

The Private University of Health Sciences, Medical Informatics and Technology (UMIT), which was reaccredited by decision of AQ Austria on 20.09.2016 (GZ: I/A03-63/2016) and pursuant to §§ 24 and 25 of the Act on Quality Assurance in Higher Education (HS-QSG), Federal Law Gazette I No. 74/2011, as amended, and § 2 of the Private Universities Act (PUG), Federal Law Gazette I No. 74/2011, as amended, and § 15 of the Decree on Accreditation of Private Universities (PU-AkkVO), as amended, has passed the following Study and Examination Regulations through its competent Senate on 13.06.2017.

## **Study and Examination Regulations**

of the

Private University of Health Sciences, Medical Informatics and  
Technology-UMIT

Hall in Tirol

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## Article I

### § 1 Scope of Application

- (1) These Study and Examination Regulations govern i.a. the structure of study programs, examination types and methods, as well as the assessment of final papers for study programs and university training courses (in short: study or studies) at UMIT (except for doctoral study programs).
- (2) In addition to these Study and Examination Regulations, the responsible study-specific Study and Examination Boards shall issue „Study-specific Regulations“ (Art. II) for each individual study program. Those regulations shall include the qualification profile, study achievements and the curriculum, including a description of the modules and courses.
- (3) Studies may also be undertaken as joint study programs or joint studies with other approved post-secondary educational institutions (i.a. joint programs). Detailed provisions shall be specified in the „Study-specific Regulations“ in accordance with the Private Universities Act and the Universities Act 2002, as well as by a cooperation agreement.
- (4) If procedural rules are not covered at all or not covered in detail by these Study and Examination Regulations or the „Study-specific Regulations“, the General Administrative Proceedings Act 1991 (AVG), Federal Law Gazette Nr. 51, as amended, shall apply.

### § 2 Structure and duration of the academic year

- (1) The academic year consists of the winter semester, the summer semester and non-lecture periods. The academic year shall commence on October 1 and end on September 30 of the following year.
- (2) The responsible Study and Examination Boards shall specify the period of time in which courses are held in the “Study-specific Regulations”.

### § 3 Study and Examination Board

- (1) The UMIT Senate assigns a Study and Examination Board for each study program that is responsible for carrying out the tasks resulting from the present Study and Examination Regulations. The Study and Examination Board consists of at least one representative of the students, at least one representative of the university lecturers and scientific employees and at least two UMIT university professors. The Board is chaired by one of

the professors' representatives. The Board members shall be appointed in accordance with the latest version of the Senate's rule of proportional representation in collegiate organs, attention shall be paid to diversity and gender balance.

- (2) The chairperson of the Study and Examination Board is elected by the Study and Examination Board and shall be approved by the Senate. The students' representative is appointed by UMIT's students' council. The other members are appointed by the Senate.
- (3) The members of the Study and Examination Board are appointed for the duration of three years, which is the same as the Senate's term of office. The individual members can be re-elected.
- (4) Day to day business of the Study and Examination Board is conducted by the chairperson.
- (5) The Study and Examination Board is quorate if at least 50% of the members are present, including the chairperson, 50% of them belonging to the group of professors (consisting of two professors at least). All members have to be invited to the meetings of the Study and Examination Board by the chairperson in due time. Decisions are made through the majority of the valid votes expressed. Abstentions are considered as votes not cast. In the event of a tie vote, the vote of the chairperson is decisive.
- (6) The Study and Examination Board ensures that the Study and Examination Regulations as well as the "Study-specific Regulations" are observed. It evaluates the courses, prepares and continuously updates the module guidelines and reports to the Senate on a regular basis about the developments in relation to examination performances and study periods or the distribution of subject and overall grades. The Study and Examination Board provides suggestions for reforming the Study and Examination Regulations as well as the "Study-specific Regulations". In addition, the Study and Examination Board shall decide on the need for study program and module coordinators for the respective study programs as well as on their assignment (the definition of their roles and tasks shall be regulated separately by the Senate).
- (7) All UMIT students and members of the teaching staff can appeal to the respective Study and Examination Board which decides, upon request, on all issues with regard to studies and examinations.
- (8) Deliberations of the Study and Examination Board have to protect individual personal rights. In particular, members can be excluded from the discussion of circumstances in which they are personally involved or which would cause a conflict of interests for them.
- (9) The members of the Study and Examination Board have the right to be present during examinations.
- (10) The members of the Study and Examination Board are bound to confidentiality.

