

STUDY AND EXAMINATION
REGULATIONS
part 7 of the statutes of the
Academic Board of IMC FH Krems

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Part 7 - Study and Examination Regulations

The present study and examination regulations are based on and complement the rules of the UAS Studies Act (esp. §§ 12 – 21) as amended. Those regulations, which have been taken over from the UAS Studies Act or refer to them explicitly, are marked by a footnote. It also comprises the accredited program request and the currently valid study plans.

7.1 Range of Validity

1. The present study and examination regulations were amended on 05. July 2019 and become valid as of winter term 2019/2020 for all degree programmes IMC UAS Krems. The completions of courses as well as the Bachelor and Master examinations, which are attributed to a preceding study plan, are subject to the former study and examination regulations as long as this is not explicitly decided otherwise.
2. Should derogations at degree programmes run at different locations be necessary resulting from the national or international terms or the respective requests for accreditation, they will be separately cited in the current regulations or in the currently valid co-applicable documents.
3. The regulations included in the request for accreditation of the respective degree programme are part of these study regulations and all co-applicable documents for the study and exam regulations as amended.
4. Further education courses are not subject to the present study and examination regulations but adhere to the regulations defined by the curriculum of the respective course.

7.2 Study Regulations

7.2.1 General Rules

1. The organisation of the academic year as well as the fixing of the Academic Calendar is carried out by the Head of the Academic Board in coordination with the Management. The Academic Calendar includes – apart from the duration of the term – information about the start of the courses of the individual programmes, about recess periods as well as about the weeks of examinations, re-sits and final examinations.
2. All the information on courses and examinations will be posted to the students on the eDesktop of IMC UAS Krems (intranet).
3. The scope of courses is stated in terms of hours/week, whereby the duration of a term can comprise a different number of semester weeks depending on the particular degree programme application as amended.
4. Theoretical course units last for 45 minutes. Course units that form part of professional training in Health Sciences degree programmes (i.e. internship and professional tutorials) last for 60 minutes (see the respective education regulations for each degree programme).
5. Courses can also be given in a blocked format or as online units, whereby the principle of the didactic and functional *fitness for purpose* is to be considered and checked by the programme director.

6. Seminar papers and academic papers have to be composed under consideration of gender fair language.
7. Compliance with the General Data Protection Regulation is essential when carrying out surveys and when writing papers.
8. The examination procedure of the degree programmes at the IMC University of Applied Sciences Krems is a procedure directly linked to the programmes, i.e. the exams take place shortly after the courses to guarantee the completion of the studies within the given time stipulated in the respective Studies Act.
9. Students with special needs due to physical or any other constraints have the right to request a compensation for disadvantages. A respective request with necessary documents for evaluation may be submitted to the Office of the Chair of the Academic Board.
10. Changes of status caused by the disruption of the studies, or by the repetition of a study year or the resignation/expulsion from the studies will be effected only with consent of the Chair of the Academic Board (dual control principle).
11. In case a student resigns before having completed his/her studies a certificate of de-registration has to be issued and all courses passed are to be confirmed by means of a serial transcript of records.
12. Complaints based on a violation of the prevailing study and examination regulations are to be appealed to the Academic Board after having exploited the normal channels according to § 10 (5) UAS Studies Act (FHStG) as amended and taking account of § 21.¹.

7.2.2 Graduations

1. Graduations take place at least twice an academic year; the dates will be fixed and announced by the Chair of the Academic Board. Registration on behalf of the student for a date of the graduation ceremony is required. If necessary more dates will be published in the Academic Calendar.
2. Upon graduation, the graduates receive a Document of Completion, the notification on the conferred academic degree,, a Diploma Supplement as well as a Transcript of Records of the panel final examination in German and in English². A further issuance of the original documents is not possible. Duplicates can be requested after showing a notice of loss at the office of the Chair of the Academic Board, as well as the justified attestation of copies.

7.2.3 Mandatory Attendance of Students

1. The degree programmes at the IMC UAS Krems observe the principle of attendance-related instruction in order to render the completion of the studies possible within the minimum time stipulated in the respective Studies Act. Thus the students are required to attend the courses and block weeks set out in the curriculum.
2. Exceeding the possible non-attendance of max three (3) times of the hours per week/term in the full-time Bachelor's programmes and four (4) times in the part-time

¹ Cf. UASStA §10(5)-(6) as well as §21 as amended

² Cf. UASStA §6(1)-(3) as amended

Bachelor's courses (except for the courses of Health Sciences listed under point 3 and 4) as well as in all Master's programmes compares with a course failed, whereby the final decision of a negative assessment due to the violation of the rules of attendance must be made by the lecturer of the course in coordination with the programme director taking into account allowable reasons.

3. Attendance is compulsory at all legally required courses on the Music Therapy degree programme. Additional assessments to compensate for absences from self-experience units must be completed in the resit examination periods, in the form of a minimum of four and maximum of six self-experience units. In the case of absences that exceed the maximum permitted absence on non-legally required courses, the degree programme director must stipulate the necessary additional assessments. Students may only take the final committee examination once proof of completion of the additional assessments has been provided.
4. Full compliance with the specified attendance requirements/net contact hours is also required for internships in all Health Sciences degree programmes as set out in the education regulations.
5. Severe reasons which require a longer non-attendance or prevent from participating in a course prescribed by the curriculum are to be immediately submitted in writing to the programme director. In these cases the programme director may ask for a surrogate performance which is functionally justified and meets the times absent. A non-delivery of the surrogate performance leads to a negative assessment of the course.
6. Students who have a duty of care of underage children or care-dependant relatives can be exempted from the attendance policy. A respective request is to be submitted in writing to the programme director including a corresponding proof. The decision regarding the request is made by the programme director in accordance with the head of the Academic Board.

