



**Examination regulations 5.01**

**Additions due to Coronavirus COVID-19 from 02./30.04.2020 and 12.05.2020 (marked in yellow), valid until further notice**

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## I. General provisions

### § 1 Legal bases

(1) The basis for these examination regulations is the University of Applied Sciences Studies Act (FHStG), 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 concrete definition of the statutory provisions and provide the framework conditions 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, SUAS) are an integral part of the students' educational contract, the general terms and conditions of the non-degree students, the official regulations and the general agreements of the external lecturers.

(4) Due to Corona COVID-19 the necessary adjustments have been added to the respective paragraphs and highlighted in colour. These special regulations by the Salzburg University of Applied Sciences apply until further notice. In addition to the regulations of the FH Salzburg, the COVID-19 University of Applied Sciences Ordinance (C-FHV) must also be observed.

### § 2 Regulations on compulsory attendance of courses and compensation for absenteeism

(1) A general attendance obligation applies to all courses. The regulations on course attendance are applicable for participation in virtual courses as well. The head of the degree programme determines the details concerning the courses and any possible attendance reductions.

(2) A compulsory attendance of at least 75% of the specified attendance minimum hours is required in order to successfully complete a course. The degree programme may determine an alternative regulation in their accreditation request and/or update request for the individual degree programmes, whereby a minimum attendance rate of 50 % of the specified minimum hours has to be fulfilled. 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.

(3) If the minimum compulsory attendance is not met and the missed content and performance requirements cannot be met by compensatory work due to the decision of the respective teacher in consultation with the head of the department or the head of the degree programme or the academic programme director, no exam can be taken. In this case, the student must repeat the course<sup>1</sup>. In principle, 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 § 6 para. 5) or before the end of a course with continuous assessment (see § 6 para. 6).

(4) 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. If no compensatory work is provided<sup>2</sup> or such compensatory work is assessed negatively, the compensatory work shall be provided before the second exam or within a period to be determined after the end of the course in the case of courses with an imminent exam character. If no compensatory work is provided<sup>3</sup> again or if this is again assessed negatively, this leads to the third exam, which is to be conducted as a panel exam, whereby the substitute service is also part of this exam.

(5) For courses where attendance is obligatory, members of the student council may reduce their attendance by a maximum of 30%., in addition to regulations concerning exceptions to the attendance obligation.

This is in accordance with § 31 para. 6 Hochschulinnen- und Hochschülerschaftsgesetz 2014 (HSG 2014), BGBl. I Nr. 45/2014 as amended in conjunction with § 30 para. 1 HSG 2014. In addition to the existing regulations concerning exceptions to the attendance obligation, the attendance requirement for activities as a member of the student council may be reduced in addition by a maximum of 30% in each case. 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.

There is no compulsory attendance for student representatives, who are regular members of the Salzburg University of Applied Sciences academic board, as well as the chairman of the university student council and his/her two deputy chairmen. This regulation does not apply if full attendance is required to obtain a professional qualification, or if it is not possible to determine performance without attendance.

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<sup>1</sup> 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.

<sup>2</sup> In this case, the first exam shall be assessed negatively.

<sup>3</sup> In this case, the second exam shall be assessed negatively.

(6) In justified individual cases (including statutory maternity leave), the head of the degree programme 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, and to the extent that they have no impact on the assessment. The reasons<sup>4</sup> 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.

### **§ 3 Organisation of the course of study**

#### **§ 3 a Flexible course enrolment**

(1) Courses or modules of higher semesters, including the bachelor theses and the master thesis may, upon written application and for compelling personal, health or professional reasons, be preponed (early completion) or postponed and completed in a higher semester, i.e. later completion by a student, after approval by the responsible head of the degree programme or the academic programme director. The student must show cause for early or later completion when applying for flexible course enrolment.

Early completion is only possible if the necessary capacity (e.g. available laboratory workstation, etc.) is available in the courses. Modules and courses that require a prerequisite module or course can be pre-empted if the prerequisite module or course has been successfully completed. Students have no legal entitlement to early or later completion of courses.

(2) The early and/or later completion of courses must be regulated in a written agreement between the student and the head of the degree programme; whereby, as a rule, 15 ECTS credits per academic year should be completed.

(3) The early and/or later completion of courses may lead to overlaps in the curriculum. The prescribed attendance requirement according to § 2 must be met and it is the student's responsibility to adhere to it.

#### **§ 3 b Partial studies**

(1) If one of the urgent reasons listed in § 3 e of the examination regulations is given for an interruption of studies (e.g. pregnancy, etc.), a partial study programme 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, the reasons for the request must be explained and it must be agreed in writing which courses in the curriculum will be completed in the current academic year and which will be completed in the following academic year(s).

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<sup>4</sup> 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.

Partial 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 tuition fees in each semester.

