

Examination regulations of the Faculty of Law at Sigmund Freud University Vienna

§ 1. Scope

These examination regulations apply to the Bachelor's and Master's degree programs in Law at the Faculty of Law of Sigmund Freud Private University Vienna.

§ 2. Academic Degrees

The Faculty of Law awards the academic degree Bachelor of Laws (LL.B.) to persons who have successfully completed the Bachelor's degree program in Law and the academic degree Master of Laws (LL.M.) to persons who have successfully completed the Master's degree program in Law at Sigmund Freud Private University Vienna.

§ 3. Performance Records and Evaluation

(1) In lectures, a written exam of at least 45 and a maximum of 180 minutes or an oral examination (colloquium) must be provided. The written exam can also be taken as a take-home exam or divided into several individual assessments at the discretion of the course instructor. Written exams are to be evaluated promptly, preferably within three weeks. Successful completion of the course requires a positive grade for the written exam, the oral exam, or class participation. The weighting is determined by the course instructor, with a positive grade not being based solely on positive class participation. The examination-relevant topics as well as the relevant materials (legal texts, case law, literature) must be announced in a reasonable time before the exam date.

(2) In conversatoriums and exercises, a written exam of at least 45 and a maximum of 90 minutes or an oral examination (colloquium) must be provided. The written exam can also be taken as a take-home exam or divided into several individual assessments at the discretion of the course instructor. Successful completion of the course requires a positive grade for the written exam or the oral exam as well as a positive participation grade, including any presentation performance. The weighting must be determined by the course instructor, taking into account the nature of the course, with a positive grade not being based solely on positive class participation. The examination-relevant topics, the relevant materials (legal texts, case law, literature) must be announced in a reasonable time before the exam date.

(3) In seminars, seminar papers of at least 25,000 and a maximum of 50,000 characters (including spaces) must be written. These details refer to the continuous text. The exact scope is to be determined by the course instructor, taking into account the workload according to the assigned ECTS credits. Seminar papers can also be written in English. The deadline for submitting the seminar paper is to be determined by the course instructor. Successful completion of the course requires a positive grade for the seminar paper as well as a positive grade for other performance in the seminar (presentation performance, contributions to discussion, any homework). The overall assessment of the course results from a positive grade for the seminar paper and other performances. The weighting must be determined by the course instructor, taking into account the nature of the course, with the seminar paper having a weight of at least 60%.

(4) In proseminars, papers and/or short proseminar papers are written and/or presentations are given, and discussions are held. Successful completion of the course requires an overall positive grade for these performances and other forms of class participation.

(5) The examination modalities chosen for the specific course by the course instructor (colloquium, written exam, take-home exam, several individual assessments, papers, presentations, etc.) as well as the relevant materials (legal texts, case law, literature) must be announced at least two weeks after the first session of the course but also at least two weeks before the exam date to the Studien Service Center of the Faculty of Law in written form.

(6) Performance evaluation is carried out by the course instructor (§ 17). At the beginning of the course, he/she must inform the students about the examination procedures.

(7) The results of oral examinations must be announced to the students after the examination has ended. Oral examinations must be held publicly. The examiner is entitled to restrict access, if necessary, to a number of persons corresponding to the spatial conditions. Oral examinations must be recorded by the examiner, with negative examination results briefly explained. The protocol must contain the subject matter of the examination, the location and time of the examination, the names of the examiner(s) or the names of the members of the examination board, the names of the student(s), the questions asked, the evaluations given, the reasons for a negative evaluation, as well as any special incidents. The evaluation documents (e.g. corrections of written examinations) must be kept for at least one year from the announcement of the evaluation.

(8) Students can usually inspect the results of written work within two (2) weeks of announcement. Students are entitled to make copies of these documents. Upon request by the respective students, the results must be explained. If the examination is negatively evaluated, the reasons must be explained to the student.

(9) Students have the right to an alternative examination method if necessary due to a special need or a prolonged impairment, provided that the content and requirements of the examination are not affected by an alternative method. In case of need, the program management makes the decision regarding the admissibility and method.

