

## **Admission regulations for study programs PSY Bachelor – Master**

### **A Admission regulations**

#### **1 Admission requirements**

Admission requirements to academic undergraduate or graduate study programs offered at the psychology faculty at Sigmund Freud Private University include one of the following:

- a general university admission qualification: High School degrees such as Matura, Abitur, or vocational A-level examinations (Berufsreifeprüfung) or an equivalent degree; or
- a subjects specific university entrance qualification examination (facheinschlägigen Studienberechtigungsprüfung); or
- an admissions examination to studies regulated in the examination regulations for studies (§ 12) offered at SFU.

#### **2 Formal admission requirements**

The „Studien Service Center“ of the psychology faculty in Vienna is responsible for reviewing formal documents required for admission to any study program at the SFU. This also includes formal requirements of study programs based on preliminary studies as well as all those offered at subsidiaries outside of Vienna.

#### **3 Review of eligibility of candidates**

The review of eligibility of candidates is regulated according to the different requirements of the respective fields of studies. Currently requirements are listed on the application forms of the respective field of studies, which can be retrieved from the psychology faculty homepage.

## **B Examination regulations – Psychology**

Continuous growth and development of the study programs offered at the SFU requires that examination regulations are regularly adapted accordingly.

The current version of examination regulations of Sigmund Freud Private University enters into force at the 22<sup>nd</sup> of February 2018.

### **1 General**

All students and teachers are to be informed about current examination regulations via publication on the university website and the website of the psychology faculty.

Students must be informed about formalities of general examination structures and particular assessment criteria at the beginning of every course at the beginning of the semester. This information should be published in the annotated university calendar at the begin of every semester.

Examinations must be scheduled at the end, or with as little delay as possible thereafter, of every course, in which relevant content for the examination was taught.

### **2 Examination Procedures for Different Types of Courses**

#### **2.1 Lectures**

The goal of a lecture is to convey the content of the respective field of research as specified in the accredited curriculum in the form of oral presentations provided by lecturers. Attendance is not mandatory. The course is completed with a written or oral exam. The exam content may be extended beyond the information presented in the lecture. Any additional literature required for exam preparation is to be announced by the lecturer in a timely manner and reviewed by the students in self-study.

There are three exam dates: the first takes place at the end of the current semester, the second at the beginning of the following semester, the third is set six to eight weeks after the second

date. The exam dates are announced in advance with the release of the course catalogue. The lecturer must grade the examination papers within three weeks.

In accordance with the regulations of the university law (§ 77 para. 2), students who fail the first examination are entitled to take the exam three more times. If a student fails the third examination (after the second time of repetition of the exam), he or she has to take the exam executed by a board examination. The board examination is an oral examination conducted by an examination committee consisting of the course instructor and a member of the permanent SFU staff with a postdoctoral qualification. Exam questions are formulated by the course instructor and presented to the candidate in written form 30 minutes before the start of examination to guarantee time for preparation. This 30-minute exam preparation takes place under supervision of one of the members of the examination committee. Failing the board examination leads to the removal from the register of students, being expelled (Exmatrikulierung).

Due to above stated regulations it should be made clear that students, who have not used the possibility of the first exam date and who failed the exam at the second and third exam date, are permitted to repeat their exam in one of the following semesters. Lecture materials examined always refer to the current lecture. It is the students' duty to have an overview about provided content and get informed about current lecture materials.

If the examination was passed with an unsatisfactory grade, the student has the possibility of repeating the examination one time for improvement of the grade. The grade recorded in the certificate (or in the diploma supplement) is in any case the grade gained in the final examination.

## 2.2 Tutorials, Undergraduate Seminars („Pro-Seminars“), Seminars

Tutorials, undergraduate seminars (Proseminare), and seminars are courses with immanent examination character. Attendance is mandatory. The attendance requirement in order to pass the courses is a minimum attendance of at least 80 percent of the total course duration.