### **§ 3 c Flexible exam admissions**

(1) As a rule, the completion of courses or the preparation of the bachelor or master thesis takes place as specified in the respective curriculum. A deviation is only possible as described in § 3 c para. 2 to para. 4.

(2) Pursuant to § 13 Section 1 FHStG as amended, exams have to be held close to the time of the respective modules and course/s. Exam dates are to be communicated in a timely manner and attendance is binding for all students. Each head of the degree programme may make a different arrangement for individual courses/modules and offer freely selectable exam dates.

(3) The exam of a course/module, both with a final and an immanent exam character, can be taken a total of six times (including the three exams for the continuation of the programme of study pursuant to Section 18 para. 4 FHStG as amended). The freely selectable exam dates must be communicated at the beginning of the academic year. Students may choose which of the offered exam dates they wish to attend.

(4) All courses of a semester according to the first inscription must be completed at the latest by the end of the fourth semester on 01.03. for the winter semester or on 31.10. for the summer semester. This is independent of whether the student has taken all 6 exams (including 3 exams for the continuation of studies). After this period has expired, the student will be expelled from the course of study and will not be admitted to the degree programme again. This does not apply if the student submits a reasoned request for interruption of studies or partial studies that is granted.

(5) If the course has not yet been successfully completed from the second semester following the initial inscription of the course, the head of the degree programme/the academic programme director may, for example due to considerable differences in content between the course attended for the first time and the course then offered, prescribe that the course be taken again.

### **§ 3 d Continuation of studies after failure to pass a panel exam**

(1) As a result of a negative assessment from a panel exam, a single application for continuation of studies is possible (cf. section 18 para. 4 FHStG as amended). As a rule, applications for a continuation of studies must be granted after the first failure to pass the panel exam in a specific course. A second application for continuation of studies as a result of a negative assessment from the panel exam from the same academic year is not admissible. The application for continuation of studies as a result of a negative assessment from the panel exam from another academic year may only be granted in special cases.

(2) The continuation of an academic year is to be agreed upon in writing between the head of the degree programme/the academic programme director and the student. Passed exams are only to be taken again if this proves necessary for the purpose of the degree course (e.g. as a basis for advanced courses/modules). In every case, negatively assessed exams must always be retaken or re-submitted. The corresponding courses of negatively assessed exams are to be attended again, if the student was not present before the negative assessment of the exam, or if the written agreement on the continuation of the academic year by the head of the degree programme/the academic programme director provides for a renewed attendance of the corresponding courses, or if attendance is required for the performance assessment of the course.

(3) According to § 3 a, early completion of courses or modules from higher semesters is also possible in case of continuation of studies.

(4) § 3 c of the exam regulations shall also apply to the continuation of studies.

### **§ 3 e Study interruption**

(1) An interruption in accordance with § 14 FHStG as amended is understood as the suspension of studies. An application for the interruption of studies 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 reaching a decision on the application, the head of the degree programme/the academic programme director has to take into account 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 a one-year interruption of studies must be submitted instead. In exceptional cases, interruptions may be extended to a maximum of two years. Lengthier interruptions of studies can be granted for courses that are not held every year.

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

(4) Modules and courses that were already completed before the interruption do not have to be taken again in the following year, provided that no major changes are made to the content.

## **II. Examination regulations**

### **§ 4 Recognition of knowledge or competences previously acquired, based on documented proof**

(1) In accordance with § 12 FHStG as amended, the recognition of proven knowledge is to be dealt with according to the principle of course-relevant recognition, whereby individual courses within

modules, which are concluded with a module exam, cannot be recognised<sup>5</sup>. Within two weeks after course begin, the student can submit an application for recognition of competences to the academic programme director or to the head of department via the administration database of the FH Salzburg (FHsys). The head of the degree programme then has to either approve or reject the decision of the academic programme director or head of the department.

(2) If the acquired knowledge is equivalent to that of the requirement profile (content and scope) of the course to be remitted, previous positively completed exams are to be recognised. If a certification of knowledge is provided that is equivalent to the required level and scope, no investigation or testing of knowledge is necessary.

(3) Special knowledge, skills or experience gained from professional practice, which are in line with the required level and scope, are to be taken into account with regard to the recognition of courses and professional placement; this particularly applies to degree courses organised on a part-time basis.

(4) The decision on whether to recognize knowledge from non-formal and informal learning paths is the responsibility of the head of the degree programme.

## **§ 5 Organisation and holding of exams<sup>6</sup>**

(1) General information concerning the holding of exams is provided by the degree programme administration, on the intranet, in the academic calendar, in the administration database of the FH Salzburg (FHsys) and by e-mail via the SUAS e-mail address.

(2) In accordance with § 13 Section 4 FHStG as amended, information on the specific exam modalities and the retake possibilities are to be communicated to the students at the beginning of each course (see syllabus).

