



Examination regula- tions

Faculty for Psychotherapy Sciences
Sigmund Freud Private University

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Examination regulations of the Sigmund Freud University: adapted by the Faculty Conference of the Faculty for Psychotherapy Science on June 26th 2020

I General information

- § 1 The applicable examination regulations must be brought to the attention of all students and lecturers by publication on the homepage of the university or the faculties offering the individual degree programmes. The examination regulations apply to all courses of study and university courses of the faculty, in particular to the bachelor's, master's and doctoral programmes.
- § 2 At the beginning of each course, students must be informed at the beginning of the semester about the way in which, and in particular the criteria for, performance assessment is carried out.

II Course types and examination modalities

§ 3 Lectures

- (1) The objective of a lecture (VO) is to convey to students the contents of the respective field of knowledge as defined in the accredited curriculum in the form of lectures by the lecturers. Students are not required to attend the lecture. The course is concluded with a written or oral examination. The subject matter of the examination may go beyond that presented in the lecture. The course lecturers must inform the students in good time of the in-depth literature to be acquired by the students in preparation for the examination in self-study.
- (2) Students have three examination dates open to them: the first takes place two weeks after the course, the second one month later and the third in the following semester.
- (3) The examination dates are announced after publication of the course catalogue. The examination papers will be assessed by the course administration in good time before the next examination date.
- (4) By analogous adoption of the relevant provisions of the University Act (§ 77, paragraph 2), students are entitled to repeat a failed examination three times. If there is no positive result after the third attempt (i.e. after two further repetitions), the fourth attempt is to be held by a commission.
- (5) In this case, the examination board consists of the course lecturer and a member of the Faculty for Psychotherapy Science with a habilitation. The examination questions must be submitted in writing and the candidate must be given 30 minutes preparation time. The preparation of the examination questions is carried out under the supervision of one of the two members of the examination senate. Failure to pass the examination by the board of examiners will result in the removal from the register of students of the candidate concerned.
- (6) The above provisions mean that students who do not take the first examination on the first examination date have the opportunity to repeat the examination on the second and/or third examination date in the following semesters on the dates set. The examination material always refers to the current lecture material, whereby it is the student's responsibility to obtain a corresponding overview of this examination material.
- (7) If the result of the examination is positive but unsatisfactory for the student, there is the possibility of repeating the examination once to improve the grade. In any case, the assessment of the last examination attempt is included in the final certificate (or Diploma Supplement).

§ 4 Exercises, proseminars, seminars

- (1) Exercises (UE), proseminars (PS) and seminars (SE) are courses with an immanent examination character. Students are generally required to attend these courses. For a positive conclusion of these courses, attendance is required for at least 80 per cent of the actual attendance time. Excepted from this are regulations for study courses with smaller study groups (cf. § 7 Regulations).
- (2) As the requirements necessary to provide proof of performance can be used:
 - a. the active participation of the students in the course (e.g. discussion contributions, presentations);
 - b. active participation in the development of material during the course (e.g. through presentations);
 - c. the post-processing of teaching content (e.g. in the form of written comments);
 - d. the drafting of written seminar papers.
- (3) However, the course lecturers are also free to conduct written intermediate examinations and/or a written final examination.
- (4) Students' written papers (seminar papers) must be submitted to the course director either by the end of the current semester (first submission deadline) or at the latest at the beginning of the following semester (second submission deadline). In justified exceptional cases, such papers may also be submitted during the current semester or at the latest by the end of the following semester.
- (5) The assessment of written work (e.g. seminar papers) by the course director must be carried out within four weeks of the stated submission deadlines.

§ 5 Integrated courses

- (1) Integrated courses (ILV) are courses in which lecture and exercise parts are combined. The sequence of lecture and practical exercise can be freely chosen by the course instructors, i.e. it can be flexibly arranged according to the respective contents. As in the case of exercises, proseminars and seminars, students are also required to attend the integrated courses – including the lecture parts.
- (2) Performance assessment is carried out according to the criteria listed for exercises, proseminars and seminars under 2.2.2. A written final examination is also mandatory.
- (3) A positive conclusion of the course requires that both examination parts – lecture part (written examination; cf. the regulations under 2.1 Lectures) and exercise part (presentations, written papers etc.) – have been assessed positively. The overall grade is determined from the two sub-grades by rounding up the average grade.
- (4) In the event of a negative assessment of the final written examination, this – and only this – part of the examination must be repeated in accordance with the regulations mentioned under 2.1. The work to be performed in the exercise parts (e.g. written papers) must – as stated under 2.2 – be completed by the students by the end of the following semester at the latest.