7.2.4 Disruption of Studies

1. A disruption of the studies needs to be applied for in writing (using form – My Exam Schedule) with the programme director. The reasons for the disruption as well as a continuation intended of the studies are to be stated. On deciding of the application stringent personal, health or professional reasons are to be considered, which disallow or impair dramatically the continuation of the studies at the given time³.
2. To attend courses, to take exams and to submit and get final papers assessed during the time of disruption is not allowed.
3. The approval of the disruption is to be issued and handed over to the student in writing. The student is obliged to report the continuation of his/her studies within the period given (as per the approval). Does the student not report the continuation of his/her studies, the Education Contract is abandoned and the student is excluded from his/her studies.
4. When there is a disruption of studies at the request of the student and after approval by the programme director, the student- in case of a continuation- has to fully attend and repeat all courses that s/he has not passed until the disruption.

³ Cf § 18 section 14 UASStA as amended

5. Already completed courses may be prescribed to be attended and passed again in analogy to § 18(4) UAS Studies Act as amended by the programme director where applicable.
6. The courses and exams that need to be taken again have to be announced to the student in writing.
7. In case the student does not report the continuation of his/her studies within the period stipulated in the permission of disruption of the studies, the student is automatically excluded from his/her studies.

7.2.5 Repetition of an Academic Year

1. A one-time repetition of a session due to a failed examination before a committee is possible. It is to be applied for in writing (using form – My Exam Schedule) with the programme director⁴.
2. The repetition is to be applied shortly after the disqualification from a current cohort.
3. Failed exams and their respective courses are to be repeated, whereby passed exams and their respective courses need only to be taken again provided they are required by the purpose of the studies.⁵
4. The subjects to be taken during the repetition need to be agreed upon between the programme director and the student in writing and to be filed together with the application for the repetition. Possible requests of accreditations must be submitted in writing. The student receives a copy of the agreement on the subjects and exams to be taken.
5. Students, who were excluded from the degree programme because they failed the last possible re-sit, cannot be accepted again for the same degree programme.⁶
6. A further acceptance, however, is possible if the student has abandoned his/her studies for other reasons (e.g. illness, professional or private stress). A re-acceptance needs to be coordinated with the Chair of the Academic Board.

7.2.6 Certificates and documentation in health sciences degree programmes

On health sciences degree programmes, all certificates and documentation related to completion of the internship must be submitted by the specified deadline. Students may not begin the internship without having received the required vaccinations.

7.2.7 Tuition Fee

For each enrolled semester the respective tuition fee and the contribution for the Austrian Students Union (ÖH) is to be paid at the due date. Should the period of study be extended due to a negative assessment of a Bachelor's paper, a Master's thesis not approved, a failed Bachelor or Master examination or other circumstances, the tuition fee is also due for the extension semester/s.

⁴ Cf. leg.cit §18(4) as amended

⁵ Cf UASStA §18(4) as amended

⁶ § 18 section 5 UASStA

If the tuition fee and the contribution fee for the Austrian Students Union (ÖH) are not paid by due date, the educational contract and therefore enrolment will be terminated.

7.3 Examination Regulations

7.3.1 General Provisions for Examinations

1. The examination procedure of the programmes of the University of Applied Sciences is a procedure directly linked to the programmes and is based on the provisions of the UAS Studies Act (§§ 13 – 21) as amended, and generally provides for three exam attempts.
2. In the range of this examination regulation the following definitions of terms are valid, whereby the particular typology of the courses and exams established in the curricula are stipulated and defined in the applications of the degree programmes and their accreditations:
 - 2.1. An exam can be carried out as a single course exam (EP) or a cluster exam (CP).
 - **Single course exams (EP)** are exams that serve to assess the acquired knowledge, skills and learning outcomes that have been imparted during one single course.
 - **Cluster exams (CP)** are exams that serve to assess the achievement of linked learning outcomes. They consist of two or more courses and are carried out by the responsible examining lecturer or all lecturers involved in the cluster. Cluster examinations comprising two or more courses with final assessment (L) are comparable to courses with final examinations.
 - 2.2. Courses can take a variety of modes and forms

Integrated courses (ILVs)

Integrated courses concentrate on complex subjects which include theoretical as well as professional and work-related elements. Practical projects and/or questions are used for the methods-based analysis of course contents, depending on the course focus.

Type(s) of assessment:

At least two and a maximum of three separate assessments, whereby no single assessment should account for more than 70% of the final grade.

The following options are available:

Written assessment(s)

Oral assessment(s)

e.g. project paper, case study, presentation, etc.

Lecture (L)

Lectures provide (complex) basic and special theoretical knowledge, and knowledge of theoretical methods, as well as highlighting links to professional practice. Students should be encouraged to reflect on the topics covered by the lecture and to work independently on course contents.