## § 4 Admission to study and enrolment

- (1) The responsible Study and Examination Boards shall ensure that applicants who fulfil the entrance qualification requirements are admitted to the respective UMIT study programs on the basis of an application, as long as there are study places available. There is no legal claim to acceptance.
- (2) A precondition for admission to a UMIT Bachelor or Master program is the general university entrance qualification. The qualification has to be proven by one of the following documents:
  1. Austrian secondary-school leaving certificate including university entrance qualification certificate;
  2. any other Austrian certificate testifying the right to study a certain subject at a university;
  3. a foreign certificate that is accepted as being equivalent to an Austrian certificate based upon an international agreement, a nostrification or a decision by the Study and Examination Board on a case-by-case basis;
  4. a certificate that proves the completion of a course of study of at least three years duration at an accredited Austrian or foreign post-secondary educational institution;
  5. a certificate that proves completion of an academic course of at least three years duration;
  6. an „IB-Diploma“ obtained in compliance with the provisions of the „International Baccalaureate Organization“.
- (3) In case the foreign certificates are not equivalent to an Austrian secondary-school leaving examination as regards contents and requirements, the Study and Examination Board shall prescribe supplementary examinations equivalent to a maximum of 30 ECTS credits (European Credit Transfer and Accumulation System – ECTS) which are necessary to establish equivalence with the domestic secondary-school leaving examination and which shall be passed prior to admission.
- (4) University entrance qualification examinations can be taken at any public university pursuant to § 64a University Act 2002, Federal Law Gazette I Nr. 120/2002, as amended. In addition, candidates without secondary-school leaving certificate, e.g. Abitur (DE), Matura (AT) etc., can take the studies admission exam (to assess their qualification for the study program) at UMIT and in accordance with the decision of the respective study-specific Study and Examination Board they will be admitted to the Bachelor study program. Detailed provisions shall be specified in the „Study-specific Regulations“ of the respective Bachelor study program (Art. II § 3 et seq.).

- (5) A precondition for admission to a consecutive Master program is the successful completion of a relevant Bachelor program, University of Applied Sciences Bachelor program or another equivalent program completed at an accredited Austrian or foreign post-secondary educational institution. In case that equivalence has basically been established and only certain supplementary qualifications are required for full equivalence, the Study and Examination Board shall be entitled to tie the determination of equivalence to examinations worth a maximum of 30 ECTS credits that have to be taken during the respective Master program. Eligibility for admission shall be deemed to be established by proof that this condition is met.
- (6) Further (special) admission requirements can be specified in the „Study-specific Regulations“ (Art. II § 3 or 3a).

## **§ 5 Expiry of admission**

Admission to a study program shall expire if a student:

1. has completed his/her studies by passing the last prescribed examination successfully;
2. fails the last permissible repetition of an examination prescribed for his/her degree;
3. deregisters from the program;
4. does not pay the tuition fees;
5. Is guilty of severe deception or non-compliance as per § 21 subpar. 6;
6. exceeds the maximum duration of study.

## **§ 6 Admission and expiry of admission to non-degree programs**

- (1) Non-degree programs are preparation courses and individual courses in academic subjects.
- (2) Non-degree seeking students are students who have been admitted to non-degree programs and who are entitled to attend preparation courses and individual courses in academic subjects, as well as to take the examinations prescribed therefore.
- (3) Students attending non-degree programs cannot take diploma examinations or final examinations and they cannot receive an academic degree.
- (4) Admission to a non-degree program may require certain means of prove that the applicant fulfils the scientific entrance qualifications.

- (5) Detailed provisions concerning courses, examinations, etc. are similar as for the degree programs included in these Study and Examination Regulations.
- (6) Admission to a study program shall expire if a student
  1. has completed the preparation course by successfully passing the last prescribed examination;
  2. fails the last permissible repetition of an examination prescribed for the study program;
  3. deregisters from the program;
  4. does not pay the tuition fees or
  5. is guilty of severe deception or non-compliance as per § 21 subpar. 6. Renewed admission to a non-degree program shall be excluded.
- (7) Responsibility lies with the Study and Examination Boards that are in charge of the preparation courses or the individual courses.
- (8) Further details on non-degree programs can be found in the “Senate Regulations on Non-degree Programs“.

## **§ 7 Workload and course units**

- (1) The workload indicates the time students need to complete all learning activities required to successfully finish a university course. The workload shall be described using ECTS credits, whereby credits are awarded in steps of 1. One ECTS credit corresponds to a workload of 25 hours (à 60 minutes).
- (2) The workload includes
  1. contact studies (subpar. 3),
  2. „guided self-studies“ (subpar. 4),
  3. „individual self-studies“(subpar. 5).
- (3) Contact studies embrace all learning activities guided by lecturers, meaning in-class lectures. There is a clear program that is compulsory for all participants with the aim to impart knowledge, skills and competence at a certain time and location. The workload for students includes the actual contact times in in-class lectures, but also the learning activities resulting thereof, like compulsory reading, working on exercise sheets, as well as compulsory preparation for a lecture or follow up work. Courses which require class attendance shall be specified in the „Study-specific Regulations“.
- (4) Guided self-studies include the time when students work individually or in groups self-organized in order to fulfil predefined work assignments, e.g. case study, practice

project, oral presentation, seminar paper, etc. This includes, in particular, learning activities initiated by the lecturer which will be conducted self-organized by the students and will be supported and assessed by or discussed with the respective lecturer.

- (5) Individual self-studies include the time students spend individually on learning which is not structured by special work assignments, e.g. preparation for classes and finalizing notes, voluntary reading, individual training and preparation for exams.
- (6) The contact times in context with contact studies and guided self-studies are expressed by teaching units (UE; 1 UE = 45 minutes). Contact times also include virtual contact (i.e. contact via electronic media), the extent of virtual contact between students and lecturers shall be specified in detail in the „Study-specific Regulations“.