§ 6 Personality development, practical and internship reflections

- (1) Personality development (PE) and method-specific personality development (MPE) are courses designed to promote psychotherapeutic abilities and skills, in particular the spectrum of reflection and interaction related to one's own personality. Students are generally required to attend 100% of the courses. Reflections on practical training and practice (PRS) are courses to promote psychotherapeutic abilities and skills, in particular the reflection and interaction spectrum related to work with patients and persons in the psychosocial field. Students are generally required to attend 100% of the courses.

- (2) The successful participation of students in the course is to be taken into account as the necessary requirements for the provision of a certificate of achievement.

§ 7 Obligatory attendance

- (1) In the case of exercises, proseminars, seminars or integrated courses (and here also in the lecture parts), there is in principle an attendance requirement of at least 80 percent of the total attendance hours. In certain degree programmes with smaller study groups, such as the English Programme, the Doctoral Programme Psychotherapy Science and certain university courses, the attendance requirement may deviate from this. This must be announced by the course director in an information for students. Failure to meet the attendance requirement will result in a negative assessment of the course. Cases of hardship in the event of excused absence shall be taken into account– after consultation between the respective course director and the head of the study programme.
- (2) Courses with compulsory attendance are seminars (SE), proseminars (PS), exercises (UE), personality development (PE), method-specific personality development (MPE) and practical and practical reflections (PRS). Missed hours in courses marked PRS or MPE must be made up in any case.

§ 8 Grading

- (1) The Austrian grading system (1– very good; 2– good; 3– satisfactory; 4– sufficient; 5– not sufficient) is to be used. If this form of assessment is inappropriate (e.g. in the case of the course 'Personality Development' in the Study Programme Psychotherapy Science), the positive assessment must read 'successfully completed'.
- (2) If a course is held by several lecturers, who each conduct their own performance assessment for the parts they represent, the overall grade is determined by the course director from the individual sub-grades by rounding up the average grade.
- (3) If a performance assessment was demonstrably obtained by fraudulent means, the examination paper is to be graded as 'insufficient'.
- (4) An examination is deemed not to have been taken if the student drops out prematurely for an important reason. The decision on the existence of an important reason shall be made by the course director.
- (5) The above-mentioned regulations apply to all degree programmes and university courses of the Faculty for Psychotherapy Science. Grading in study programmes which are conducted at locations of implementation of the Sigmund Freud University outside Austria may, however, be adapted to the country-specific customary regulations, provided that the statutory provisions are observed. In such cases, a list of the conversion of Austrian grades into the grades of the respective other country is published in an annex to these examination regulations on the homepage of the respective location.

§ 9 Provisions on the conduct of audits

- (1) Students must register for the examination at least 24 hours before the examination date.
- (2) Examinations can be in written or oral form (individual or group examinations). Supervision of written examinations is normally the responsibility of the course director. Alternatively, other members of the permanent staff may also take over the supervision of examinations.
- (3) The written and oral exams can also be held in online format. In this format, an affidavit of the student's independently completed examination performance must be obtained.
- (4) The course of an oral examination must be recorded in writing by the examiners. The result of the examination is to be announced to the students after the examination. The examiners must explain any negative assessment to the students.

- (5) In the case of written examinations, students are to be granted access to the corrected examination papers on request.
- (6) Documents on course examinations must be archived. They can be destroyed at the earliest one year after the announcement of the assessments.