Type(s) of assessment:

Final or partial examination by means of written or oral assessment. The assessments should be completed individually by students and not as part of a group.

Alternative examination dates should be offered for courses with final examinations if the form of assessment is a written examination.

Practical integrated course (IL*)

Practical integrated courses concentrate on complex subjects and manual/practical skills which include theoretical as well as professional and work-related elements. Practical projects and/or questions are used for the methods-based analysis of course contents, depending on the course focus and topics.

Type(s) of assessment:

As with IL (at least two and a maximum of three, each accounting for no more than 70% of the final grade), although a practical may also be used.

Written assessment(s)

Oral assessment(s)

Practical

Introductory seminar (PS)

Introductory seminars use case-based learning to give an overview of the focus areas, methods, approaches and techniques for presenting findings in a particular specialist field. The seminar concentrates on a single subject, and is structured in a way which mirrors the individual steps involved in systematic and systemic research. The learning outcomes include the ability to make use of academic resources to address a particular task, use specialist literature and sources, effectively employ a range of techniques, and present and critically analyse the findings generated.

Type of assessment:

Individual seminar paper (no group work)

Seminar (SE)

Seminars promote the development of interdisciplinary abilities (ranging from independent processing of information to planning and implementation), and encourage reflection and constructive criticism, as well as collaborative analysis of complex course contents and identification of solutions to theoretical and practical problems. Academic and job-related methods are used to promote the development of personal problem-solving and decision-making skills.

Type of assessment:

Seminar paper (individual or group work)

Workshop (WK)

Workshops are intended to promote emotional, social, methods-based and self-directed learning, with a focus on specific personal development and communication techniques and the use of particular methods, as well as practical application, establishing links between topics, and critical personal reflection. Workshops are mainly designed with the development of social and methods-based abilities and analysis of topics from selected specialist fields in mind. Conventional grading is often not appropriate, so students can also be given the grade "completed".

Type(s) of assessment:

Learning report, presentation, analysis of a particular topic, discussion/appraisal/interpretation of academic articles, etc. – individual or group work, addressing particular questions by applying a variety of methods;

The term LAB is sometimes used instead of workshop. LAB refers to a type of interactive course in which students work on particular exercises by applying a range of methods in practice.

Specialist practical tutorial (SPT)

Specialist practical tutorials involve hands-on learning in simulated and real-life work-related situations, and training in the practical application of detailed, evidence-based knowledge. Students receive step-by-step, ongoing instruction in techniques for dealing autonomously with workplace responsibilities. Reflecting on practical situations is an integral part of the learning situation.

Type(s) of assessment:

Oral and/or written assessment, and/or practical

Professional tutorial (PT)

Professional tutorials focus on developing the practical skills required to perform a certain occupation. They form part of students' practical training and therefore comply with the requirements of the respective education regulations, i.e. small groups, course units of 60 minutes and assessment of practical skills.

Type of assessment:

Practical assessment(s)

Revision seminar (RE)

Revision seminars are designed to prepare students for course examinations. This is done using targeted reviews of the relevant literature, revision of core topics and lessons, sample calculations, case studies, Q&A sessions on specific topics, discussions on topical subjects and trends, and in-depth observation and analysis of links to current issues in the subject area.

Type(s) of assessment:

Selected specific written or oral exercise.

The grade "completed" may also be awarded.

Tutorial (TU)

Students receive coaching on a particular task or exercise. The goal is to give students' knowledge a structure, promote a sense of identification with course topics and provide didactic insights.

Type of assessment: none

Grade: completed

Laboratory work/exercises (technical degree programmes)

The focus is on the acquisition of practical abilities and specific skills required for laboratory work, with the aim of enabling students to try out selected approaches and practice laboratory activities. Students learn to perform tasks in accordance with procedures, identify critical steps, describe results,

evaluate the impact of systemic and accidental errors, assess the significance of findings, apply necessary checks and plan experiments independently.

Type of assessment: laboratory reports

Exercise (UE)

Exercises help students to enhance insights obtained in related courses.

Type of assessment: assessed jointly with the corresponding lecture

Note: assessment takes place solely in the course on which the exercise is based.

Exercises can also be voluntary (and are indicated as such).

- 2.3. Repetitions of examinations/ 2nd attempts (1st resit) are exams which are caused by failing a course/cluster or by violating the rules of attendance or no-show at a set examination date.⁷
- 2.4. Resits before a committee/ 3rd attempts (2nd resit) are exams caused by failing the first resit. The evaluation is done by a panel consisting of at least 3 members.⁸
- 2.5. Final examinations before a committee according to § 16 UAS Studies Act are to be taken in front of an examination board consisting of at least 3 members and relate to the particular Bachelor's paper or Master thesis as well as fundamental issues of the programme to be completed. Co-applicable documents comprise the Manual for Bachelor Papers and Bachelor Examinations, the Manual for Master theses and Master examinations, as well as the Guidelines for Academic Research as amended.⁹
3. Examinations and performance evaluations can be written, oral or practical.
4. The duration of an exam is one academic unit or a multiple thereof (45 minutes, 90 minutes, 135 minutes, ...). The duration has to be published for the students in the syllabus.
5. Oral exams are open to the public whereby their access can be restricted by the spatial availability and by the presentation of confidential Bachelor papers or Master theses as well as by the protection of privacy in case of patient-related examinations¹⁰.
6. The examination process for oral exams needs to be recorded. The minutes have to contain the subject, place and time of the exam, names of the examiner and the members of the examination board, name of the student, the questions put, the evaluation awarded, the reasons in case of failing the exam as well as exceptional occurrences where applicable. The results of an oral exam are to be made known to the students after the examination.¹¹
7. With oral exams before a committee the examination board needs to comprise at least 3 members. Each member has to attend the examination for the whole time; this requirement can be met by the use of electronic media if necessary.¹²
8. Collaboration and attendance are no criteria for the evaluation of student performances and must not be part of the grading.

