Section 3 FHG as amended). The exam committee members must be internal or external lecturers at the FH Salzburg⁷. The chairperson cannot be a subject examiner at the same time. The chairperson is responsible for ensuring that the exam is conducted correctly, and is also responsible for the exam/assessment documentation.

(6) Each member of the exam committee has to be present during the entire exam period of an oral exam; if necessary, participation is also possible online, in accordance with § 15 Section 3 FHG as amended⁸.

(7) The exam/submitted work is graded by the subject examiners. In borderline cases, the chairperson defines the grade based on the grade suggested by the subject examiners (in accordance with

⁶ If a written agreement is made with the student, this period can be shortened.

⁷ Lecturers are those who have taught at the FHS within the last three years.

⁸ Panel members who are not physically present (i.e. via teleconference) confirm their acceptance/rejection of the exam result immediately and with a signature in tele-written form (e.g. fax, scan, e-mail) on the minutes within five working days.

§ 15 Section 3 FHG as amended). The result of an oral exam is announced to the student at the end of the exam (in accordance with § 15 Section 2 FHG as amended).

§ 13 Standard enrolment: Resuming study

(1) In case a student's third or sixth exam is assessed negatively (exams held by a committee) he or she may repeat the academic year or semester (cf. § 18 para. 4 FHG). A student may also decide to repeat a year voluntarily. The student immediately has to inform the head of the degree programme/academic programme director in writing about his/her decision to resume the study; at the latest, however, within one month of the notification of the negative examination result. Should a student fail again an exam conducted by a committee during the same semester that is being repeated, the same semester or academic year cannot be repeated a second time.

(2) If the student does not take an exam/the three possible exam sittings of the respective academic year or semester, these are considered to have been assessed negatively. In the following academic year or semester, in which the respective module/course is offered again (continuation of studies), the student is at the fourth exam sitting.

(3) If the student does not submit the bachelor/master's thesis at the three dates set after first enrolment, these submission attempts are considered to have been assessed negatively. The bachelor theses or the master's thesis can be completed again in deviation from the curriculum, i.e. already in the following semester, if the head of the degree programme approves. The student is at the fourth attempt in the following academic year or semester⁹.

(4) The continuation of the studies is to be agreed upon in writing between the head of the degree programme or academic programme director and the student. The head of degree programme or academic programme director has to determine modules/ courses and exams for the repetition of the academic year or semester. As a rule, failed courses/ modules and exams must be repeated or re-attended, and passed courses/ modules and exams must be repeated or reattended only if the purpose of the study programme makes this necessary (e.g. insufficient attendance; in the case of courses or modules that build on the curriculum; in the case of a changed curriculum).

(5) The head of degree programme decides whether the continuation extends the study programme by one academic year or semester. In any case, § 3 (4) applies.

(6) According to § 3, early registration for courses or modules from higher semesters is also possible in case of resuming study.

(7) This provision also applies to non-degree students who are completing an academic programme.

⁹ E.g. Bachelor's thesis 2 in SS 2020, 1st attempt negative, 2nd and 3rd attempts were not taken, in SS 2021 = 4th attempt, head of degree programme can approve that the 4th attempt already takes place in WS 2020/21

3.3 Flexible enrolment: Exam system

§ 14 Flexible enrolment: exams

- (1) Each head of degree programme/academic programme director may set out a different regulation for individual courses/modules or bachelor's theses/master's theses and offer exam dates and or submission dates for bachelor's/master's thesis that can be selected individually. The degree programme determines the possible exam and submission dates and informs the students in due time. Students can then take the exam on an exam date or submit their work on a date of their own choice. Even in the event of a different regulation for individual courses, § 7 (5) of these exam regulations shall apply.
- (2) Registration or deregistration for the individually selected exam dates must be made by 11:59 p.m. two days before the exam, in either the system provided for this purpose or in the administrative database of the FH Salzburg (FHsys).
- (3) No registration is required for the submission of the bachelor's theses or the master's thesis. The deadline communicated by the degree programme is binding unless written notice of cancellation is sent to the relevant Department office by 11:59 p.m. at the latest two days before the respective deadline. Final exams are regulated under § 25.
- (4) If a student does not take the exam at the date chosen or does not deregister from the exam date/submission deadline in due time, this leads to the loss of an exam sitting. In this case, § 7 (2, 5) of the examination regulations apply.

§ 15 Flexible enrolment: exam/assessment conducted by committee

- (1) By analogy with other exams (§ 14), the third exam/submission can be individually chosen and will take place in the same form (written or oral). According to FHG the third exam and the sixth exams are exams conducted by an exam committee. They may be written and/or oral exams and/or may include the submission of practical works, papers, etc. An exam/assessment conducted by a committee is a comprehensive final examination covering the entire semester syllabus of the respective module or course.
- (2) If the student does not appear for the exam (6th exam), this will lead to a negative assessment, unless one of the following reasons is given: Illness only with a medical certificate, death of a relative, complications during pregnancy, force majeure (flood, mudslide, etc.) or accident.
- (3) In the case of a negative assessment of the sixth exam, the student will be expelled from the programme and a continuation of study will not be possible.
- (4) The date of the exam/assessment conducted by the committee is scheduled by the head of the degree programme and is to be communicated to the student after the announcement of the

second or fifth failure. A period of at least two weeks must be provided between the notification of the exam date and the exam and/or submission.¹⁰

(5) The exam committee is made up of two subject examiners (primary and secondary examiners/appraisers) and a chairperson (compare § 15 Section 3 FHG as amended). The exam committee members must be internal or external lecturers at the FH Salzburg¹¹. The chairperson cannot be a subject examiner at the same time. The chairperson is responsible of ensuring that the exam is conducted correctly, and takes care of the exam/assessment documentation.

(6) Each member of the examination committee has to be present during the entire exam period of an oral exam; if necessary, this obligation can also be fulfilled with the aid of electronic media in accordance with § 15 Section 3 FHG as amended¹².

(7) The exam/submitted paper is graded by the subject examiners. In borderline cases, the chairperson defines the grade based on the grade suggested by the subject examiners (in accordance with § 15 Section 3 FHG as amended). The result of an oral exam conducted by a committee is announced to the student at the end of the exam (in accordance with § 15 Section 2 FHG as amended).

§ 16 Flexible enrolment: Resuming study

(1) In the case of a negative assessment of the third exam (exam conducted by a committee), the degree programme can be continued. The student has to inform the head of the degree programme/academic programme director about his/her wish to continue the studies immediately, at the latest, however, within one month of notification of the negative examination result.¹³

(2) The student's decision to resume studies is to be agreed upon in writing between the head of the degree programme/the academic programme director and the student. The head of degree programme or academic programme director has to determine modules/ courses and exams for the repetition of the academic year or semester. As a rule, failed courses/ modules and exams must be repeated or re-attended, and passed courses/ modules and exams must be repeated or reattended only if the purpose of the study programme makes this necessary (e.g. insufficient attendance; in the case of courses or modules that build on the curriculum; in the case of a changed curriculum).

(3) The head of degree programme decides whether the continuation extends the study programme by one academic year or semester. In any case, § 3 (4) applies.

(4) According to § 3, early enrolment of courses or modules from higher semesters is also possible in case of resuming study.

¹⁰ If a written agreement is made with the student, this period can be shortened.

¹¹ Lecturers are those who have taught at the FHS within the last three years.

¹² Panel members who are not physically present (i.e. via teleconference) confirm their acceptance/rejection of the exam result immediately and with a signature in tele-written form (e.g. fax, scan, e-mail) on the minutes within five working days.

¹³ § 18 (4) FHG applies accordingly: Students have the right to a one-time repeat of an academic year as a result of a negatively assessed panel exam.

(5) This provision also applies to non-degree students who are completing an academic programme.