§ 10 Modular work

- (1) In the regular university study programmes and university courses conducted by the Faculty for Psychotherapy Science, the respective faculty management may optionally schedule an overall module examination in addition to a separate performance assessment of each individual course in a module.
- (2) The module examination (e.g. of Module A in the first semester of the Bachelor Programme Psychotherapy Science) is carried out by means of a module thesis. In order to provide evidence of all the competences to be acquired in the module in question, students must write a written paper in accordance with the learning objectives of the module courses, which must fulfil all formal criteria of academic papers.
- (3) All information on the structure and scope of the modular thesis, as well as the deadlines for submission are listed in the internal area of the Faculty for Psychotherapy Science website, whereby it is the students' responsibility to inform themselves about them.

§ 11 Equivalence check

- (1) In special cases, the faculty management may admit students to equivalence examinations if they can credibly demonstrate that they have made extraordinary contributions to Psychotherapy Science and its development in their previous scientific activities. The basis for the equivalence examination are the course descriptions of the respective courses of study in the valid versions. A corresponding, substantiated application must be submitted in writing to the Dean.
- (2) For the doctorate, the application must be submitted to the doctoral committee. The doctoral committee decides on the equivalence to be determined.

III Completion of study programmes

§ 12 Thesis for the bachelor's and master's degree

- (1) The supervision of bachelor's and master's degree thesis is generally provided for by members of the teaching and research staff at the Sigmund Freud University, and, as appropriate, also by external lecturers who have themselves produced relevant academic work. A list of the persons entitled to supervise (reviewers or tutors) must be made known to the students of the respective study programmes.
- (2) Several students are permitted to work on a topic together. A prerequisite is that the individual achievements of the students are to be assessed separately. The final version of the thesis must therefore clearly indicate which parts which student has worked on independently.
- (3) Each thesis must include a sworn statement that it has been independently written by the author concerned and has not been submitted to any other body for a similar purpose.
- (4) Instead of a thesis for the bachelor's or master's degree, a publication can be submitted. The publication must meet the faculty-specific criteria (see 1.7.3).
- (5) It is permissible to write a thesis in English.
- (6) The final version of the final thesis must be submitted to the secretariat in the form of a bound copy and in electronic form at the latest when registering for the final examination.

- (7) The assessment of a thesis must be carried out within a period of four weeks.
- (8) The assessment of a final thesis shall be justified in writing by the assessors on the basis of a defined catalogue of criteria, which shall be explained to the students in detail.
- (9) The final papers are to be graded according to the grading system customary in Austria (1 – very good; 2 – good; 3– satisfactory; 4– sufficient; 5– insufficient).
- (10) For study programmes at locations of implementation of the Sigmund Freud University outside Austria, the possibilities for adaptation to country-specific regulations as set out in section 2.4 apply. The admission of the candidate to the final examination is linked to a positive assessment of the final thesis.
- (11) The author of a thesis is entitled to have it blocked for use by others for a maximum period of five years. A corresponding application by the student with a detailed justification shall be submitted to the head of the study programme. All resources which are available to students in the course of their study programmes may be used for the writing of a final dissertation. There is no entitlement to separate resources.

§ 13 Bachelor's thesis

- (1) The bachelor's thesis documents that the student is able to work on a practice-relevant topic from a subject area corresponding to the field of study using scientific terms, methods and concepts.
- (2) The 5th and 6th semesters are available to students for the writing of the bachelor thesis in Psychotherapy Science, the development of a research question and the approval of an exposé are prerequisites. The supervisor is also the assessor of the bachelor thesis and the first examiner of the bachelor examination. A second examiner and a second examination subject must be selected and indicated on the exposé. The supervisor and the second examiners declare their agreement by signing the exposé.
- (3) The approval of the submitted exposé by the programme management constitutes the official start of the writing of the bachelor thesis. Any change regarding the subject or the supervisor must be immediately notified to the Study Service Centre for Psychotherapy Science.
- (4) **The content and formal requirements for the bachelor thesis are published by the Faculty in the Information Sheet for Thesis.**

§ 14 Master's thesis

- (1) The Master's thesis documents that the student is capable of independently writing a scientific paper in the respective subject area of the completed study programme.
- (2) The 3rd and 4th semesters are available to students for writing their Master's thesis in Psychotherapy Science. The approval of the submitted exposé by the Head of Studies constitutes the official start of the writing of the Master's thesis.
- (3) The names of the supervisor, of the tutor and the second examiner for the Master's examination must be stated on the application form. Any change with regard to the subject or the supervisor must be reported immediately to the Study Service Centre for Psychotherapy Studies.
- (4) The content and formal requirements for the Master's thesis are published by the Faculty in the Information Sheet for Thesis.