## **§ 8 Modules**

- (1) Studies shall be divided in modules.
- (2) Modules organize the course contents in didactic units and may consist of one or more courses.
- (3) A module extends over one semester; in special cases the module can also extend over more than one semester if it consists of several courses.
- (4) Name, type, workload, content and learning outcome of the modules shall be specified in the „Study-specific Regulations“.
- (5) The workload of each module shall be expressed in ECTS credits as per § 6.
- (6) In accordance with the „Study-specific Regulations“ it can be required that students have to attend a subject-specific internship so as to test and practically apply the knowledge, skills and competence acquired in the lectures. If there are not enough internship positions available, appropriate alternatives have to be provided.
- (7) The modules may be any of the following types:
  1. compulsory modules are characteristic for a study and their completion is compulsory for all students in that study program.
  2. compulsory-elective modules are modules from which students must choose. As soon as they have taken an examination, students cannot change the previously chosen module.
  3. elective modules are additional modules students can choose voluntarily.
- (8) Registration for compulsory modules is done automatically. Registration for compulsory-elective modules and elective modules has to be done by the student.

## § 9 Courses

- (1) Name, type and workload of the courses shall be specified in the „Study-specific Regulations.
- (2) The workload of each module shall be expressed in ECTS credits as per § 6.
- (3) Courses shall be held in the language defined within the „Study-specific Regulations“. Basically, part of the courses can be taught in English.
- (4) The necessary course material shall be obtained using UMIT's teaching and learning management system.
- (5) Following types of courses are offered at UMIT:
  1. Lecture (VO)
    - a) A lecture is a classroom-based presentation intended to teach the curriculum by means of speech, explanations, discussions and demonstrations. Interaction between the lecturer and the students would be desirable.
    - b) The aim of this type of course is i.a. the transfer and integration of knowledge based on new scientific developments in this discipline.
  2. Practical course (UE)
    - a) Practical courses include guided self-study. They serve to consolidate and expand the knowledge taught in classes in a practical manner. Depending on the curriculum, these exercises may include e.g. arithmetical problems, programming tasks, a presentation or management assignment or data analysis.
    - b) This type of course facilitates i.a. self and time-management, team spirit, competence in deciding and problem solving as well as the development of autonomous learning strategies.
  3. Seminar (SE)
    - a) Seminars serve to introduce scientific methods and are meant to encourage scientific discussion. Guided by a lecturer, students discuss a certain topic/ project and work on it using scientific methods. The participants are required to present their own oral or written contributions.
    - b) This type of course encourages i.a. independent scientific work, self and time-management, team spirit, communication skills, presentation and media competence.
  4. Lecture with practical course (VU)
    - a) Courses may be a combination of lecture and practical course, whereby the proportions of each course type can vary depending on the requirements of the syllabus.

- b) This type of course promotes the competences mentioned in 1 lit. b and 2 lit. b in the same way.
  - 5. Lecture with seminar (VS)
    - a) Courses may be a combination of lecture and seminar, whereby the proportions of each course type can vary depending on the requirements of the syllabus.
    - b) This type of course promotes the competences mentioned in 1 lit. b and 3 lit. b in the same way.
  - 6. Practical training course (PR)
    - a) By means of practical training courses, students acquire skills through independent work. It encourages the analysis and practical implementation of the required methods and curricula.
    - b) This type of course encourages team spirit, reliability, communication skills, structuredness and competence to act in job-related situations.
  - 7. Project work (PA)
    - a) The scope of project work (PA) is to work independently, self-organized and science-based in order to critically analyze complex problems and to find solutions. Students can apply their required skills and abilities in a practical manner. The results are presented in written form and/ or by means of an oral report.
    - b) This type of course encourages i.a. competence in project planning and project management, ability to innovate, competence in deciding and problem solving, reflexivity and communication skills.
  - 8. Colloquium (KL)
    - a) A colloquium (KL) is a regular meeting of students supervised by a lecturer, in this context current research work is presented and discussed among specialists.
    - b) This type of course encourages scientific work, communication skills, presentation and media skills, as well as the discussion of topics among experts far extending beyond the curriculum.
- (6) Course lecturers shall be appointed by the responsible Study and Examination Boards, whereby they have to be members of UMIT's academic staff with authority to teach (*venia docendi*) and they are appointed for the subjects covering their authority to teach.
- (7) The responsible Study and Examination Board is entitled to nominate, if necessary, additional lecturers, if those persons are qualified and hold an academic degree higher than the qualification which will be achieved by students who have completed the respective studies.

## § 10 Structure, type and methods of examinations

### (1) Structure of examinations:

1. Individual tests are examinations which are heard by one examiner. Another examiner and/or observer may be present if necessary.
2. Board examinations are examinations which are held by an examination senate as per **Fehler! Verweisquelle konnte nicht gefunden werden..**

### (2) Examination types:

1. Supplementary examinations are examinations which have to be passed prior to admission to a course or a study program as per **Fehler! Verweisquelle konnte nicht gefunden werden..**
2. Course examinations are meant to verify if the anticipated learning outcomes of one or several courses are met.
3. Final examinations are meant to assess the presentation and the response behavior of the examination candidates.

