

Examination regulations

the

Faculty of Psychotherapy Science of the
Sigmund Freud Private University

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I General

1 The valid examination regulations shall be brought to the attention of all students and teachers by publication on the homepage of the university or of the faculties conducting the individual study programmes. The examination regulations shall apply to all degree programmes and university courses of the faculty, in particular to the bachelor's degree, master's degree and doctorate programmes in psychotherapy science.

§ 2 Students must be informed in each course at the beginning of the semester about the manner, and in particular the criteria, of performance assessment.

II Course types and examination modalities

§ 3 Lectures

- (1) The aim of a lecture (VO) is to convey to the students the contents of the respective field of knowledge laid down in the accredited curriculum in the form of lectures by the lecturers. Students are not required to be present. The course is concluded with a written or oral examination. The subject matter of the examination can go beyond the material presented in the lecture. The advanced literature to be acquired by the students in preparation for the examination in self-study is to be announced by the course instructors in good time.
- (2) Students have three examination dates at their disposal: the first date takes place two weeks after the course, the second one month later and the third one in the following semester. At the locations of implementation and in the English-language study programme, the format may deviate from this: then the first date takes place in the current semester, the second at the beginning of the following semester and the third in the course of the following semester.
- (3) The examination dates are announced after publication of the course catalogue. The assessment of the examination papers by the course director takes place in good time before the next examination date.
- (4) In analogy to the corresponding regulations of the University Act (§ 77, Para. 2), students are entitled to retake a negatively assessed examination three times. If there is no positive examination result after the third retake (i.e. after two further retakes), the fourth retake must be held by the board.
- (5) In this case, the examination board consists of the course instructor and a habilitated member of the Faculty of Psychotherapy Science. The examination questions are to be submitted in writing and the candidate is to be granted a preparation time of 30 minutes. The preparation of the examination questions takes place under the supervision of one of the two members of the examination senate. A failed commission- nal examination will result in the exmatriculation of the candidate concerned.
- (6) Due to the above-mentioned regulations, students who do not appear at the first examination date have the possibility to repeat the examination in the following semesters at the set dates in case of a negative examination at the second and/or third examination date. The examination material always refers to the current lecture material, whereby it is the student's task to obtain a corresponding overview of this examination material.
- (7) If the examination result is positive but not satisfactory for the student, it is possible to repeat the examination once in order to improve the grade. In any case, the assessment of

the last examination will be included in the degree certificate (or in the Diploma Supplement).

§ 4 Exercises, Proseminars, Seminars

- (1) Exercises (UE), proseminars (PS) and seminars (SE) are courses with an immanent examination character. Attendance is compulsory for all students. For a positive completion of these courses, an attendance requirement of at least 80 percent of the actual attendance time applies. Exceptions to this are regulations for study programmes with smaller study groups (see § 7 of these regulations).
- (2) As the requirements necessary to provide a performance record can be used:
 - a. the active participation of the students in the course (e.g. contributions to discussions, presentations);
 - b. active participation in the development of the material during the course (e.g. through presentations);
 - c. the follow-up of teaching content (e.g. in the form of written comments);
 - d. the writing of written seminar papers.
- (3) However, the course instructors are also free to conduct written mid-term examinations and/or a written final examination.
- (4) Students' written work (seminar papers) must be submitted to the course instructor either by the end of the current semester (first deadline) or at the latest at the beginning of the following semester (second deadline). In justified exceptional cases, such work can also be submitted during the semester, but at the latest by the end of the following semester.
- (5) The assessment of written work (e.g. seminar papers) by the course lecturer must be carried out within four weeks of the specified 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. flexibly designed according to the respective content. As in the case of exercises, proseminars and seminars, attendance is compulsory for students in the integrated courses, including the lecture parts.
- (2) The performance assessment is carried out according to the following rules for exercises, proseminars and seminars criteria listed above. In addition, a written final examination is mandatory.

- (3) A positive completion of the course requires that both parts of the examination - the lecture part (written examination; cf. the regulations under §3(1)) and the exercise part (presentations, written work etc. under §4(2)) - have been assessed positively. The overall grade is determined from the two partial grades by rounding up the average grade.
- (4) In the case of a negative assessment of the written final examination, this - and only this - part of the examination must be taken again in accordance with the regulations mentioned under §3. The performances to be rendered in the exercise parts (e.g. written work) must - as stated under §4 - be rendered by the students by the end of the following semester at the latest.