§ 15 Publication instead of thesis

The option of publication instead of a final thesis is available for bachelor's and master's thesis.

- (1) The decision on the submission of a publication is made in consultation with the supervisor and approved by the faculty management.

- (2) Sigmund Freud University affiliation must be explicitly mentioned in the publication. Otherwise, the publication will not be recognised as a thesis.
- (3) The student is the first author. Whether the supervisor appears as a second author is up to the supervisor.
- (4) Admission to the master's examination is only possible if the contribution has been accepted by the journal or the publisher or, in the case of book contributions, by the editor (written confirmation of acceptance must be submitted).
- (5) It is not necessary that the publication has already been published in order to take the exam.
- (6) The Sigmund Freud University does not provide a budget for Open Access online publications that are subject to a fee.
- (7) Criteria that the publication must meet:
 - a. For journals: peer reviewed
 - b. Language of publication can be German or English
 - c. Impact factor of the magazine is not a criterion
 - d. The Sigmund Freud University internal journals (Sigmund Freud University Forschungsbulletin; journal for independent psychoanalytical research and individual psychology) are not available
 - e. The publishers whose business idea is the publication of the thesis (e.g. Grin-Verlag, Akademikerverlag – not to be confused with Akademie-Verlag;) are not acceptable publication organs
 - f. With regard to book publications or publications of book contributions, it is the responsibility of the first examiner to check the quality of the psychotherapy-scientific requirements and to issue the release here
 - g. The list of journals that are eligible for publication is available at the Studies Service Centre of Psychotherapy Science and in the library. Newly accepted journals are suggested by the library or the student and/or the supervisor and must be approved by the faculty management before the contribution is submitted for publication.

§ 16 Final examination for the bachelor's and master's degree

The final examination for the bachelor's and master's degree is intended to determine whether the students have acquired the competences specified in the modules of the accreditation application. It is therefore an overall examination on the contents of the study programme.

- (1) The final examination is carried out by a commission, i.e. before an examination senate. Admission to the final examination by the board of examiners requires the positive completion of all courses of the curriculum and the approval of the final thesis.
The final examination is open to the public.
- (2) To prepare for the exams, students select their exam literature or exam topics from a list published on the homepage of the respective study programme.
- (3) Parts of the examination or the entire examination can also be held in English if the students wish so.
- (4) If one of the agreed examination subjects is assessed as 'insufficient', the entire commission examination must be repeated. Failed final examinations may be repeated twice.

§ 17 Bachelor's examination

- (1) The Bachelor's examination in Psychotherapy Science consists of an examination board consisting of the supervisors and assessors of the bachelor's thesis and a second examiner. Both examiners are members of the Sigmund Freud University academic staff. The first examiner is responsible for the proper recording of the examination procedure.

- (2) Two examination subjects are examined. The first examination subject comprises the presentation and discussion of the bachelor's thesis. The content and scope of the second examination subject must be agreed upon by the students with the second examiner in good time before the examination.
- (3) The assessment of performance (grading system 1 to 5) in the two examination subjects is determined jointly by the examiners after consultation and represents an average mark. It is made up of the individual grades of both examination subjects and the grade of the final thesis.

