



Examination Regulations 6.4

Version dated 1 July 2026

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

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1) Scope

§ 1 Legal basis

(1) These Examination Regulations (Prüfungsordnung, PO) are based on the University of Applied Sciences Act (FHG), Federal Law Gazette 340/1993, as amended, the Higher Education Quality Assurance Act (HS-QSG), Federal Law Gazette I No. 74/2011 as amended, the Regulation of the Board of the Agency for Quality Assurance and Accreditation Austria on the Provision of Information on Study Programmes (FH BIS Regulation) as amended, and, for health science programmes, the Hebammengesetz (Midwifery Act), Federal Law Gazette 310/1994 as amended, the Bundesgesetz über die gehobenen medizinisch-therapeutisch-diagnostischen Gesundheitsberufe (Federal Law on Higher Medical-Therapeutic-Diagnostic Health Professions) (MTD Law 2024-MTDG), Federal Law Gazette I No. 100/2024 as amended, the Bundesgesetz über Gesundheits- und Krankenpflegeberufe (Federal Law on Health and Nursing Professions), Federal Law Gazette No. I 108/1997, as amended, and the respective Ordinances (FH-MTD-AV, FH-GUK-AV, FH-Hebammen-AV), as amended.

(2) These Examination Regulations specify the legal requirements and provide the framework for the organisational regulations in the semester regulations and for the guidelines of the degree programmes/departments. If individual provisions of the examination regulations or regulations in guidelines deviate from legal requirements or requirements stipulated by regulations, those provisions of the examination regulations shall not apply. Departments may draw up department-specific guidelines in the sense of a content-based specification of the Examination Regulations valid throughout the FH (see § 3 para 1 of the Department Board (Departmentkollegium) Regulations of the FH Salzburg).

(3) The examination regulations of the FH Salzburg and all guidelines of the degree programmes/departments are an integral part of the following contracts and agreements: all students' educational contract; the service regulations and the framework agreements for external lecturers.

(4) In the case of degree programmes/continuing higher education programmes conducted in collaboration with one or more other higher education institutions (e.g. joint degrees), provisions may apply that differ from the relevant examination regulations; in such cases, those provisions shall take precedence.

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

2) Enrolment in courses and modules

§ 2 Standard enrolment: Course and module enrolment

(6) All degree programmes/continuing higher education programmes, except those listed in § 3 para 1, are currently (as of June 2025) organised as standard enrolment.

(7) The completion of course content (courses, modules, placements, final theses, Bachelor's and Master's degree examinations, etc.) takes place as specified in the respective curriculum for each semester.

(8) In exceptional cases, it is possible to advance or postpone individual course content (courses, modules, etc.) between semesters (flexible enrolment) or to postpone the Bachelor's/Master's thesis. A complete course/module can be postponed to another semester once (for an entire year group) if this is necessary in exceptional cases (e.g. if the course instructor is ill and no substitute is available). The decision is made by the respective head of degree programme or academic programme director. If a student in standard enrolment becomes a flexible student, this only means that individual course content (courses, etc.) is postponed; it does not mean that the examination system described in § 14-16 applies (i.e. there is no change to the flexible study mode).

§ 3 Flexible enrolment: Course and module registration

(1) The following degree programmes are currently (as of June 2025) organised as flexible studies (all others are listed as standard studies, see § 2 (1)): BWL-B, BWLB-B, BWL-M, BWLB-M, KMUB-B/UNTB-B, RETB-M, AISE-M, AITB-M, BIN-M/IMC-M, CYSB-M, IIRB-M, ITS-B, ITSB-B, WIN-B.

(2) Courses, modules, placements, Bachelor's and Master's theses, etc. can be advanced or postponed.

(3) Students have no legal right to advance or postpone courses, modules, etc.

(4) Please note that advancing/postponing a course is only possible in a semester in which the course, module, etc. is actually taught according to the curriculum. Advancing a course is also only possible if the necessary capacity (e.g. available laboratory workstations, etc.) is available in the courses, modules, etc. Courses or modules that build on others may only be advanced if the prerequisite module or courses have been successfully completed. Bachelor's and Master's theses may also be postponed or, in exceptional cases, advanced by agreement with the respective head of degree programme (Studiengangsleitung, STGL) or academic programme director (Lehrgangsleitung, LGL). Approval for advancing/postponing courses, modules, etc. is always the responsibility of the respective head of degree programme or academic programme director, and the regulations specific to the degree programme or department apply.

(5) Advancing and/or postponing modules or courses must be regulated in writing in an agreement between the student and the head of degree programme or academic programme director. As a rule, at least 15 ECTS credits per semester, but no more than 35 ECTS credits per semester, should be planned.

(6) Advancing and/or postponing courses, modules, etc. may result in overlaps in the scheduled curriculum. The attendance requirement or substitute performance specified in § 4 must be met and it is the student's responsibility to adhere to it.

§ 4 Compulsory attendance¹ and compensatory work

(1) Regular completion of a course requires a minimum attendance rate of 75% of the respective attendance quota (applies to in person and online learning components). The currently valid study plan (Studienplan) for the individual degree programmes may stipulate different rules for courses, but in any case, a minimum attendance requirement of more than 50% must be stipulated. In the event of a deviation from the minimum attendance rate of 75%, this must be communicated to students at the beginning of the course, usually by means of a syllabus.

(2) If the minimum attendance rate for the course (75% or the percentage noted in the study plan) is not met, but at least 50% of the course (applies to in person and online learning components) have been attended, it may be possible to complete a compensatory work to make up for the missed course content and learning outcomes², which is to be specified in the syllabus following consultation between the relevant course instructor and the head of degree programme / academic programme director and, where applicable, the head of academic area (Fachbereichsleitung, FBL). A compensatory work is not applicable if the attendance rate hasn't reached 50%³. There is no legal right to a compensatory work. If a compensatory work is not applicable/possible or the assignment for the compensatory work is negatively graded, an examination attempt or completion of the course is not possible; the course will therefore not be graded and students will be required to retake the course. In this context, a course may be retaken as many times as is compatible with the completion deadline set out in § 7 para 4.

(3) In accordance with § 31 para 6 *Hochschülerinnen- und Hochschülerschaftsgesetz* 2014 (HSG 2014), *BGBI. I Nr. 45/2014* as amended, in conjunction with § 30 para 1 HSG 2014 and in addition to the existing regulations concerning exceptions to the compulsory attendance, the attendance requirement may be reduced by a maximum of an additional 30% in each case when the student has to perform activities as a member of the student representative requirement⁴. 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 representatives should ensure that their council related activities are conducted outside of the course hours, as far as possible.

(4) In justified individual cases, the head of the degree programme/academic programme director may grant an exemption from compulsory attendance of degree courses. Exemptions shall only be granted to the extent that the study success and learning results are not impaired and can still be

¹ The percentages are to be read as excluding the examination units.

² Any tolerance limits for courses with 100% attendance requirements and no possibility of substitute performance are regulated in the study plans.

³ Exceptions in individual cases are to be decided by the head of degree programme.

⁴ Example: The course has a 75% attendance requirement. In this case, student representatives must be present at least 45% of the time.

achieved. The reasons⁵ for an exemption must be proven by the student. The resulting absences do not count towards the total number of absences. The reasons, duration and scope of the exemption must be documented by the degree programme.

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

§ 5 Part-time studies

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

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

§ 6 Interruption of study

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

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

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

⁵ Valid reasons include maternity leave, urgent professional commitments that cannot be postponed, serious/chronic illnesses or proven disabilities that make attendance at classes unreasonable, acute childcare responsibilities or the need to care for close relatives. In addition, partial exemption from modules with module exams or individual units of courses due to prior knowledge or projects related to the course of study, trade fairs, etc., or simultaneous completion of two degree programmes at the same time at the FH Salzburg (double degree).

- (4) Modules and courses that were already completed before the interruption do not have to be taken again.
- (5) Exam sittings for courses/modules or submissions of Bachelor's/Master's theses that have already been taken before the interruption still count after the interruption⁶.
- (6) If a new curriculum is implemented during the study interruption, all missing modules/courses, including those from previous semesters, must be completed or made up for if required by the head of degree programme. Thus, in exceptional cases, it may be necessary to complete more than the required 180 ECTS credits for a Bachelor's programme or the required 120 ECTS credits for a master degree programme

3) Exams and Performance assessment

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

§ 7 Exams and submission deadlines

- (1) The exam of a module or course, regardless of the respective exam character, can be taken a total of six times, as a rule three times per academic year. This also applies to the submission of Bachelor's theses and Master's theses (see § 13 para 3 FHG as amended in conjunction with § 18 para 1 FHG as amended). The respective degree programme determines the submission deadlines for Bachelor's theses and Master's theses. § 26 para 14 applies to Bachelor's and Master's examinations.
- (2) A period of time appropriate to the scope and difficulty of the examination/submission must be set between the announcement of a negative assessment and the resubmission or repeat examination (see § 13 para 3 FHG as amended).
- (3) Examinations that have been passed can only be repeated in justified exceptional cases after approval by the head of the degree programme, with the exception of bachelor's theses and master's theses. Repeating an examination results in the previous examination being declared null and void, even if this leads to a lower grade.
- (4) All courses, modules, placements, Bachelor's theses/Master's theses and the Bachelor's/Master's final examination must be completed by the end of the fourth semester following initial enrolment (completion deadline) at the latest.