Performance assessment may be based on the following requirements:

- active participation (i.e., discussions, presentations);
- active participation in working with the course materials (i.e., presentations);
- a follow-up on teaching content (i.e. in the form of written comments);
- written seminar papers.

The course instructors are also free to carry out written mid-term tests and/or a written final examination. The students are required to submit their written papers (term papers) to the course instructor by the end of the current semester (first deadline) or at the beginning of the following semester at the latest (final deadline). In exceptional cases, the deadline may be extended, but only to the end of the following semester.

The course instructor must grade student papers (i.e., term papers) within four weeks after the stated deadlines.

### 2.3 Integrated courses

Integrated courses are courses that combine lectures with tutorials. The course instructor may choose the sequence of lectures and practical training, in order to customize the schedule in accordance with the relevant subject matter. Attendance is mandatory during the lectures as well as the tutorials as with tutorials, undergraduate seminars, and seminars.

The performance assessment follows the criteria for tutorials, undergraduate seminars, and seminars as specified in §2.2 In addition, a written final examination is mandatory.

A successful completion of the course requires that both parts of the examination - the lecture (written exam, see regulations §2.1 Lectures) and the tutorial segment (presentations, written assignments, etc.) - are passed. The final grade is an average grade composed of the individual grade values.

In case of a negative assessment of the written exam, this - and only this - part of the examination can be repeated during the following semester. In case that the integrated course is only offered once a year, two following semesters can be used to finish the exam, not exceeding the term of one year<sup>1</sup>. The required tutorial assignments (i.e., written papers) must - as stated under §2.2- be handed in at the latest by the end of the following semester.

## 3 Attendance

For tutorials, undergraduate seminars, seminars, and integrated courses (lecture parts included), the attendance requirement is at least 80 percent of the total course duration. A failure to

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<sup>1</sup> The last column of this paragraph does not affect students who are already in advanced semesters, including all students who entered the bachelor or master program before winter term 2017/18.

meet the attendance requirement will result in a failing grade. Consideration may be shown in special cases with excused absences - after consultation with the respective course instructor and with the agreement of the academic director.

#### 4 Grading

Grades are to be assigned in accordance with the Austrian grading system (1 - sehr gut / excellent, 2 - gut / good, 3 - befriedigend / satisfactory, 4 - genügend / sufficient; 5 - nicht genügend / insufficient). If this form of assessment is unsuitable (i.e., in the case of the "Self-Awareness" course of the Psychology bachelor degree program), a passing grade "successfully completed" may be assigned.

If multiple instructors, each grading their own section, teach a singular course, the final grade is an average grade composed of the individual grade values as calculated by the academic director.

In case that a grade was verifiably obtained through the use of unauthorized aids, the examination is automatically graded "insufficient."

An examination may be declared as 'non-appearance' if the student terminates the exam early on during the examination time frame with an adequate reason. It is at the course instructor's discretion to determine 'adequate reasoning' for termination.

Above mentioned regulations apply for all study programs and university courses of the psychology faculty.<sup>2</sup>

#### 5 Rules for Examination Procedures

Students are required to register for examinations no later than three days before the examination date.

Examinations may be carried out in written or in oral form (individual or group examinations). In general, written examinations are supervised by the course instructor. If necessary, other permanent university staff members may function as substitute supervisor.

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<sup>2</sup> regarding private university departments located in Germany, deviant forms of application might apply and will be announced by a separate appendix.

Oral examinations are to be recorded in writing by the examiners. Students must be informed about their grade after the examination. If the student failed the examination, the examiner must explain the reasons for this decision.

In the case of written examinations, students must be allowed access to the graded examination forms upon request.

Documentation of course examinations must be permanently stored at least until one year after assignment of the grades.

## 6 Module examination

In the main university studies and university courses carried out by the Faculty of Psychology, an overall module examination can also be implemented from the respective faculty management for a separate performance assessment of the individual courses within the respective module.

A prerequisite for admission to such a module examination is the positive completion of all courses of the respective module (exercises, proseminars, seminars and practice parts of so-called integrated teaching courses). In this case, the positive assessment is "successful participation."