(3) Examinations can be completed both verbally and in writing, as well as using suitable permitted technical aids. In any case, it should be noted that the examination is to be carried out accordingly.

(4) The online examination process is to be documented in a detailed protocol, especially for oral online exams. 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.

(5) Due to the current situation (Coronavirus COVID-19), in many cases it is necessary to adapt the examination modalities, retake possibilities and determined exam dates. The examination modalities, retake possibilities and determined exam dates can be changed accordingly by the lecturer in consultation with the head of degree programme and the university of applied sciences student representation, if these changes are organizationally and didactically necessary due to the current situation.

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<sup>5</sup> If the criteria (see Section 2 para.4) are met, an exemption could be considered in such cases.

<sup>6</sup> These provisions apply to all module and course exams. The bachelor and master final exams are subject to other provisions.



The students are to be informed immediately by the lecturers if and to what extent a different examination method (e.g. oral instead of written; seminar paper instead of written exam) than originally intended is to be implemented. Depending on the duration of the exceptional situation, multiple adjustments may be necessary.

(6) 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.

(7) If changes are made in accordance with Paragraph 5, the student can deregister from the relevant exam without being counted towards the total number of admissible exams. The exam is to take place at a later time. The Salzburg University of Applied Sciences is not responsible for any delays in the study time (semester or academic year) should they stem from the student's surroundings.<sup>7</sup>

(8) Pursuant to § 13 para. 1 FHStG as amended, the first exam must be held close to the time of the respective modules and course/s. 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 set out a different regulation for individual courses and offer exam dates that can be selected freely. The degree programme determines the possible exam dates. Students can then take the exam on an exam date of their own choosing. The possibility of choosing exam dates must be indicated at the beginning of the relevant course. Even in the event of a different regulation for individual courses, § 11 para. 3 of these exam regulations shall apply.

(9) An exam can only be taken on a freely selectable exam date if the student has registered for the exam in the designated system or the administrative database of the FH Salzburg (FHsys) no later than 7 days before the respective exam date. Registration for the freely selectable exam dates may be cancelled by 11:59 p.m. two days before the exam, without submitting explanation in either the system provided for this purpose or in the administrative database of the FH Salzburg (FHsys). If the student does not appear for an exam (where the exam dates have been freely selected) without having properly unsubscribed or having been prevented by an unforeseen or unavoidable event, this leads to the loss of the opportunity to take the exam. In this case, too, § 11 para. 3 of the exam regulations shall apply.

(10) Students are obligated to prove their identity at each exam by presenting an official form of photo identification.

(11) The time frame in which exams and their respective re-sits are held can be determined by the head of the degree programme. Students must take into consideration the fact that any re-sits may be held up to two weeks after the beginning of the course-free period and during the semester break, which means that they have to be present during that time.

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<sup>7</sup> Even in this time of crisis, the FH Salzburg does everything possible to carry out the course of study and the examination process as well as possible by using digital media, in order to minimize any disadvantages to our students. It is assumed that students agree to the online examination format modifications. The FH Salzburg is not responsible if the examination dates can only be rescheduled at a later date and the time delays stem from the student's surroundings.

(12) In accordance with § 13 Section 3 FHStG as amended, a sufficient number of dates must be provided for exams and re-sits thereof each semester and academic year, so that a continuation of the degree course is possible without losing a semester. In accordance with § 13 Section 3 FHStG as amended, exam dates are to be scheduled in any case for the end and for the beginning of each semester (earlier and later first exam date) of modules and courses with final exams.

(13) Insofar as possible, exam dates are to be coordinated so as to ensure that only one final course exam is scheduled per day and per student. If a clash of dates should still occur, the students, the lecturers and the head of the degree programme have to be informed immediately.

(14) In accordance with § 13 para. 2 FHStG as amended, if proof of a disability or chronic disease can be provided (illness etc.), which makes a sitting of the exam in the prescribed method 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.

(15) 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.

(16) In accordance with § 13 para. 5 FHStG as amended, insufficiently justified non-attendance of a mandatory exam (including freely selectable exams for which there is a binding registration) leads to the loss of an exam attendance possibility, which in turn results in a negative assessment. Sufficiently justified reasons are, for instance, illness, death in the family, complications/complaints 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 on the first working day, at the latest, subsequent to being certified as fit.

(17) Submission of appropriate evidence to the head of the degree programme can be justified in extraordinary cases. This is only possible if the application is made known in due time about the reason for the prevention (e.g. additional reasons for excuse are: community service or service to the military during the corona crisis). Proof must be provided if the student does not take the exam.

(18) The exam procedure in oral exams is to be recorded (minutes are to be kept) in accordance with § 15 Section 2 FHStG as amended. The examiner or the chairperson of the exam committee is responsible for keeping the minutes and ensuring that correct exam procedures are observed. The minutes are to 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.