The end of the fourth consecutive semester is 31 March in the winter semester and 31 October in the summer semester. Otherwise, the student will be excluded from the programme, regardless of whether they have taken all six examinations (see § 7 para 1).

⁶ E.g. Summer semester 2021 course 1, two failed attempts, winter semester 2021/22 interruption, summer semester 2022 course 1 = 3rd exam sitting

The last possible examination date, regardless of which examination attempt it is, cannot be freely chosen.

(5) After this deadline has passed, the student will be excluded from the programme/academic programme and will not be able to re-enrol in the same. Exclusion from the programme will not occur if the student submits a justified request for interruption of studies or part-time studies and this request is granted. In this case, the completion deadline for all modules/courses and Bachelor's/Master's theses will be extended by the number of semesters of the interruption.

§ 8 Organisation of exams

(1) General information regarding the implementation of the examination system is provided by the respective degree programme. The specific examination modalities (content, methods, assessment criteria and standards, compensatory work, examination/submission deadlines) and opportunities for retaking examinations for each course must be communicated to students at the beginning of each course, usually by means of a syllabus (see FHG § 13 para 4 as amended).

(2) For each examination, students are required to prove their identity by presenting photo ID upon request.

(3) Examination dates must be coordinated in such a way that, as far as possible, only one final course examination per day and per student is scheduled.

(4) According to § 13 para 2 FHG as amended, students have the right to a different examination method if they can prove that they have a disability or chronic illness that makes a sitting of the exam in the foreseen mode impossible, and the content and requirements of the examination are not impaired by a different method. The informal application must be submitted to the head of the degree programme/academic programme director with the relevant medical certificates and justification, if possible, at the beginning of the course, but no later than two weeks before the examination.

(5) Upon application to the head of the degree programme/academic programme director, student representatives are entitled to take examinations before a board of examiners instead of individual examinations. The free choice of examiners is permitted from the second examination attempt onwards, whereby it must be ensured that the examiner is sufficiently knowledgeable in the subject matter of the course. These entitlements also extend to the two semesters following the semester in which the student representative's term of office ends (see HSG 2014 § 31 para 5).

(6) Being late for examinations is the responsibility of the students. There is no entitlement to an individual postponement of the scheduled end of the examination.

(7) Anyone who disrupts the proper conduct of the examination may be excluded from continuing the examination.

§ 9 Organisation and conduct of oral exams

- (1) The examination process for oral examinations must be recorded in accordance with § 15 para 2 FHG as amended. The examiner or the chairperson of the exam committee is responsible for ensuring that the examination runs smoothly and for keeping the examination record; this also applies to online exams. The minutes must include the exam subject the time and place of the exam, the name of the examiner and/or the names of the members of the exam committee, the names of the students, the questions asked, the assessments given, the reasons for any negative assessments and any special incidents.
- (2) Oral examinations are open to the public in accordance with § 15 para 1 FHG as amended, although access may be limited to a number of persons appropriate to the space available. Exceptions to this are oral exams with patients or clients in health-related degree programmes and final exams that include the presentation of restricted work (restriction notice – Sperrvermerk).
- (3) It is permissible to examine several students together orally.

§ 10 Organisation and conduct of online exams⁷ (§ 13a FHG)

- (1) Exams may be conducted orally or in writing, as well as using appropriate permitted technical aids. In any case, it must be ensured that the examination is conducted in an orderly manner.
- (2) Prior to the beginning of the semester, the standards must be announced which the students' technical equipment has to fulfil in order to take part in the online exam. An examination record must be kept for an oral online exam, see § 9 para 1. As a rule, neither the examiner nor the candidate nor other members of the examination board may record the exam. Technical or organisational measures shall ensure that the students themselves complete the online exam.
- (3) Students may also have a second person present during oral examinations in online format. All additional persons must be approved in advance by the respective course instructor or the exam chair. This must be recorded in the minutes.
- (4) If it is not possible to take part in an online exam for technical reasons (e.g. no internet access), students are requested to notify the lecturer immediately. The further procedure must be examined on a case-by-case basis. In case of technical problems that may arise without the fault of the student, the online exam shall be aborted and not be counted towards the permissible number of resits.

⁷ exams conducted remotely

3.2 Standard enrolment: Examinations

§ 11 Standard enrolment: Taking an exam

- (1) According to § 13 para 1 FHG as amended, exams must take place promptly after the relevant modules and courses. Examination dates and submission deadlines for bachelor's theses/master's theses are binding for all students and must be observed. Deviations per student are only possible as described in § 2. A complete course/module may be postponed to another semester on a one-time basis (for an entire year group) if this is necessary in exceptional cases (e.g. if the course instructor is ill and no substitute is available).
- (2) Failure to attend an examination without sufficient justification will result in the loss of one examination opportunity in accordance with § 13 para 5 FHG, as amended, and will result in a negative assessment. Sufficient reasons include illness, death of a relative, complications/complaints during pregnancy, unreasonable practical activities during pregnancy, maternity leave, proven care of one's own child or close relatives, special family burdens, force majeure, accident, performing the function of student representative, and, for part-time degree programmes, exceptional professional situations caused by the employer. Appropriate evidence must be provided unsolicited and without delay, at the latest within 3 days after the exam date. In the event of illness, in justified exceptional cases involving prolonged illness, proof must be provided no later than the first working day after the student has been declared fit for work.
- (3) The third and sixth repetition of an exam is to be conducted by a committee which may be written and/or oral and/or may include the submission of practical work, assignments, etc. § 26 applies to Bachelor's and Master's examinations.

§ 12 Standard enrolment: Exam conducted by an examination board/ examination committee

- (1) The third and sixth examinations are board examinations, which may be written and/or oral and/or may include the submission of practical work, assignments, etc.
- (2) If the student does not appear for the examination by an examination board, this will result in a negative assessment, unless one of the following reasons for excuse applies: illness only with a medical certificate, death of a relative, complications/complaints during pregnancy, force majeure (flooding, mudslides, etc.) or accident.
- (3) If the third attempt of the exam before the examination board is assessed negatively, the course of study may be continued, see § 13 (Standard course of study: Resuming studies). If the last attempt is assessed negatively, the student will be excluded from the course of study, and it will not be possible to continue (see § 7 para 5).

(4) The date of the exam/assessment conducted by the examination board is scheduled by the head of the degree programme/ academic programme director and must be communicated to the student after the announcement of the second or fifth negative assessment. There must be at least two weeks between the notification of the exam date and the examination and/or submission.⁸

(5) The examination board consists of two subject examiners (main and secondary examiners/assessors) and a chairperson (cf. § 15 para 3 FHG as amended). The members of the examination board must be internal or external lecturers at the FH Salzburg⁹. The chairperson cannot also be a subject examiner/assessor. The chairperson is responsible for ensuring that the exam is conducted properly and for documenting it.

(6) Each member of the examination board must be present throughout the entire duration of an oral exam; in accordance with § 15 para 3 FHG as amended, this obligation may also be fulfilled through the use of electronic media.¹⁰

(7) The exam/submitted work is graded by the subject examiners. In case of doubt, the chairperson shall determine an assessment based on the results of the subject examiners (right of decision pursuant to § 15 para 3 FHG as amended). The result of an oral exam before an examination board shall be announced to the student afterwards (§ 15 para 2 FHG as amended).

§ 13 Standard enrolment: Resuming studies

(1) In the event of a negative assessment of the examination board exam or several examination board exams on the third attempt, or if the student voluntarily wishes to do so, the student has the right to repeat the respective academic year or semester once (cf. § 18 para 4 FHG). The continuation of studies must be notified in writing to the head of the degree programme/academic programme director immediately, but no later than one month after notification of the examination result. If the exam before the examination board is again failed during the continuation of studies, the same academic year or semester may not be repeated a second time.

(2) If, after the initial enrolment in the module or course, none or not all of the three possible attempts/submissions for the respective academic year or semester are used, these are considered to have been assessed as negative. In the following academic year or semester in which the respective module or course is offered again (continuation of studies), the student is on their fourth attempt.

(3) If, after initial enrolment in the Bachelor's thesis/theses or Master's thesis, none or not all of the three possible submissions for the respective semester are utilised, these are considered to have been assessed negatively. The Bachelor's theses or Master's thesis can be retaken in deviation from the curriculum, i.e. already in the following semester. The decision is made by the head of the degree

⁸ This period may be shortened in written agreement with the student.

⁹ Lecturers who have taught at the FH Salzburg within the last three years are considered to be teaching staff.

¹⁰ Examination board members who are not physically present (e.g. teleconference) confirm their approval/rejection of the examination result immediately and additionally by signature (e.g. fax, scan, e-mail) on the minutes within 5 working days.

programme/ academic programme director. The student is in their fourth attempt in the following academic year or semester.¹¹

(4) The continuation of studies must be agreed in writing between the student and the head of degree programme or academic programme director. After receiving notification from the student regarding the continuation of their studies, the head of degree programme/ academic programme director determines the modules/courses and exams for the repetition of the academic year or semester. These courses/modules are enrolled/registered, as a result of which the completion deadline continues to run or begins to run accordingly. As a rule, failed exams and courses/modules must be repeated or attended again in any case, and passed exams and courses/modules only if required by the purpose of the programme (e.g. insufficient attendance; in the case of advanced courses or modules; in the case of a changed curriculum) (cf. § 4 para 4). There may be overlaps in the timetable. The attendance requirement or substitute performance specified in § 4 must be fulfilled, and it is the student's responsibility to ensure compliance.

