

UNIT TIROL - Private University of Health Sciences, Medical Informatics and Technology, which was reaccredited by decision of AQ Austria on 20.09.2016 (GZ: I/A03-63/2016), 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, with amendments on 10.07.2018, 10.09.2019 and 14.07.2020.

Study and Examination Regulations

of the

UNIT TIROL - Private University of Health Sciences, Medical Informatics and Technology,
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 supervision and assessment of final papers for studies and university courses (in short: study or studies) at UNIT TIROL (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 the individual studies. These regulations shall include i.a. the qualification profile, the study achievements and the curriculum with 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 regulated in the „Study-specific Regulations“ and in a cooperation agreement in compliance with the legal regulations applicable to universities (i.a. Private Universities Act - PUG, Universities Act 2002 – UG, University of Applied Sciences Studies Act - FHStG, Higher Education Act - HG).
- (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 during which courses take place in the “Study-specific Regulations”.

§ 3 Study and Examination Board

- (1) The UNIT TIROL 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 or scientific employees and at least two UNIT TIROL university professors. 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 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.
- (3) The Chair and the Vice-Chair of the Study and Examination Board is elected by the Study and Examination Board members, whereby the elected persons' scientific qualification must at least correspond to the level of a person holding a habilitation or the equivalent of a habilitation. The election of the Chair and the Vice-Chair shall be confirmed by the Senate.
- (4) Day to day business of the Study and Examination Board is conducted by the chairperson.
- (5) The Study and Examination Board is quorate only if at least 50% of the members, including the chairperson or his/her deputy, and at least 50% of the representatives of the professors' group, are present. 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 provisions of 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 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 and assignment of study and module coordinators, as well as lecturers, for the respective studies (the definition of their roles and tasks shall be regulated separately by the Senate).
- (7) All students and teachers of UNIT TIROL may appeal to the relevant Study and Examination Board, which shall decide on controversial study and examination-related questions upon application.
- (8) Deliberations of the Study and Examination Board shall respect 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 Registration

- (1) Depending on the number of available study places, the responsible Study and Examination Board must admit persons who meet the admission requirements to the respective studies at UNIT TIROL based on their application. There is no legal claim to acceptance.
- (2) A precondition for admission to a UNIT 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. a „IB-Diploma“ obtained in compliance with the provisions of the „International Baccalaureate Organization“;
 - 7. a European Baccalaureate in accordance with Art. 5(2) of the Statute of the European Schools, BGBl. III No 173/2005.
- (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) Admission to a Bachelor program or university course can be obtained by taking a university entrance qualification examination 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 (high school diploma), can take the studies admission exam (to assess their qualification for the study program) at UNIT TIROL and in accordance with the decision of the respective study-specific Study and Examination Board they will be admitted to the Bachelor study program. The successful completion of the studies admission exam entitles the student, regardless of fulfilling the requirements of the so-called "Specific Admission Requirements", to be admitted exclusively to the respective course of study at UNIT TIROL. The successful completion of the studies admission exam does not constitute a general university entrance qualification in the sense of § 64 UG 2002 (university entrance qualification, university entrance qualification or vocational qualification examination). 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 missing for full equivalence, the Study and Examination Board is entitled to combine the determination of equivalence with the requirement of supplementary examinations of up to a maximum of 30 ECTS credits 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. is assessed negatively in an examination prescribed for his/her studies, even in the last permissible repetition;
3. deregisters from the program;
4. does not pay the tuition fees;
5. is guilty of severe deception or non-compliance as per § 21(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) In extraordinary studies it is not possible to take (partial) diploma examinations or final examinations or to complete a study to 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. is assessed negatively in an examination prescribed for his/her studies, even in the last permissible repetition;
 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 per § 21(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 course. The workload shall be expressed in ECTS credits, with the ECTS credits being allocated in steps of 1. One ECTS credit corresponds to a workload of 25 hours (60 minutes each).
- (2) The workload includes
 1. contact studies (Sect. 3),

2. „guided self-studies” (Sect. 4),
 3. „individual self-studies”(Sect. 5).
- (3) Contact studies embrace teaching/ learning activities with guiding lecturers’ presence, meaning in-class lectures. There is a clear program that is compulsory for all participants with 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 regulated in the „Study-specific Regulations”.
- (4) Guided self-studies include the time when students work individually or in groups in a self-organized manner in order to fulfil predefined work assignments prepared by the lecturer (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 or discussed by 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 regulated 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 § 7.
- (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 § 7.