⁷ Cf. UAS Studies Act § 18.

⁸ Cf. leg. cit §18 and §15(3) as amended.

⁹ All guidelines see edesktop of UAS Krems; for transnational programmes provided separately.

¹⁰ Cf. UAS Studies Act § 15 as amended and ER Section 9/7.

¹¹ Cf. UAS Studies Act § 15 as amended

¹² Cf. UAS Studies Act § 15 (3) as amended

9. Students are entitled to claim a deviant exam method, if a disability can be proven, which prevents taking the exam in the prescribed manner and if the content and demands of the exam are not impaired by the deviant method¹³.
10. The manuals and guidelines mentioned in this study and examination regulations and their co-applicable documents are part of the current study and examination regulations.
11. Appeals against the positive assessment of an examination are not possible. In case the execution of a failed exam shows deficiencies, the student can make an appeal within 2 weeks.¹⁴

7.3.2 Organisation and Execution of Examinations

1. The syllabus (course description) contains the detailed examination procedures for each course (contents, methods, assessment criteria and scales as well as tools and aids allowed) as well as arrangements of possible re-sits by which they are also brought to the students' knowledge at the beginning of each semester (semester start)¹⁵. A subsequent changing is only possible after being granted by the programme director. The programme director has to make sure that the examination arrangements are published in time and that the dates are appropriately distributed within the semester.
2. Examinations have to take place shortly after the end of the courses, which have conveyed the content relevant to the exam¹⁶, at the premises of the University of Applied Sciences or on the premises rented by the University of Applied Sciences. Exceptions are possible only when approved by the programme director or chair of the academic board in case of substantiated reasons.
3. For courses with a final written exam¹⁷ (cf. section A/item 1/ lit. 2.3.) the students avail of two (2) examination dates (one at the end of the course during or at the end of the semester, in which the course was given, the other at the beginning of the subsequent semester) when taking the exam for the first time, as well as a first re-sit (2nd attempt) and the re-sit before a committee (3rd attempt). The examinations before or at the start of the subsequent semester take place in the exam weeks stipulated. Should the final assessment be a written paper or an assignment, there is no choice of examination dates.
4. If the student missed an exam or did not submit the final paper without certified grounds in courses with a final exam only, it results in the loss of one chance to take the exam or to submit the paper.^{18 19}
5. The examination periods of the final Bachelor and Master examinations are announced by the chair of the academic board and published on the intranet at the beginning of an academic year.
6. An examination committee for bachelor or master examinations consists of all final assessment examiners for the whole cohort. There are three examiners in the examination board for each candidate, who are announced on the exam day.

¹³ Cf.leg.cit §13(2) as amended

¹⁴ Cf. leg.cit § 21 as amended

¹⁵ Cf.leg.cit 13(4) as amended

¹⁶ Cf.leg.cit §13(1) as amended

¹⁷ Cf.leg.cit §18 as amended

¹⁸ See also § 13 Abs 5 UASStA

¹⁹ Cf see the regulations of the options for examination dates (co-applicable document)

7. In order to take the final Bachelor exam – subject to meeting all the requirements– dates in June or September, for the programmes Midwifery and General Nursing, dates in September and November - for the programme Advanced Nursing Practice dates in February and June –can be selected. In case the Bachelor examination is failed or missed on insufficiently stated grounds the dates for the re-sits are incorporated in the Academic Calendar and announced to the student by means of a notice.
8. For submitting the Master thesis and taking the final Master examination the students have an option to choose a date in June or October – subject to the meeting of all the requirements. Further regulations concerning the deadline to submit the Master thesis as well as the subsequent final Master examinations can be found in the co-applicable documents of this study and examination regulations.
9. Examinations can also take place during semester breaks, therefore, exams for part-time programmes may also be scheduled from Monday through Thursday.
10. Right of access to the examinations papers including the lecturer’s assessment and examination minutes has to be conceded to the students, if they demand it within six months after the announcement of the results. The students are allowed to make copies of these documents.²⁰
11. Assessment documents (esp. marked written exams and examination papers,) are to be stored at least six months from the date of announcement by the lecturer; however, at any rate, until the completion and assessment of an examination in the context of re-sits where applicable.
12. Examination minutes and expert opinions are to be stored at least one year from the date of announcement of the assessment by the administration of the degree programme.