### (3) Examination methods:

1. Oral examinations are examinations where the student has to answer questions in oral form. These are e.g. examination conversation, oral defense of the thesis, lecture, discussion, seminar presentation, oral presentation etc.
2. Written examinations are examinations where the student has to answer the questions in written form. These are e.g. test, written seminar work, home work, project report, internship report, practice example, case study, thesis, electronic multiple choice test, etc.
3. Examination works require practical or experimental work. These are e.g. demonstrations (client interview, consultation), teaching activities, designing a poster, bedside presentation, software application, setting up a circuit, practical solution for a technical problem etc.

## § 11 Course examinations

- (1) Course examinations may consist of one examination at the end of the course and/or may be based on regular assessment by means of written and/or oral contributions of the students (courses with continuous assessment). Students have successfully completed a module if they have passed all course examinations required.

- (2) The method of course examinations is specified in the „Study-specific Regulations“ pursuant to § 10 subpar. 3. The examiner determines the details for the examination prior to the beginning of the course. In addition, he/she is entitled to change the method for didactic reasons, following authorization by the Study and Examination Board.
- (3) Course examinations must be assessed as per § 19.
- (4) If a course examination includes several parts, the lecturer decides on the weighting of the individual parts in order to obtain the overall grade for the course.
- (5) The grade for the module results from the grades achieved in the individual course examinations, whereby the weighting has to be proportional to the distribution of ECTS credits, whereby results have to be rounded to whole numbers. However, in exceptional cases, as well as for course examinations where assessment is solely based on successful participation pursuant to § 19, a derogation may be granted in order to calculate the overall module grade.
- (6) In general, course examinations have to be conducted by the course lecturer. In case that the lecturer is unable to attend, the Study and Examination Board has to nominate a qualified examiner.
- (7) Course examinations are to be conducted in the language of instruction as specified in the “Study-specific Regulations”. In principle, parts of the course examinations may be conducted in English. In course examinations, the examiner has to evaluate if students have achieved the learning outcomes rather than assessing their language skills.

## **§ 12 Examiners and observers**

- (1) The responsible Study and Examination Board shall announce qualified examiners and observers for course examinations and supplementary examinations, whereby those persons have to be members of UMIT’s academic staff with authority to teach (*venia docendi*) and they are only allowed to hear examinations for the subjects they teach.
- (2) In addition, the responsible Study and Examination Board is entitled to nominate additional qualified examiners, if necessary.
- (3) The examiners or possible observers are bound to confidentiality.
- (4) If an examiner is unable to attend, the Study and Examination Board has to nominate another qualified examiner.

## § 13 Examination senates

- (1) For hearing board examinations, the Study and Examination Board shall form examination senates.
- (2) An examination senate shall consist of at least three persons. There has to be an examiner for each subject or sub-topic. A member with *venia docendi* has to be announced chairperson of the examination senate.
- (3) For members of the examination senate **Fehler! Verweisquelle konnte nicht gefunden werden.** shall apply correspondingly.

## § 14 Announcement of examinations

- (1) The responsible organ announces - in the case of course examinations in consultation with the course lecturer - all relevant details (i.a. method, duration, prerequisites for the course examination, date and name of the examiner) for all examinations, as well as the rules set out in § 11 and in the "Study-specific Regulations" in due time, at the latest six weeks after the beginning of the term.
- (2) If necessary, examinations may also be held in lecture-free periods.
- (3) Dates for supplementary examinations will be determined as required and announced accordingly.

## § 15 Registration for/ cancellation of examinations

- (1) Registration for course examinations required by the "Study-specific Regulations" is done automatically.
- (2) Registration for supplementary examinations has to be done by the student.
- (3) Cancellation of an examination is possible without submitting any reasons up to three days before the examination date or, for valid reasons, up to the day of the examination; the obligation to comply with the deadlines specified in the „Study-specific Regulations“ shall remain unaffected and lies within the responsibility of the student. If a student cancels an examination he/she will be automatically registered for the earliest possible resit.
- (4) Admission for a course examination may depend on fulfilment of certain prerequisites (e.g. successful completion of selected courses of a module or fulfilment of a certain performance during the course).

- (5) Admission to a course examination that was held in a semester when the student was on leave of absence or was not enrolled is impermissible.