3.4 Further regulations regarding exams & performance assessment

§ 17 Recognition of prior learning

(1) In accordance with § 12 FHG as amended, the recognition of prior learning is to be dealt with according to the principle of course-related or module-related recognition, whereby individual courses within modules that are concluded with a module exam, cannot be recognised¹⁴.

(2) Within two weeks after course start, the student can submit an application for recognition of prior learning to the head of the degree programme and to the head of department via the administration database of the FH Salzburg (FHsys). The equivalence of the acquired knowledge with the requirement profile with regard to the content and scope of the courses to be enacted or the modules to be enacted is to be determined by the head of the course or the Fachbereichsleitung. A knowledge review may be part of the equivalency determination. The head of the degree programme or head of the academic programme then has to either approve or reject the decision of the head of the course or Fachbereichsleitung. After this authorization of the established equivalence, positively completed examinations are recognized.

(3) Special knowledge, skills or experience gained from professional practice, which are in line with the required course level and content, are to be considered with regard to the recognition of courses, modules or professional placement; this particularly applies to degree programmes and parts of degree programmes organised on a part-time basis. In this case, it is also possible to only recognise attendance; the exam must still be taken and the course is assessed. The handling of the periods as a student council member according to § 31 para. 3 HSG 2014 are regulated in the "Ordnung über die Anerkennung der Zeiten als Studierendenverteter*in" (Regulations on the recognition of periods as a student council member).

(4) The head of the degree programme or academic programme director may, depending on the level and scope, award examinations completed at a vocational secondary school in the vocational subjects required for the future occupation and at a general secondary school with special consideration of music or sports education in artistic and artistic-scientific subjects as well as in sports and sports-scientific subjects (cf. § 78 para. 1 no. 2 lit. b and c UG) up to a maximum of 60 ECTS credits as well as professional or non-professional qualifications up to a maximum of 60 ECTS credits. These recognitions are permitted up to a maximum total of 90 ECTS credits.

¹⁴ If the criteria (see § 2 Section 4) are met, an exemption could be considered in such cases.

§ 18 Exam procedures

- (1) In accordance with § 13 Section 4 FHG, exam procedures refer to the content, methods, assessment criteria and assessment standards.
- (2) The exam procedures (methods and assessment criteria) and repetition options per course/module are to be announced to the students in a suitable manner in good time at the beginning of each course – usually by means of a syllabus. Exams may also be carried out on a module-by-module basis.
- (3) The degree programme consists of modules that include ECTS credits. A module is a continuous and self-contained teaching and learning unit consisting of one or several courses. A module is defined by its learning outcomes. These learning outcomes consider all categories of skill/proficiency acquirement. The curriculum offers the description of each module with regard to content, scope, workload, exam procedures and particularly to the learning objectives and the skills/proficiencies to be acquired.
- (4) In order to avoid an excessive exam load, modules should feature a range of at least four ECTS credits. The exam of learning outcomes can be either course-related or module-related. If the exams are module-based, this can be done with a joint final exam at the end of the module, with unit tests or with various forms of assessment. The module is assessed with a module grade.
- (5) Under module-related performance assessment we understand assessment of different areas in one joint exam.
- (6) A final exam is an exam in which the assessment is made on the basis of a written or an oral exam at the end of a module or a course. It is possible to choose parts of the final course exam as unit tests, which are to be counted toward the first two sittings if passed.¹⁵
- (7) Continuous assessment of student performance means that the assessment is made on the basis of several types of assessment¹⁶ distributed over the entire period of the course. The weighting of the individual types of assessment must be defined for each course. It must also be determined whether each individual assessment must be positive in order to pass the course. This is to be recorded in a way that is accessible to the students - usually by means of a syllabus. If the sum of the performance assessments in the context of courses with an imminent examination character results in a negative assessment, students shall be granted a reasonable grace period to provide the required proof of performance (1st repetition). A renewed negative assessment of these performances will result in the required performance assessments being taken as part of a panel examination (2nd repetition).

¹⁵ The panel exam always covers the entire content of the course curriculum.

¹⁶ Presentations, project reports, projects, works, written/oral exams, laboratory reports etc.

§ 19 Exam documentation and results enquiry

- (1) In accordance with § 15 Section 2 FHG as amended, the exam minutes of oral exams are to be kept for at least one year as of notification of the assessment results.
- (2) If the assessment documents (particularly evaluations, corrections of written exams and exam papers) are not handed out to the students, they are to be kept for at least six months as of notification of the assessment results in accordance with § 13 Section 7 FHG as amended. Assessment documents of failed examinations are to be kept for at least one year.
- (3) In accordance with § 13 Section 6 FHG as amended, a student is entitled to personally view the assessment documents of written exams (particularly evaluations, corrections of written exams and exam papers) and exam minutes of oral exams, if he/she submits a result request no later than six months after result notification. If calculation errors are discovered, they must be corrected and the assessment is to be respectively adjusted.
- (4) In accordance with § 13 Section 6 FHG as amended, students are allowed to make photocopies of exam minutes or assessment documents. Closed questions, in particular multiple-choice questions, including the respective answer options, are excluded from the right to reproduction.

§ 20 Grading system and certificates

- (1) In accordance with § 17 Section 1 FHG as amended, grading is to be performed in compliance with the Austrian grading system from 1 to 5, insofar as nothing otherwise is stipulated in the curriculum. The following grading scale¹⁷ is to be applied:

“Excellent” is the grade to be awarded to performances that are clearly above average and also clearly demonstrate the ability to independently apply knowledge and skills when dealing with new tasks.

“Good” is the grade to be awarded to performances that are well above average and indicate the ability to either independently or with the respective guidance apply knowledge and skills when dealing with new tasks.

“Satisfactory” is the grade to be awarded to average performances; shortcomings in implementation are thereby compensated by an observable ability to work independently.

“Sufficient” is the grade to be awarded to performances that predominantly fulfil the basic requirements.

“Insufficient” is the grade to be awarded to performances with which the student does not even fulfil the basic requirements for a “Sufficient” assessment.

¹⁷ Compare § 14 Performance Assessment Act (Leistungsbeurteilungsverordnung), Federal Law Gazette 371 dated 24 June 1974.

- (2) If the grading system is not applicable, then the course is to be graded “successfully completed” in accordance with § 17 Section 1 FHG as amended. The negative grade in the two-part grading scale is “participated unsuccessfully”.
- (3) The assessment of the final exam of a bachelor’s/master’s programme is defined as follows: “Pass with distinction” for an outstanding performance; “Pass with merit” for an achievement well above the average; “Pass” for a positive performance; and “Failed” for a non-satisfactory performance. In the case of a joint degree programme, different regulations may be provided for in the respective accreditation or update application.
- (4) The final grade of each course and/or module should be entered in the administration database of the FH Salzburg (FHsys) within two weeks, or four weeks at the latest, after the exam (compare § 17 Section 4 FHG as amended). Justified exceptional cases must be clarified with the head of the degree programme beforehand and communicated to the student.
- (5) Aside from failed assessments, a fail is to be given in the following cases: for unjustified absence from the exam; for written work that is not submitted within the prescribed period or for written work where the author cannot be determined; for written or oral exams if work is not submitted within the prescribed period; in cases of fraudulent performance or the use of unpermitted aids; for unsatisfactory compensatory work and for an established first-time case of academic misconduct.
- (6) If the assessment of an exam and that of academic work has been obtained by devious means, particularly such as through the use of inadmissible aids, the assessment is to be declared as invalid in accordance with § 20 FHG as amended, thus registered as negatively assessed in the administrative database of the FH Salzburg (FHsys), and the exam sitting is to be counted toward the total number of retakes. If an attempt to cheat is detected during an examination, the examination will be assessed negatively. This examination attempt is also counted towards the total number of retakes.
- (7) Proof of successful completion (= consolidated Transcript of Records in compliance with § 17 Section 3 FHG as amended) is issued at the FH Salzburg. In accordance with § 17 Section 4 FHG as amended, the Transcript of Records is to be issued within four weeks of the end of the semester. Students can view the proof of successful completion themselves via the administration database of the FH Salzburg (FHsys).