(3) Courses shall be held in the language defined within the „Study-specific Regulations“. Basically, parts of the courses can be taught in English.

(4) The necessary course material shall be obtained using UNIT TIROL's teaching and learning management system.

(5) Following types of courses are offered at UNIT TIROL:

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) Internships serve to acquire skills through independent work with the aim of promoting the examination and practical implementation of the methods and contents learned.
- b) This type of course promotes, among other things, teamwork, reliability, communication skills, structure and the ability to act in practical 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) Members of the UNIT TIROL academic staff with teaching authorization (*venia docendi*) are used as course lecturers for the subjects for which they are authorized to teach. In addition, the respective Study and Examination Board is entitled to nominate professionally suitable persons as responsible course lecturers, if necessary.
- (7) Course evaluations must be carried out at regular intervals. The senate shall adopt appropriate regulations in this regard.

§ 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 oral examinations which are held by an examination senate as per § 13. Upon the student's written request, the board examination shall be held in written form. The members of the responsible examination senate shall provide an overall assessment of the performance (§ 19).

(2) Examination types:

1. Supplementary examinations are examinations which have to be passed prior to admission to a course or a study program (§ 4).
2. Course examinations (with or without continuous assessment of student performance) 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 (courses with non-continuous assessment) whereby several exam methods can also be used simultaneously, or may be based on regular assessment by means of written and/or oral and/ or practical contributions (exam methods) of the students (courses with continuous assessment).
- (2) The method of course examinations is specified in the „Study-specific Regulations“ pursuant to § 10(3). The examiner determines the details for the examination prior to the beginning of the course, at the latest 6 weeks after the start of the semester within the framework of the examination announcement (see § 14(1)). In addition, he/she is entitled to change the method for didactic reasons, following authorization by the Study and Examination Board.
- (3) In general, course examinations have to be conducted by the responsible course lecturer. In case that the responsible lecturer is unable to attend, the Study and Examination Board has to nominate another qualified examiner (§ 12(2)).
- (4) Course examinations are to be conducted or taken in the language of instruction defined 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.
- (5) In principle, course examinations must be assessed as per § 19.
- (6) If a course examination includes several parts, the responsible course lecturer decides on the weighting of the individual parts based on the grade points in order to obtain the overall grade for the course.
- (7) With the positive assessment of all course examinations of a module, the respective module is considered passed.
- (8) The module grade is calculated from the grade points achieved in the individual course examinations, whereby the weighting has to be proportional to the distribution of ECTS credits, whereby in this case, rounding to whole numbers is required. In exceptional cases, as well as in the case of course examinations for which only successful

participation is required according to § 19, a deviation may be provided for in order to determine the module grade.

§ 12 Examiners and Observers

- (1) The responsible Study and Examination Board shall appoint members of UNIT TIROL's scientific staff with teaching authorization (*venia docendi*) as qualified examiners and observers for course examinations and supplementary examinations for the subjects of their teaching authorization (responsible course lecturers).
- (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 shall nominate another qualified examiner.

§ 13 Examination Senates

- (1) The Study and Examination Board shall set up examination committees for board examinations.
- (2) An examination senate shall consist of at least three persons. A member with *venia docendi* has to be announced chairperson of the examination senate.
- (3) For members of the examination senate § 12 shall apply correspondingly.

§ 14 Announcement of Examinations

- (1) The responsible body shall announce - in the case of course examinations in consultation with the responsible 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 those according to § 11 and the regulations resulting from the "Study-specific Regulations" in due time, at the latest six weeks after the beginning of the semester.
- (2) If necessary, examinations may also be held in lecture-free periods.
- (3) Supplementary examinations shall be determined as required and announced accordingly.

