

English translation of the “Prüfungsordnung für alle Studienangebote an der Fakultät für Medizin der Sigmund Freud PrivatUniversität Wien” for information purposes. The original document in German language remains legally binding.

**Examination regulations  
for all study programs  
at the Faculty of Medicine  
of the Sigmund Freud Private University of Vienna**

## **I. General regulations**

### **Purpose and Scope**

#### **§1**

- (1) These regulations govern the examination system in the following degree programs Bachelor of Human Medicine in the specializations of Medicine and Dentistry, Master in Medicine and Master in Dentistry as well as in all other study programs at the Faculty of the Faculty of Medicine (SFU MED).
- (2) The university credits to be earned at the SFU MED are determined by the successful passing of examinations regulated in these examination regulations.
- (3) The contents of the studies are regulated in the respective curricula of the study programs listed in paragraph 1.
- (4) Supplementary to the SFU MED Examination Regulations are the Faculty Regulations, the Admission Regulations, the study regulations, the regulations for study operation and the guidelines of the SFU MED are binding regulations of the faculty. In addition, all regulations of the SFU that directly concern the study operation are binding.

## **II. Examinations**

### **General Terms**

#### **Examination material**

##### **§2**

The examination material shall be the published material, designated by the faculty, and the material taught during the teaching time. The examination material may go beyond the material presented in the courses.

#### **Examination modalities, registration and deregistration**

##### **§3**

- (1) The examination modalities of the modules and lines (partial examinations, weightings, attainable points, format of the examination questions, modality of the respective examination procedure) shall be announced in writing at the beginning of the module or line.
- (2) With the admission of the module and the lines, the registration for the respective examinations, as long as the student does not explicitly cancel his/her registration takes place. The first two examination dates (one main date and one repeat date) are not to be freely selectable and are obligatory.
- (3) If a candidate fails to take an examination without a proven reason or if a candidate terminates an examination prematurely without a proven reason, unilaterally cancels the examination without a valid reason, or fails to complete the written examination within the specified processing time (failure), the examination is deemed to have been forfeited and will be graded as "insufficient".

- (4) Detailed regulations for registration and deregistration for examinations and for proof of reasons for not being able to attend as defined in paragraph 3 are laid down in the regulations for study operations.

#### **Announcement of ordinary final examination dates**

##### **§4**

- (1) The faculty shall determine the examination dates.
- (2) Examination dates for final examinations shall be announced at the beginning of the semester and cannot be postponed.
- (3) Under special circumstances, examination dates may be postponed by the faculty after approval by the head of the study program in consultation with the examinations office. The students must be informed of this in a timely manner and in writing.

#### **Number of examinations**

##### **§5**

- (1) The number of examinations is always limited to a total of four (one main examination, three repeat examinations). The fourth examination is held in the form of a board examination and can be chosen freely from the dates offered for this purpose.
- (2) In case of a negative evaluation of the fourth examination, further studies are not possible. In exceptional cases, the Rectorate can approve a single repetition of the respective board examination on the basis of a written and justified application by the student. This approval by the Rectorate must include a written justification. The application for repetition of the board examination must be submitted to the head of the study program within two weeks after the announcement of the negative assessment of the board examination.

#### **Board examinations**

##### **§6**

- (1) Board examinations shall be held under supervision. The board examinations are compiled by at least two members of the responsible examination board of a module/line and evaluated in an examination protocol. If there is no unanimity in the assessment, another representative of the study subject shall be consulted for the decision. This representative will be defined by the responsible examination board prior to the examination.
- (2) The examination board of a module/line will be announced before the start of the module/line.
- (3) The dates for the board examination are announced in writing.

#### **Extraordinary final examination dates**

##### **§7**

- (1) For students of the 3rd Bachelor's degree year, at the end of the 3rd Bachelor's degree year third dates are offered exclusively for the modules of the 3rd Bachelor's degree year (2nd repetition dates) are offered.
- (2) For students of the 2nd Master's study year, still in the 2nd Master's study year, exclusively for the modules of the 2nd Master's year (2nd repetition dates) are offered.
- (3) By decision of the course management, extraordinary dates for repeat examinations may be scheduled in exceptional cases for repeat examinations.

#### **Aids for performance reviews**

##### **§8**

- (1) If aids are provided for performance examinations, they must be specified by the respective teacher well in advance of the start of the examination by the respective lecturer in good time before the start of the exam.
- (2) If students require special aids or measures for medical reasons, these must be specified before the examination, these must be made known to the Examinations Office prior to the performance review.