§ 21 Legal protection for exams

- (1) An appeal cannot be made against the decided assessment. Within two weeks after grading notification, a student may present a written complaint, either to the head of the degree programme/the academic programme director or, if the head of the degree programme/the academic programme director carried out the exam or was a member of the exam committee, to the academic board of FH Salzburg. The written complaint presented by the student must present prima facie

evidence that the execution of a failed exam features a formal deficiency¹⁸ (compare § 21 FHG as amended).

(2) Until a decision is reached over the complaint, the student can continue attending courses.

(3) If the execution of the exam features a formal deficiency that may influence the assessment for a certain student, the exam has to be nullified and repeated for this student. The sitting of the exam that was nullified is not to be counted toward the allowed number of retakes of an exam. If this results in an extension of the studying period, no additional tuition fee has to be paid.

4) Special provisions

§ 22 Optional subjects

(1) In addition to the compulsory courses and compulsory attendance of optional lecture courses, students can also study optional subjects. However, students do not automatically have the right to attend optional subjects.

(2) Depending on the available participant capacities and didactic provisions, the head of the degree programme decides on whether or not to open up a course as an optional subject. The head of the degree programme can also limit the access to a course to a maximum or minimum number of participants. Optional subjects are to be graded.

(3) With regard to optional subjects, the respective degree course or department offering the course has to provide a syllabus.

(4) The positive assessment of a course is entered in the Transcript of Records. A negative assessment leads to deregistration from the optional subject, which means that no grade is entered in the Transcript of Records. The student will only be given the opportunity of a retake if the student submits a respective written application to the lecturer within a period of five working days after notification of the failed exam. The number of maximum possible retakes is reduced to two. No exams conducted by a committee is foreseen for optional subjects.

(5) Compensatory work can only be performed as compensation for failure to fulfil compulsory attendance requirements if the minimum attendance rate was over 50 %. Recognition of proven prior knowledge is not possible in the case of optional subjects.

¹⁸ Formal deficiencies refer to the procedure or organisation of an examination and can be, for example: short-term, unilateral postponement of the examination date; faulty composition of the examination board; unreasonable duration of the examination; failure to meet deadlines for resits; abandonment of examinations due to unforeseeable or uncontrollable events. Calculation errors are explicitly not covered: see § 7 Section 3.

§ 23 Graduation of courses by non-degree programme students who only attend individual lectures

- (1) In accordance with § 4 Section 2 and 3 FHG as amended, the provisions of the examination regulations apply to non-degree programme students – with the exception of individuals applying for recognition or nostrification, and university entrance exam candidates – who only attend individual lectures, with the exceptions as defined in the following paragraphs.
- (2) Compensatory work can only be performed as compensation for failure to fulfil compulsory attendance requirements if the minimum attendance rate was over 50 % (without considering any reductions). Recognition of proven prior knowledge and exemptions are not possible in the case of optional subjects. The provision of the repeat of an academic year or semester and provisions on interruptions apply to both degree-seeking as well as non-degree-seeking students.
- (3) Non-degree-seeking students who attend individual lectures receive admission respectively for one semester, depending on free capacities and the level of prior knowledge. Usually, a maximum of 15 ECTS credits can be attained per semester by non-degree-seeking students.
- (4) The number of maximum possible exam sittings is reduced to two. Panel exams are not intended.
- (5) As a basic principle, professional placements, bachelor and master theses cannot be completed by non-degree-seeking students who only attend individual lectures.
- (6) Individuals applying for recognition or nostrification are permitted to take any courses that are mandatory according to the official recognition or nostrification notification. The courses to be taken and internships to be completed must be agreed between the individual applying for recognition or nostrification and the relevant head of the degree programme and set down in writing. The provisions of the exam regulations apply to individuals applying for recognition or nostrification with the exception of § 13; § 16; § 6 § 23 (2 – 5). Deviating from § 7 Para. 2, courses or examinations or the submission of a bachelor's thesis can only be repeated twice in the event of a negative assessment, with the third attempt taking place as a panel exam.
- (7) The regulations laid down in the "Studienberechtigungsprüfung" (university entrance exam) as amended in the statutes apply to university entrance exam candidates.

5) Degree

§ 24 Bachelor's thesis(theses)

- (1) During the course of a bachelor's programme and within the scope of courses in accordance with § 3 Section 2 (6) FHG as amended, one or two bachelor's theses are to be written by the student. In case of two theses, these are written in two different semesters; they are term papers or reflective reports on project work. The details on contents and organisational aspects are defined in the programme-specific guidelines.

- (2) By writing a bachelor's theses, students prove that they are able to deal with a special subject and professionally-relevant issues and contexts by applying academic methods.
- (3) If two bachelor theses are foreseen, they may deal with the same subject area, but must focus on one different tasks.
- (4) The subject areas for bachelor's thesis/theses are those of the core subject areas and modules of the respective degree programme. If the subject selection is not submitted within the stipulated period (cf. guidelines), both the subject and the supervision will be determined by the head of the degree programme. The subject area of the bachelor's thesis can only be changed in justified and exceptional cases through an application to the head of the degree programme.
- (5) In accordance with § 19 Section 1 FHG as amended, several students are allowed to handle one subject collectively, provided that the performances of the individual students can still be differentiated and assessed separately¹⁹. Collectively written text is not allowed to exceed a maximum of 15% of the individual work²⁰. If two bachelor's theses are foreseen, as a rule at least one of the two bachelor's theses has to be written individually.
- (6) Grading of a bachelor's thesis is done by the supervisor, both the form and content are graded. The academic supervision of form and content can be performed by one and the same person/supervisor²¹. Both parts have to be assessed positively. The assessments are to be combined for an overall grade.
- (7) Supervisors should in no way have a close or professionally dependent relationship with the student. Excepted from this are work relationships within an academic context.
- (8) The bachelor's thesis has to be submitted in digital form. When submitting the bachelor's thesis, the student is to provide a statutory declaration (with his/her own signature) confirming that the paper has been independently written by him or herself and that none other than the allowed or specified aids and sources were used during the process.
- (9) In the programme-specific guidelines, the submission and approval of an exposé can be provided as a prerequisite for the submission of the bachelor's thesis(theses), the non-fulfilment of which leads to a negative assessment. If a bachelor's thesis receives a failing grade²², the thesis must be resubmitted to the supervisor within a period that is to be specified²³. If the second submission is also failed, the third submission of the bachelor's thesis is subject to a committee.
- (10) Following submission, the author is entitled to apply for the exclusion of any potential publication (disclosure agreement) of the bachelor's thesis, lasting a maximum of two years. The application is to be granted by the head of the degree programme, if the student provides plausible reason to

¹⁹ The individual work is proved by the clear distinction of the respective sub-themes or the same subjects but with different solution strategies.

²⁰ I.e. concurrent text in more than one thesis, in the general part of the thesis, mutually referenced and clearly identified in both the introduction and the table of contents.

²¹ The roles and functions (tasks, responsibilities, rights and obligations) of the specialist/formal supervisors and the students are to be defined in more detail in the programme-specific guidelines

²² Non-submission will result in failure.

²³ The collective workload of the bachelor's thesis is to be taken into account when specifying a submission period. According to § 3 Section 2 (4) FHG as amended, the annual work performance of a student amounts to a maximum of 1500 hours. According to § 8 Section 3 (2) FHG as amended, 30 ECTS credits correspond to the workload of one semester. That amounts to 25 working hours per ECTS credit.

assume that important statutory or economic interests are at risk. Disclosure agreements do not expressly include secrecy agreements with the concerned students or their respective supervisors. FH Salzburg excludes any liability in this regard.