7.3.3 Assessment of Performances

1. The exams of the courses defined in the curriculum will be made and assessed by the respective lecturer. For the assessment of individual performances the marks of the official Austrian grading system are applied as follows²¹:
 - 1=excellent/very good:** (100-91% of the performance required)
 - 2=good:** a performance well above average (< 91% - 81%)
 - 3=satisfactory:** a performance meeting the standard requirements (<81% -71%)
 - 4=sufficient:** a performance that despite its weaknesses fulfils the basic requirements (<71% - 60%)
 - 5=fail:** an insufficient performance (<60% - 0%)
2. An examination is passed when it is graded at least as “sufficient” (min. 60%).
3. An integrated course is rated as passed when the total grading of all exams defined in the syllabus amounts to at least 60% of the overall performance required. This also applies when the course is given by more than one person within different thematic priorities.

²⁰ Cf. UASStA § 13(6)

²¹ Cf. UASStA § 17(1) as amended

4. Cluster exams exceed the subject matter of one course; the grade consists of potential partial performances of subs as well as of the mark of the examination. If a cluster exam is failed, it has to be repeated (evaluation of the 2nd attempt 100%).
5. The curriculum can include courses for which a common grade is not appropriate or impossible. In this case, the positive assessment for these courses is „successfully completed“²².
6. The results of written exams need to be submitted to Study Services by the respective lecturer two weeks after the exam at the latest. The official announcement for the students by Study Services is to be effected within three weeks after the exam or after the course respectively.
7. Should the evaluation of the exam not be possible within the deadline given for substantiated reasons the programme director and Study Services need to be informed in due course.
8. The results of oral or practical exams need to be announced by the end of the day of the examination. Should the exam be failed the students is entitled to receive an explanation.
9. The assessments of oral or practical exams need to be submitted in written form to Study Services by the end of the day of the examination.
10. Oral and practical exams are subject to a recording liable according to UAS Studies Act § 15 (2).
11. In case a student disrupts an oral or practical exam or a re-sit or an oral or practical final exam before a committee without good reasons, the exam is to be graded as „failed“. If the reason is substantiated needs to be decided by the examiner or the chairperson of the examination committee.

7.3.4 Assessment of Practical Training Semesters and Applied Research and Training Semesters

1. The respective Manuals for the Organisation and Completion of the Practical Training Semester/ the Practical Trainings of the individual programmes/departments or of the Applied Research and Training Semester as amended, are to be taken as a basis for the programmes of the IMC UAS Krems.
2. Practical Training Semesters of the Bachelor programmes in **Business Studies** as well as of „**Medical and Pharmaceutical Biotechnology**“:
 - 2.1. To successfully complete the Practical Training Semesters stated in the curriculum all partial tasks (see applicable manuals) are required in their due extent.
3. Practical Training Semesters and Practical Trainings of the degree programmes in **Health Sciences**:
 - 3.1. To successfully complete the Practical Training Semesters and Practical Trainings of the Bachelor programmes in Health Sciences as well as of the Master Programme “Music Therapy” proof of the tasks completed is required

²² Cf. leg.cit 17(1) as amended

according to the applicable Manual for the Organisation and Completion of the Practical Trainings.

For the bachelor programmes Physiotherapy, Occupational Therapy and General Nursing, the following requirements have to be met:

- Completion of the required amount of practical training as defined in the respective „Materienverordnungen“
- Fulfillment of further programme specific requirements due to occupational liability restrictions

3.2. The possibility of repetition of negatively regarded parts of the practical training of the health science programmes are governed by the respective guidelines. These are applicable documents of the examination regulations.

4. A Practical Training Semester that is failed in the full-time programmes can only be repeated in the course of a repetition of an academic year due to the duration of the practical training. This repetition needs to be applied for with the programme director.
5. For the repetition of the PTS Seminar the regulations for the repetition of examinations apply.

7.3.5 Assessment of Applied Research and Training Semesters in the Master programmes:

1. For a successful completion of the ART semester in the full-time Master programmes all partial tasks have to be rendered in their required extent.
2. Part-time students, who study abroad in the third or fourth semester, are on equal terms with the full-time students as for the assessment of their required partial tasks (see Guidelines for Students Applied Research and Training Semester).
3. A repetition of an ARTS failed in the full-time Master programmes is only possible in the course of a repetition of the full academic year. This repetition must be applied for in writing (via form – My Exam Schedule) with the programme director.
4. Performances failed or not rendered by part-time students studying abroad are to be made up by re-sits of appropriate courses of the third, respectively fourth semester.

7.3.6 Repetition of Examinations

1. A final exam of a course that was failed or missed can be re-done twice (according to UAS Studies Act § 18 (1). Type (written, oral, practical) and extent of the first re-sit (2nd attempt) have to be laid down in the syllabus of the respective course.
2. Course exam repetitions (2nd attempt) as well as examinations before a committee (3rd attempt) take place within the examination weeks stipulated in the Academic calendar, whereby the exact days of the examinations will be determined in coordination with the programme director and posted to the students in due course. In any case all repetition examinations/ 2nd and 3rd attempts of the preceding spring term need to be completed by 10 November and of the preceding fall term by 10 April of the respective year (deadlines for the BIS registration). Reasoned deviations require the approval by the chair of the academic board. Deviations caused by the practical training following the theoretical semester are feasible.