§ 3a Special rules for the conduct of electronic examinations

For electronic examinations, proper execution of the examination must be ensured. The following minimum requirements must be observed:

1. Suitable technical infrastructure must be available on the part of the examiner and the student.
2. Upon request, the student must provide proof of their identity.
3. Technical or organizational measures must be provided to ensure the independent provision of the examination performance by the student.
4. A protocol must be kept for an oral examination.
5. If unauthorized aids are used, the examination must be terminated and it is counted towards the permissible number of examination attempts.
6. In case of technical problems that occur without the fault of the student, the examination must be terminated and it is not counted towards the permissible number of examination attempts.
7. In case of oral examinations, the possibility of publicity must be offered.

§ 4. Repeat of Course Examinations and Performance Assessments

(1) Examinations for courses that have been evaluated negatively can be repeated by students twice. Repeat dates are bindingly determined. Substitute dates are granted in justified exceptional cases, with information about non-attendance promptly sent to the Student Service Center. If a positive result cannot be achieved within the repeat dates in the following semester of the course, the course will be completed negatively and must be completed entirely anew.

(2) In the case of negatively evaluated or unsubmitted seminar or term papers, a second submission

deadline must be set. It is at the discretion of the course instructor to set further submission dates. The first submission deadline must not be later than the following semester of the course. The deadline for the second submission must be no later than one month before the end of the following semester of the course.

(3) Courses that consist of multiple partial achievements and have been negatively evaluated can be repeated by students twice in the form of a comprehensive examination.

(4) In the event of a negative evaluation, students can apply for the revocation of the examination with the program management within two (2) weeks of the announcement of the results. The program management has two (2) months to decide. The examination must be revoked if it exhibits a serious deficiency. There is no further legal remedy against the decision of the program management.

(5) If an examination is revoked, it is to be excluded from the counting. If the second repeat examination is negatively evaluated, a final third repeat in the form of an oral, committee examination must be conducted. The examination committee consists of three persons: the course instructor, the head of the program, and a representative of the subject who is authorized, with the agreement of the student, to be selected. In the event of a negative decision by the examination committee, the student has the legal remedy in accordance with paragraph 4.

(6) The dates for repeat examinations are to be determined by the program management and communicated to the students. The dates can also take place during the non-teaching period.

(7) Students who attend a course to the required extent are automatically registered for the designated examination dates.

(8) Non-attendance at an examination date or non-submission of a seminar or term paper for a course leads to the loss of the opportunity to take the examination or submit the paper.

(9) Students are entitled to repeat positively evaluated examinations once until the end of the course, with the evaluation of the repeat examination counting, unless the repeat examination is negatively evaluated.

(10) The repetitions of course examinations are generally to be conducted by the course instructor. If necessary, the program management must appoint other technically qualified examiners.

(11) Negatively evaluated courses may be repeated in full with all examination attempts when the course is newly held.

§ 5. Final Thesis

(1) The final thesis serves to demonstrate that students are able to work on a topic from a legal field of study or an interdisciplinary final thesis with a legal focus, using scientific concepts, methods, and frameworks. The master's thesis is an advanced scientific work in terms of scope and quality.

(2) Members of the teaching and research staff of the law programs at Sigmund Freud Private University Vienna are primarily intended to supervise bachelor's and master's theses, possibly also lawyers who are active in the teaching of the law programs at Sigmund Freud Private University.

(3) The joint processing of a topic by several students is permissible, provided that the individual achievements of the students can be evaluated separately. The final version of the work must clearly indicate which parts were independently processed by which student.

(4) Each bachelor's thesis and each master's thesis must include a sworn declaration that it was

independently written by the respective person and has not been submitted to any other institution for a similar purpose.

(5) Bachelor's theses must have a target of 75,000 characters (including spaces), and master's thesis must have a target of 150,000 characters (including spaces). Bachelor's theses and master's thesis must be written in German or English. The scope requirements apply to each individual part of joint theses separately.

(6) The final thesis must be submitted in the form of a bound copy and electronically to the program director.