## **§ 16 Conduct of examinations, assessment**

- (1) An examination shall give students the opportunity to proof their acquired knowledge and skills. Hereby, the learning outcomes and the workload have to be taken into account.
- (2) Oral examinations are open to all members of the university. It is admissible to limit the access to the number of persons actually fitting into the examination room. Upon request from the candidate, listeners may be excluded from the examination. In case of oral board examinations, each member of the examination senate has to be present throughout the whole duration of the examination.
- (3) The examiner or the chairperson of the examination senate shall ensure that examinations are conducted in an orderly manner and shall make records during the examinations, or shall announce another examiner to make records. Such records shall include the subject of the examination, the place and time thereof, the name of the examiner or examination senate members, the name and matriculation number of the student, the asked questions, the awarded grades as well as any special occurrences.
- (4) The examiner shall hand over all examination-related documents that are necessary for the issuance of certificates without delay to the responsible organ.
- (5) The discussion and decision regarding the result of a board examination, in the case of several examinations for each course or in the case of supplementary examinations for each part, shall be conducted in closed sessions by the examination senate, following a debate between the members. The examination senate reaches its decisions by majority vote; in the event of a tied vote the chairman shall have the casting vote. In the decision on the outcome of the individual parts of the examination, each member shall also take into account the overall performance in the examination.
- (6) The result of an oral examination shall be announced to the student without delay after the examination.
- (7) The result of a written examination shall be announced four weeks or at the latest within six weeks after completion of the last (part of) written examination work.

## § 17 Alternative examination method

- (1) If a student proves that he/she suffers from a longer or permanent disability which restricts the student of accomplishing the examination in the offered manner as per § 10 subpar. 3 partly or completely, the candidate is entitled to request an alternative examining method than the one foreseen by the „Study-specific Regulations“ or by the lecturer, as long as the contents and the examination requirements are not affected. For this reason, also the duration of an examination may be changed appropriately.
- (2) The request, including proof of the inability, shall be directed to the Study/Examination Board. Students need to prove their inability in a clear and convincing way. In case of doubt an official medical certificate from the public health officer may be required.

## § 18 Repetition of examinations

- (1) If a module grade consists of several course examinations, the student has to repeat only the failed course examination.
- (2) Students are entitled to repeat each examination three times (except for supplementary examinations: single repetition without examination board). The third repetition of an examination must be held before an examination board.
- (3) Registration for resits is done automatically. If a student has failed the first resit, he/she, upon request, is entitled to postpone the next examination once until after the repetition of the course (except when courses are built on each other).
- (4) An examination is finally failed if the board examination is not passed.
- (5) The dates of the resits shall be in close temporal relation to the examination but shall also offer the student enough time to thoroughly repeat the examination material. Individual dates for resits are not offered.

## § 19 Assessment of examinations and grade calculation

Examinations are graded by the examiners according to the following scale:

Grade	Definition	Grade points
1	Very good (an outstanding performance)	91 – 100
2	Good (an achievement which is fully compliant with the requirements)	81 – 90
3	Satisfactory (an achievement which is basically compliant with the requirements)	71 – 80

4	Sufficient (a performance, which, despite of its deficiencies, still meets the requirements)	60 – 70
5	Insufficient (a performance which, due to its serious deficiencies, does not meet the requirements)	0 – 59
Successfully completed	Positive performance, where a strict differentiation is not adequate	
Unsuccessfully completed	Negative performance, where a strict differentiation is not adequate	

The grade points allow for a differentiation of the performance within a certain grade. The achieved grade points result from the examination performance and the previously defined pass mark. The pass mark shall be set by the examiner, according to the specific requirements. If the examination announcement (§14) does not specify a specific pass mark, the pass mark is 60%. Whether a course is to be graded or is solely assessed by successful participation shall be specified in the „Study-specific Regulations“.

## § 20 Recognition of study and examination achievements

The Study and Examination Board of the respective study decides, upon request, on the recognition of study and examination credits which have been achieved in other studies or at other recognized universities and approved post-secondary educational institutions.

## § 21 Absence, withdrawal, deceit, breach of regulations

- (1) An examination shall be graded as “unsatisfactory for evaluation” and failed, if the student without good reasons
  1. is absent from the scheduled examination date.
  2. withdraws from the examination after the examination has started. An examination begins with the distribution of the examination tasks or with the first question.
- (2) The reasons claimed for withdrawal or absence have to be communicated and evidenced immediately to the Study and Examination Board in written form within a week. In case of doubt an official medical certificate from the public health officer may be required. If the claimed reasons are approved, the student will be registered automatically for the next resit following the decision of the Study and Examination Board (as per § 18 subpar. 5).
- (3) If there is valid reason as per subpar. 2 the examination shall not be counted against the total number of resits.

- (4) If a student attempts to change the result of an examination by deceit or by using not permitted (unauthorized) aids (cheat sheets and the like, or by e.g. non-observance of UMIT's applicable Plagiarism Guideline), the respective examination shall be graded as "unsatisfactory for evaluation" and failed. The observer shall inform the students about the implications of such deceit, shall record possible incidents and shall safeguard any piece of evidence (cheat sheets, study material and the like) until a decision has been reached by the respective Study and Examination Board.
- (5) A student disturbing the correct progress of examination may be suspended from the examination by the respective examiner or observer. In this case, the examination shall be graded as „unsatisfactory for evaluation" and failed.
- (6) In severe cases, as per subpar. 4 and 5, the respective student may be excluded from further examinations and may be deregistered by the Study and Examination Board.