3. The repetition of an exam for final assessment accounts for 100%. If the first attempt is carried out orally, the second attempt has to be in written form. Justified exemptions are possible.
4. In case the aggregate assessment of an integrated course is graded as „failed“, the acquisition of the subject matter of the respective semester needs to be verified by a written or possibly also an oral re-sit (2nd attempt); should this be failed again, by an exam before a committee (3rd attempt).
5. The re-sit accounts for 100%.
6. In case of partial performances being failed or not delivered in an integrated course the lecturer can grant their delivery afterwards. The decision resides with the lecturer.
7. Should a cluster be failed the cluster exam covering all courses adhered to the cluster has to be taken again (2nd attempt). When failing this again a 3rd attempt is to be taken. The re-sits account for 100% each considering paragraphs 13-15 following.
8. In case a seminar or project paper is failed in a course, the student is given a reasonable period to deliver the required performance (2nd attempt). Should this be marked with “fail” again, it automatically entails an exam before a committee (3rd attempt).
9. 2nd and 3rd attempts in languages are both oral and written.
10. If courses of self-reflection on the degree programmes of Music Therapy are failed they need to be repeated in the subsequent cohorts in the corresponding extent. Attempting the final Bachelor or Master examination is only possible upon providing evidence of a successful completion. A compensation by courses on self-reflection at other institutions is not possible.
11. The results of written 2nd and 3rd attempts need to be submitted to Study Services by the respective lecturer one week after the exam at the latest. The results of oral or practical exams need to be announced immediately after the examination, whereby an insufficient performance requires an explanation.
12. The duty to record and preserve 2nd and 3rd attempt papers apply analogically to the terms of section 7.3.2.
13. It is not possible to repeat an examination already passed.
14. The second re-sit (examination before a committee) consists of a written and an oral part considering paragraphs 15, 16 and 17 and 7.3.9 paragraph 7.
15. In case the written part of the second re-sits is positive (at least 60% out of 100%), no oral exam needs to be taken. Should the written part be failed an oral exam becomes mandatory each part accounting for 50% of the final grade. The spell between the written and oral exam before an examination board is to be very short. (cf. paragraph 7.3.1.). Should the assessment of the written examination not allow for an overall percentage of 60% (in terms of figures), no oral exam will be scheduled.
16. The second re-sits in languages always comprise a written and an oral part. In the Health Sciences programmes the second re-sits can also be written and/or oral/practical in individual cases. Appropriate information needs to be cited in the syllabus at the beginning of the semester.
17. In case of a negative assessment of the Bachelor paper, the student is to be allowed an adequate period to revise and submit the paper again. Another negative assessment results in a third submission (exam before a committee). In this instance the paper is

to be reviewed by a panel of at least 3 persons. A further negative assessment leads to an overall assessment of the respective bachelor seminar.

18. The written part of the second re-sit is to be graded by a committee consisting of at least three members, i.e. the course or expert examiner and two other qualified persons. Oral and practical examinations are to be taken in front of a committee consisting of at least three persons.
19. The dates for the 2nd and 3rd attempts take place during the exam periods as stipulated in the calendar of the respective academic year. The students will be notified on the day and time not later than one week in advance of the exam by means of a notice.
20. The period between the 2nd attempt and the 3rd attempt has to be at least 2 weeks.
21. Bachelor full-time students, who fail one or more courses in the semester preceding the PTS, need to do the 2nd attempt at the last possible time within the scheduled periods in the academic calendar at the start of the theory semester following the PTS.
22. For Master students (full-time) who finish the 2nd semester with one or more negative grades the last possible chance for taking the 2nd attempts within the repeat examination weeks is at the beginning of the 4th semester (only applicable to students who complete an ARTS in semester 3).
23. For students in their final semester (Bachelor, 6th semester and Master, 4th semester) the 2nd attempt takes place at the beginning of the recess period (beginning of July) to enable them to take the final examination in September. The 3rd attempt, however, takes place two weeks after the announcement of the grading of the 2nd attempt at the earliest and by August/ September at the latest.

7.3.7 Terms for Bachelor Students Having Applied for an Exchange Semester Abroad

1. If a student obtains a "fail" in one course in the semester preceding the mobility semester – they need to do a 2nd attempt before the start of the following theory semester (within the repeat examination weeks at the beginning of the 5th semester or at the beginning of the 4th or 5th semester with part-time students).
2. Two or more failed courses in the semester preceding the mobility semester leads to elimination from the mobility programme (Bachelor).
3. Students doing an exchange semester abroad are obliged to deliver the exam performances given in the Learning Agreement at the partner university. If an examination abroad is not passed or the required ECTS are not delivered, make-up or re-sits have to be taken in the context of the repeat examination weeks at UAS Krems.

7.3.8 Invalidity of Examinations and Written Papers 23

1. Examinations can be declared as invalid, when it can be proved that the student made use of unfair practice during the examination or that the student did not follow the guidelines laid down by the lecturer. In both cases the student can be immediately expelled from the examination.

²³ Cf. UASStA §20 as amended

2. The lecturer decides on the validity of the exam after conferring with the programme director. An invalid exam or expulsion from the exam deems the candidate to have „failed“. The exam declared as invalid is part of the aggregate number of attempts.
3. Written papers can be declared as invalid, when it can be proved that the paper has substantially disregarded the rules of academic citing and has plagiarized content The paper declared as invalid is rated as “failed”.
4. A final paper (Master thesis) declared as invalid can lead to an exclusion of the study or to a revocation of the degree awarded on the basis of this paper. (§ 74 (2) and § 89 UG 2002)
5. In case several decisions according to items 1-3 had to be made concerning one student this can be seen as a breach of the Education Contract and lead to its liquidation.