(5) According to § 2 para 3, it is also possible to take course content (courses, modules, etc.) from higher semesters in advance, even if the student continues their studies.

3.3 Flexible enrolment: Exam system

§ 14 Flexible enrolment: Exams

(1) Each head of degree programme/academic programme director may set out different regulations for individual modules, courses or bachelor's/master's theses and offer freely selectable exam dates for modules/courses or freely selectable submission dates for bachelor's or master's theses. The degree programme determines the possible exam and submission dates and communicates these to the students in a timely manner. Students can choose to take the exams on the offered exam dates or submit their theses on the offered submission dates. Even in the case of different programme- or department-specific regulations, § 7 para 4 of these exam regulations apply.

(2) Registration or unjustified deregistration from a freely selectable examination date for modules or courses must be made no later than 11:59 p.m. two days before the respective examination date in the system provided for this purpose or in the administrative database of the FH Salzburg (FHsys).

(3) No registration is required for the submission of Bachelor's theses or Master's theses. The submission deadline communicated by the degree programme is binding unless written cancellation is submitted to the relevant department office by 11:59 p.m. at the latest two days before the respective deadline. Final exams are regulated under § 26.

¹¹ E.g. Bachelor's thesis 2 in the 2020 summer semester, 1st attempt negative, 2nd and 3rd attempts not taken, in the 2021 summer semester = 4th attempt, head of degree programme can approve that the 4th attempt already takes place in the 2020/21 winter semester.

(4) If the student does not appear for an examination on a freely selectable examination date or does not cancel the exam date/submission date in good time, this will result in the loss of the opportunity to take the examination. In this case, § 7 para 1 and para 4 of the examination regulations also apply.

§ 15 Flexible enrolment: exam/assessment conducted by examination board

(1) The third examination attempt/submission is freely selectable in the same way as the other examination attempts (§ 14), will usually take place in the same form (written or oral), is considered a commission examination date according to the FHG and is assessed by a commission. The sixth examination date is a commission examination, which may be written and/or oral and/or may include the submission of practical works, assignments, etc.

(2) If the student does not appear for the 6th exam (exam by examination board), this will result in a negative assessment, unless one of the following reasons for excuse applies: illness only with a medical certificate, death of a relative, complications/complaints during pregnancy, force majeure (flood, mudslide, etc.) or accident. In this case, § 7 para 4 of the examination regulations also applies.

(3) If the sixth attempt is also unsuccessful, the student will be excluded from the programme and will not be able to continue.

(4) The date of the exam/assessment by the examination board is set by the head of the degree programme/ academic programme director and must be communicated to the student after the second or fifth negative assessment has been announced. There must be at least two weeks between the notification of the exam date and the exam by the examination board and/or submission.¹²

(5) The examination board consists of two subject examiners (main and secondary examiners/assessors) and a chairperson (cf. § 15 para 3 FHG as amended). The members of the examination board must be internal or external lecturers at the FH Salzburg¹³. The chairperson cannot also be a subject examiner/assessor. The chairperson is responsible for ensuring that the exam and/or assessment is conducted properly and for documenting it.

(6) Each member of the examination board must be present throughout the entire duration of an oral exam; in accordance with § 15 para 3 FHG as amended, this obligation may also be fulfilled using electronic media.¹⁴

(7) The examination board exam is graded/the assessment result is determined by the subject examiners. In case of doubt, the chairperson shall determine an assessment based on the results of the subject examiners (right of decision pursuant to § 15 para 3 FHG as amended). The result of an oral examination before the examination board shall be announced to the student afterwards (§ 15 para 2 FHG as amended).

¹² This period may be shortened in written agreement with the student.

¹³ Lecturers who have taught at the FHS within the last three years are considered to be teaching staff.

¹⁴ Commission members who are not physically present (e.g. teleconference) confirm their approval/rejection of the exam result immediately and additionally by signature (e.g. fax, scan, e-mail) on the minutes within 5 working days.

§ 16 Flexible enrolment: Resuming studies

- (1) If the assessment of the examination board exam on the third exam (exam conducted by an examination board), the degree attempt is negative, the programme may be continued. This must be announced to the head of the degree programme/academic programme director immediately, at the latest one month after notification of the examination result.¹⁵
- (2) The continuation of studies must be agreed between the head of the degree programme/the academic programme director and the student. After receiving notification from the student regarding the continuation of their studies, the head of the degree programme or academic programme director determines the modules/ courses and exams for the repetition of the academic year or semester. These courses/modules are enrolled/registered, as a result of which the completion deadline continues to run or begins to run accordingly. As a rule, failed exams and modules/courses must be repeated or attended again in any case, and passed exams and modules/courses only if required by the purpose of the programme (e.g. insufficient attendance; in the case of advanced courses or modules; in the case of a changed curriculum) (cf. § 4 para 4). There may be overlaps in the timetable. The attendance requirement or substitute performance specified in § 4 must be fulfilled, and it is the student's responsibility to ensure compliance.
- (3) According to § 3, early enrolment of course content (courses, modules etc.) from higher semesters is also possible in case of a continuation of studies.

3.4 Further regulations regarding exams and performance assessment

§ 17 Recognition (§ 12 FHG)

- (1) With regard to the recognition of exams, other academic achievements and competencies, the principle of course-related recognition or module-related recognition of learning outcomes applies. Examinations¹⁶, other academic achievements¹⁷ and competencies¹⁸ are to be recognised if there are no significant differences regarding the requirements profile in terms of content and scope of the courses/modules to be exempted. In these cases, no knowledge assessment is to be provided. Individual courses within modules that conclude with a module examination cannot be recognised. Bachelor's theses, Master's theses, Bachelor's final exams and Master's final exams are not recognised.

¹⁵ § 18 (4) FHG applies accordingly: Students have the right to repeat a study year once as a result of a failed examination before the examination board.

¹⁶ These are examinations taken at a state-recognised post-secondary educational institution and examinations taken within the meaning of § 78 (1) Z 2 lit. b and c UG as amended (vocational subjects at a vocational secondary school or artistic-scientific and sports-scientific subjects at a general secondary school).

¹⁷ E.g. a course with an immanent examination character that was completed at a state-recognised post-secondary educational institution, placements, etc.

¹⁸ According to the Council Recommendation on the EQF, a competence is the proven ability to use knowledge, skills and personal, social and/or methodological abilities in work or learning situations and for professional and/or personal development. The EQF also refers to the ability to work independently and autonomously when using the term competence. Competences at NQF Level 6 are described as follows, for example: Managing complex technical or professional activities or projects and taking responsibility for decision-making in unpredictable work or learning contexts; taking responsibility for the professional development of individuals and groups.

(1a) With regard to regular Master's programmes completed at FH Salzburg, a maximum of half of the ECTS credits from the regular Master's programme can be credited when completing further regular Master's programmes at the FH Salzburg. The academic added value of a programme must be given in every case. The head of the degree programme must determine whether this can be achieved.

(2) Professional skills¹⁹ must be taken into account with regard to the recognition of courses, modules and other academic achievements, provided that the student can demonstrate that they have acquired the learning outcomes in a professional context, as specified in the relevant courses, modules or other academic achievements. This applies in particular to part-time degree programmes (berufsbegleitend) and parts of degree programmes. It is also possible to recognise attendance only; the exam must still be taken and the course will be assessed. A maximum of 60 ECTS credits can be recognised for professional competences (however, a maximum of 90 ECTS credits in total when added together, cf. para 5).

(3) Non-professional competences²⁰ can be recognised after validation of the learning outcomes. It is also possible to recognise attendance only; however, the examination must still be taken, and the course will be assessed. A maximum of 60 ECTS credits can be recognised for non-professional skills (however, a maximum of 90 ECTS credits in total when added together, see para 5).

(3a) In the validation process for non-vocational skills, the current state of science and teaching as well as the objectives of the relevant courses/modules specified in the respective curriculum shall be used as criteria. Non-professional skills must be documented by means of suitable supporting documents²¹ and demonstrated in a technical discussion with the course instructor or if necessary the head of academic area / head of degree programme/ academic programme director and, if necessary by solving a specific task (set by the course instructor or if necessary the head of academic area / head of degree programme/ academic programme director). The course instructor must determine whether the required skills have been acquired²². The head of the degree programme/ academic programme director must approve or reject the preliminary decision of the course instructor or head of academic area (cf. § 10 para 5 subpara 2 FHG). The decision must be documented in writing in the student's file, stating the reasons.

(4) Exams taken within the meaning of § 78 para 1 subpara 2 lit b and c of the University Act (UG) as amended (vocational subjects at a vocational secondary school or artistic-scientific and sports-scientific subjects at a general secondary school) can be recognised up to a maximum of 60 ECTS credits (however, a maximum of 90 ECTS credits in total when added together, cf. para. 5).

¹⁹ Skills and competences acquired through education, training, continuing education, the work process or an unregulated learning process; learning outcomes from a professional context can be documented, for example, in service certificates or job descriptions.

²⁰ Competencies that correspond in content to professional competencies but were not acquired in a professional context, e.g. in voluntary work, hobbies, everyday life, etc.

²¹ E.g.: duration of relevant professional activity, specification of the most important methods/tools/equipment/etc., description of knowledge, skills and degree of independent work performance.

²² Can subject-related tasks be performed at a high professional level, can subject-specific knowledge and skills be applied independently, autonomously and appropriately to the situation, and can professional challenges be mastered independently and competently?