§ 25 Master's thesis

(1) The master's thesis proves that the students are capable of performing academic study and research-oriented advanced learning. The master's thesis is to be composed in accordance with the scientific study of the respective scientific discipline (scientific community). In the case of artistically-oriented degree programmes, a piece of art can also be created as part of a theoretical work. The details on content and organisation are defined in the programme-specific guidelines.

(2) Within the scope of the master's thesis, the student is to process complex projects from the various core subject areas or topics of research of the respective degree programme, solve a problem independently, and to keep records in an appropriately academic manner and also put forward arguments on an academic level.

(3) The choice of the subject of the master's thesis is defined in the programme-specific guidelines. Subjects and supervisors are to be checked and approved by the head of the degree programme. If the proposals do not fulfil the requirements or are not submitted in due time (cf. programme-specific guidelines), the head of the degree programme will assign a supervisor and a subject in order to ensure that the regular duration of studies is complied with.

(4) The subject area of the master's thesis can be changed only once and only within the first two months following approval. This change requires a written explanatory statement and the approval of the head of the degree programme and is also dependent on whether or not an appropriate supervisor can be provided.

(5) In accordance with § 19 Section 1 FHG as amended, several students are allowed to handle one subject collectively, provided that the performances of the individual students can still be differentiated and assessed separately²⁴. Collectively written text is not allowed to exceed a maximum of 15% of the individual work²⁵.

(6) Master's theses are to be submitted to the Department administration within the stipulated time period in both digital form and in printed and bound form. When submitting the master's thesis, the student provides a statutory declaration confirming that the paper has been independently written by him/herself and that none other than the allowed or specified aids and sources were used during the process.

²⁴ The individual work is proved by the clear distinction of the respective sub-themes or the same subjects but with different solution strategies.

²⁵ I.e. concurrent text in more than one thesis, in the general part of the thesis, mutually referenced and clearly identified in the both the introduction and the table of contents.

(7) Each master's thesis is to be monitored by one or two assigned supervisors. The form and content of the thesis is to be appraised, whereby the academic supervision of form and content can be performed by one and the same person/supervisor. At least one supervisor²⁶ must be a lecturer at the FH Salzburg.

(8) Supervisors should in no way have a close or professionally dependent relationship with the student.²⁷ Excepted from this are work relationships within an academic context.

(9) In the course-specific guidelines, the submission and approval of an exposé can be provided as a prerequisite for the submission of the master's thesis, the non-fulfilment of which leads to failure of the master's thesis. If the assessment is failed, the master's thesis is returned to the student with specified reasons for revision or redrafting. A maximum period of one semester is to be set for the revision and re-submission.

(10) Longer periods of serious health impairment (e.g., accident, long-term illness – also that of relatives/dependants and children living in the same household – lasting over four weeks) lead to a postponement of the submission date, which will not result in a negative assessment.

(11) In order for the master's thesis to be approved, the evaluation given by all involved supervisors must be a pass. If one of those evaluations is failed, the master's thesis will not be approved, which means that in this case, an average value should not be taken. Should the evaluations vary within the pass range, the supervisors are to mutually agree on a rating. If no consensus is possible, the decision will be made by the head of the degree programme, while taking into account the respective evaluations made by the supervisors.

(12) The positively evaluated master's thesis is to be published by handing it over to the library of FH Salzburg (compare § 19 Section 3 FHG as amended). Following submission, the author is entitled to apply for a non-disclosure (notice of non-disclosure/non-disclosure agreement) of the paper, lasting a maximum of five years. The application is to be granted by the head of the degree programme, if the student provides plausible reason to assume that important statutory or economic interests are at risk. Disclosure agreements solely concern the temporary exclusion from announcement or publication by the FH Salzburg and/or in the library. They do not expressly include secrecy agreements with the concerned students or their respective supervisors. FH Salzburg excludes any liability in this regard.

§ 26 Examinations concluding a bachelor's and master's programme

(1) The final exam to complete a degree programme is a comprehensive final examination held before an expert examination committee. A general assessment is to be given.

(2) The comprehensive final examination of a university of applied sciences bachelor's programme under § 3 Section 2 (6) FHG is an exam conducted by a committee that has the relevant expertise. The examination shall consist of the parts described as follows.

²⁶ The exam committee members must have been lecturers at the FHS within the last three years.

²⁷ Examples for this are: Related, related by marriage, existing work relationship outside the academic environment.

(3) The comprehensive final examination of bachelor's studies is comprised of the following exam parts, in accordance with § 16 Section 1 FHG as amended:

- an examined discussion on the conducted bachelor theses and
- their interconnections with relevant courses/modules of the curriculum.²⁸

(4) The degree in a master programme at a university of applied sciences requires a positively assessed master's thesis and a comprehensive final exam.

(5) The comprehensive final examination of master's studies consists of the following exam parts, in accordance with § 16 Section 2 FHG as amended:

- presentation of the master's thesis including thesis defence
- an examined discussion that deals with the interconnections regarding the topic of the master's thesis on the relevant courses/modules of the curriculum and
- an oral exam on other contents relevant to the study plan

(6) Depending on the positioning of the degree programme, a part²⁹ of or the entire final exam can be held in English.

(7) Admission to the final exam requires the successful completion of all courses and theses of the degree programme. The acknowledgement must be appropriately communicated (e.g. via e-mail) at least one week before the exam date (§ 16 Section 3 FHG as amended).

(8) The final exam of a bachelor's programme is to be scheduled to last at least 25 minutes for each candidate. The final exam of a master's programme is to be scheduled to last at least 35 minutes for each candidate. In any event, all parts of the examination are to be taken.

(9) The result of the final exam is to be announced immediately after the exam and following an appropriate length of consultation time required by the exam committee. (For assessment see section 8 of the exam regulations)

(10) The head of the degree programme is to select a committee of examiners (compare § 16 Section 5 FHG as amended). The exam committee consists of at least three members (compare § 15 Section 3 FHG as amended) made up, as a rule, of the respective supervisors of the master's or bachelor's thesis, relevant subject examiners and a chairperson. The exam committee is led by the chairperson. If the chairperson is involved in exam activities, the task of minute keeping can be passed on to another member of the exam committee.

(11) Each of the two parts of the final bachelor's exam is to be weighted at least 33 % of the overall result. For an overall pass result, a grade of at least 50 % must be attained. At least 33 % of the maximum possible grade in each part of the respective exams must be attained. Higher values may be determined in the programme-specific guidelines. In order to attain the grade "Pass with distinction", the total result must amount to at least 90 %; for the grade "Pass with merit", a result of at least 80 % must

²⁸ In the case of health science degree programmes, consideration must be given to professional qualifications, which is why all core subjects of the degree programme are relevant for exams.

²⁹ Not necessarily the entire exam.

be attained. For all degree programmes from the class of 2022 onwards (start of studies WS 2022/23), the overall result must be at least 93% of the maximum achievable performance level for the grade "pass with distinction" and at least 83% for the grade "pass with merit".

(12) Each of the three parts of the final exam of master's studies is to carry a weighting of at least 20% of the overall result; the maximum permissible weighting is 40 %. In order to achieve a pass result in the final exam, a grade of at least 50 % must be attained. A grade of at least 33% in each part of the respective exams must be attained. Higher values may be determined in the guidelines specific to the degree programme. In order to attain the grade "Pass with distinction", the total result must amount to at least 90%; for the grade "Pass with merit", a result of at least 80% must be attained. For all degree programmes from the class of 2022 onwards (start of studies WS 2022/23), the overall result must be at least 93% of the maximum achievable performance level for the grade "pass with distinction" and at least 83% for the grade "pass with merit".