## **Performance review**

### **§9**

- (1) The positive success of a performance review is to be assessed as "very good" (1), "good" (2), "satisfactory" (3) or "sufficient" (4), the negative success shall be assessed as "insufficient" (5). If this form of assessment is impossible or inexpedient, the positive assessment shall have "participated with success", the negative assessment shall be "participated without success". Recognized and credited achievements shall be indicated separately as such.
- (2) In courses with compulsory attendance, the fulfillment of the attendance requirement is a prerequisite for the positive assessment of the course. Failure to meet the attendance requirements will result in a negative evaluation of the course. In justified cases of hardship, it is at the discretion of the head of the study program to approve an exception.
- (3) The concrete form of the attendance obligation is defined in the regulations for the study program.

## **Completion of Modules and Lines**

### **§10**

- (1) The modules and lines of an academic year are each completed with an overall assessment. The overall assessment may consist of a single performance review or a combination of several types of performance reviews (summative assessments). If the overall grade of a module or line is calculated from several performance assessments, all individual assessments designated by the faculty as mandatory must be passed.
- (2) In the case of a repetition of a module or a line, only the performance achieved in the repetition will be evaluated.

## **Dishonest Examination Conduct and Plagiarism Regulation**

### **§11**

- (1) Dishonest examination behavior: If a candidate influences or attempts to influence an examination by unfair means, in the case of written work in particular by the unauthorized use of content with the presumption of authorship, the examination in question shall be assessed as "insufficient" (5) or as "participated without success". In repeated cases, the head of the study program, in consultation with the dean, may decide to de-register the student in question. In any case, the student concerned must be heard for a statement.  
The student can appeal against this decision to the Study Commission.  
Details on the procedure are regulated in the regulations on study operations.
- (2) Plagiarism regulation  
Every written work is checked with regard to its authorship. Evidence of plagiarism will immediately result in the performance being graded as "insufficient" on the transcript of records. In case of seminar papers, the course must be repeated and a new paper on a new topic must be written. The responsible decision-making body is the head of the course in the first case, and the dean in repeated cases.  
In the case of objectionable scientific qualification work, the completion of which is directly linked to the awarding of an academic degree, a new work on a new topic must be written and financial compensation for the ECTS credits to be repeated must be paid at the applicable rates. An internal record is kept of each case of plagiarism. The repeated case may lead to the de-registration of the student concerned. In any case, the student concerned must be heard for a statement. Details of the procedure are regulated in the regulations for study operations.

## **Legal protection during examinations**

### **§12**

- (1) No legal remedy shall be admissible against the assessment of an examination.
- (2) An objection to an examination shall only be considered if the conduct of the examination is seriously deficient within the meaning of section §79 section 1 of the Universitätsgesetz 2002. Serious defects shall be limited to serious errors in the conduct of the examination.
- (3) Serious defects shall in any case be deemed to be:

- obvious and clear serious errors in the content of examination questions
  - serious and prolonged failures of the technical examination environment during the examination
- (4) In the event of a serious defect, the student shall be entitled to withdraw from the examination within one calendar day after publication of the examination results.
  - (5) More detailed provisions on the procedure are regulated in the regulations on study operation.

### **Recognition and crediting of achievements**

#### **§13**

- (1) Crediting means that, upon application by the student, academic achievements completed at a recognized domestic or foreign post-secondary educational institution will be credited by the head of the program towards the academic achievements to be completed, provided that these achievements are equivalent to the examinations prescribed in the curriculum with regard to the content, scope and degree of difficulty of the subject, as well as the type of performance assessment. The credited academic achievements do not have to be completed again.
- (2) The crediting of positively assessed and published theses, in particular bachelor's, master's and diploma theses, which students have written in another study program is not permitted.
- (3) Recognition means that learning outcomes achieved through formal education or non-formal or informal learning are validated and, if applicable, counted as academic achievements.
- (4) Scientific activity in companies or research institutions outside the SFU MED, which can provide scientific professional training, shall be recognized as examination credit according to the nature of the research activity and the research projects of the institution concerned, as well as according to the nature and extent of the student's participation or activity, subject to equivalence, upon application by the student.
- (5) Recognition and crediting shall be applied for in accordance with the procedure published by the faculty and shall be decided accordingly if all requirements are met.
- (6) Any detailed regulations on the recognition and crediting procedure shall be laid down in the regulations on study operations.