## **§ 22 Exceeding of deadlines, regular period of study, maximum duration of study**

- (1) The regular period of study is the number of semesters needed to complete a study program in a timely and effective manner. It shall be specified in the „Study-specific Regulations“ for the respective studies.
- (2) The regular period of study may be exceeded by four semesters at the most (maximum duration of study). The maximum duration of study, within which all academic achievements shall be completed, is to be specified in the „Study-specific Regulations“.
- (3) Upon request, the Study and Examination Board can allow an extension of the maximum duration of study by a maximum of one semester where justified.
- (4) A leave of absence extends the maximum duration of study.

## **§ 23 Leave of absence**

The Study and Examination Board shall permit students to take a leave of absence for important reasons for a maximum of two semesters. During this time, students are not allowed to attend courses or take examinations.

## § 24 Thesis and final examination

- (1) Successful completion of a final paper and an oral final examination are i.a. prerequisites for obtaining an academic degree or certification.
- (2) Admission to the oral final examination is granted after the successful completion and positive assessment of the final paper.
- (3) The thesis shall, according to the standards of academic writing, inform about the student's work, the task, the aim, the used methods and all the thereby achieved results.
- (4) The final oral examination evaluates the presentation and how the candidate will respond to questions. The final oral examination is public to the members of the university and is conducted by two examiners who have been elected by the Study and Examination Board. It consists of a presentation of the contents of the thesis, followed by a discussion. The examination is conducted as per **Fehler! Verweisquelle konnte nicht gefunden werden..** The specific requirements and the duration of the final oral examination are specified in the „Study-specific Regulations“.
- (5) The successfully completed thesis shall be published in UMIT's library.
- (6) Non-publication of a thesis is only possible in certain cases, particularly if the student provides evidence that important legal or economic interests of the student are endangered (e.g. patenting). A non-publication for a limited period of time will only be accepted on request and for a maximum of three years. The request has to be filed at the latest when submitting the thesis. The Study and Examination Board will decide on the request.

## § 25 Supervision and assessment of theses

- (1) The members of UMIT's academic staff with authority to teach (*venia docendi*) are entitled to offer topics for final papers in the field of their authorization to teach, as well as to supervise and assess them.
- (2) The responsible Study and Examination Board is entitled to appoint additional supervisors, examiners and reviewers if those persons are qualified.
- (3) The student shall submit the topic and the name of the supervisor to the Study and Examination Board for approval. The application shall include an abstract of the topic with the working title and a short description of the problem, the aim, relevant literature and a task schedule to be signed by the person in charge of the topic and the student. The Study and Examination Board shall decide whether a thesis, due to its topic

- (research question), has to be presented to an ethics committee, UMIT's RCSEQ or any other board for ethical/scientific questions outside of UMIT for approval, a statement etc. The assignment date is equivalent to the date of decision of the Study and Examination Board and has to be recorded.
- (4) The Study and Examination Board may accept a change of the topic, upon request of the student, until the date of submission.
  - (5) The maximum completion period for the thesis shall be specified in the „Study-specific Regulations“.
  - (6) The completed thesis shall be submitted to the Study and Examination Board in written form pursuant to the Senate guideline currently in force. The Study and Examination Board has to present the thesis to one (bachelor thesis) or two (master thesis) reviewers as per subpar. 1 and 2, who have to assess the thesis within a month from the date of submission. The assessment and grading is based on § 19. The appointed reviewer(s) shall be as independent and impartial as possible; in particular, in case of master theses, at least one of the reviewers should not have been involved in supervising the work. If a reviewer does not assess the thesis within the set time limit, the Study and Examination Board, at its own request, has to assign another qualified reviewer as per subpar. 1 and 2 to fulfil the task.
  - (7) Assessment for master theses:  
For master theses, the two reviewers have to prepare a joint expert opinion. This shall be achieved with due regard for the diversity of opinions of the reviewers, with the aim to achieve the greatest possible consensus. The reviewers shall express a summarizing overall assessment (§ 19).
  - (8) The final grade results from the grade given for the thesis (two thirds) and the grade achieved in the final oral examination (one third). The assessment and grading is based on § 19.
  - (9) A thesis may only be submitted once. The revision of an already accepted and approved thesis and its resubmission is impermissible.

## **§ 26 Repetition of thesis (and final oral examination)**

- (1) If the thesis or the final oral examination are graded with a „fail“ (grade 5), they can be repeated once; a second repetition is impermissible. The repetition of the thesis is only acceptable with a new topic.

- (2) The thesis and the final oral examination are irrevocably “failed” if all options to successfully repeat the thesis/ examination are exhausted.

## **§ 27 Access to the examination record**

After each examination, the student is, upon request, granted access to his/her written examinations, the comments of the examiners and the examination record for up to six months after the announcement of the results.

## **§ 28 Overall study result**

- (1) Studies are successfully completed if all course requirements have been fulfilled.
- (2) The overall grade results from the arithmetic average of all of the module grades, whereby they are weighted according to their number of ECTS credits. The overall grade shall be rounded to one decimal.
- (3) Expiry of a student’s registration as per § 5, shall, upon request, result in the issuing of a certificate that specifies all so far achieved study and examination results.