The module examination itself is an oral or written examination for the assessment of expertise in all competences offered within the respective module.

A board of examiners, appointed by the head of the Faculty especially for the purpose of administering these module examinations, includes all instructors who are teaching courses belonging to the respective modules. This board of examiners is also responsible for administering the exam.

The written examination may not exceed the length of two hours, the oral examination may not exceed one hour.

## 7 Interruption of Studies

In justified cases, students may interrupt their studies. In order to do so, they must first submit a written application to the academic director. This application must detail the reasons for the

interruption and describe the prospects and timelines for when resuming and successfully completing the studies is planned. The academic director must consider personal, professional, and health-related reasons equally. Long-term illness, special family circumstances, military or civilian service, pregnancy as well as child care (for the student's own child or children) are sufficient reasons for an interruption.

A decline of an interruption of studies must be stated in writing. Should the application be rejected, the student may file a written request to the rector's office of the Sigmund Freud Private University within eight weeks.

## 8 Theses (Baccalaureate or Bachelor's Thesis, Magister or Master's Thesis)

The designated supervisors for (scientific) theses are generally members of the Sigmund Freud Private University teaching and research staff, as well as predetermined external lecturers, with subject-specific scientific achievements. A list of qualified, eligible examiners (consultants and supervisors) has to be announced to the students of the respective study programs.

Students may collaboratively work on singular research projects under the precondition that the individual achievements are assessable separately. The individual parts must be compiled independently and marked clearly in the final version of the project.

Any (scientific) thesis must contain a sworn statement that it was independently composed by the respective author and has not been submitted to any other agency for similar purposes before.

It is permissible to write a (scientific) thesis in English.

The final version of the (scientific) thesis must be handed in to the secretariat in the form of two bound copies and in electronic form at the latest on the day of the student's examination registration.

The assessment of a (scientific) thesis must be completed within four weeks after submission. The assessment of a (scientific) thesis must include a written statement based on a set of criteria that must be explained to the students in detail.

The (scientific) theses must be graded in accordance with the Austrian grading system (1 - sehr gut / excellent, 2 - gut / good, 3 - befriedigend / satisfactory, 4 - genügend / sufficient; 5 - nicht genügend / insufficient).

The candidate may only be admitted to the final examination if he or she received a passing grade on the (scientific) thesis.

The author of a (scientific) thesis is entitled to have his or her work barred for use by others for no longer than a period of five years. The student may submit an application including a detailed explanatory statement to the academic director.

Students may use all resources available for students during regular academic operations in order to draft a (scientific) thesis. However, students are not entitled to extra resources.

### 8.1 Bachelor Thesis

The purpose of the bachelor thesis is to prove that the student is capable of working on a topic of practical relevance within a chosen field of study using scientific terminology, methods, and concepts.

Students will work on their Psychology bachelor thesis during the final semester of the curriculum. The preparation of a research problem and the research proposal starts as early as the 5th semester in the course of the "Bachelor Thesis Preparation" seminar. The successful completion of this course is a prerequisite for admittance into the 6th semester's "Bachelor Thesis" course.

Monitoring the progress of the work is an integral part of the "Bachelor Thesis" course. Bachelor theses may only be evaluated and graded by personnel specified by name on the list of experts of the Faculty of Psychology.

### 8.2 Master's Thesis

The purpose of the master's thesis is to prove that the student is capable of independently creating a scientific paper within the field of study of the respective graduate study course.

#### *Study Program Psychology*

Students will work on their master's thesis during the final semester of the curriculum. The preparation of a research problem and the research proposal starts as early as the 3rd semester



in the course of the "Master's Thesis Preparation" seminar. The successful completion of this course is a prerequisite for admittance into the 4th semester's "Research Workshop" course.