- (5) Recognition in accordance with para 2, 3 and 4 is permitted up to a maximum of 90 ECTS credits in total.
- (6) The handling of periods as a student representative in accordance with § 31 para 3 HSG 2014 is regulated in the "Regulations on the Recognition of Periods as a Student Representative" ("Ordnung über die Anerkennung der Zeiten als Studierendenvertreter*in").
- (7) The student may submit a corresponding application to the course instructor in the administrative database of the FH Salzburg (FHsys) within two weeks of the start of the course. The head of the degree programme/ academic programme director must approve or reject the (preliminary) decision of the course instructor. Following the approval, successfully completed examinations will be recognised. Until a decision on an application has been made, students are responsible for all obligations relating to the course in question.

§ 18 Exam procedures

- (1) In accordance with § 13 para 4 FHG, exam procedures refer to the content, methods, assessment criteria and assessment standards.
- (2) The exam procedures (methods and assessment criteria) and opportunities for retaking examinations for each course/module must be communicated to students in an appropriate manner – usually by means of a syllabus – in good time at the beginning of each course. Examinations may also be module-based.
- (3) The programme consists of courses, practical training, etc., which can be combined into modules; the individual courses, practical training, modules, etc. are assigned ECTS credits. A module is a coherent and self-contained teaching and learning unit consisting of several courses.
- (4) The assessment of learning outcomes can be either course-related or module-related. If the assessment of learning outcomes is module-related, it can take the form of a joint final examination at the end of the module, partial examinations or various forms of performance assessment. Performance is assessed with a joint module grade.
- (5) A module-related performance assessment is the combination of different areas of competence in a joint examination.
- (6) A final examination is when the assessment is based on a written or oral examination at the end of the module or course. It is possible to advance parts of the final course examination as partial examinations. If the assessment is positive, these can be included in the final grade.
- (7) An immanent examination character exists when the assessment is based on several types of performance assessments²³ distributed over the entire course period. The weighting of the individual

²³ Presentation, project report, project, work, written/oral exam, laboratory report, etc.

performance assessments must be defined for each course, specifying, if necessary, whether individual types of performance assessment must be passed individually. This must be recorded in a manner accessible to students, usually in the syllabus. If the sum of the performance assessments in courses with an immanent examination character results in a negative assessment, students must be granted a reasonable extension to provide the required proof of performance (1st repeat). A renewed negative assessment of this performance will result in the required proof of performance being provided in the form of an examination before a board of examiners (2nd repeat).

§ 19 Exam documentation and results enquiry

- (1) In accordance with § 15 para 2 FHG as amended, the exam minutes of oral exams are to be kept for at least one year from the date of notification of the assessment by the degree programme.
- (2) If the assessment documents (in particular expert opinions, corrections of written exams and exam papers) are not handed out to the students, they must be kept by the degree programme for at least six months from the date of notification of the assessment in accordance with § 13 para 7 FHG as amended. Assessment documents for negative examination results must be kept for one year.
- (3) Pursuant to § 13 para 6 FHG as amended, students shall be granted access to the assessment documents of written examinations (in particular reports, corrections of written exams and exam papers) and exam minutes of oral exams, if they request this within six months of the announcement of the assessment. Students are entitled to make photocopies of the assessment documents and examination records. Questions that are closed, in particular multiple-choice questions, as well as questions from structured oral examinations, including the respective answer options, are excluded from the right to reproduction and inspection by means of electronic communication. If calculation errors are discovered during the inspection, these must be corrected and the assessment adjusted if necessary.

§ 20 Grading system and certificates

- (1) In accordance with § 17 para 1 FHG as amended, grading must be carried out according to the Austrian grading system from 1 to 5, unless otherwise specified in the curriculum. The grading scale²⁴ must be used in full:

"Excellent" is used to assess performance that are clearly above average and also clearly demonstrate the ability to independently apply knowledge and skills when dealing with new tasks.

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

"Satisfactory" is the grade to be awarded to average performances; shortcomings in execution are compensated for by noticeable signs of independence.

²⁴ See § 14 Performance Assessment Ordinance, StF BGBl No. 371/1974 as amended by BGBl II No. 215/2021.

“Sufficient” is used to assess performance that has been predominantly fulfilled in the essential areas.

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

(2) If the grading system is not applicable, then the course is to be graded “successfully completed” in accordance with § 17 para 1 FHG as amended. The negative grade in the two-part grading scale is “participated unsuccessfully”.

(3) The assessment of the final exam of a bachelor’s/master’s programme is defined as follows: “Pass with distinction” for outstanding performance; “Pass with merit” for an achievement well above the average; “Pass” for a positive performance; and “Failed” for a non-satisfactory/insufficient performance. In the case of a joint degree programme, different regulations may be provided for in the respective study plan.

(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, but no later than four weeks after the exam (compare § 17 para 4 FHG as amended). Justified exceptions must be clarified in advance with the head of the degree programme/ academic programme director and communicated to the students.

(5) Apart from negative performance, a negative assessment must be given in the following cases: in the event of unjustified absence from the exam; for written work that is not submitted on time or where the author of the examination paper cannot be identified; in the case of written or oral exams if the work is not submitted within the specified time limit; in the case of cheating or the use of unauthorised aids; in the case of a negative assessment of the substitute work; and in the case of a first instance of academic/ scientific misconduct.

(6) If the assessment of an exam and that of academic work has been obtained by deception, in particular through serious scientific or artistic misconduct within the meaning of inadmissible aids, § 2a para 3 subpara 2 to 5 HS-QSG (see §§ 29-32), the assessment must be declared invalid in accordance with § 20 FHG as amended and therefore entered as a negative assessment in the administrative database of the FH Salzburg (FHsys). The examination attempt shall be counted towards the total number of repetitions. If an attempt to obtain a false result is detected during an examination, the examination shall be assessed as negative. This examination attempt shall also be counted towards the total number of repetitions.

(7) At the FH Salzburg, certificates of achievement (= collective certificate within the meaning of § 17 para 3 FHG as amended) are issued. In accordance with § 17 para 4 FHG as amended, these must be issued within four weeks after the end of the semester. Students can access these independently via the administrative database of the FH Salzburg (FHsys).

(8) On 1 June 2017, the academic board of FH Salzburg introduced an overall assessment of the course of study, which is shown on the degree certificates (see the Glossary for the calculation method).

§ 21 Legal protection for exams

(1) The assessment of an exam cannot be appealed. Within two weeks of the announcement of the assessment, the student may submit a written complaint, either to the head of the degree programme/the academic programme director or, if the head of the degree programme/the academic programme director conducted the exam or was a member of the examination board, to the academic board in writing, in which they must demonstrate that the conduct of a negatively assessed examination was formally flawed²⁵ (cf. § 21 FHG as amended).

(2) The student may continue to attend courses until a decision on the complaint has been made.

(3) If the examination was conducted with a formal defect that influenced or could have influenced the assessment, the examination must be cancelled and repeated for this student. The attempt at the exam that was cancelled shall not be counted towards the permissible number of examination attempts. In the event of a resulting extension of studies, no tuition fees shall be charged.

4) Special provisions

§ 22 Elective subjects

(1) Elective subjects can be taken by students in addition to compulsory courses and compulsory elective subjects. Students have no legal right to attend elective subjects.

(2) The head of the degree programme/academic programme director decides whether to open a course as an elective subject based on the available participant capacity and didactic requirements. The head of the degree programme/academic programme director may also limit access to a course as an elective subject to a maximum and/or minimum number of participants. A performance assessment must be carried out for the elective subject.

(3) For elective subjects, a syllabus must be published in an appropriate manner by the respective degree programme or department offering the course.

(4) A positive assessment of the course will be recorded in the transcript of records. A negative assessment will result in deregistration from the elective subject, meaning that no grade will be recorded in the transcript of records. Students will only be given a repeat date upon written request to the lecturer, which must be submitted within five working days of notification of the negative examination result. The maximum number of attempts at the examination is reduced to two. No examination board exams are held for elective subjects.

²⁵ Formal deficiencies relate to the procedure or organisation of an examination and may include, for example: short-term, unilateral postponements of the examination date; incorrect composition of the examination board; inappropriate examination duration; deadline violations for repeat dates; cancellation of examinations due to unforeseeable or uncontrollable events. Calculation errors are expressly not included.

- (5) Compensation for compulsory attendance through substitute work is only possible if a minimum attendance of more than 50 % has been achieved. Recognition of proven prior knowledge is not possible for elective subjects.

§ 23 Non-degree programme students

There are different groups of non-degree programme students (cf. § 4 para 2 and para 3 FHG as amended): Non-degree programme students are those students who are admitted to continuing education programmes. Continuing education programmes are continuing higher education programmes in accordance with § 9 FHG (cf. § 23a) or the attendance of individual courses. Individual courses may be attended in connection with a nostrification procedure or professional recognition (cf. § 23b), in connection with the University Entrance Qualification Examination (Studienberechtigungsprüfung) (cf. § 23c) or without any explicit connection (without any particular reason) (cf. § 23d).

§ 23a Non-degree programme students attending Continuing Higher Education Programmes in accordance with § 9 FHG

This group of non-degree programme students is generally subject to the same regulations as degree students. There may be deviations with regard to access to the respective programme. In addition, deviations may be specified in the applicable study plan or in the syllabi of the individual courses.