(19) In accordance with § 15 Section 1 FHStG 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 (disclosure agreement).

(20) During online oral exams, it is feasible for students to involve a second person as witness. This is to be recorded in the protocol.

(21) Several students are allowed to take an oral exam together.

(22) It is the student's own responsibility if he or she should arrive too late for exams. In such a case, the student has no right to an individual extension of the scheduled end of the exam.

(23) If anyone should disturb an orderly exam procedure, he or she can be excluded from the exam performance.

## **§ 6 Exam procedures**

Additional provisions regarding examination modalities are listed in § 5 Organisation and holding of exams.

(1) In accordance with § 13 Section 4 FHStG, exam procedures refer to the content, methods, assessment criteria and assessment standards.

(2) The degree course consists of modules that include ECTS credits. A module is a continuous and self-contained teaching and learning unit that can consist of one or several courses. A module is defined by its competency targets. As far as possible, these targets take into account all categories of skill/proficiency acquirement. With regard to their content, scope, workload, exam procedure/procedures and particularly to the learning objectives and the skills/proficiencies to be acquired, modules are to be described in the accreditation request and update request.

(3) In order to avoid having too granular a curriculum that involves 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 learning outcomes are examined in a module-relevant manner, it can be performed with a joint final exam at the end of the module, with unit tests or with various forms of assessment. The performance assessment is carried out with a joint module grade.

(4) A module-related performance assessment is the combination of different areas of competence into a joint exam.

(5) 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.<sup>8</sup>

(6) Continuous assessment means that the assessment is made on the basis of several kinds of performance appraisals<sup>9</sup> which are distributed over the entire period of the course. The weighting of the types of assessment must be defined for each course. It must also be determined whether individual types of assessment must be passed in themselves.

## **§ 7 Exam documentation and inspection**

(1) In accordance with § 15 Section 2 FHStG as amended, the exam minutes of oral exams are to be kept by the degree programme for at least one year as of the announcement 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 by the degree programme for at least six months as of the announcement of the assessment results in accordance with § 13 Section 7 FHStG as amended. Assessment documents of failed examinations are to be kept for at least one year.

(3) In accordance with § 13 Section 6 FHStG as amended, if a student should request access to an assessment within six months of the results announcement, the student is entitled to view the assessment documents of written exams (particularly evaluations, corrections of written exams and exam papers) and exam minutes of oral exams. If calculation errors are discovered during the course of inspection, they must be corrected and the assessment is to be respectively adjusted.

(4) In accordance with § 13 Section 6 FHStG as amended, students are allowed to make photocopies of exam minutes or assessment documents.

(5) Due to the Corona crisis, personal inspections of examination documents are currently not possible. The inspection can be made up as soon as the federal government's prescribed measures have been revoked. The electronic dispatch of test reports is to be checked in each individual case. In the event of a negative assessment and a subsequent reexamination in the period of the corona measures or shortly afterwards, an inspection of the examination documents together with the student concerned is to be made possible also via online meetings, telephone calls, model solutions, etc. in order to provide the best learning effect possible.

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<sup>8</sup> The panel exam always covers the entire content of the course curriculum.

<sup>9</sup> Presentations, project reports, projects, works, written/oral exams, laboratory reports etc.

## § 8 Performance assessment and certificates

(1) In accordance with § 17 Section 1 FHStG 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 accreditation request and/or update request. The following grading scale<sup>10</sup> is to be applied:

“Excellent” is the grade to be awarded to performances that clearly surpass the essence of a subject 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 clearly surpass the essence of a subject and also indicate the ability, either independently or with the respective guidance, to independently apply knowledge and skills when dealing with new tasks.

“Satisfactory” is the grade to be awarded to performances that fulfil the essence of principal subject areas; 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 basics of principal subject areas.

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

(2) Should an accreditation request or update request establish that the system of grades makes it impossible or inexpedient to assess a course, then the “successfully completed” assessment of this course is to be used to confirm its passing in accordance with § 17 Section 1 FHStG as amended. Otherwise, the course is to be given the grade “fail” (two-part grading scale).

(3) The assessment of the final exam of a bachelor/master 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 para. 4 FHStG 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.

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<sup>10</sup> Compare § 14 Performance Assessment Act (Leistungsbeurteilungsverordnung), Federal Law Gazette 371 dated 24 June 1974.

(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 FHStG as amended, and the exam sitting is to be counted toward the total number of retakes.

(7) Proof of successful completion (= consolidated transcript of records in compliance with § 17 para. 3 FHStG as amended) is issued at the FH Salzburg. In accordance with § 17 Section 4 FHStG as amended, proof of successful completion 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).