(13) Bachelor's or master's degree examinations that are taken as part of a cooperation with (an) additional higher education institution(s) (e.g. joint degree) may be subject to a grading system or grading scale that deviates from para. 11 or para. 12.

(14) If a final exam is failed, the exam can be retaken twice, which means, the exam can be taken up to three times. All parts of exams are always to be retaken. If the examination is failed three times, the final exam is conclusively classed as failed, which subsequently results in an exclusion from the studies.

6) Professional placements

§ 27 General provisions for professional placements, except for health science-related degree programmes

(1) Within the framework of bachelor's degree programmes, professional placements are required as a relevant educational part of the degree course, in accordance with § 3 Section 2 (3) FHG as amended. Professional placements do not lengthen the period of studies. Professional placements are accompanied by one or several courses. The details on content and organisation are mandatory, as defined in the professional placement programme guidelines.

(2) Before the professional placement begins, the students have to prove that they will perform work activities relevant to their course of studies, and that appropriate external supervision is provided.

(3) Professional placements are to be assessed by the internal supervisors³⁰ after completion.

(4) If the professional placement is failed, it must be repeated. This can also be carried out during study breaks. If this cannot be organised in due time, the academic year has to be repeated. Only one repeat is possible. A second failure will result in an exclusion from studies. Professional placements

³⁰ For instance, with the aid of a professional placement report, feedback from the external supervisor, supervision by the internal supervisor themselves along with the aid of a project presentation, etc.

must be completed within four semesters of the allotted time in the curriculum irrespective of whether the student has made use of the aforementioned opportunity to repeat the professional placement. This does not apply if the student submits a reasoned request for interruption of studies that is granted.

(5) If the professional placement has been successfully completed but the internship report is failed, then this is to be treated the same as an exam (repeat date with appropriate deadline).

§ 28 Specific provisions for professional placements in health science-related and social work degree programmes

(1) The hours of professional placement and case numbers stipulated in the Ordinance of the Federal Minister for Health and Women on Bachelor's Degree Programmes providing Education for High Level Allied Health Professions at Universities of Applied Sciences – FH-MTD-AV, Ordinance of the Federal Minister for Health and Women on Bachelor's Degree Programmes providing Education for Nurses at Universities of Applied Sciences – FH-GUK and Ordinance of the Federal Minister for Health and Women on Midwifery Education at Universities of Applied Sciences – FH-Heb-AV) are to be fulfilled. This means that missed hours in professional placement have to be made up for as soon as possible (100 % attendance).

(2) The assessment is made by the professional placement supervisor and the person responsible for professional placements within the degree programme.

(3) If a professional placement or short-term professional placement receives a fail, a repeat possibility has to be facilitated. If this is again failed or is not completed within four semesters from the end of the allotted placement time, this will lead to exclusion from the course of study; this is irrespective of whether the student has made use of the aforementioned possibility to repeat the professional placement. The student will not be expelled if he/she submits a justified request for interruption of study which has been approved.

(4) If professional placement is successfully completed but the respective written part (reflection report, patient records) is failed, then this part must be treated the same as an exam (repeat date with appropriate deadline).

(5) In the case of pregnancy, the head of the degree programme has to make a decision, in compliance with statutory provisions (employee protection etc.), on whether professional placement, parts of professional placement and/or practical exams can be completed or if they have to be postponed until a later date.

7) Good academic practice and academic misconduct

§ 29 Safeguarding good academic practice

The FH Salzburg is committed to responsible teaching and research with high ethical standards and according to the basic principles of academic honesty, sincerity and transparency. To meet quality standards above and beyond the borders of the FH Salzburg, every member and all others related to the FH Salzburg in any other way (so-called stakeholders, as shown in Figure 1) are obliged to orient themselves responsibly according to these guidelines as part of academic work.

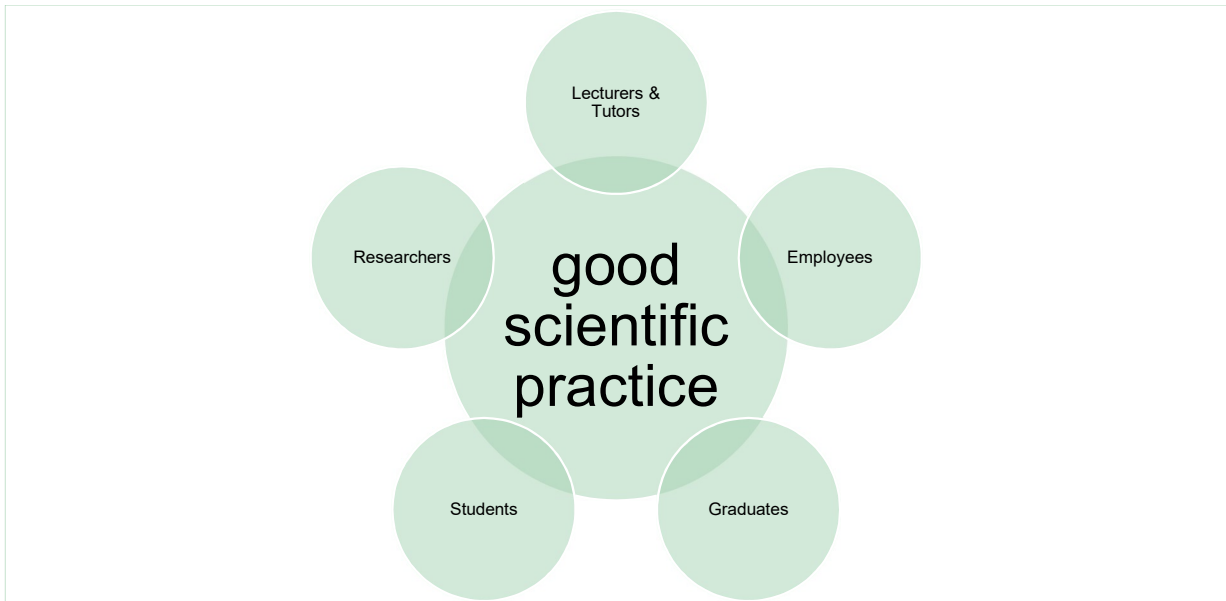


Figure 1: Stakeholders

These statements are taken from the guidelines of the Austrian Agency for Academic Integrity on Good Academic Practice (GWP guidelines of the OeAW)³¹ and adapted to the requirements of the FH Salzburg³²

§ 29 a) Standards of good academic practice

Good scientific practice requires the following:

- (1) Detailed documentation of the scientific approach as well as the results is mandatory for scientific work. All applied methods and results must be documented.
- (2) When dealing with ideas, texts, data and other sources that originate from others, transparent and comprehensible procedures must be observed. (See also § 30 Plagiarism)
- (3) AI systems are aids from an examination law perspective. With regard to performance assessments, the respective valid guidelines and specifications for the use of artificial intelligence in teaching

³¹ <https://oeawi.at/richtlinien/>

³² http://www.oeawi.at/downloads/Richtlinien_zur_Untersuchung_von_Vorwurfen_wissenschaftlichen_Fehlverhaltens.pdf, Abruf 21-11-2018

and studies at the Salzburg University of Applied Sciences apply, as well as any department-specific specifications in this regard.

- (4) Scientific results shall, if possible, be published as publications to the scientific community.
- (5) The use of equality-oriented language is obligatory in all scientific papers.
- (6) Any form of electronic recording (e.g. pictures, video and audio) of courses, lectures or discussions is prohibited without the express permission of the lecturer(s). In addition to possible violations of copyright, personal rights may also be violated by such recordings or their further use and storage. The necessity of express consent also applies analogously to all other recordings intended in the academic or educational context³³.

§ 29 b) Authorship in scientific publications

- (1) If several persons are involved in producing research work or in writing an academic report, those should be named as co-authors who significantly contributed to the elaboration of the topic of research, to conducting the research, to analysing or interpreting the results and to the creation of the draft or to the critical revision of the manuscript content.
- (2) Agreement to be named as co-author constitutes co-responsibility to safeguarding scientific requirements.