§ 15 Examination Registration and Withdrawal

- (1) Registration for all course examinations specified in the “Study-specific Regulations” takes place automatically.
- (2) Registration for supplementary examinations must be made by the student.
- (3) Withdrawal from a scheduled examination (according to the examination announcement - see § 14) is possible up to three days (deadline calculation according to § 32(1) AVG) before the examination date without giving reasons (by means of the student administration system) or, if valid reasons can be proven, up to the day of the examination date (by e-mail). The obligation to observe the deadlines stated in the „Study-specific Regulations“ remains unaffected and lies within the responsibility of the student. If a student withdraws from an examination he/she is automatically registered for the next resit.
- (4) Admission to a course examination may depend on the fulfilment of certain prerequisites (e.g. previous successful completion of selected courses within the module or the achievement of certain performances within the course).
- (5) Admission to a course examination that was held in a semester for which the student was on leave of absence or was not enrolled is inadmissible.

§ 16 Conduct of Examinations, Assessment

- (1) During the examination, students shall be given the opportunity to demonstrate the level of knowledge and skills acquired. Hereby, the learning outcomes and the workload have to be taken into consideration.
- (2) Oral examinations are public. If necessary, access may be restricted to a number of persons corresponding to the spatial conditions. At the student's request, listeners may be excluded. In the case of oral examinations conducted by a board of examiners, each member of the examination senate must be present during the entire examination period.
- (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 instruct another examiner to do so. 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 on the result of an examination (§ 19 “Assessment of examinations and grade calculation”) before an examination senate, in the case of several examinations for each course or each part in the case of supplementary examinations, must take place in a closed session of the examination senate following a discussion between the members. The examination senate reaches its decisions by majority vote; in the event of a tied vote the chairperson 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 must be announced after six weeks at the latest.

§ 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(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 submitted to the Study/Examination Board. Students need to prove their inability in a clear and convincing way. The submission of a medical certificate from a (public) health authority may be requested.

§ 18 Repetition of Examinations

- (1) If a module grade consists of several course examinations, only that course examination shall be repeated which was assessed as negative or "not assessable".
- (2) Upon a student's written request, but only after his/her first and second attempt to pass a certain exam, the responsible Study and Examination Board shall permit - once per examination - the repetition of a successfully completed (course) examination until the end of the second semester following the passing of this examination, but not later than the end of the respective studies. Upon receipt of the request for repetition, the successfully passed examination shall become null and void and shall be deemed „not assessable“, it is regarded as unsuccessful attempt.

- (3) Students are entitled to repeat each examination three times (except for supplementary examinations: single repetition without examination board). All attempts to pass a certain examination shall count towards the permissible number of attempts (four in total). The third repetition of an examination must be held before an examination board.
- (4) If a student fails an exam (insufficient, unsuccessfully completed or not assessable), registration for the next possible resit is done automatically. If a student has failed an examination after the first repetition or has applied for a repetition of an examination which has been assessed positively, he/she has the possibility to postpone the next examination date once upon request until after the course has been repeated (with the exception of advanced courses).
- (5) An examination is finally failed if the board examination is not passed.
- (6) 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 repetition dates are generally 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 grade. The achieved grade points result from the examination performance and the previously defined pass mark. The pass mark is set by the examiner according to the respective requirements. If no specific pass mark is defined in the examination announcement (§ 14), a pass mark of 60% applies. Whether a course is graded or is solely assessed by successful participation is determined in the „Study-specific Regulations“.

§ 20 Recognition of Study and Examination Achievements

On application, the Study and Examination Board of the respective degree program decides on the recognition of study and examination achievements achieved in other degree programs and at other recognized universities and recognized post-secondary educational institutions.