## **§ 9 Legal protection for exams**

(1) An appeal cannot be made against the decided assessment. Within two weeks after the announcement of the assessment results, the student can present a written complaint, either to 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 SUAS academic board. The written complaint presented by the student must present prima facie evidence that the execution of a failed exam features a formal deficiency (compare § 21 FHStG 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 exam sittings. If this results in an extension of the studying period, no additional tuition fees are to be levied.

## **§ 10 Panel exam and/or appraisal**

(1) The panel exam is an exam covering the entire semester syllabus of the module or the course.

(2) The panel exam can be held as a written and/or oral exam and, for instance, also include submissions of practical work.

(3) The date of the panel exam is scheduled by the head of the degree programme and is to be communicated to the student after the announcement of the second failure. A period of at least two weeks must be provided between the announcement of the exam date and the panel exam and/or submission.<sup>11</sup>

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<sup>11</sup> If a written agreement is made with the student, this period can be shortened.

- (4) The exam committee is made up of two subject examiners (primary and secondary examiners/appraisers) and a chairperson (compare § 15 para. 3 FHStG as amended). The exam committee members must be lecturers at the FH Salzburg<sup>12</sup>. The chairperson cannot also be a subject examiner. The chairperson is responsible for ensuring that the exam is conducted correctly, and is also responsible for the exam/appraisal documentation.
- (5) Each member of the exam 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 FHStG as amended<sup>13</sup>.
- (6) The grading of the panel exam/the result of the appraisal is performed by the subject examiners. In borderline cases, the assessment is made by the chairperson based on subject examiner findings (in accordance with § 15 para. 3 FHStG as amended). The result of an oral panel exam is announced to the student at the end of the exam, according to Section 3 FHStG as amended).
- (7) A failure of the panel exam results in the student's exclusion from the degree programme in accordance with § 18 Section 5 FHStG as amended. An application for continuation of studies after failure of a panel exam pursuant to section 18 para. 4 FHStG as amended may be submitted to the head of the degree programme within two weeks.

## **§ 11 Retaking exams**

- (1) The following applies to courses with final exams and/or module exams: In accordance with § 18 Section 1 FHStG as amended, a failed final exam can be retaken twice. Depending on the scope and level of difficulty, an appropriate period of time is to be set between the announcement of a negative assessment and the repeat exam (§ 13 Section 3 FHStG as amended). The third exam is to be held in the form of a panel exam. Only in exceptional cases and upon approval by the head of the degree programme can passed exams be retaken. The repeat exam renders the previously taken exam invalid.
- (2) If the performance evaluations within the framework of courses with immanent exams result in a failed overall assessment (fewer total number of points than required or at least one exam part that must be passed successfully being failed), the students are granted an appropriate grace period in accordance with § 18 para. 2 FHStG as amended to provide the required proof of performance (1st re-sit). The third exam is to be held in the form of a panel exam.
- (3) A course with binding exams (both final and immanent) may be examined up to six times in total (including three exams in case of continuation of studies). All courses of a semester must be completed by the end of the fourth semester<sup>14 15</sup> following the end of the semester to which the course

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<sup>12</sup> Lecturers are those who have taught at the FHS within the last three years.

<sup>13</sup> 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.

<sup>14</sup> End of semester according to semester regulations of the FHS in the respectively valid version

<sup>15</sup> Any changes to the curriculum must be taken into account.

is assigned according to the curriculum by 01.03. for the winter semester or 31.10. for the summer semester at the latest, otherwise the student will be expelled from the course of study; this is independent of whether the student has taken all 6 exams (including 3 exams of a repeated academic year). The student will not be expelled if he/she submits a justified request for interruption of his/her studies that is granted. For courses with freely selectable exam dates, § 3 c para. 4 of the exam regulations shall apply.

(4) If the required ECTS credits are not achieved during a semester abroad, the student has an obligation to inform the head of the degree programme immediately about the expected failure to fulfil requirements. The head of the degree programme decides on how the missing ECTS credits are to be made up for.

### **III. Special provisions**

#### **§ 12 Free 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. A performance appraisal is to be performed on the optional subject.

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

(4) The positive assessment of a course is entered in the proof of successful completion document. A negative assessment leads to deregistration from the optional subject, which means that no grade is entered in the proof of successful completion document. The student will only be given the opportunity of a repeat date if the student submits a respective written application to the lecturer within a period of five working days after the announcement of the failed exam. The number of maximum possible exam sittings is reduced to two. No panel exams are held 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.

#### **§ 13 Graduation of courses by non-degree programme students**

(1) In accordance with § 4 para. 3 of the University of Applied Science Studying Act (FHStG) 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 %. 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 and provisions on interruptions do not apply to non-degree programme students.

(3) Non-degree programme students, who attend individual lectures, receive admission respectively for one semester, depending on free capacities and the level of prior knowledge. A maximum of 15 ECTS credits can be attained per semester by non-degree programme students.

(4) The number of maximum possible exam sittings is reduced to two.