§ 23b Applicants for professional recognition and nostrification

(1) Applicants for recognition and nostrification may attend those courses that have been prescribed for them in the decision on recognition (aptitude test or adaptation course) or nostrification (compensatory measures). The courses and placements to be completed must be agreed in writing between the applicant for recognition or nostrification and the respective head of degree programme. The provisions of the examination regulations apply to applicants for recognition and nostrification, with the exception of § 6, § 7 para 3, § 13 and §§ 14-16. Notwithstanding § 7 para 1, courses, examinations or the submission of a bachelor's thesis can only be repeated twice in the event of a negative assessment, with the third attempt taking place in the form of an examination before an examination board (cf. also § 47 para 1 MTD-G 2024).

(2) Compensation for compulsory attendance through substitute performance is only possible if a minimum attendance of more than 50% is achieved (without taking into account any reductions). Recognition of proven prior knowledge, exemptions, repetition of a study year or semester, and interruption of studies are not possible.

§23c University entrance examination candidates

For university entrance qualification examination candidates, the regulations set out in the section of the statutes entitled "University entrance qualification examination" (Satzungsteil Studienberechtigungsprüfung) in its currently valid version apply.

§ 23d Students who only attend individual courses

- (1) Admission is granted for one semester at a time, subject to available capacity and prior knowledge. As a rule, up to 15 ECTS credits may be completed per semester.
- (2) The maximum number of examinations that may be taken is reduced to two. There is no provision for a board examination.
- (3) Professional placements and Bachelor's and Master's theses cannot be completed.
- (4) Compensation for compulsory attendance through substitute work is only possible if a minimum attendance of more than 50% is achieved (without taking into account any reductions).
- (5) Recognition of proven prior knowledge is not possible.

5) Degree

§ 24 Bachelor's thesis/theses

- (1) During the Bachelor's programme, one or more Bachelor's theses must be written as part of courses in accordance with § 3 para 2 subpara 6 FHG. These are designed as seminar papers or theoretically reflected placement or project work in different semesters. Details regarding content and organisation, as well as the requirements for supervision, including the assessment of the development process, are bindingly regulated in the programme- or department-specific Bachelor's guidelines.
- (2) The aim of the bachelor's thesis/theses is to encourage students to independently engage with subject- and training-related tasks and contexts using scientific methods.
- (3) If two Bachelor's theses are planned in the curriculum, they may deal with the same subject area, but must address different tasks.
- (4) The topics available for selection for the bachelor's thesis/theses are the core subject areas or modules specified in the study plans. If the topic is not submitted by the deadline (bachelor's guide), it will be determined by the head of the degree programme /academic programme director, as will the supervision. A change in the topic of the bachelor's thesis is only possible in justified exceptional cases upon application to the head of the degree programme/ academic programme director.
- (5) According to § 19 para 1 FHG as amended, it is permissible for several students to work on a topic together, provided that the work of the individual students can be assessed separately²⁶. A maximum of 15% of the individual work may be jointly written text²⁷. If two Bachelor's theses are specified

²⁶ Separate assessment is possible due to the clear demarcation of the respective sub-topics or the same topic with different solution strategies.

²⁷ This means that they are identical in more than one paper, in the general part of the paper, mutually referenced and clearly indicated in the introduction and table of contents.

in the curriculum, at least one of the two Bachelor's theses to be written is usually written as an individual thesis.

(6) The assessment of the bachelor's thesis/theses comprises three parts: the development process, the formal part and the technical part. The assessment is based on the criteria set out in the programme- or department-specific guidelines. Each part must be positive in itself; the assessments are to be combined into an overall grade. The assessment can be carried out by two supervisors²⁸. If there are several supervisors/assessors, at least one person must be a lecturer²⁹ at the FH Salzburg.

(7) Reviewers and students must not be in a close or professional relationship with each other³⁰. This does not apply to employment relationships in an academic context.

(8) The bachelor's thesis/theses must be submitted in digital form. When submitting the bachelor's thesis, the student confirms by means of a statutory declaration (handwritten signature) that the thesis was written independently and that no aids or sources other than those permitted or specified were used.

(9) The programme- or department-specific guidelines may stipulate that the submission and approval of an exposé is a prerequisite for the submission of the bachelor's thesis/theses, and failure to comply with this requirement will result in a negative assessment of the bachelor's thesis/theses. If a bachelor's thesis is assessed negatively³¹, it must be resubmitted to the assessors within a specified period³². If the third submission of the bachelor's thesis receives another negative assessment, a commission assessment will be carried out.

(10) The author is entitled to request the exclusion of any publication (restriction notice) of the bachelor's thesis for a maximum of two years after submission. The head of degree programme/ academic programme director must grant the request if the student can demonstrate that important legal or economic interests of the student are at risk. Restrictions expressly do not include confidentiality agreements with the bachelor's students, supervisors or assessors concerned; the FH Salzburg accepts no liability in this regard.

§ 25 Master's thesis

(1) The Master's thesis demonstrates the student's ability to conduct scientific work and engage in research-led further learning. The Master's thesis must be written in accordance with the requirements of scientific work in the relevant scientific discipline (scientific community). In artistic and creative degree programmes, it is also possible to produce a work of art in addition to the theoretical work. Details

²⁸ The understanding of roles (tasks, responsibilities, rights and obligations) of the subject-specific/formal supervisors or assessors and the students is to be defined in more detail in the programme- or department-specific Bachelor's guidelines.

²⁹ Those lecturers who have taught at the FH Salzburg within the last three years are considered to be teaching staff.

³⁰ Examples of this are: relatives, in-laws, existing employment relationship outside the academic environment.

³¹ Failure to submit the thesis will result in a negative assessment.

³² When setting deadlines, the workload required for the Bachelor's thesis must be taken into account. According to § 3 para 2 subpara 4 FHG as amended, the maximum annual workload for a student is 1,500 hours. According to § 8 para 3 subpara 2 FHG, 30 ECTS credits are to be allocated to the workload for one semester. This results in 25 working hours per ECTS credit.

regarding content and organisation are bindingly regulated in the degree programme- or department-specific Master's guidelines.

(2) As part of the Master's thesis, students should work on complex tasks from the various core subject areas or research topics of the programme, solve a problem independently, document it scientifically and argue it at an academic level.

(3) The choice of topic for the Master's thesis is regulated in the programme- or department-specific guidelines. The topic and supervisor must be reviewed and approved by the head of the degree programme/ academic programme director. If the proposals do not meet the requirements or are not submitted on time (Master's programme guidelines), the head of the degree programme/ academic programme director will assign a supervisor and a topic to ensure that the standard duration of study is adhered to.

(4) The topic of the Master's thesis may only be changed once and only within the first two months after approval. This change requires a written justification and the approval of the head of the degree programme/academic programme director and depends, among other things, on whether a suitable supervisor can be provided by the degree programme.

(5) Several students are permitted to work on a topic together, provided that the work of the individual students can be assessed separately (§ 19 para 1 FHG as amended)³³. A maximum of 15% of the individual work may be jointly written text³⁴.

(6) Master's theses must be submitted to the department office in digital and printed form by the deadline. Upon submission of the Master's thesis, the student confirms by means of a statutory declaration that the thesis was written independently and that no aids or sources other than those permitted or specified were used.

(7) Each Master's thesis must be supervised by one or two assigned supervisors, who are also examiners³⁵. If there are several supervisors/examiners, at least one person must be a lecturer³⁶ at the FH Salzburg. The assessment of the Master's thesis comprises three parts: the development process, the formal part and the technical part. The assessment is based on the criteria set out in the programme- or department-specific guidelines. Each part must be positive in itself; the assessments are to be combined into an overall grade.

(8) Reviewers and students must not be in a close or professional relationship of dependency with each other.³⁷ Exceptions to this rule are employment relationships in an academic context.

(9) The course- or department-specific guidelines, may stipulate that the submission and approval of an exposé is a prerequisite for the submission of the Master's thesis, and that failure to comply with

³³ Separate assessment is possible due to the clear demarcation of the respective sub-topics or the same topic with different solution strategies.

³⁴ This means that they are identical in more than one piece of work, in the general part of the work, mutually referenced and clearly indicated in the introduction and table of contents.

³⁵ The understanding of roles (tasks, responsibilities, rights and obligations) of the subject-specific/formal supervisors or assessors and the students is to be defined in more detail in the programme- or department-specific Master's guidelines.

³⁶ Lecturers who have taught at the FH Salzburg within the last three years are considered to be teaching staff.

³⁷ Examples of this are: Relatives, in-laws, existing employment relationship outside the academic environment.

this requirement will result in a negative assessment of the Master's thesis. In the event of a negative assessment, the Master's thesis will be returned to the student with reasons for revision. A maximum period of one semester shall be set for revision and resubmission.

(10) Prolonged serious health impairments (e.g. accident, long-term illness – including that of relatives and children living in the same household – lasting 4 weeks or more) and postpartum recovery will result in a postponement of the submission deadline, which will not result in a negative assessment.

(11) For the Master's thesis to be approved, all reviewers must give a positive assessment. If one of them gives a negative assessment, the Master's thesis will not be approved, i.e. in this case no average score will be calculated. If there are different assessments within the positive range, the reviewers will agree on an assessment. If no consensus can be reached, the head of the degree programme/ academic programme director will decide, taking into account the assessments of the reviewers.