(7) The assessment is carried out by the supervisor. The assessment must be substantiated in writing by the supervisor. The final thesis is deemed to have been successfully completed if it receives a positive assessment. If students disagree with the assessment by the supervisor, they may file a complaint with the Senate Study Commission of Sigmund Freud Private University Vienna within two (2) weeks of learning the result.

(8) In the case of a master's thesis, a second assessor will be appointed in accordance with paragraph 2. If the assessors have differing assessments, the assessors must come to a consensus assessment. In the event of a negative assessment, a third assessor will be appointed. If the assessment of the third assessor is negative, the work will be rated negatively; if the assessment is positive, the work will be rated positively. If the assessors cannot agree, the final decision rests with the program director.

(9) In the case of participation in a moot court, the written papers produced in the context of this course (in particular, opinions and briefs) may be recognized as a bachelor's or master's thesis. Paragraphs 1 to 7 apply insofar as the papers must be of equivalent quality and quantity to a regular bachelor's thesis. In the case of papers produced by a team, the authorship of the persons involved must be adequately documented. The program director decides on the recognition after consulting with the supervisor.

§ 6. Final Exam

(1) The final exam is conducted orally and serves to determine the success of the studies by randomly testing those professional knowledge, insights, and skills that can be expected based on the professional composition of the law program. It is a comprehensive exam covering the content of the program, with a special focus on the final thesis and a topic selected by the students, which must come from a legal subject different from the final thesis. Students choose this from a list published by the program management. The selection by the students must be communicated to the program management at the latest upon registration for the exam. The final exam of the master's program does not include any further substantive focus; rather, the final thesis constitutes the starting point of the final exam.

(2) Registration for the final exam is possible after completing all courses of the corresponding program and after a positive evaluation of the final thesis (§ 10).

(3) The dates for the final exam will be announced by the program management. Registration must be made with the program management at the latest one week before the exam date.

(4) The final exam is conducted by a committee, with the participation of the supervisor of the final thesis, the head of the program as chair, and a third examiner selected by the program management. The composition of the committee must be announced at least one week before the exam date. The final exam is public. The chair is authorized to restrict access to a number of persons corresponding to the spatial conditions if necessary. The chair must ensure that the protocol is kept in accordance with § 8 (6). The examination protocol must be signed by the examiners and the candidate. Any comments or objections must be recorded in the protocol. The candidates are entitled to use legal texts during the exam. The final exam can also be conducted in English upon request of the student. Each examiner

may ask the student up to three exam questions. Intermediate questions are not to be considered as exam questions. Care must be taken to ensure that not all exam questions come from the limit and border areas of the exam material.

(5) Passing the exam requires a positive evaluation. The grade is determined by the committee unanimously. Students can appeal this decision to the Study Commission Senate of the Sigmund Freud Private University Vienna within two weeks of the announcement of the result. It must decide within two weeks.

(6) If the exam is not passed, it can be repeated three times. A change in the composition of the committee is permissible and required at the last possible repetition upon request of the candidate.

(7) Students are entitled to repeat exams that have been positively evaluated once, with the evaluation of the repetition counting, unless the repetition is evaluated negatively.

§ 7. Internship

(1) In the internship, students perform simple legal work under supervision of an internship supervisor, without providing independent legal services to third parties other than the internship provider.

(2) Jurists are generally authorized to supervise internships. The supervisors must belong to the institution that offers the internships.

(3) The internship is considered completed if it was completed to the extent specified in the curriculum, if there is a positive performance evaluation by the internship supervisor, and if the student has written an internship report.

§ 8. Crediting of Academic Achievements

(1) Approved exams taken at another foreign or domestic university or comparable institution will be recognized upon request of the student, provided they are equivalent to the prescribed exams or courses in the curriculum. Recognition is to be requested from the respective course director, specifying the content, title, and scope of the exams and providing proof in German or English language. Recognition is granted with the corresponding application of § 78 para. 1 and para. 3 UG 2002, as amended.

(2) To obtain a degree from the Faculty of Law at Sigmund Freud Private University, a substantial part of the education must be completed there. In the Bachelor's degree, recognized achievements can replace up to one-third of the study, which corresponds to a maximum of 60 ECTS credits. For the Master's degree, the recognition of achievements from a previous Bachelor's degree is generally excluded.