(5) As a basic principle, professional placements, bachelor and master theses cannot be completed by non-degree programme students.

(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 Section 3 d; Section 3 e; and Section 13 para. 2 to 5.

(7) The regulations laid down in the "Studienberechtigungsprüfung" (university entrance exam) as amended in the statutes apply to university entrance exam candidates.

## **IV. Degree**

### **§ 14 Bachelor thesis(/theses)**

(1) During the course of the bachelor programme and within the scope of courses in accordance with § 3 para. 2 Z 6 FHStG as amended, one bachelor thesis or several bachelor theses are to be written by the student. The thesis/theses is/are written in two different semesters as term papers or reflective reports on professional placement or project work. The details on contents and organisation are mandatory as defined in the guidelines specific to the bachelor's degree programmes.

(2) The aim of the bachelor thesis/theses is to promote the students' independent initiative in dealing with special subject and professionally-relevant issues and contexts by applying academic methods.

- (3) If two bachelor theses are included in the accreditation request and/or update request, they may deal with the same subject area, but must devote themselves to different tasks.
- (4) The selection of subject areas for bachelor thesis/theses are those of the core subject areas and modules scheduled in the accreditation requests and/or update requests. If the subject selection is not submitted within the stipulated period (Bachelor Guidelines), both the subject and the supervision will be determined by the head of the degree programme. The subject area of the bachelor 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 para. 1 FHStG 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 separately<sup>16</sup>. Collectively written text is not allowed to exceed a maximum of 15% of the individual work<sup>17</sup>. If two bachelor theses are included in the accreditation or update application, as a rule at least one of the two bachelor theses to be written will be written as an individual thesis.
- (6) Both the form and content of the bachelor thesis are to be appraised. The content substance of the bachelor thesis is appraised and assessed by the specialist supervisor. The academic supervision of form and content can be performed by one and the same person/supervisor<sup>18</sup>. Both parts have to be passed. The assessments are to be combined for an overall grade.
- (7) Assessors 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 thesis/theses has/have to be submitted in digital form. When submitting the bachelor 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) Each bachelor thesis can be submitted up to three times. The respective degree programme determines the deadlines for the submission of the bachelor thesis(/theses). In the programme-specific guidelines, the submission and approval of an exposé can be provided as a prerequisite for the submission of the bachelor thesis(/theses), the non-fulfilment of which leads to a negative assessment of the bachelor thesis(/theses). If a bachelor thesis receives a failing grade<sup>19</sup>, the thesis must be re-submitted to the assessors within a period that is to be specified<sup>20</sup>. If the second submission is also failed, the third submission of the bachelor thesis is subject to a panel appraisal. Each bachelor thesis must be submitted by the end of the fourth semester following the first deadline offered by the FH Salzburg at the latest, otherwise the student will be expelled from the programme; this is independent

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<sup>16</sup> The separate assessability is provided by the clear distinction of the respective sub-themes or the same subjects but with different solution strategies.

<sup>17</sup> 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.

<sup>18</sup> The roles and functions (tasks, responsibilities, rights and obligations) of the specialist/formal supervisors or assessors and the students are to be defined in more detail in the bachelor guidelines

<sup>19</sup> Non-submission will result in failure.

<sup>20</sup> The collective workload of the bachelor thesis is to be taken into account when specifying a submission period. According to § 3 para. 2 Z. 4 FHStG as amended, the annual work performance of a student amounts to a maximum of 1500 hours. According to § 8 para. 3 Z. 2 FHStG as amended, 30 ECTS credits are to be apportioned to the workload of a semester. That amounts to 25 working hours per ECTS credit.

of whether the student has made all 6 submissions (including 3 submissions for the repetition of one academic year) or not. The student will not be expelled if he/she submits a justified request for interruption of his/her studies, which is granted.

(10) Following submission, the author is entitled to apply for the exclusion of any potential publication (disclosure agreement) of the bachelor 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 assume that important statutory or economic interests are at risk. Disclosure agreements do not expressly include secrecy agreements with the concerned bachelor students or their respective supervisors and assessors. FH Salzburg excludes any liability in this regard.

## **§ 15 Master thesis**

(1) The master thesis proves that the students are capable of performing academic study and research-oriented advanced learning. The master 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 work of art can also be created as part of a theoretical work. The details on content and organisation are mandatory as defined in the guidelines specific to the master degree programmes.

(2) Within the scope of the master 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 subject of the master thesis is to be decided upon by the student in collaboration with a supervisor/assessor. 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 (Master's 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 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 degree programme supervisor can be provided.

(5) In accordance with § 19 para. 1 FHStG 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 separately<sup>21</sup>. Collectively written text is not allowed to exceed a maximum of 15% of the individual work<sup>22</sup>.

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<sup>21</sup> The separate assessability is provided by the clear distinction of the respective sub-themes or the same subjects but with different solution strategies.