#### *Postgraduate Program Consulting and Management Science*

Students will work on their master's thesis during the 3rd and 4th semester. The preparation of a research problem and corresponding study designs starts in the 3rd semester in the "Identifying the Master's Thesis" course. Progress is monitored in small groups (N = 5) in the course of the master's seminar. The master's theses are evaluated by the supervisors, the final evaluation and grade must be confirmed by the academic director.

## 9 Final exam

The purpose of the final exam is to determine whether the competencies defined in the modules of the accreditation application have been acquired. It is therefore a comprehensive examination that spans the contents of the entire study program.

An examination board administers the final exam.

Prerequisites for the admission to the final examination are the successful completion of all courses of the curriculum and the approval of the (scientific) thesis. The board examination is open to the public. For exam preparation, students choose their examination syllabus and examination subjects from a list published on the website of their respective study course. Parts of the examination or the entire examination may be conducted in English at the request of the student. If the student fails one of the agreed-upon examination subjects, he or she must repeat the entire examination. Failed board examinations may be repeated twice.

### 9.1 Bachelor Examination

The bachelor examination in Psychology is carried out as a board examination before an examination committee consisting of two examiners and a chairperson. The members of the examination committee are appointed by the head of the Faculty in agreement with the academic director. At least one member of the examination committee must be a member of the permanent staff with a postdoctoral degree. The chairperson must in any case be a member of the permanent staff of the Faculty of Psychology with a doctoral or a postdoctoral degree. The chairperson is responsible for the proper documentation of the examination process.

The examination covers two subjects, which are represented sufficiently by the curriculum. After a consultation, the performance evaluation in both examination subjects (grading system 1 to 5; different regulations might apply for departments of the psychology faculty situated outside of Austria, following § 4) is determined by all three members of the examination committee who also decides about the final grade. The candidate must be informed about their grade after the consultation, and the reasons for the decision must be explained.

## 9.2 Master Thesis

### *Study Program Psychology*

The master's examination is carried out as a board examination before an examination committee consisting of two examiners and a chairperson. The members of the examination committee are appointed by the head of the Faculty in agreement with the academic director. At least one member of the examination committee must be a member of the permanent staff with a postdoctoral qualification. The chairperson must in any case be a member of the permanent staff of the Faculty of Psychology with a postdoctoral qualification. The chairperson is responsible for the proper documentation of the examination process.

The examination covers two subjects, which are represented sufficiently by the curriculum. After a consultation, the performance evaluation in both examination subjects (grading system 1 to 5; different regulations might apply for departments of the psychology faculty situated outside of Austria, following § 4) is determined by all three members of the examination committee who also decides about the final grade. The candidate must be informed about their grade after the consultation, and the reasons for the decision must be explained.

### *Postgraduate Study Program Consulting and Management Sciences*

The master's examination is carried out as a board examination before an examination committee consisting of two examiners. The primary examiner must be a member of the permanent staff of the Faculty of Psychology who holds a postdoctoral qualification, the second examiner the respective thesis supervisor. The primary examiner is responsible for the proper documentation of the examination process.

The examination itself is carried out in the manner of a viva voce examination (defensio): the candidate must present to the board of examiners a critical presentation of their work and subsequently defend its validity against objections in a discussion. After a consultation, the per-

formance evaluation (grading system 1 to 5; different regulations might apply for departments of the psychology faculty situated outside of Austria, following § 4) is determined by the examination committee who also decides about the final grade. The candidate must be informed about their grade after the consultation, and the reasons for the decision must be explained.

#### 10 Transferring from a Baccalaureate or Bachelor Program to a Magister or Master's Program

Without exception, the prerequisite for admission to the Psychology master's program is a bachelor degree. If a student of the SFU Psychology bachelor program does not pass the board examination in the fall, their administrative position is identified as "status: bachelor examination." In this case, the student may be admitted to the master's program as an irregular student. If the student fails the repeat examination, this special status is terminated as is the regular student's registration.