§ 29 c) Young academics

Students start to work scientifically at the latest when they produce their bachelor's or master's thesis. Supervisors of academic work or research projects ensure that the young academics are informed about the standards of good academic practice. They must ensure that young academics are taught methodological skills as well as an ethical attitude towards academic work, the responsible use of results and collaborating with other academics.

§ 29 d) Application of the rules in everyday scientific practice

The FH Salzburg endeavours to prevent academic misconduct with the help of §§ 29 a-c. In particular, the following types of behaviour are to be regarded as academic misconduct:

- (1) Deliberate or grossly negligent misrepresentation in a scientific context; the individual circumstances are decisive in each case. Misrepresentation is in particular:
 - a) The invention of data;
 - b) The falsification of data, e.g.:
 - i) By removing undesirable results without disclosing this;
 - ii) Through misleading interpretation
 - iii) By manipulating illustrations or images;

³³ E.g. interviews.

- c) The provision of false information in an application or a grant application (including false information regarding the publishing body and publications in press);
 - d) Endorsement for the publication of others' work without having checked it personally
- (2) Violation of the intellectual property of other scientists. This includes:
- a) All forms of plagiarism (cf. § 30);
 - b) The presumption or acceptance of arbitrary scientific authorship or co-authorship;
 - c) The unauthorised publication and unauthorised provision of access to third parties, as long as the author has not yet published the work;
- (3) Obstructing the research activities of others and unfair attempts to diminish the academic reputation of another person.
- (4) Unauthorised denial of access to primary data and violation of documentation and storage obligations.
- (5) The sabotage of research activities (e.g. damaging or destroying test arrangements, equipment, documents...) which another person needs to carry out his or her research.

§ 29 e) Co-responsibility for complying with the rules

All employees and related stakeholders of FH Salzburg bear a collective responsibility to adhere to these rules of good academic practice and are encouraged to behave in a way that avoids the following incidents:

1. Participation in a breach of the rules by others
2. Knowledge of falsification by others
3. Co-authorship of falsified publications
4. Gross neglect of supervision duties.

§ 30 Plagiarism

(1) The FH Salzburg uses the definition of plagiarism provided by Teddi Fishman ("We know it when we see it" is not good enough: toward a standard definition of plagiarism that transcends theft, fraud and copyright", p. 5 in <http://www.bmartin.cc/pubs/09-4apcei/4apcei-Fishman.pdf>) translated by Prof. Debora Weber-Wulff (http://plagiat.htw-berlin.de/ff/definition/1_1/defs, last seen 30-10-2018):

"Plagiarism occurs when someone

1. uses words, ideas, or work products
2. attributable to another identifiable person or source
3. without attributing the work to the source from which it was obtained
4. in a situation in which there is a legitimate expectation of original authorship
5. in order to obtain some benefit, grade, or gain which need not be monetary."

(2) On the basis of the definition pursuant to § 30 (1), the following conduct specifically constitutes plagiarism:

1. Full plagiarism: The complete text is copied from a third-party work in unmodified form without indicating the source and is submitted.
2. Self-plagiarism: The same (self-written) work is submitted in several courses or existing self-written texts or text sections are used in other own academic work without a corresponding reference to the original source.
3. Translation plagiarism: Foreign-language texts or text sections from a third-party work are translated and included without providing a corresponding reference to the original source.
4. Quote without proof (partial plagiarism): Parts from other works are copied in unmodified form and included without any reference to the original source or are not identified by a corresponding citation.
5. Paraphrasing: Text sections from a third-party work are copied, slightly adapted or reworded and used without any indication of the original source or without any appropriate citation.
6. Ghost-writing: A work written by a third party is submitted as an independent work with the consent of the actual author.

(3) At the FH Salzburg, academic and other written work can be checked using plagiarism software. The use of plagiarism software and checks for plagiarism are carried out at the discretion of the responsible supervisor.

(4) The correction of formal criteria by third parties is permitted as long as no content is corrected or revised; only spelling and typographical errors may be corrected.

(5) The support provided by the supervisor of the academic thesis is limited to that which does not call into question the intended independence in the preparation of academic thesis. This can therefore only include assistance in the form of proposals for structuring, application of academic methodology and guidance on new critical perspectives. Any revision or correction of the academic work must be carried out independently.

§ 31 Academic misconduct

(1) With regard to the requirements of good academic practice, reference is given to the regulations for good academic practice at the FH Salzburg in § 29 as amended.

(2) An initial suspicion of academic misconduct³⁴ is to be reported to the head of the degree programme in a well-founded, written form. Insofar as is possible, the report should contain all relevant data on the performance to be assessed (student, subject, course, date), data on the performance to be assessed itself and the identification of concerned passages. Subsequent to an initial case of

³⁴ With particular regard to data forgery and plagiarism, for instance: when a student submits work created by another (ghost writer) and claims that it is his or her own work; work (or parts thereof) that is taken from various other sources (internet, data bases etc.) and is then claimed to be the student's own work, i.e. non-cited; works in foreign languages (or parts thereof) are translated and taken over without citing source references; citations are used without references to the respective sources; one and the same work (or identical parts thereof) is presented/submitted in different courses/institutes, unless this is explicitly scheduled.

suspicion, the determination of academic misconduct in written/oral performances and academic studies lies within the responsibility of the head of the degree programme, if necessary, in consultation with experts in this particular field. The student is to be provided an opportunity to give a responsive statement. If the performance to be assessed features definite signs of misconduct, it is to be assessed with the grade "Insufficient". The student will receive a warning and will also be informed that any further proof of academic misconduct will result in an expulsion from the degree course. Such behaviour will be documented and forwarded to the head of the academic board of FH Salzburg. A new subject selection is to be presented in order to fulfil the performance requirements of the assessment to be reassessed. Bachelor's and master's theses can be excluded thereof.

(3) If a student has already received a warning regarding academic misconduct during the course of his or her studies, the head of the degree programme is to call a meeting of the academic steering committee of the respective degree programme or department. The academic steering committee of the degree programme or department will investigate the case. The student is to be provided an opportunity to give a responsive statement. The summary minutes are to be forwarded to the head of the academic board of FH Salzburg. The student concerned will also receive written information on the results of the exam carried out by the academic steering committee of the degree programme or department. If it is proven that the student has repeatedly performed acts of academic misconduct, an immediate expulsion from studies and to the termination of the educational contract will be the result.

(4) If, after the completion of studies, the academic steering committee of the degree programme proves that a graduate has performed an act or multiple acts of academic misconduct, the academic committee of the degree programme or department will file an application to the academic board of FH Salzburg for the revocation of both the academic degree and the professional qualification achieved through the graduation. The graduate will be invited to give a responsive statement. The FH Salzburg decides on the revocation in accordance with § 10 Section 3 (9) of the FHG as amended. In the case of revocation, the graduate will receive a request to immediately return the bestowed diploma and certificates. The right to hold an academic degree and the entitlement to a professional qualification achieved through graduation are terminated as of the date of the academic board decision.

8) Entry into force and annex

§ 32 Coming into force

The examination regulations in version 6.1 from 07.06.2023 are an integral part of the articles of the academic board of FH Salzburg. The examination regulations shall be published on the intranet and entered into force on 01.08.2023.

Puch/Salzburg, 01.08.2023

Appendix – course types

The following includes the description of the most common course types with regard to tasks, targets and exam procedures.

1. Lecture (VO)

The lectures serve to teach subject-relevant skills on a theoretical/academic level with the aim of systematically conveying specialised knowledge and interdisciplinary relationships and to demonstrate solution processes and methods. Lectures are aimed at a larger group of students. With regard to guest lecturers and lecture series, the assessment is performed in compliance with the accreditation request and/or update request.