## **§ 29 Final grade certificate and final diploma**

- (1) Based on the achieved study results, UMIT awards graduates academic degrees (i.a. BSc., MSc. Mag., Dipl.-Ing.) and academic titles (i.a. „academic ...“), which shall be specified in the “Study-specific Regulations”.
- (2) After all course requirements provided for in the „Study-specific Regulations“ have been completed successfully, the graduate shall be awarded the academic degree or academic title by the Rector in due time, at the latest within eight weeks. In addition, the graduate shall receive the corresponding final grade certificate (transcript of records) and a Diploma Supplement in the event of awarding an academic degree.
- (3) Graduates, who have been awarded an academic degree, are entitled to use this degree in the form set down in the document of award, also abbreviated, and the academic degree may be used with a gender-inclusive suffix.

## **§ 30 Annulment of examinations**

- (1) If a student has cheated in an examination or has wrongly gained admission to an examination with malice aforethought and this fact becomes known only after the grade was announced or the student has received the certificate, the Study and Examination Board can accordingly correct the grades for the examinations in which the candidate has cheated or to which admission has been gained with malice aforethought, and can declare the examination as „failed“ entirely or in part. If a student has cheated in an examination he/she has to repeat the examination pursuant to § 18 or admission shall expire pursuant to § 6 subpar. 6. When the admission has been deliberately wrongly obtained, readmission shall be considered only upon the fulfilment of all prerequisites for admission and needs to be approved by the respective Study and Examination Board on a case-by-case-basis.
- (2) If the prerequisites for the admission to an examination have not been met and the candidate did not deliberately hide this fact, and if this becomes known only after the candidate has received the certificate, this shortcoming will be ignored if the candidate passes the examination.
- (3) Before a decision is made, the candidate shall have the opportunity to discuss the matter with the responsible Study and Examination Board.
- (4) The incorrect certificate shall be withdrawn and replaced by a correct one.

## **§ 31 Revocation of academic degrees or academic titles**

- (1) If the prerequisites for the awarding of an academic degree or academic title are no longer met (e.g. evidence of plagiarism), the incorrect certificate and diploma shall be withdrawn.
- (2) Before a decision is made, the candidate shall have the opportunity to discuss the matter with the responsible Study and Examination Board. The student shall receive the final decision in written form.

## Article II

### § 1 Study-specific Regulations

- (1) Pursuant to Art. I § 1 subpar. 2, the responsible Study and Examination Board appointed by the Senate for the individual studies, shall issue „Study-specific Regulations“. They are an integral part of the Study and Examination Regulations and shall be communicated accordingly.
- (2) The first issuing of „Study-specific Regulations“ shall be conducted by the Senate upon request of a department for developing a new study program and following approval of the Rector’s Office. For the preparation and drafting of the „Study-specific Regulations“, the Senate shall appoint a committee (Curriculum Committee) that is not solely authorized to take decisions. The other UMIT councils, as provided for in the university constitution, shall have the opportunity to comment on the particular „Study-specific Regulations“.
- (3) The adopted „Study-specific Regulations“ shall then be forwarded – together with the application for accreditation of a new study program – to the authority responsible for the accreditation of studies at private universities (except for studies that are not subject to accreditation).
- (4) The responsible Study and Examination Board is responsible for changes to accredited „Study-specific Regulations“. The Senate must be informed.
- (5) The „Study-specific Regulations“ shall include:
  1. qualification profile;
  2. specific admission requirements, studies admission exam;
  3. academic year, study achievements;
  4. curriculum (i.a. description of modules and courses);
  5. specific requirements for thesis and final examination;

### § 2 Qualification profile

The qualification profile is the part of the „Study-specific Regulations“ which describes the scientific and professional qualifications as well as the cross-curricular competences students will acquire by completing the respective studies. The qualification profile forms the basis for determining the learning outcomes for the individual modules.

## **§ 3 Specific admission requirements, studies admission exam**

In addition to the admission requirements laid down in Art. I § 4, the „Study-specific Regulations“ may provide for specific admission requirements – especially for university courses – and for a studies admission exam for candidates without secondary-school leaving certificate to assess their qualification for a Bachelor study program at UMIT.

## **§ 4 Academic year, study achievements**

- (1) The responsible Study and Examination Board shall determine the period of time – within the academic year – during which courses are taught and announce it accordingly each year.
- (2) The study achievements have to correspond to the workload required by the curriculum and shall be specified in ECTS credits upon successful completion.
- (3) Furthermore, internships, studies abroad and such can be considered required course achievements.

## **§ 5 Curriculum**

- (1) The curriculum shall be based on the Senate's „Module Guideline“ currently in force as well as on the EU's „ECTS Users' Guide“, as amended, and shall i.a. include, in form of a module guideline referred to as annex:
  1. the total number of ECTS credits for the study program (Bachelor program: min. 180 ECTS credits; Master program: min. 120 ECTS credits; university training course: min. 60 ECTS credits);
  2. the name of the study program and the awarded academic degree (studies which are subject to accreditation) or the academic title (studies which are not subject to accreditation) and the respective abbreviation;
  3. regular period of study, maximum duration of study;
  4. the modules and the allocation of lectures to modules and semesters;
  5. description of modules and lectures including relevant information on examinations and the awarded ECTS credits;
  6. deadlines for certain study achievements;

7. detailed provisions on joint programs or, provided that programs are organized with other educational institutions, the allocation of courses to the educational institutions involved.
- (2) Furthermore the curricula may include:
1. the compulsory or recommended order in which modules have to be completed,
  2. the maximum number of participants in courses where a limited number of participants is duly justified, as well as the procedure for allocation of places,
  3. the completion of an internship and appropriate alternatives.