#### 11 Plagiarism Regulations

All written papers and theses are screened with respect to their authorship. The immediate consequence of detected plagiarism is the assignment of the grade "insufficient." In the case of contested term papers, the student is required to repeat the entire course and write a new paper on a new subject. In the case of a first offense the head of the Faculty is responsible for determining and implementing consequences; in case of recurrence, the studies commission is responsible. In the case of contested scientific qualification papers that are directly related to the awarding of an academic degree (i.e., Bachelor or Master Thesis), the student is required to write a new thesis on a new subject.

Every plagiarism case is saved in a separate file for internal use. In case of recurrence, the student in question may be expelled (exmatrikuliert). In each case, the student must be offered the opportunity to give a statement.

#### 12 Examination of studies admission

*Study Program Psychology*

Content of the examination for the admission to studies:

The examination for the admission to studies consists of the following five parts:

- a) a written exam about a general subject (essay in German)
- b) three compulsory subjects
- c) one elected subject

The examinations for a) and b) have to be taken in an external institute (e.g. VHS, BFI, WIFI etc.), the exam for the elected subject has to be taken as offered within the general psychology studies.

- ad a) With the written exam on a general subject (essay) the examinees have to prove the ability to express a clear chain of thought in proper and fluent language to a given subject.
- ad b) The requirements for the examination in the compulsory subjects for the study course psychology are orientated toward the content of the curriculum of the 12th and 13th level of education. Depending on the subject of examination, the compulsory subjects are to be tested in stated form and contain the following subjects:
- Mathematics 1: oral and written examination: set of numbers; equations and inequations; linear systems of equations and inequations; vectors; matrices; determinants; functions; fundamental terms of differential and integral calculus; introduction to probability calculus and statistics
  - Englisch 2 as foreign language: oral and written examination: fluency in written and verbal mode of expression based on correct useage of basic grammar; good listening comprehension at normal rate of speaking and takeing part in general conversations; skill to translate simple texts to German; reading comprehension; skill to give one's opinion on a common topic in form of a written narration or a statement.
  - Biology: oral examination: Development of the species over the course of the earth's history; phylogeny of human kind; Biology of the cell and basic physiological functions; anatomy and function of the human body; main features of nutrition and health; reproduction and heredity of humankind; human and animal behaviour.

Successful examinations from previous educations may be credited for the admission process.

ad c) The elective subject has to be passed in the form of an examination worth 2 or 3 ECTS credits and is to be chosen from the curriculum of the pursued study course. Candidates may choose from:

- VO Allgemeine Psychologie I/General Psychology I 3 ECTS
- VO Allgemeine Psychologie II/General Psychology II 3 ECTS
- VO Paradigmengeschichte I/History of Paradigms 3 ECTS

*University Program for Counseling Science and Management of Social Systems*

Content of the examination for the admission to studies:

The examination for the admission to studies consists of the following five parts:

- a) a written exam about a general subject (essay in German)
- b) three compulsory subjects
- c) one elective subject

The examinations for a) and b) have to be taken in an external institute (e.g. VHS, BFI, WIFI etc.), the exam for the elected subject has to be taken as offered within the general psychology studies.

ad a) With the written exam on a general subject (essay) the examinees have to prove the ability to express a clear chain of thought in proper and fluent language to a given subject.

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- Mathematics 1: oral and written examination: set of numbers; equations and inequations; linear systems of equations and inequations; vectors; matrices; determinants; functions; fundamental terms of differential and integral calculus; introduction to probability calculus and statistics

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- Biology: oral examination: Development of the species over the course of the earth's history; phylogeny of human kind; Biology of the cell and basic physiological functions; anatomy and function of the human body; main features of nutrition and health; reproduction and heredity of humankind; human and animal behaviour. Successfull examinations from previous educations may be credited for the admission process.

ad c) The elective subject is to be completed as part of the Universitätslehrgang

Beratungswissenschaften und Management sozialer Systeme via the following courses:

- LV „Gesellschafts- und Kulturtheorie“ Social and Cultural Theory(2 ECTS)
- LV „Wissenskulturen“ Knowledge Cultures (2 ECTS)
- Each subject has to be completed with a passing grade before the submission of the Master's Thesis