(12) Master's theses that have been positively assessed must be published by submitting them to the library of FH Salzburg (cf. § 19 para 3 FHG). The author is entitled to request that the thesis be excluded from publication (restriction notice) for a maximum of five years after submission. The head of the degree programme/ academic programme director must grant the request if the student can demonstrate that important legal or economic interests of the student are at risk. Restrictions refer exclusively to the temporary exclusion of publication by the FH Salzburg or in the library. They expressly do not include confidentiality agreements with the master's students, supervisors or reviewers concerned; the FH Salzburg accepts no liability in this regard.

§ 26 Final examinations in Bachelor's and Master's programmes

(1) The final examination for a degree programme is a comprehensive examination before a subject-specific examination board. An overall assessment must be given. If there is a restriction notice on the final thesis, the examination is not public (cf. § 9 para 2).

(2) The comprehensive examination concluding a bachelor's degree programme at a university of applied sciences in accordance with § 3 para 2 subpara 6 FHG must be taken as a commission examination before an examination board relevant to the subject.

(3) Pursuant to § 16 para 1 FHG, as amended, the Bachelor's final examination comprises the following examination components:

- an examination interview on the bachelor's theses completed and
- their interconnections with relevant courses/modules of the curriculum³⁸

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

³⁸ In health science degree programmes, professional qualifications must be taken into account, which is why all core subjects of the programme are relevant for exams.

- (5) The Master's final exam consists of the following examination components:
- Presentation of the Master's thesis including defence
 - an examination interview that addresses the interconnections between the topic of the Master's thesis and the courses/modules of the curriculum, as well as
 - an examination interview on other content relevant to the study plan
- (cf. § 16 para 2 FHG).
- (6) Depending on the positioning of the degree programme, part³⁹ or the entire final examination may be held in English.
- (7) Admission to the final exam requires the successful completion of all courses and final theses of the programme. This must be communicated in an appropriate manner (e.g. by email) at least one week before the exam date (§ 16 para 3 FHG as amended).
- (8) The Bachelor's final examination shall be scheduled for at least 30 minutes per candidate. The Master's final examination shall be scheduled for at least 40 minutes per candidate. In any case, all parts of the examination must be held.
- (9) The results of the final examination must be announced immediately after the examination and after the examination board has had sufficient time to deliberate. (For assessment, see § 20).
- (10) For the purpose of conducting the final examination and compiling the examination boards, the head of the degree programme/ academic programme director shall appoint an examination commission comprising all examiners involved in the final examination in the examination board (cf. § 16 para 5 FHG as amended). The examination board shall consist of at least three members (§ 15 para 3 FHG as amended), usually the respective assessors of the Master's thesis or Bachelor's thesis and corresponding subject examiners and a chairperson. The examination board shall be chaired by the chairperson. If the chairperson is involved in examination activities, the task of taking minutes is handed over to another member of the examination board.
- (11) Each of the two parts of the Bachelor's final exam is weighted with at least 33 % of the overall result. For a positive overall result in the Bachelor's final examination, at least 50% of the maximum possible performance level must be achieved. For each part of the examination, at least 33% of the maximum possible performance level for that part of the examination must be achieved. The programme- or department-specific guidelines may specify higher thresholds for the overall pass mark and for the individual parts of examination. For a grade "Pass with distinction", the overall result must be at least 90% of the maximum achievable performance level; for a grade "Pass with merit", a result of at least 80% of the maximum achievable performance level. For all degree programmes starting in 2022 (individual start of studies from the 2022/23 winter semester), the overall result must be at least 93% of the maximum achievable performance level for a grade "pass with distinction" and at least 83% for a grade "pass with merit".

³⁹ Not necessarily the entire examination part.

(12) Each of the three parts of the Master's degree examination must be weighted with at least 20% of the overall result, with a maximum of 40%. For a positive overall result in the Master's degree examination, at least 50% of the maximum possible performance level must be achieved. For each part of the examination, at least 33% of the maximum possible performance level for that part of the examination must be achieved. The programme- or department-specific guidelines may specify higher thresholds for the overall pass mark and for the individual parts of examination. In order to attain the grade "Pass with distinction", the overall result must be at least 90% of the maximum achievable performance level; for a grade of "Pass with merit", it must be at least 80% of the maximum achievable performance level. For all degree programmes starting in 2022 (individual start of studies from the 2022/23 winter semester), the overall result must be at least 93% of the maximum achievable performance level for a grade "pass with distinction" and at least 83% for a grade "pass with merit".

(13) Bachelor's or Master's degree examinations taken as part of a collaboration with one or more other higher education institutions (e.g. joint degree) may be subject to an assessment system or grading scale that deviates from para 11 and 12.

(14) If a Bachelor's or Master's degree examination is assessed negatively, it is possible to repeat it twice, i.e. in deviation from § 7 para 1, a total of three examination attempts are possible. All parts of the examination must always be repeated. In the case of three negative assessments, the final examination is definitively failed, which results in exclusion from the studies.

6) Professional placements

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

(1) In accordance with § 3 para 2 subpara 3 FHG, a professional placement must be completed as part of a bachelor's degree programme. The professional placement does not extend the duration of the programme. The professional internship is accompanied by one or more courses. Details regarding content and organisation are bindingly regulated in the programme- or department-specific placement guidelines.

(2) Before starting the professional placement, students must demonstrate that they will be performing training-related activities and that appropriate external supervision is ensured.

(3) Upon completion, the professional placement must be assessed by the internal supervisor⁴⁰.

(4) If the assessment is negative, the professional placement may be repeated a maximum of two times, which may also take place during the lecture-free period. If it is not possible to organise this in terms of time, the academic year must be repeated. A third negative assessment will result in exclusion from the programme. In any case, the professional placement must be completed by the end of

⁴⁰ For example, based on the placement report, feedback from external supervisors, the student's own supervision and a project presentation, etc.

the fourth semester following the end of the regular semester in which the professional placement is required according to the curriculum, regardless of whether the student has taken advantage of the above-mentioned opportunity to repeat the placement. This does not apply if the student submits a justified request for interruption of studies, which is granted.

(5) If the professional placement has been completed but the document(s) required according to the syllabus or placement guidelines (e.g. placement report) required by the syllabus or placement guidelines have not been submitted (or uploaded), or if these documents are assessed negatively, they shall be treated as an examination (with repeat dates set).

§ 28 Specific regulations for professional placements in health science degree programmes and the social work degree programme

(1) The placement hours and case numbers specified in the FH training regulations (FH-MTD training regulation, FH-GUK training regulation and FH midwifery training regulation) must be fulfilled. This means that missed placement hours must be made up as soon as possible (100% attendance).

(2) The assessment is carried out by the placement supervisors or the person responsible for placements on the degree programme.

(3) If a placement or part of a placement is assessed negatively, it can be repeated a maximum of two times. In the event of a third negative assessment or if the placement is not completed by the end of the fourth semester following the end of the regular semester in which the professional placement is required according to the curriculum, the student will be excluded from the programme, regardless of whether the student has taken advantage of the opportunity to repeat the placement. Exclusion from the programme will not occur if the student submits a justified request for interruption of studies, which is granted.

(4) If the placement has been successfully completed but the required written part of the placement documentation (reflection report, patient records, etc.) has been assessed negatively, it shall be treated as an examination paper (repeat dates with a deadline).

(5) In the event of pregnancy, the head of the degree programme/ academic programme director shall decide, in accordance with the statutory provisions (employee protection, etc.), whether professional placements, parts of professional placements and/or practical exams can be completed or must be repeated.

7) Integrity in scientific and artistic study, teaching and research, as well as good scientific and artistic practice⁴¹

§ 29 Basic principles and target audience of good scientific and artistic practice

- (1) The basic principles of scientific and artistic integrity and a culture of honesty and quality are, in particular: independence, honesty, transparency, critical discourse, questioning (including one's own) results and events and their disclosure, collegiality, cooperation, objectivity and conscientiousness in the conduct of teaching and research.
- (2) Scientific and artistic activities, as well as teaching and research, must comply with the currently valid standards and regulations of the respective scientific community (lege artis). Evaluations/assessments must therefore always be made at the relevant point in time. Ethical principles must also be observed⁴².
- (3) All persons working at the FH Salzburg and all persons affiliated with the FH Salzburg⁴³ must respect the basic principles and conduct themselves accordingly. All are jointly responsible for maintaining scientific and artistic integrity and must refrain from any misconduct in this regard. This includes, in particular, any involvement in or knowledge of misconduct, as well as the neglect of scientific or artistic supervisory duties.
- (4) The FH Salzburg ensures, through its teaching and research staff (in particular through supervisors of (scientific) work⁴⁴ or research projects), that students are taught the basic principles and standards of good scientific and artistic practice.
- (5) To ensure integrity in scientific and artistic study, teaching and research, as well as good scientific and artistic practice, the "Guidelines on the use of generative AI systems" of FH Salzburg must be adhered to.

§ 30 Standards of good scientific and artistic practice

- (1) FH Salzburg and its employees and affiliates strive to promote the publication of scientific and artistic results.
- (2) In particular, persons involved in teaching and research (head of the degree programme/ academic programme director, head of academic area, course instructors, supervisors of theses, research leaders, project leaders, etc.) must work to ensure that good practice is consciously maintained and that possible misconduct is recognised and thus avoided. In addition, efforts are made to ensure that the latest information is adhered to, passed on and further developed.

⁴¹ See also § 2a HS-QSG, § 3 para 2 subpara 1a and § 10 para 3 subpara 10 FHG, Practical Guide to Integrity and Ethics in Science of the ÖAWI (<https://oeawi.at/events/praxisleitfaden-fuer-integritaet-und-ethik/>), ÖAWI guidelines on good scientific practice (<https://oeawi.at/richtlinien/>).