§ 18 Master's examination

- (1) The Master's examination in Psychotherapy Science consists of an examination board consisting of the supervisor and the reviewer of the Master's thesis and a second examiner. The examiners are members of the permanent staff of the Sigmund Freud University who have completed their habilitation or doctorate. The first examiner is responsible for proper recording of the examination procedure.
- (2) Two examination subjects are examined. The first examination subject covers the presentation and defence of the Master's thesis. The content and scope of the second examination subject is to be agreed with the second examiner in good time before the examination.
- (3) The assessment of performance (grading system 1 to 5) in the two examination subjects is determined jointly by the examiners after consultation and represents an average mark. It is made up of the individual grades of both examination subjects and the grade of the final thesis.
- (4) The test itself is to be carried out in the manner of a defensio: The candidate has to present a critical presentation of his/her work to the examination senate and subsequently defend its validity against objections in the discussion.
- (5) The assessment of performance (grading system 1 to 5; for study programmes at locations of implementation of the Sigmund Freud University outside Austria the possibilities for adaptation to country-specific regulations as set out in section 2.4 apply) is determined in an overall grade after joint consultation.

IV Transition from the Bachelor's to the Master's programme Psychotherapy Science

§ 19 Admission of graduates of the Bachelor Programme Psychotherapy Science to the Master Programme Psychotherapy Science

The Master Programme Psychotherapy Science can be commenced despite the absence of a bachelor's degree. However, the bachelor's degree must be completed by the end of the 2nd semester of the Master Programme Psychotherapy Science at the latest. There must be at least two semesters between the bachelor's and master's degree.

V Thesis for the doctorate (dissertation)

§ 20 In the Doctoral Programme Psychotherapy Science, a dissertation is to be written which serves to demonstrate the ability to independently deal with scientific issues and must contain new scientific results. Doctoral thesis should in principle be written in a form suitable for publication. The Sigmund Freud University provides support in the selection of suitable publication organs and media.

§ 21 Students are entitled to propose a topic of their choice.

- § 22 Certain subject areas require the approval of the Ethics Committee. Further information can be obtained from the homepage of the same. Students must independently submit their thesis to the ethics committee in consultation with their supervisor.
- § 23 The dissertation must be accompanied by summaries (abstract) in German and English as well as an affidavit that no aids other than those specified (bibliography) were used in the writing of the dissertation, that quotations were identified as such, relevant oral suggestions or other aids from third parties were made recognisable.
- § 24 The work submitted to the Psychotherapy Science Doctoral Office and approved by the supervisor is evaluated by two university professors with a habilitation, at least one of whom must be a member of the Sigmund Freud University teaching staff. Both of them independently of each other prepare a detailed scientific report in accordance with the points given by the Doctoral Programme Psychotherapy Science Commission.
- § 25 If the dissertation has been submitted, it must be reviewed within four months. The reports are to be given a numerical mark (1 to 5).

§ 26 Cumulative dissertation

Instead of a full text, it is possible to prepare a cumulative dissertation. The following guidelines apply:

- (1) Subject
The topic of the dissertation must be related to Psychotherapy Science.
- (2) The publications to be submitted must deal with a coherent research topic. The dissertation must therefore not consist of a mere stringing together of unrelated publications.
- (3) Content design
The scientific services for the dissertation contributions are to be rendered predominantly independently.
The cumulative dissertation must consist of at least two scientific articles as first author and one scientific article as co-author.
However, since complex research topics can often only be worked on within larger research groups and in cooperation with others, articles can also be submitted as co-authors. These will be weighted differently depending on whether the article was written as a main author or co-author. For all joint publications, a declaration by all authors must be included, which represents the contribution of each author.
The introduction must contain a theoretical part including methodology and a presentation of the research topic in methodological terms.
Transitions and connections between the individual publications must be established. The dissertation must conclude with a reflection, discussion and summary.
- (4) Suitable publications
Publications are eligible for publication:
Articles in peer-reviewed journals with an impact factor (at least standard journals). The articles must be main articles; no research notes, reviews, conference abstracts or similar.
The contributions may already have been published or must have been accepted for publication.
- (5) Task of the reviewers
The appointed reviewers evaluate the entire work. They are in no way bound in their evaluation by the publication that has already taken place or by a promise of publication for an article.
Co-authors of submitted publications cannot be reviewers.

- (6) Exclusion of publications for use
Submitted publications must not have already been used for another academic degree procedure. An affidavit to this effect must be enclosed.
- (7) The application for the submission of a cumulative dissertation must be submitted to the doctoral committee. A three-member commission set up for this purpose decides on the acceptance of the application.