Exam procedure: Final course exam

2. Lecture with integrated project work (ILV)

The lecture with integrated project work facilitates a direct connection between knowledge input and experience-based learning. It combines the theoretical content of lectures with (laboratory) practice, problem-based and case-based consolidation of the subject matter through the active involvement of students. The practice seminars are held in smaller groups and can be flexibly optimised to suit the respective requirements.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

3. Practice (UE) / Practice sessions

The practice sessions serve the purpose of providing examples of applications and to train/consolidate knowledge, skills and abilities. Practice sessions can either be applied in direct connection with a lecture or with other types of courses or as an independent type of course (language course).

The practice session is performed in small groups and, under the guidance of an instructor, is aimed to promote joint and/or independent processing and managing of problems, and respectively to facilitate an optimisation of solution possibilities through discussions and comparisons.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

4. Lab session (LB)

Practice sessions in the laboratory serve the purpose of providing examples of applications and to train/consolidate the specialised knowledge conveyed within the scope of lectures and other course types, particularly with the aid of state-of-the-art technical equipment and systems. Students attending this type of course work in small groups. They practice documenting laboratory tests and holding discussions on test results (e.g. as a preparation for academic work).

Exam procedure: Final course exam and/or course that is subject to continuous assessment

5. Project (PT)

The project serves to promote the independent and problem-based solution of complex, practical tasks on a larger scale through individual students or students working in small groups. While maintaining regular consultation with the project supervisor, students can largely manage time themselves (flexible and individualised social phases) when working on projects. In addition to conveying specialised/professional competence, theoretical skills and knowledge of project management are also consolidated through practice (methodological competence), whereby interdisciplinary interrelationships are dealt with. A further focal point lies in the conveyance of social-communicative skills, with particular regard to the ability to work in a team.

Exam procedure: Course that is subject to continuous assessment

6. Seminar (SE)

The seminar serves to facilitate an in-depth, theory-driven and discursive exam of selected issues and problems, whereby active knowledge acquisition and systematically developed contributions are expected of the students. The content mostly concerns subject areas that were cursorily dealt with during lectures. Particular attention is given to the academically state-of-the-art processing/development, presentation and discussion of the written seminar results, which are attained with the aid of adequate sources of information (literature study, internet etc.). Seminars are only scheduled for higher semesters and are aimed at smaller groups of students.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

7. Self-directed learning with supervisory sessions (IT)

Individual training serves to facilitate an in-depth, theory-driven, practice-oriented and discursive exam of selected problems, whereby active knowledge acquisition and systematically developed contributions are expected of the students. Particular attention is given to ensuring individual supervision/assistance and training measures for students while allowing flexible time management. Included within the scope of individual training is also the graduation in a subject-relevant practical training course in various institutional settings. Individual training can also be understood as self-directed learning with supervisory sessions.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

8. Proseminar (PS)

The proseminar constitutes a precursor to the seminar in the sense of preparatory instructions on the principles of academic work. A proseminar paper is written to prove that the students are able to individually apply problem-solving skills. The paper is somewhat less extensive and work-intensive than a seminar paper.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

9. Revision course (RE)

Revision courses serve to aid a compressed transfer of knowledge (review/repeat), allowing students to close possible knowledge gaps. The swift and thorough revision and reprocessing of the subject matter requires an intensive and self-responsible acquisition of knowledge on the part of the students.

Exam procedure: Final course exam and/or course that is subject to continuous assessment

10. Course with integrated reflective practice (RC)

Courses featuring integrated reflective practice serve to aid a reflective, active reprocessing of social processes and learning processes, practical experience etc. in order to promote the individual development of strategic action and solution concepts.

Exam procedure: Course that is subject to continuous assessment; the evaluation in the accreditation request or update request can be defined with “successfully completed”.

11. Field trip (EX)

Field trips are block courses designed to demonstrate and deal with contents and problems of a subject area outside of the facilities of the FH Salzburg. In addition to the majority of “classic” one-day field trips that head to nearby sites, there are also a number of longer field trips to both domestic and foreign sites.

Exam procedure: Course that is subject to continuous assessment; the evaluation in the accreditation request or update request can be defined with “successfully completed”.

12. Tutorial (TU)

Tutorials are extracurricular offers of further learning support that are provided on a voluntary basis. Based on experience, students often prove to have totally different levels of prior knowledge. The tutorial aims to balance out this level and to provide support by applying individual assistance measures.

Exam procedure: no exam scheduled.

Glossar

Approval of prior knowledge	is given on the basis of proven skills, abilities and knowledge, either by means of written documentation (certifications, certificates, ...) or testing of knowledge.
Educational Contract	is a contract between the student and the Fachhochschule Salzburg GmbH represented by the management. The mutual rights and obligations within the framework of an educational or training relationship are stipulated in the educational contract.
Non-degree programme students	In accordance with § 4 Section 2 and 3 FHG as amended, this refers to students who are either attending an academic programme or who are only permitted to attend individual and specified lectures or who only attend individual lectures.
ECTS	"The European Credit Transfer and Accumulation System (ECTS) is an instrument of the European Higher Education Area (EHEA) which aims to increase the transparency of studies and courses and thus helps to improve the quality of university education." (ECTS Guide 2015)
ECTS-weighted final grade	<p>This calculation method applies to students who have started their studies up to and including the summer semester 2022 (regardless of when they complete their studies).</p> <p>A final grade weighted according to ECTS points is determined for each successfully completed course. This is calculated according to the following formula:</p> $\frac{\text{Assessment} \times \text{Number of ECTS points of the course}}{\text{Total number of ECTS points from the 3rd – 6th semester of the bachelor's programme * or the 1st – 4th semester of the master programme *}}$ <p>* Recognitions of proven knowledge within the meaning of § 12 FHG and courses that have not been assessed according to the Austrian 1 to 5 grading system are not to be taken into consideration here.</p> <p>An ECTS-weighted grade point average (GPA) for each semester is determined from the ECTS-weighted final grades of a semester and shown on the respective semester report.</p>
ECTS-weighted final grade	This calculation method applies to students who started their studies from the winter semester 2022/23 onwards.

	<p>A final grade weighted according to ECTS points is determined for each successfully completed course. This is calculated according to the following formula:</p> $\frac{\text{Assessment} \times \text{Number of ECTS points of the course}}{\text{Total number of ECTS points from the 1st - 6th semester of the bachelor's programme * or the 1st - 4th semester of the master programme *}}$ <p>* Recognitions of proven knowledge within the meaning of § 12 FHG and courses that have not been assessed according to the Austrian 1 to 5 grading system are not to be taken into consideration here.</p> <p>An ECTS-weighted grade point average (GPA) for each semester is determined from the ECTS-weighted final grades of a semester and shown on the respective semester report.</p>
ECTS credits	denote the “workload of the students that is required in order to achieve the expected learning outcome. The learning outcome defines what the students should know, understand and be capable of after the successful completion of a learning process” (ECTS guidelines, translation of the German version 2009).
Compensatory work	has to be performed by students upon non-fulfilment of the compulsory attendance requirements and is prerequisite for admission to the first exam date.
Fraudulent acquisition of benefits	Intentional behavior consisting either in the submission of objectively false information of fundamental importance with the intention to mislead or the concealment of material (accompanying) circumstances with the intention to mislead, whereby the aim is to achieve a favorable result for oneself (cf. § 20 para. 6).
University of Applied Sciences board or academic board	The University of Applied Sciences board is the highest academic body and, thus, also the highest academic authority at the FH Salzburg in accordance with § 10 FHG as amended. The University of Applied Sciences board is made up of the head of the academic board and his or her deputy, teaching staff and research staff representatives and members of the student council.
Optional subject	Optional subjects (also known as free electives) can be taken by students in addition to the compulsory courses and optional lecture courses. See § 22.
Exemption from studies	is a leave of absence from studies that is approved by the head of the degree programme.