⁴² See Institutional Ethics Committee of the Salzburg University of Applied Sciences, Ethics Commission of the Province of Salzburg, etc.

⁴³ Teachers (internal and external), supervisors, researchers, students, employees, graduates, honorary members

⁴⁴ Seminar papers, bachelor's theses, master's theses, etc.

(3) The support provided by the supervisor of the academic work is limited to the extent that it does not compromise the intended independence in the preparation of academic work. Consequently, this support can only take the form of suggestions for structuring, applying scientific methodology and guidance on new critical perspectives. Any necessary revision or correction of the academic work must be carried out independently.

(4) The scientific procedure and results must be recorded and documented in full. The methods used and the findings must be documented so that the investigations are repeatable, comprehensible and verifiable. Raw data must also be saved.

(5) Contributions by others (e.g. ideas, texts, data, research contributions, AI systems, other sources) must be identified with strict honesty (either as author or in accordance with the regulations of the respective scientific community) (see also § 31 para 3).

Anyone who has contributed significantly to the development of the research question, the research plan, the implementation of the research project, the evaluation or interpretation of the results, and the creation or critical revision of the draft content must be named as a (co-)author. Consent to be named as a co-author implies joint responsibility for ensuring that the publication meets scientific and artistic requirements.

(6) The correction of formal criteria by third parties is permitted, provided that no corrections or revisions are made to the content and only spelling or typing errors are corrected.

(7) From an examination law perspective, AI systems are considered prohibited aids. Unless generative AI systems are expressly permitted as aids, their use shall be regarded as an attempt at cheating, and the coursework or examination will be declared invalid. The applicable guidelines and specifications for the use of artificial intelligence in teaching and studies at the FH Salzburg must be considered, as well as any programme- or department-specific specifications in this regard (cf. § 31 para 2).

(8) The use of gender-neutral language is mandatory for all academic work. Detailed specifications can be found in the FH Salzburg guidelines on gender-neutral language and in the programme- or department-specific guidelines.

(9) Any form of electronic recording (e.g. image, video, audio) of courses, lectures or discussions is prohibited without the express permission of the lecturer. In addition to possible copyright infringements, such recordings and their further use and storage may also violate personal rights. The requirement for express consent also applies mutatis mutandis to all other recordings intended for scientific, artistic or educational purposes (e.g. interviews).

(10) At FH Salzburg, academic and other written work may be checked using plagiarism software. The use of plagiarism software and plagiarism checks is at the discretion of the supervisor responsible.

§ 31 Misconduct with regard to scientific and artistic integrity

Anything that diminishes or contravenes the standards of good scientific or artistic practice shall be classified as scientific misconduct. In particular, the following behaviours shall be considered misconduct:

- (1) Intentional or grossly negligent misrepresentation in a scientific context. The circumstances of each individual case are decisive. Misrepresentation includes, in particular:
 - a) The invention of data;
 - b) The falsification of data, e.g. by modifying, supplementing or altering it without disclosure; by misleading interpretation or by manipulation of a representation or illustration;
 - c) Incorrect information in a letter of application or a grant application (including false information about the publication organ and publications in press);
 - d) Endorsing the work of others for publication without having reviewed it.
- (2) With regard to examinations and scientific or artistic work, the course instructor – usually in the syllabus – defines which aids are permitted and which are not. The use of permitted aids must be disclosed by the student in each case.
 - a) Possible permitted aids: books, lecture notes, (articles from) journals, database content, personal information, the use of translation tools and disclosed AI applications that generate text, audio, images or video, provided that the principle of independent examination performance is not breached.
 - b) Prohibited aids: plagiarism, ghostwriting, ghost sitting, cheat sheets, prompting, including via electronic aids, copying, secret use of mobile phones, smartwatches, tablets, laptops, headphones, etc.
- (3) Violation of the intellectual property of others. This includes
 - a) all forms of plagiarism (see glossary entry on plagiarism);
 - b) the presumption or acceptance of unfounded scientific authorship or co-authorship;
 - c) the unauthorised publication and unauthorised disclosure to third parties as long as the author has not yet published the work;
- (4) The obstruction of the research activities of others and unfair attempts to diminish the scientific reputation of another person.
- (5) The unjustified refusal of access to primary data and violation of the obligation to document and retain data (cf. § 30 para 4).
- (6) Sabotage of methods and research activities (e.g. damaging or destroying experimental set-ups, equipment, documents, etc.) that another person needs to carry out their research.

§ 32 Procedure in the event of misconduct

- (1) Any initial suspicion of scientific or artistic misconduct by a student must be reported in writing, stating the reasons, to the head of the degree programme/ academic programme director. If possible, the report should contain all relevant data on the work to be assessed (student, topic, course, date), the work to be assessed itself and, if applicable, the identification of any passages affected. The determination of misconduct in written/oral work and assignments to be assessed is the responsibility of the head of the degree programme in the first case of suspicion, with the involvement of other persons if necessary. The student must be given the opportunity to comment. If the work to be assessed shows misconduct, it must be graded as "unsatisfactory". The student shall be warned and informed that further evidence of misconduct will result in expulsion from the programme. A statement of facts shall be drawn up in the form of a file note and forwarded to the head of the academic board of FH Salzburg. A new topic shall be assigned for the repetition of the work to be assessed. Bachelor's and Master's theses may be exempted from this rule.
- (2) If a student has already been warned once for misconduct during their studies, the Department Board must be convened if the head of the degree programme suspects further misconduct. The Department Board will investigate the suspicion. The student must be given the opportunity to comment. The student concerned shall be notified in writing of the outcome of the investigation by the Department Board. The minutes of the proceedings shall be forwarded to the head of the academic board of FH Salzburg. If the student is found guilty of repeated serious or intentional scientific or artistic misconduct, this will result in immediate expulsion from the programme for a period of two semesters by means of a formal decision (see § 2a para 4 HS-QSG) and the termination of the training contract by the provider.
- (3) If a graduate is reasonably suspected of misconduct up to 15 years after completing their studies, an investigation procedure will be initiated by the head of the academic board of FH Salzburg. The graduate will be asked to comment. The head of the academic board of FH Salzburg is responsible for deciding on the revocation of the academic degree (§ 10 para 4 subpara 4 FHG). In the event of revocation, the graduate must return the certificates and award documents immediately. The right to use the academic degree and any professional qualifications obtained through the degree shall expire on the date of the decision by the head of the academic board of FH Salzburg.
- (4) If a breach of academic integrity is detected by full-time employees, disciplinary measures shall be taken in accordance with labour law and contractual provisions. In the case of part-time lecturers, the Rectorate may immediately withdraw the teaching assignment in the event of proven serious violations and the management will take legal action to that effect.
- (5) Any justified suspicion of misconduct on the part of recipients of academic honours must be reported to the Rectorate. Academic honours may be revoked in accordance with § 7 of the section of the statutes entitled "Academic Honours".

8) Entry into force and appendix

§ 33 Entry into force

The examination regulations in version 6.4 dated 1 July 2026 are part of the statutes of the academic board of FH Salzburg. They are to be published on the intranet and come into force on 1 August 2026.

Appendix – Course types

The most common types of courses in terms of their purpose, objectives and examination modalities are described below.

1. Lecture (VO)

The lecture serves to impart subject-specific skills at a theoretical and scientific level with the aim of systematically conveying specialist knowledge and interdisciplinary connections and demonstrating solutions and methods. Lectures are aimed at a larger group of students and are largely frontal in nature. In the case of guest lectures or lecture series, assessment is based on the accreditation or update application.

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 exercise parts take place in smaller groups and can be flexibly optimised to suit the relevant 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 courseplacement in various institutional settings. Individual training can also be understood as self-directed learning with supervisory sessions.

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

8. Proseminar (PS)

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

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

9. Revision course (RE)

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

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

10. Course with integrated reflective practice (RC)

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

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

11. Field trip (EX)

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

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

12. Tutorial (TU)

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

Exam procedure: no exam scheduled.

Glossary

Educational contract	Contract between the student and the FH Salzburg represented by its management. The training contract sets out the mutual rights and obligations within the framework of the training/education relationship.
Non-degree programme students	In accordance with § 4 para 2 and para 3 FHG as amended, this refers to students who are either attending an academic programme or who are only permitted to attend individual and specified lectures or who only attend individual lectures. See § 23
Curriculum	This is a list of all courses/modules with information on, for example, ECTS credits, SWS, ALVS, group division, as well as the respective course content and learning outcomes.
ECTS	"The European Credit Transfer and Accumulation System (ECTS) is an instrument of the European Higher Education Area (EHR) that increases the transparency of studies and courses, thereby helping to improve the quality of higher education." (ECTS Guide 2015)
ECTS-weighted final grade	This calculation method is to be used for students who began their studies up to and including the summer semester of 2022 (regardless of when they completed their studies). For each course successfully completed, a final grade weighted according to ECTS credits is determined. This is calculated using the following formula: $\frac{\text{Assessment} \times \text{Number of ECTS points of the course}}{\text{Total number of ECTS points from the 3rd – 6th semester of the bachelor's programme * or the 1st – 4th semester of the master programme *}}$ * Recognitions of proven knowledge within the meaning of § 12 FHG and courses that have not been assessed according to the Austrian 1 to 5 grading system are not to be taken into consideration here. The ECTS-weighted final grades for a semester are used to determine an ECTS-weighted grade point average for each semester, which is shown on the respective semester transcript.
ECTS-weighted final grade	This calculation method is to be used for students who began their studies in the winter semester 2022/23 or later.