(3) Exceeding this maximum amount is only possible for the recognition of approved exams or courses taken at a post-secondary educational institution abroad as part of a student mobility program and provided for in the written agreement on the program of study abroad (learning agreement).

§ 9. Exchange Students

(1) Students who complete part of their law studies at a foreign university as part of an exchange program at Sigmund Freud Private University are exempt from the admission requirements provided for in the faculty's regulations for admission to courses.

(2) Students who complete part of their studies at Sigmund Freud Private University as part of an

exchange program at a foreign university are exempt from the admission requirements provided for in the faculty's regulations for admission to courses, but the course or module required for admission must be completed unless recognition of such a course or module has been granted.

(3) Mobility is possible at the beginning of each semester. An exchange abroad is recommended after completing the Bachelor's degree and before beginning the Master's degree.

§ 10. Prohibited aids and violations of good scientific practice

(1) Allowed aids will be announced by the course instructor before the performance assessment. If students require special aids or measures for medical reasons, these must be indicated to the course instructor before the performance assessment.

Students who use unauthorized aids in exams will not be evaluated. The use of aids (documents, technical equipment, etc.) in exams is considered unauthorized unless explicitly permitted by the course instructor. The exam attempt is credited towards the permissible number of attempts. Before registration, documentation of the facts (in particular, notes in the record or collection of evidence) must be made by the course instructor and the program director.

(2) If, prior to submission, it is discovered that a student has seriously violated the rules of good scientific practice (in particular, in the case of plagiarism) when preparing a scientific paper (thesis, seminar paper, term paper, etc.), the course instructor or supervisor, after consulting with the program management, shall take the necessary measures to ensure that the student adheres to the rules in the future. The course instructor or supervisor may, after consulting with the program management, in particular, order a change of topic or specify several topic proposals from which the student must select a proposal to continue his/her work. If necessary, it must be ordered that the student writes a new paper on a different topic from another subject of the respective course of study. The course instructor or supervisor may be released from his/her obligations at his/her request.

(3) If, during assessment after submission, it is discovered that a scientific paper seriously contradicts the rules of good scientific practice, the paper is to be evaluated negatively, and a new topic is to be assigned. In the case of scientific theses, re-supervision by the same person is excluded. The course instructor or supervisor must inform the program management. The student is invited by the program management for the purpose of hearing and admonition. In the event of a repeated, gross violation of good scientific conduct, which has resulted in a warning from the program management three times, the student shall be excluded from the course of study by the program management. In this regard, the study commission must confirm the exclusion. The exclusion is to be pronounced by the rector.

(4) If, after a positive evaluation, it is discovered that a scientific thesis seriously contradicts the rules of good scientific practice, a procedure for nullifying the evaluation is to be carried out by the rectorate of Sigmund Freud University. If the evaluation of the scientific thesis is declared void, any academic degree previously awarded must subsequently be revoked.

Regarding other scientific papers, a negative evaluation must be carried out by the course instructor after consulting with the program management.

§ 11. Grading and Distinction

(1) Grading is done according to the Austrian grading system:

1 Excellent: outstanding performance with only minor errors;

2 Good: above-average performance, but with some errors;

3 Satisfactory: overall good and solid work, but with some fundamental errors;

4 Sufficient: mediocre, but with significant deficiencies, performance meets minimum requirements;

5 Fail: performance does not meet the minimum requirements.

(2) In the evaluation of courses in which an exact differentiation is not feasible, the positive evaluation shall be declared as "participation passed successfully," and the negative evaluation shall be declared as "participation failed."

(3) The completion of a module or study program can be awarded with the following distinctions:

Passed with Distinction: Weighted grade point average (according to ECTS credits) below 1.5;

Passed with Good Success: Weighted grade point average (according to ECTS credits) below 2.0.

§ 12. Legal Remedies

The possibility of lodging a complaint with the SFU's Study Commission is available against decisions and admonitions of the academic program director. This does not apply to decisions on the grading of a course.