<p>Freely selectable exam date</p>	<p>is determined by the degree programme and communicated to the students at the beginning of the course in question. Students may take the exam of the course in question on one of these exam dates at their own discretion.</p>
<p>Overall assessment of the course of study</p>	<p>This calculation method applies to students who have started their studies up to and including the summer semester 2022 (regardless of when they complete their studies).</p> <p>The overall assessment of the course of study is made up of 50 % of the ECTS-weighted final grades of all courses – with the exception of the first academic year of the bachelor’s programme – and 50 % of the result of the final panel exam.</p> <p>A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula:</p> $100 - \frac{(\text{Total of the ECTS – weighted final grades} - 1) \times 50}{3}$ <p>A mean value is calculated from the points calculated in this way and the points of the final panel exam. This mean value forms the basic principles for the overall assessment of the course of study and is converted to a grade point average (GPA) according to the following formula.</p> $\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ <p>The result is rounded to two decimal places – only the two decimal places are taken into account, all others are deleted without being rounded – and shown in the bachelor’s or master’s degree certificate as well as in the Diploma Supplement. In the case of a joint degree programme, the final documents can be issued without an overall assessment of the programme.</p>
<p>Overall assessment of the course of bachelor’s studies</p>	<p>This calculation method applies to bachelor’s students who started their studies from the winter semester 2022/23 onwards.</p> <p>The overall assessment of the course of bachelor’s studies is made up of 75 % of the ECTS-weighted final grades of all courses and 25 % of the result of the final panel exam:</p> <p>75 % from final grades (ECTS-weighted) Ø-grade 4.0 --> 50 points (equals minimum, since all courses passed positively)</p>

	<p style="text-align: center;">Ø-grade 1.0 --> 100 points (maximum attainable value) 25 % from bachelor's final panel exam.</p> <p>A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula:</p> $100 - \frac{(\text{Total of the ECTS - weighted final grades} - 1) \times 50}{3}$ <p>A mean value is calculated from the points calculated in this way and the points of the final panel exam. This mean value forms the basic principles for the overall assessment of the course of study and is converted to a grade point average (GPA) according to the following formula.</p> $\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ <p>The result is rounded to two decimal places – only the two decimal places are taken into account, all others are deleted without being rounded – and shown in the bachelor's degree certificate as well as in the Diploma Supplement. In the case of a joint degree programme, the final documents can be issued without an overall assessment of the programme.</p>
Overall assessment of the course of master's studies	<p>This calculation method applies to master's students who started their studies from the winter semester 2022/23 onwards.</p> <p>The overall assessment of the course of master's studies is made up of 65 % of the ECTS-weighted final grades of all courses and 35 % of the result of the final panel exam:</p> <p style="padding-left: 40px;">65 % from final grades (ECTS-weighted) Ø-grade 4.0 --> 50 points (equals minimum, since all courses passed positively) Ø-grade 1.0 --> 100 points (maximum attainable value)</p> <p style="padding-left: 40px;">35 % from master's final panel exam</p> <p>A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula:</p> $100 - \frac{(\text{Total of the ECTS - weighted final grades} - 1) \times 50}{3}$ <p>A mean value is calculated from the points calculated in this way and the points of the final panel exam. This mean value forms the basic principles for</p>

	<p>the overall assessment of the course of study and is converted to a grade point average (GPA) according to the following formula.</p> $\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ <p>The result is rounded to two decimal places – only the two decimal places are taken into account, all others are deleted without being rounded – and shown in the master’s degree certificate as well as in the Diploma Supplement. In the case of a joint degree programme, the final documents can be issued without an overall assessment of the programme.</p>
<p>Permitted and unpermitted aids</p> <p>Admissible and inadmissible aids</p>	<p>Permitted aids defined by the course instructor - usually in the syllabus - may include in particular Books, (articles in) journals, contents of databases, personal information, the use of translation tools as well as (further) AI-based information/creations, provided that a significant degree of intellectual contribution is retained.</p> <p>The use of permitted aids must be marked by the student (see also §§ 29 to 30).</p> <p>Unpermitted aids may include, in particular: plagiarism, ghostwriting, cheat sheets, submissions by fellow students, secret use of cell phones, smart-watches, tablets, laptops, etc.</p>
Panel exam	Is an exam on the entire content of the course/module curriculum (panel exam), which can be held as a written or oral exam and/or include the submission of practical work.
Performance assessment	is an appraisal in the form of the five-part (excellent, good, satisfactory, sufficient, insufficient) or two-part (successfully completed, fail) Austrian grading scale.
Performance appraisal	denotes the provided performance that is appraised for the assessment. Performance appraisals are, for instance, written or oral exams, seminar papers, presentations, project work, practical and graphic work/assignments.
Module	are self-contained, formally structured learning processes featuring thematically determined teaching and instruction, specified, coherent learning outcomes, predetermined student workloads (ECTS credits) and clear and transparent assessment criteria. (compare Hauser, comment on FHG, 6th edition, page 172)

Module exam	Within the framework of module exams, knowledge and skills that have been taught in several (at least 2) courses are examined.
Exam type: Final module/course exam	means that a general exam is held at the end of a module/course. This general exam can also be held in the form of unit tests.
Exam type: module/course subject to continuous assessment	means that multiple defined performance appraisals (e.g. presentations, reports, projects, works, written and oral exams, active participation) are spread out over the entire duration of the module/course.
Board of examiners	is the total number of all examiners potentially involved in final exams chaired by the head of the degree programme (see also exam committee).
Exam procedures	are the contents, methods, assessment criteria and assessment standards.
Examination committee	carry out exams and appraises written papers. The exam committee is made up of at least three members and is headed by a chairperson (see also board of examiners).
Exam part	is a differentiated and proportionally assessed task within a final exam of a bachelor's and master's degree programme, which are always conducted as general exams.
Dismissal from studies	is the termination of studies based on insufficient course achievement. A new application for admission to the same degree programme is not possible.
Study interruption	is the suspension of studies. An application for the interruption of studies is to be submitted in writing, with a stated (justifiable) reason, to the head of the degree programme.
Syllabus	At the beginning of courses, students receive essential content-related and organizational information, usually by means of a syllabus. It has to at least include the name and type of the course, ECTS credits and the number of semester periods per week, the course contents, the learning outcomes, the exam procedures and the exam type (in the case of module descriptions, this is the standardised text specified for the respective course type in the exam regulations, e.g. "course subject to continuous assessment" for course type ILV) and recommended literature/learning resources (in the case of module descriptions, this information is optional). A syllabus template is available and can be requested from QM.

Unit tests	are created through the division of the assessment load of a module exam or final course exam into unit tests during the process and at the end of a module or a course.
Binding exam dates	are to be communicated in a timely manner and are binding for all students. Binding exam dates must be observed. Each degree programme may lay down a different regulation for individual courses and offer freely selectable exam dates.
Vertiefung/ Specialization / Deepening	Specializations (areas of specialization) are elective options in study programmes. They are aimed at individualizing the course of study and creating a profile in terms of content. Depending on the degree programme, students choose a specialization (compulsory or optional) and attend the courses offered in the specialization. These are referred to as compulsory elective subjects. However, compulsory elective subjects can also be offered outside of a specialization. A specialization has a minimum scope of 4 ECTS. Ideally, the specialization extends over several semesters and has a higher ECTS workload.
Compulsory elective subject	A compulsory elective subject is part of the curriculum. Students must select a course from a specific area, e.g. languages: Choice between French, Italian, Spanish. There is a choice, but it is compulsory to choose a language. Courses in a specialization are also shown as compulsory elective subjects.
Resitting	is the resitting of an exam after a failure.