<sup>22</sup> 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.

(6) Master theses are to be submitted to the degree programme administration within the stipulated time period in both digital form and in printed and bound form. When submitting the master 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.

(7) Each master thesis is to be monitored by one or two assigned supervisors, who are simultaneously assessors. 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 supervisor/assessor<sup>23</sup> must be a lecturer at the FH Salzburg.

(8) Assessors should in no way have a close or professionally dependent relationship with the student.<sup>24</sup> Excepted from this are work relationships within an academic context.

(9) Each submission deadline is binding for students. The approval of the master thesis is a prerequisite for the admission to the final master's exam. If the master thesis is not submitted in due time, it is to be assessed with the grade "Fail". In the course-specific guidelines, the submission and approval of an exposé can be provided as a prerequisite for the submission of the master thesis, the non-fulfilment of which leads to failure of the master thesis. If the assessment is failed, the master 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. The master thesis can be submitted for approval up to three times. An academic year can be repeated once. Each master thesis can be submitted at the latest by the end of the fourth semester following the first deadline offered by the FH Salzburg, otherwise the student will be expelled from the programme; this is independent of whether the student has made all 6 submissions (including 3 submissions for the repetition of one academic year). The student will not be expelled if he/she submits a justified request for interruption of his/her studies, which is granted.

(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) and puerperal respite lead to a postponement of the submission date, which will not result in a negative assessment.

(11) In order for the master thesis to be approved, the evaluation given by all involved assessors must be a pass. If one of those evaluations is failed, the master 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 assessors 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 assessors.

(12) The positively evaluated master thesis is to be published by handing it over to the library of FH Salzburg (compare § 19 para. 3 FHStG 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

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<sup>23</sup> The exam committee members must have been lecturers at the FHS within the last three years.

<sup>24</sup> Examples for this are: Related, related by marriage, existing work relationship outside the academic environment.

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 master students or their respective supervisors and assessors. FH Salzburg excludes any liability in this regard.

## § 16 Final exams in master and bachelor programmes

- (1) The final exam to complete a degree programme is a general exam held before an expert examination committee. A general assessment is to be given.
- (2) The panel exam for completion of bachelor studies is comprised of the following exam parts, in accordance with § 16 Section 1 FHStG as amended:
  1. an examined discussion on the conducted bachelor theses and
  2. their interconnections with relevant subjects of the curriculum.<sup>25</sup>
- (3) The panel exam for completion of master studies consists of the following exam parts:
  1. presentation of the master thesis including thesis defence
  2. an examined discussion that deals with the interconnections regarding the topic of the master thesis on the relevant subjects of the curriculum and
  3. an oral exam on other contents relevant to the study plan(cf. section 16 para. 1 FHStG).
- (4) Depending on the positioning of the degree programme, a part<sup>26</sup> of or the entire final exam can be held in English.
- (5) The acquisition of all required ECTS credits of the degree course is a prerequisite for admission to the final exam. The acknowledgement must be appropriately communicated at least one week before the exam date (§ 16 Section 3 FHStG as amended). **Due to the corona crisis, the final exams can be taken before the completion of the professional placements.**
- (6) Each candidate is given at least 25 minutes for the bachelor panel exam. The master panel exam for each candidate is to be scheduled to last at least 35 minutes. In any event, all parts of the examination are to be held.
- (7) 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)
- (8) For the taking of the final exam and in order to put together the board of examiners, the head of the degree programme is to select a board of examiners, including all of the examiners involved in

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<sup>25</sup> 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.

<sup>26</sup> Not necessarily the entire exam.

the exam committee of the final exam (compare § 16 Section 5 FHStG as amended). The exam committee consists of at least three members (compare § 15 Section 3 FHStG as amended) made up, as a rule, of the respective assessors of the master or bachelor thesis, relevant subject examiners and a chairperson. The exam committee is led by the chairperson. If the chairman is preoccupied with exam activities, the task of minute keeping can be passed on to another member of the exam committee.

(9) Each of the two parts of the final bachelor exam is to be weighted at least 33% of the overall result. For an overall pass result in the panel exam for completion of bachelor studies, 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. 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. These values count as minimum threshold values. Higher values may be determined in the guidelines specific to the degree programme.

(10) Each of the three parts of the panel exam for completion of master 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 panel exam for completion of master studies, 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. 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. These values count as minimum threshold values. Higher values may be determined in the guidelines specific to the degree programme.

(11) If a panel exam for completion of master or bachelor studies is failed, the exam can be retaken twice more, which means, contrary to § 11 para. 3 of the examination regulations, 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.

## **V. Professional placements**

### **§ 17 General provisions for professional placements, except for health science-related degree programmes**

(1) Within the framework of bachelor degree programmes, professional placements are required as a relevant educational part of the degree course, in accordance with § 3 para. 2 Z. 3 FHStG 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 supervisors<sup>27</sup> 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 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).