### **Forms of performance review**

#### **Types of examination**

#### **§14**

- (1) The review of student performance shall be conducted through the following types of performance review (descriptive enumeration):
  - a. written examination / computer-assisted examination / oral examination.
  - b. Seminar papers
  - c. Presentations
  - d. Reports
  - e. Course-immanent examinations (LVI LP)
  - f. other examinations of practical knowledge and skills as defined by SFU MED.
- (2) The faculty also establishes digital examination formats that can be used as needed and to supplement the mentioned types of examinations.
- (3) Examinations may also be conducted via courses immanent to the examination, provided this is specified. This means that the examination process can be carried out via the duration of a course and may include several partial performances.

### **Module / Line Final Examination**

#### **§15**

- (1) The format and mode of a module/line final examination shall be based on the following (written and/or computer-based and/or oral and/or practical / OSCE) according to the requirements of the subject areas involved and the learning objectives.

- (2) The overall grade of a module/line final examination is determined from the individual partial examinations.
- (3) A computer-based module/line final examination shall be deemed to have been passed if 60% of the possible total number of points has been achieved.
- (4) The examination results of computer-based module final examinations shall, insofar as no technical problems exist and subject to the consideration of complaints, be published one working day after the examination date. This is for the information of the students and is without guarantee. The final publication of the results of written examinations takes place immediately after the objections have been processed, in any case in good time before the 1<sup>st</sup> re-exam date of the respective examination. The results of oral examinations shall be published immediately on the day of the oral examination.
- (5) In the case of final examinations with a fail rate of more than 40%, an evaluation of the examination questions shall be carried out. In addition, the program director shall clarify whether any of the following actions will be taken, with the decision resting with the program director:
  - a. Cancellation of the entire examination and retaking of the same.
  - b. Reduction of the pass mark of the module/line final examination in case of hardship to 50% in consultation with the dean and the respective module leader.
 Selective deletion of difficult but correct questions is not permitted. This regulation does not apply to repeat examinations.

### **Course-immanent performance review (LVI LP)**

#### **§16**

- (1) Course-immanent performance review takes place in designated courses.
- (2) The course-immanent performance review shall be assessed with points, whereby the maximum of 10 percent of the total number of points attainable in the final examination may not be exceeded.
- (3) The format of the course-related performance review shall be specified by the faculty.
- (4) Participation in the course-immanent performance reviews is voluntary.
- (5) Failed or not-completed course immanent performance examinations cannot be repeated.
- (6) The points earned in the course immanent performance examinations can only be used for examinations in the respective academic year.

### **III. Theses and Defensio**

#### **Bachelor Thesis**

##### **§17**

- (1) The bachelor's thesis is written in the sense of a cumulative crediting of the work performed in the Lines Evidence-based Medicine and Public Health as well as Medical Professional Competence, papers, presentations and posters.
- (2) If an independent thesis is required, the exact requirements for this thesis are to be announced by the head of the study program by the beginning of the 5th semester.

#### **Master Thesis**

##### **§18**

- (1) In the master studies a master thesis has to be written. With the master thesis the ability to work on scientific topics independently and in a way that is justifiable in terms of content and methodology. The thesis may be written in English with the consent of the supervisor.
- (2) University professors as well as habilitated staff members of SFU MED are entitled and, in accordance with their other university duties, obliged to supervise and assess master theses. The supervisor may propose a staff member with a doctorate degree who may be called upon to assist in the supervision. The head of the study program is entitled to approve external habilitated persons as supervisors and assessors.  
In the master program Dental Medicine, the supervisor or at least the co-supervisor must have a habilitation.

- (3) The topic of the master thesis must be chosen in such a way that it is possible and reasonable for the student to complete it within six months. The joint processing of a topic by several students is permissible and can be approved by the head of the study program if the performance of the individual students can be assessed separately.
- (4) The master thesis must be assessed within two months of submission. If the master thesis is not assessed in due time, the head of the study program shall assign the master thesis to another subject representative for assessment. This assessment has to take place within one month.
- (5) More detailed regulations for the master's thesis are laid down in the respective guidelines.

## **Defensio**

### **§19**

- (1) After a positive assessment of the master thesis, it must be defended in a defensio (an oral examination) before an examination board.
- (2) This examination board, nominated by the supervisor, must be confirmed by the head of the head of the study program. If the supervisor does not work at SFU MED, the head of the program shall nominate an examination committee in consultation with the supervisor. The committee consists of at least three, in dentistry two, professionally qualified persons. One member of the committee acts as a representative of the head of the study program as chairperson of the committee.
- (3) More detailed provisions on the defensio are laid down in the respective guidelines.

## **IV. Final provision**

### **Final provision**

#### **§20**

These regulations shall be published. Subject to approval by the Senate, they shall enter into force upon publication.