§ 21 Absence, Withdrawal, Deceit, Breach of Regulations

- (1) An examination shall be graded as “not assessable” and thus as an unsuccessful attempt at the examination if the student deregisters too late from the examination (§ 15(3) first case) or, without good reasons, does not appear (§ 15(3) second case) on the examination date for which he/she is registered or withdraws from the examination after the examination has started whereby the examination begins when the examination papers are handed out or when the first question is asked.
- (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. The submission of a medical certificate from a (public) health authority may be requested. If the reasons are recognized, the student is automatically registered for the repeat examination for the next date following the decision of the Study and Examination Board (analogous to § 18(5)).
- (3) If there is a valid reason in accordance with Sect. 2, the examination from which the withdrawal was made will not be counted against the total number of admissions to the examination.
- (4) If a student attempts to influence the result of his/her examination performance by deceiving or using not permitted (unauthorized) aids (cheat sheets, etc.), (including, for example, non-compliance with the current plagiarism guidelines of UNIT TIROL), the examination performance in question shall be considered “not assessable” and therefore not successful. The observer shall inform the students about the implications of such deceit, shall record possible incidents and shall secure any piece of evidence (cheat sheets, study materials, etc.) until a decision has been reached by the responsible Study and Examination Board.
- (5) A student disturbing the correct progress of an examination may be suspended from the examination by the respective examiner or observer. In this case, the examination performance in question shall be considered “not assessable” and therefore not successful.

- (6) In serious cases in accordance with Sect. 4 and 5, the Study and Examination Board may exclude and deregister the student from further examinations.

§ 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 responds to questions. The final examination is open to the public (at the student's request, audiences may be excluded in accordance with § 16(2) and is conducted by two examiners appointed 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 pursuant to § 16 and the assessment according to § 19. 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 UNIT TIROL's library.
- (6) The non-publication of a thesis is only possible in special 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 UNIT TIROL'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 of the final thesis and the name of the supervisor to the Study and Examination Board for approval. This application shall include an abstract of the topic with a working title and a short description of the problem, objectives, relevant literature and a work plan, which must be signed by the person responsible for the topic and by 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, RCSEQ or any other board for ethical/scientific questions outside of UNIT TIROL for approval, a statement etc. The date of application corresponds to the decision date 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 Sect. 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 Sect. 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 is to be determined from the grade points for the thesis (weighting two thirds) and the grade points for the final oral examination (weighting one third). The assessment 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 the Thesis

- (1) The written thesis and the final oral examination may be repeated once if they were graded "Insufficient" (grade 5); a second repetition is excluded. The written thesis may only be repeated with a new topic.
- (2) The thesis and the final oral examination are irrevocably "Insufficient" 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 of the studies is calculated from the arithmetic mean of all module grades, weighted according to their ECTS credit share. The overall grade is rounded to one decimal place.
- (3) If a student's admission to study expires pursuant to § 5, a certificate of the study and examination achievements to date will be issued upon application.

§ 29 Final Grade Certificate and Diploma

- (1) Based on the achieved study results, UNIT TIROL 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 successful completion of all the academic achievements required for the degree in accordance with the "Course-specific Regulations", the Rector shall award the graduate the academic degree or academic title without delay, at the latest within eight weeks. In addition, the graduate will be issued with a corresponding final grade certificate (transcript of records) and, if an academic degree is awarded, a Diploma Supplement.
- (3) Persons to whom the academic title has been awarded shall have the right to use it in the form specified in the award document, including abbreviated form, whereby the academic title may include a gender-specific 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(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(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) without decision-making powers. The other committees of UNIT TIROL provided for in the constitution shall be given the opportunity to comment on the respective „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 respective Study and Examination Board is responsible for any changes to accredited "Study-specific Regulations". These shall be brought to the attention of the Senate.
- (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

- (1) 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.
- (2) For persons without a high school diploma (Abitur), a studies admission exam can be set up to determine their qualification for a Bachelor study program at UNIT TIROL.

§ 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, etc. 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 include the following in a module guideline referred to as annex:

1. the total number of ECTS credits for the studies (Bachelor program: min. 180 ECTS credits; consecutive Master program: min. 120 ECTS credits; university course: min. 60 ECTS credits);
 2. the title of the study program and the academic degree to be awarded in the case of studies requiring accreditation, or the academic title in the case of studies not requiring accreditation, and its respective abbreviation;
 3. regular period of study, maximum duration of study;
 4. the modules and the allocation of lectures to modules and semesters;
 5. module and course description including relevant examination information and the amount of ECTS credits to be awarded;
 6. deadlines for certain study achievements;
 7. detailed provisions on joint programs or, if the studies are carried out jointly with another educational institution, the assignment of the courses to the participating educational institution.
- (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 substantial scope and the duration of oral final examinations, and shall announce them accordingly. Thus, the possibility is provided to write final theses in a foreign language.