7.3.9 Bachelor Papers and Bachelor Examinations²⁴

1. In Bachelor programmes one paper (except final cohort 2019 two bachelor papers) have to be written following the *Guidelines for the Formal Composition of Written/Scholarly Papers of the University of Applied Sciences Krems and the principles of good scientific practice*.
2. Bachelor papers are papers referring to the degree programme by which the student can demonstrate that s/he can handle a topic relevant of their education and /or occupational field within a given time and a given extent on their own following methods of academic research.
3. Bachelor papers are independently written papers within courses. The provisions for the evaluation of seminar papers, taking into account 7.3.6. Paragraph 17 are valid.
4. The “Guidelines for Bachelor Papers and Bachelor Examinations” as amended are the basis for the composition of Bachelor papers.
5. Submission of bachelor paper for assessment is subject to approval of the topic and proposal by the programme director.

If surveys, studies, etc. are necessary for a bachelor paper, these may only be carried out following approval of the proposal by the programme director. The university’s IT Policy as well as regulations relating to assessments of patient-related data and surveys and data protection (see Guideline for Bachelor Papers and Bachelor Exams and Manual for the Formal Composition of Scholarly Papers as amended) must always be observed.

6. The positive assessment of the Bachelor paper (Bachelor paper II for study programme Advanced Nursing Practice) as well as successful completion of all coursework in the sixth semester (ANP: fifth semester) are the prerequisites to be permitted to take the final Bachelor examination.
7. The Bachelor examination is a final examination, which is taken before a specialized relevant examination board with at least 3 people who is present throughout the test period.²⁵

²⁴ Cf. also UASStA §16 and 19 as amended

²⁵ Cf. section A par. 5.

8. In the Health Sciences programmes it must be guaranteed that the examination board is composed of members of the teaching and research staff, who cover both specialist and medical issues.

9. The Bachelor examination consists of the following parts:

- a. Presentation and discussion about the Bachelor paper/s composed as well as
- b. their connections to appropriate subjects of the curriculum²⁶

The students have to be informed about their permission to take the exam as well as about the composition of the exam committee at least one week in advance.

10. The assessment criteria as well as the results of the Bachelor examination are to be communicated to the students. Students are considered to have taken an examination if they are present at the start of the preparation time.

11. A no-show at a given examination date without notification of substantial reasons in writing is rated a „fail“ and counted as if the exam were taken regularly. The programme director decides on the recognition of the reasons for the no-show.

12. The assessment of the Bachelor examination adheres to the following grading scale:

Passed with Distinction	The candidate's performance was excellent; grade point average ≤ 1.2
Passed with Credit	The candidate's performance was clearly above average; grade point average ≤ 1.5
Passed	The candidate has passed all parts of the examination.
Failed	The candidate has failed at least one part of the exam.

13. A failed Bachelor examination can be re-done twice. Parts already passed can be excluded from repetition. Students from international partner universities, who do a double-degree programme, are also subject to the study and examination regulations as amended.

²⁶ Cf. UAS Studies Act § 16 (1)

7.3.10 Master Theses and Examinations²⁷

1. The final examination of a master's programme is a comprehensive examination by a committee which consist of the composition of a Master thesis and an Master Examination.²⁸
2. A Master thesis is a scholarly paper by which s/he can demonstrate that s/he can handle occupational field-related tasks relevant of the specific Master's or degree programme on their own, meeting the requirements of the state-of-the-art from science and real life.
3. Master theses have to obey the regulations of the „ *Guidelines for the Formal Composition of Scholarly Papers of the University of Applied Sciences Krems* and the principles of sound scientific practice.
4. The joint treatment of a topic by several students is permitted as long as the achievements of the individual students can be assessed separately.²⁹
5. "The Guidelines for Master theses and Master examinations at the *IMC UAS Krems*" as amended are the basis for the composition of a Master thesis.
6. The positive assessment of the Master thesis and the completion of all coursework of the 4th semester are the prerequisites to be permitted to take the Master Examination.

Submission of a master thesis for assessment is subject to approval of the topic and exposé by the programme director. The master thesis may be submitted three months after approval of the master thesis exposé at the earliest.

Submission of a master thesis for assessment is subject to approval of the topic and proposal by the programme director.

If surveys, studies, etc. are necessary for a master thesis, these may only be carried out following approval of the proposal by the programme director. The university's IT Policy, –data protection as well as regulations relating to inquiries into patient-related data and surveys (see Guideline for Master Thesis and Master Exam and Manual for the Formal Composition of Scholarly Papers as amended) must always be observed.