§ 27 Final examination for the doctorate (Rigorousum)

- (1) The release for the viva voce includes the proof of completion of all courses and modules of the curriculum, the confirmation of the accounting department of the payment of all tuition fees as well as the approval of the ethics committee in the case of work that requires its consent. Furthermore, the completed dissertation is checked by the Doctoral Office PSychotherapy Science with the help of a plagiarism programme. Likewise, two positive expert opinions must be submitted in written form.
- (2) The viva voce is to be taken in the form of a public overall examination by a commission. As a rule, this should be held no later than six months after submission of the written dissertation and should comprise
 - a. an interview with the candidate, in which the research approach and central results of the dissertation are discussed. The expert opinions are to be taken into account.
 - b. a topic from the field of Psychotherapy Science, which must not overlap with the dissertation topic. This topic is agreed upon with the second examiner, who examines it with the main focus, while the supervisor or reviewer (unless the supervisor has been habilitated) mainly conducts the first part of the viva, i.e. the discussion of the dissertation. The examination chairman is entitled to ask questions. At the request of the candidate and with the consent of the examination board, the viva can be held in English, provided that the assessment is guaranteed. Other foreign languages must be requested from the Doctoral Programme Psychotherapie Science Commission.
- (3) The board of examiners of the commission examination consists of three members.
- (4) Supervisors are not allowed to write expertises, but they act as first examiners, provided they have been habilitated. If the supervisor has not habilitated, a reviewer will take over this function:

Supervisor habilitated	Supervisor not habilitated
Supervisor acts as initial examiner	Reviewer A or B acts as initial reviewer
Reviewer A or B acts as second reviewer	Reviewer B or A acts as second reviewer
Chair: Habilitated or professor, both permanent staff, neither supervisor nor reviewer	Chair: Habilitated or professor, both permanent staff, neither supervisor nor reviewer

- (5) The assessment is carried out in non-public consultation by the examination board.
 - a. The evaluation of the dissertation is the sum of the evaluation of the two expert opinions. If the sum is a grade with the decimal number 0.5, the grade is rounded off mathematically.
 - b. Since the oral examination consists of two sub-tests, two marks will be awarded and the sum of these marks will be calculated as in point a).
 - c. Overall assessment of the qualification:
 - α) passed with distinction (overall grade average ≤ 1.40)
For the calculation of the grade point average, the performance may only consist of the grades 1 (very good) and 2 (good). The grading of the dissertation and the viva is decisive for this, whereby the dissertation is weighted with 120 ECTS points and the viva with 5 ECTS points. This weighting means that an award can only be given if the dissertation has been graded very well and the viva voce at least good.

- β) passed
Positive completion of all courses, exams and thesis.
 - γ) not passed
- (6) The result of the examination must be communicated to the candidate immediately after the decision is taken. If the examination was assessed negatively (failed), the reasons must be explained. The possibility of repeating the viva voce is granted. The title and assessment of the dissertation must be stated in the Transcript of Records.
- (7) If a breach of the affidavit is established, the entire examination is automatically considered 'failed' and the doctorate is declared null and void. In this case, an application can be made to the Doctoral Programme Psychotherapy Science Commission for renewed admission to doctoral study programmes, including the drafting of a new dissertation project, in which case the Doctoral Programme Psychotherapy Science Commission is free to refuse renewed admission. All completed courses can be credited, provided that there have been no curricular changes.

VI Plagiarism regulation

- § 28 Each thesis must include a declaration in lieu of an oath that it has been written independently by the author concerned and has not been submitted to any other body for a similar purpose.
- § 29 Each written work will be examined with regard to its authorship. Proof of plagiarism has the direct consequence that the performance in the certificate is assessed as 'insufficient'. In the event of a disputed seminar paper, the course must be repeated and a new paper on a new topic must be written. In the first instance, the competent decision-making body is the Faculty Management, in the case of repetition, the Study Commission. In the case of objectionable academic qualification papers whose completion is directly linked to the award of an academic degree, a new paper on a new topic must be written.
- § 30 An internal file is created for each case of plagiarism. A repeat case can lead to the de-registration of the student concerned. In any case, affected students are to be heard for comment.