Article III

Entry into Force/ Termination

- (1) After approval by the Senate of UNIT TIROL - Private University for Health Sciences, Medical Informatics and Technology, these Study and Examination Regulations shall enter into force on 01.10.2017.
- (2) All previous Study and Examination Regulations shall expire on 30.09.2017.

- (3) Art. I § 3 Sect. 5 Sentence 1 as amended on 10.07.2018 shall enter into force on 10.07.2018.
- (4) Art. I § 10 Sect. 1 Subsect. 2 and § 18 Sect. 2, 3 and 4 as amended on 10.07.2018 shall enter into force on 01.10.2018.
- (5) Art. I § 3 Sect. 6, § 11 Sect. 4 and 5, § 16 Sect. 5, § 24 Sect. 4, § 25 Sect. 8 as amended on 10.09.2019 shall enter into force on 16.09.2019.
- (6) Art. I § 1 Sect. 3, § 3 Sect. 1, 2, 3 and 6, § 4 Sect. 2 Subsect. 7 and Sect. 4, § 7 Sect. 3, 4 and 6, § 9 Sect. 6 and 7, § 10 Sect. 2 Ziff 2, § 11, § 12 Sect. 1, § 13 Sect. 2, § 14 Sect. 1 and 3, § 15 Sect. 3, § 16 Sect. 2 and 7, § 21 Sect. 1, § 24 Sect. 4 as amended on 14.07.2020 shall enter into force on 31.07.2020.
- (7) Art. II § 3 as amended on 14.07.2020 shall enter into force on 31.07.2020.

Hall in Tirol, 14.07.2020



Univ.-Prof. Dr. Harald Stummer
Chair of the Senate of UMIT TIROL



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

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

(passed by the UMIT TIROL 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 TIROL (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 TIROL 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 TIROL – 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 TIROL.

Due to the fact that a contractual relationship based on an agreement under private law shall be concluded between UMIT TIROL 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 UNIT TIROL 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.

UNIT TIROL's Grade Conversion System

In order to ensure transparency of UNIT TIROL's grading system, UNIT TIROL's Senate has passed the following tool for grade conversion per resolution on 09.04.2013. It is used for converting the UNIT TIROL grading system which was valid until the end of winter semester 2012/2013 (in short: A-F) into the newly introduced UNIT TIROL grading system which is effective from summer semester 2013 (in short: 1-5). This tool is intended solely for internal use within UNIT TIROL.

UNIT TIROL's Conversion System

Grade	Definition	ECTS Grade points old (n)	Grade points new
1	Very good (a particularly outstanding performance)	95 – 100 (A)	$91 + ((n - 95) / 5) * 9$
2	Good (a performance which is fully compliant with the requirements)	85 – 94 (B)	$81 + ((n - 85) / 9) * 9$
3	Satisfactory (a performance which is basically compliant with the requirements)	70 – 84 (C)	$71 + ((n - 70) / 14) * 9$
4	Sufficient (a performance, which, despite of its deficiencies, still meets the requirements)	40 – 69 (D, E)	$60 + ((n - 40) / 29) * 10$
5	Insufficient (a performance which does not meet the requirements)	0 – 39 (F)	$n * (59 / 39) = n * 1.51$

Accredited UNIT TIROL Grading System 1-5 (effective from summer semester 2013):

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 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	

Former UNIT TIROL Grading System A-F (valid until the end of winter semester 2012/2013):

Grade	Definition	Grade points
A	Outstanding (an exceptional performance)	95 - 100
B	Very good (a superior performance)	85 - 94
C	Good (an above average performance)	70 - 84
D	Satisfactory (an average performance)	55 - 69
E	Sufficient (a performance meeting the minimum requirements)	40 - 54
F	Fail	0 - 39