## **§ 6 Specific requirements for theses and final examinations**

The responsible Study and Examination Board shall issue further details on the requirements for theses and the contentual scope and the duration of oral final examinations, and shall announce them accordingly. Thus, the possibility is provided to write theses in a foreign language.

### **Article III**

#### **Entry into force/ termination**

- (1) Following their approval by the Senate of the Private University for Health Sciences, Medical Informatics and Technology, these Study and Examination Regulations shall take effect on 01.10.2017.
- (2) At the same time, all former Study and Examination Regulations will expire on 30.09.2017.

Hall in Tirol, June 13, 2017



Univ.-Prof. Dr. Bernd Seeberger  
Chairperson of UMIT's Senate



Univ.-Prof. Dr. Sabine Schindler  
Rector of UMIT

## **Guideline for non-degree programs as per Art. I § 7 subpar. 8 Study and Examination Regulations**

(passed by the UMIT Senate per resolution on June 11, 2013)

*Preliminary note on the use of language: All references to people and roles in these regulations apply equally to men and women.*

### **Preamble**

The study programs offered at UMIT (incl. university training courses) are accredited by AQ Austria/Agency for Quality Assurance and Accreditation Austria and differ – as regards the requirements for admission – only in individual cases from study programs offered at public universities.

In contrary to public universities, at UMIT there is no set registration period, however, students have the possibility to enroll before June 30 each year and can thus benefit from a bonus for early registration. At UMIT – but also at other private universities – a contractual relationship based on an agreement under private law shall be concluded. However, the bonus for early registration must be requested by June 30 at the latest.

Additionally, also candidates with secondary-school leaving certificate, alumni and graduates from the neighboring German-speaking countries attend the courses offered at UMIT.

Due to the fact that a contractual relationship based on an agreement under private law shall be concluded between UMIT and the university applicant and i.a. at the time of signing the contract the fulfilment of all admission requirements cannot yet be proved by document, the Senate has decided, based on the Austrian Universities Act 2002, to install the status of non-degree study programs.

## § 1

Non-degree programs are preparation courses and individual courses in scientific subjects. They are the responsibility of the Study and Examination Boards that represent the respective program or course.

## § 2

The Study and Examination Board shall

- 1) verify if a candidate can be accepted as a non-degree seeking student or not and limit the candidate's status as non-degree seeking student under certain conditions;
- 2) ascertain that the student does not take diploma examinations or final examinations;
- 3) verify if a student has been deregistered.

## § 3

Admission to non-degree study programs shall expire, as in regular Bachelor and Master programs, regardless of the restrictions as indicated in § 5, if a student

- 1) has completed the preparation course by successfully passing the last prescribed examination;
- 2) fails the last permissible repetition of an examination prescribed for his/her program of study;
- 3) deregisters from the non-degree program;
- 4) does not pay the tuition fees or
- 5) is guilty of severe deception or non-compliance as regards to the respective Study and Examination Regulations.

## § 4

Admission also expires if the non-degree seeking student does (not) fulfil the requirements decided on by the Study and Examination Board or if the period of temporary admission is over.

## § 5

Applicants for one of the degree programs may i.a. enter a contractual relationship with UMIT GmbH as non-degree seeking student,

- 1) if only the presentation of missing documents prevents admission to a regular Bachelor or Master program. Candidates have to submit missing documents (e.g. secondary-school leaving certificate) before November 30 or May 31 (for studies beginning in the summer semester) of the same year. Consequently, secondary-school graduates are able to achieve their university entrance qualifications in September or October;
- 2) if the completion of certain course examinations is required as special admission requirement prior to entering a regular Bachelor or Master program.

## **Examples**

- 1) A German secondary-school graduate does not submit her secondary-school leaving certificate in document until October. However, the Bachelor program in Psychology starts at the end of September/ beginning of October. By contract, the student is accepted as non-degree seeking student and will, as soon as she presents the missing admission requirement (positive result in her final secondary-school examination), automatically be transferred to regular student status for the Bachelor program in Psychology. Until the student has presented the above mentioned certificate, she may already attend courses of the Bachelor program. However, the deadline for presenting missing documents ends on November 30 of each year and thus the non-degree seeking student status terminates. The student will be exmatriculated automatically.
- 2) An applicant for the Bachelor program in Nursing Sciences wants to enter the course in the third semester. He has to present a secondary-school leaving certificate as well as a diploma in Nursing awarded by a nursing school. As a further prerequisite for admission to the third semester course of the Bachelor program in Nursing Sciences, the applicant needs to pass the course examinations until November 30 of the same year. The examinations take place between June and October. Even prior to passing the respective examinations, the applicant can be admitted to the study program as a non-degree seeking student. If the applicant does not pass the respective course examinations within the set time frame he will be exmatriculated automatically.