7. The thesis is to be assessed in the form of a written opinion by the advisor. In case a thesis has not been approved the programme director asks for a second expert's opinion. The grade proposed by the supervisor must be confirmed by the examination board; if the proposed grade is amended, reasons must be given. A confirmed positive grade cannot be amended.
8. A Master thesis which is not approved can be revised twice for re-submission within a certain period, the deadline of which the students has to be given in writing. In case of a negative assessment of the second submission a second reviewer is to be appointed by the programme director.
9. Papers on demand can be withheld from publication for a maximum of five years by means of a restriction note (clause of confidentiality) if the legal and economic interests of the contractor are at risk. Students who want to obtain a restriction note on behalf of the contractor (which can also be the IMC UAS Krems) have to apply in writing to

²⁷ Cf. UASStA § 16 and 19 as amended

²⁸ Cf. leg.cit §3(2)6 as amended

²⁹ Cf.leg.cit §19(1) as amended

the programme director where the student must make it credible that the publication of the thesis would endanger important legal or economic interests of the commissioning party. The decision is to be issued in written form. The restriction note does not apply for the publication of an abstract as well as the defence of the paper in the context of the Master examination. A decision on the exclusion of the public at the presentation of the defence is to be made by the chairperson of the exam committee whereby this does not apply to faculty members and authorized staff members of the IMC UAS Krems.

10. Master topics, which require the handling of patient related data, need to be approved by the ethical review committee. The submission to the ethical review committee rests on the student. Possible time delays due to the proceedings of the committee need to be coordinated with the advisor as well as the programme director.

11. For the first submission of the Master thesis as well as for their first attempt at the Master Examination the students can dispose of several dates to choose from (cf. Guidelines for Master Thesis Submission and Final Master Exam Dates as amended). An extension of the period for the final submission for approval can be granted until the beginning of the 3rd semester after having completed the courses of the Master degree programme.

Extensions for deadlines may be requested in writing to the programme director. The decision is made by the head of the academic board and the programme director under dual control principle.

12. The approval of the Master thesis and the permission to take the final Master examination are posted on the intranet.

13. The dates of the final Master examination are laid down in the Academic Calendar. The examination schedule as well as the composition of the examining committee is to be announced to the student one week ahead of the exam at the latest.

14. A no-show at a given examination date without notification of substantial reasons in writing results in the loss of one attempt and is, thus, counted as a regular attempt. Students are considered to have taken an examination if they are present at the start of the preparation time. The programme director decides on the recognition of the reasons for the no-show.

15. The final examination of a Master programme is to be taken in front of an expert examination board according to § 16(1) UAS Studies Act par.2 Z 6 as amended. It comprises the following parts:

- a. the presentation of the Master thesis
- b. a defence of the thesis and a discussion referring to connections to appropriate courses of the curriculum as well as
- c. a conversation about other content relevant to the curriculum.³⁰

16. The members of the examination board need to be present during the entire examination and decide on the grading by collegial principle. The attendance of an examiner via Skype- or video conferencing or other technical media is possible.³¹

³⁰ cf. UASStA § 16(2)

³¹ cf. leg.cit § 15(3) as amended

17. Students from international partner universities, who do a double-degree programme, are also subject to the examination regulations as amended.

18. The assessment of the final comprehensive Master examination³² is composed of the grade of the Master thesis and the grade of the oral examination by a committee at equal shares adheres to the following grading scale:

Passed with Distinction	The candidate's performance is excellent; grade point average ≤ 1.2
Passed with Credit	The candidate's performance is clearly above average; grade point average ≤ 1.5
Passed	The candidate has passed all parts of the examination; grade point average > 1.5 .
Failed	The candidate has failed at least one part of the exam.

19. A failed Master examination can be re-done twice. Parts already passed can be excluded from repetition

7.3.11 Recognition of Knowledge Proven

1. Proven knowledge from the formal area is recognized at the degree programme level relating to the course as well as considering its equivalence.
2. Knowledge and skills from non-formal and informal learning paths are subject to the programme director's decision.
3. Applications to receive recognition and credits for knowledge proven need to be submitted within the deadlines posted. (co-applicable document: Accreditation of courses – exemption of courses)
4. The recognition and accreditation of courses completed during study abroad period adheres to the Learning Agreements approved before the studying abroad.

³² Cf. leg.cit §3(2)6 as amended

7.4 Co-applicable documents (MGU)

Name of form	Access path
Guidelines for Students PTS FHM-5-0006(Business) FHM-5-0020(Life Sciences) FHM-5-0024(Health)	eDesktop – Knowledgebase - Career Orientation
Guidelines for Students ARTS FHM-5-0015 (Business) FHM-5-0013 (Life Sciences)	eDesktop – Knowledgebase - Career Orientation
Manual for the formal composition of scholarly papers at IMC UAS Krems FHM-5-0003	eDesktop – Knowledgebase Academic Regulations –General
Guideline for Bachelor Papers and Bachelor Exams FHM-5-0008	eDesktop – Knowledgebase – Academic Regulations - Bachelor
Guidelines for Master Thesis and Master Exam FHR-5-0009	eDesktop – Knowledgebase – Academic Regulations - Master
Accreditation of courses – exemption of courses FHF-5-0055	eDesktop – Knowledgebase – Academic Regulations – General
Guidelines for Bachelor thesis II submission and final BA exam dates FHF-5-0135	eDesktop – Guidelines – Academic regulations – Bachelor
Guidelines for Master thesis submission and final MA exam dates FHF-5-0195	eDesktop – Knowledgebase – Academic Regulations – General
Directive for status modification FHR-5-0025	eDesktop – Knowledgebase – Academic Regulations - General