	A final grade weighted according to ECTS points is determined for each successfully completed course. This is calculated according to the following formula: $\frac{\text{Assessment} \times \text{Number of ECTS points of the course}}{\text{Total number of ECTS points from the 1st – 6th semester of the bachelor's programme * or the 1st – 4th semester of the master programme *}}$ * Recognitions of proven knowledge within the meaning of § 12 FHG and courses that have not been assessed according to the Austrian 1 to 5 grading system are not to be taken into consideration here. The ECTS-weighted final grades for a semester are used to determine an ECTS-weighted grade point average for each semester, which is shown on the respective semester transcript.
ECTS credits	refer to the “workload” – the amount of work required of students to achieve the expected learning outcomes. The learning outcomes describe what learners should know, understand and be able to do after successfully completing a learning process” (ECTS Guide, German version 2009).
Statutory declaration	When submitting their Bachelor's/Master's thesis, students confirm by means of a statutory declaration (handwritten signature) that the thesis was written independently and that no aids or sources other than those permitted or specified were used. “I hereby declare under oath that I have written this Bachelor's thesis/Master's thesis independently and in accordance with the principles of good scientific practice to the best of my knowledge and belief. All passages taken either verbatim or in substance from published or unpublished sources, as well as from content generated by artificial intelligence, have been properly identified, cited, and fully referenced. No sources or aids other than those stated have been used. Furthermore, I declare that this thesis has not been submitted, either in this country or abroad, in the same or a substantially similar form as an examination paper or for publication, and that the present version is identical to the version submitted to the examiners.”
Compensatory work	is a task that must be completed if the attendance requirement is not met.

Fraudulent acquisition of benefits	Intentional behaviour that consists of either presenting objectively false information of significant importance with the intention to mislead or concealing significant (accompanying) circumstances with the intention to mislead, with the aim of achieving a favourable outcome (cf. § 20 para 6).
University of Applied Sciences board or academic board	The University of Applied Sciences board is the highest academic body and thus the highest academic authority at the FH Salzburg in accordance with § 10 FHG as amended. It consists of the head of the academic board and their deputy, six heads of the university of applied sciences degree programmes, six representatives of the teaching and research staff and four representatives of the students.
Optional/Elective subject / free elective	Optional/Elective subjects (also known as free electives) can be taken by students in addition to the compulsory courses and optional lecture courses. See § 22.
Exemption from studies	Exemption is an absence from studies approved by the head of the degree programme.
Freely selectable exam date	is determined by the degree programme and communicated to students at the beginning of the course in question. Students can take the exam of the course in question on one of these exam dates of their choice.
Overall assessment of the course of study	This calculation method applies to students who have started their studies up to and including the summer semester 2022 (regardless of when they complete their studies). The overall assessment of the course of study is made up of 50 % of the ECTS-weighted final grades of all courses – with the exception of the first academic year of the bachelor's programme – and 50 % of the result of the final panel exam. A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula: $100 - \frac{(\text{Total of the ECTS – weighted final grades} - 1) \times 50}{3}$ 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.

	$\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ The result is rounded to two decimal places - with 5 or above being rounded up to the third decimal place (e.g. 92.9949 => 92.99; 92.9950 => 93.00) - and is shown on the Bachelor's or Master's degree certificate and in the Diploma Supplement. In the case of a joint degree programme, the final documents may be issued without an overall assessment of the programme.
Overall assessment of the course of bachelor's studies	This calculation method is to be used for Bachelor's students who began their studies in the winter semester 2022/23 or later. The overall assessment of the Bachelor's programme consists of 75% of the ECTS-weighted final grades of all courses and 25% of the result of the final exam: 75% from final grades (ECTS-weighted) - Ø-grade 4.0 --> 50 points (equals minimum, since all courses passed positively) - Ø-grade 1.0 --> 100 points (maximum attainable value) 25 % from bachelor's final panel exam. A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula: $100 - \frac{(\text{Total of the ECTS - weighted final grades} - 1) \times 50}{3}$ 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. $\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ The result is rounded to two decimal places - with numbers above 5 being rounded up to the third decimal place (e.g. 92.9949 => 92.99; 92.9950 => 93.00) - and is stated on the Bachelor's degree certificate and in the Diploma Supplement. In the case of a joint degree programme, the final documents may be issued without an overall assessment of the programme.

Overall assessment of the course of master's studies	This calculation method is to be used for Master's students who began their studies in the winter semester 2022/23 or later. The overall assessment of the course of master's studies is made up of 65 % of the ECTS-weighted final grades of all courses and 35 % of the result of the final panel exam: 65 % from final grades (ECTS-weighted) Ø-grade 4.0 --> 50 points (equals minimum, since all courses passed positively) Ø-grade 1.0 --> 100 points (maximum attainable value) 35 % from master's final panel exam A mean value is calculated from the individual ECTS-weighted final grades and then converted to points (1 - 100) according to the following formula: $100 - \frac{(\text{Total of the ECTS - weighted final grades} - 1) \times 50}{3}$ 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. $\frac{(100 - \text{mean of the achieved points}) \times 3}{50} + 1$ The result is rounded to two decimal places, with 5 or above being rounded up to the third decimal place (e.g. 92.9949 => 92.99; 92.9950 => 93.00) - and is shown on the Master's degree certificate and in the Diploma Supplement. In the case of a joint degree programme, the final documents may be issued without an overall assessment of the programme.
Aids (§ 31 (2))	With regard to examinations and scientific or artistic work, the course instructor – usually in the syllabus – defines which aids are permitted and which are not. The use of permitted aids must be disclosed by the student in each case. Possible permitted aids: books, lecture notes, (articles from) journals, database content, personal information, the use of translation tools and disclosed AI applications that generate text, audio, images or video, provided that the principle of independent examination performance is not breached.

	Prohibited aids: plagiarism, ghostwriting, ghost sitting, cheat sheets, prompting, including via electronic aids, copying, secret use of mobile phones, smart-watches, tablets, laptops, headphones, etc.
Panel exam	is an examination that can be written or oral and/or may include the submission of, for example, a practical piece of work and is assessed by a commission.
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	describes the performance that is used for assessment. Performance appraisals are, for instance, written or oral exams, seminar papers, presentations, project work, practical and graphic work/assignments.
Module	are self-contained, formally structured learning processes featuring thematically determined teaching and instruction, specified, coherent learning outcomes, predetermined student workloads (ECTS credits) and clear and transparent assessment criteria (compare Hauser, comment on FHG, 6th edition, page 172).
Module exam	Within the framework of module exams, knowledge and skills that have been taught in several (at least 2) courses are examined.
Plagiarism	Definition according to § 2a para 3 subpara 4 HS-QSG: "In any case, it shall be considered scientific or artistic misconduct if someone takes over texts, ideas or artistic works in whole or in part and presents them as their own, in particular if someone uses text passages, theories, hypotheses, findings or data through direct, paraphrased or translated adoption without identifying and citing the source and the author accordingly (plagiarism)."
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.
Examination character, Module/course-immanent	means the application of several defined performance assessments (e.g. presentation, report, project, work, written and oral examinations, participation) spread 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/ examination board	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 defined and percentage-weighted task in a Bachelor's and Master's degree examination, which are always comprehensive examinations.
Study plan	is the document in which the degree programme is described. It contains, among other things, the competence profile of the degree programme, the curriculum, the admission requirements and the admission procedure.
Interruption of studies	is the suspension of studies. An application for the interruption of studies is to be submitted in writing, with a stated (justifiable) reason, to the head of the degree programme.
Syllabus	At the beginning of courses at FH Salzburg, students receive essential information about content and organisation, usually in the form of a syllabus. This contains at least the name and type of the course, ECTS credits and number of weekly hours per semester, the course content, the learning outcomes, compensatory work, the examination method and the nature of the examination (in module descriptions, this is the standardised text specified for the respective course type in the exam regulations, e.g. "course-immanent examination character" for course type ILV) and recommended specialist literature/learning resources (this information is optional for module descriptions). A partially pre-filled syllabus is available in FHSYS for further use.
Unit tests /Partial examinations	are created by dividing the examination material of a module or final course exam into unit tests during the process and at the end of a module or a course.
Binding exam dates	are to be communicated in a timely manner and are binding for all students. Binding exam dates must be observed. Each degree programme may lay down a different regulation for individual courses and offer freely selectable exam dates.
Vertiefung/ Specialization / Deepening	Specializations (areas of specialization) are elective options in study programmes. They are aimed at individualizing the course of study and creating a profile in terms of content. Depending on the degree programme, students choose a specialization (compulsory or optional) and attend the courses offered in the specialization. These are referred to as compulsory elective subjects.

	However, compulsory elective subjects can also be offered outside of a specialization. A specialization has a minimum scope of 4 ECTS. Ideally, the specialization extends over several semesters and has a higher ECTS workload.
Compulsory elective subject	A compulsory elective subject is part of the curriculum. Students must select a course from a specific area, e.g. languages: Choice between French, Italian, Spanish. There is a choice, but it is compulsory to choose a language. Courses in a specialization are also shown as compulsory elective subjects.
Retaking/Repeating	is the retaking/repeating of an exam after a failure.