### **§ 18 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 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 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 his/her studies, which is granted.
- (4) If professional placement is successfully completed but the respective written part of the required professional placement documentation (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

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<sup>27</sup> 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.

of professional placement and/or practical exams can be completed or if they have to be postponed until a later date.

## VI. Good academic practice and academic misconduct

### § 19 Safeguarding good academic practice

The Fachhochschule Salzburg GmbH 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, every member of the FH Salzburg 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 around these guidelines as part of academic work.



Figure 1: Stakeholder overview: Good academic practice at the Fachhochschule Salzburg GmbH

These statements are taken from the guidelines of the Austrian Agency for Academic Integrity on Good Academic Practice (GWP guidelines of the OeAW)<sup>28</sup> and adapted to the requirements of the FH Salzburg)<sup>29</sup>

#### § 19 a. Standards of good academic practice

Good scientific practice requires the following:

- (1) Detailed logging and documentation of the scientific approach as well as the results is mandatory for scientific work. All applied methods and results must be documented.

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<sup>28</sup> <https://oeawi.at/richtlinien/>

<sup>29</sup> [http://www.oeawi.at/downloads/Richtlinien\\_zur\\_Untersuchung\\_von\\_Vorwurfen\\_wissenschaftlichen\\_Fehlverhaltens.pdf](http://www.oeawi.at/downloads/Richtlinien_zur_Untersuchung_von_Vorwurfen_wissenschaftlichen_Fehlverhaltens.pdf), Abruf 21-11-2018



- (2) When dealing with ideas, texts, data and other sources that originate from others, transparent and comprehensible procedures must be observed. (See also § 20 Plagiarism)
- (3) Scientific results shall, if possible, be published as publications to the scientific community.
- (4) The use of gender appropriate language is obligatory in all scientific papers.
- (5) 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 context<sup>30</sup>.

#### **§ 19 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.

#### **§ 19 c. Young scientists**

Students start to work scientifically at the latest when they produce their bachelor or master 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.

#### **§ 19 d. Application of the rules in everyday scientific practice**

The FH Salzburg endeavours to prevent academic misconduct with the help of §§ 19 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

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<sup>30</sup> E.g. interviews.

- iii) By manipulating illustrations or images;
  - 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. § 20);
  - 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.

#### **§ 19 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.

#### **§ 20 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](http://plagiat.htw-berlin.de/ff/definition/1_1/defs), Abruf 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 § 20 para. 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.

## **§ 21 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 § 19 as amended.

(2) An initial suspicion of academic misconduct<sup>31</sup> 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

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<sup>31</sup> 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.

be assessed itself and the identification of concerned passages. Subsequent to an initial case of suspicion, the determination of academic misconduct in written/oral performances and academic studies to be assessed 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 SUAS academic board. A new subject selection is to be presented in order to fulfil the performance requirements of the assessment to be re-assessed. Bachelor and master 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. The academic steering committee of the degree programme 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 SUAS academic board. 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. 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 will file an application to the SUAS academic board 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 SUAS decides on the revocation in accordance with § 10 para. 3 Z. 9 of the FHStG 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 SUAS academic board decision.

## VII. **Entry into force and annex**

### **§ 22 Coming into force**

The examination regulations in version 5.0 from 17.06.2019 are an integral part of the articles of the SUAS Academic Board and entered into force on 01.09.2019.

The amendments to PO 5.0 from 02./30.04.2020 and 12.05.2020 (marked in yellow) due to Coronavirus COVID-19 enter into force on 07.04./13.05.2020 until further notice. The examination regulations are published on the intranet/myFHS.

## 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 Salzburg SUAS. 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 para. 3 FHStG as amended, this refers to students who are only permitted to attend individual and specified 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>A final grade weighted according to ECTS points is determined for each successfully completed course. This is calculated according to the following formula:</p> $\frac{\text{Assessment} \times \text{Number of ECTS points of the course}}{\text{Total number of ECTS points from the 3rd – 6th semester of the bachelor programme * or the 1st – 4th semester of the master programme *}}$ <p>* Recognitions of proven knowledge within the meaning of § 12 FHStG 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.

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 FHStG 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.
Exemption from studies	is a leave of absence from studies that is approved by the head of the degree programme.
Freely selectable exam date	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.
Overall assessment of the course of study	<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 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 or master 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>
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 FHStG, 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 bachelor and master final exam, which are always held 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	has to at least include the name and type of course, the name of the lecturer, the semester periods per week, ECTS credits, the minimum and/or maximum number of participants, possible fees, the course contents, exam and registration procedures, the re-take possibilities, possibly required prior knowledge and the expected learning outcome.

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.
Resitting	is the resitting of an exam after a failure.