§ 6 Personal development, internship and practice reflections

- (1) Personality development (PE) and method-specific personality development (MPE) are courses designed to promote psychotherapeutic skills and abilities, in particular the spectrum of reflection and interaction related to the individual personality. Students are required to attend 100 percent of the course. Internship and practice reflections (PRS) are courses for the advancement of psychotherapeutic skills and abilities, in particular the spectrum of reflection and interaction related to work with patients and persons in the psychosocial field. Students are required to be present 100% of the time.
- (2) The successful participation of the students in the course is to be taken as the requirements necessary for the achievement of a certificate of achievement.

7 Duty of attendance

- (1) In exercises, proseminars, seminars and integrated courses (including the lecture parts), attendance is generally required to be at least 80 percent of the total attendance hours. In certain study programmes with smaller study groups, such as the English Programme, the Doctorate in Psychotherapy Science and certain university courses, the attendance requirement may deviate from this. This has to be communicated by the head of the study programme 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 case of excused absence are
 - after consultation of the respective course instructor with 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 internship and practice reflections (PRS). Absence from courses marked with PRS or MPE must be made up in any case.

§ 8 Grading

The grading has to be done in the Austrian grading system (1 - very good; 2 - good; 3 - satisfactory; 4 - sufficient; 5 - not sufficient). If this form of assessment is not appropriate (e.g. in the case of the course "Personality Development" in the degree programmes in Psychotherapy Science), the positive assessment must be "successfully completed".

- (1) If a course is taught by several lecturers who each carry out their own performance assessment for the parts they represent, the overall grade is determined by the head of the degree programme from the individual partial grades by rounding up the average grade.
- (2) If it can be proved that a performance appraisal was carried out using unauthorised aids the examination paper is to be assessed as "unsatisfactory".
- (3) 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 is the responsibility of the course instructor.
- (4) The above-mentioned regulations apply to all study programmes and university courses of the Faculty of Psychotherapy Science. The grading in study programmes which are carried out at the locations of Sigmund Freud University outside Austria can, however, be adapted to the country-specific regulations, provided that the legal requirements are met. In these cases, a list for the conversion of Austrian grades into the grades of the respective other country will be published in an appendix to these examination regulations on the homepage of the respective place of performance.

§ 9 Provisions on the conduct of the examination

- (1) Students must register for the examination in good time before the examination date. The current information on exam registration is to be made publicly available to the students.
- (2) Examinations can be carried out in written or oral form (individual examinations or group examinations). Supervision of written examinations is usually the responsibility of the course instructor. Alternatively, other members of the permanent staff may supervise the examinations.
- (3) The written and oral examinations may also be conducted in online format. In this format, an affidavit of the student's independent examination performance must be obtained.
- (4) The course of an oral examination is to be recorded in writing by the examiners. The result of the examination is to be announced to the students after the examination. A negative assessment is to be explained to the students by the examiner
- (5) In the case of written examinations, students shall be allowed to inspect the corrected examination sheets on request.
- (6) Records of course examinations are to be archived for a limited period of time in accordance with the applicable rules of the Basic Data Protection Regulation.

§ 10 Module work

- (1) In the ordinary university degree programmes and university courses conducted by the Faculty of Psychotherapy Science, the respective faculty can also set an overall module examination in addition to a separate performance assessment of the individual courses in a module.
 - (2) The module examination (e.g. of module A in the 1st semester of the bachelor's degree programme in psychotherapy science) takes the form of a module paper. In order to prove all competences to be acquired in the module in question, students must complete a
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written work according to the learning objectives of the module courses, which must fulfil all formal criteria of academic work.

- (3) All information on the structure and scope of the module work, as well as the deadlines for submission, are listed in the internal area of the Faculty of Psychotherapy Science website, and it is the students' responsibility to inform themselves about this.

§ 11 Equivalence test

- (1) In special cases, the faculty management may admit students to equivalence examinations who can credibly demonstrate that they have made extraordinary contributions to the science of psychotherapy and its development in their previous academic work. The basis for the examination of equivalence are the course descriptions of the respective degree programmes in the current versions. A corresponding, justified application must be submitted in writing to the dean.
- (2) For the Doctorate in Psychotherapy Science programme, the application must be submitted to the Pro- motions Committee. The doctoral committee decides on the equivalence to be established.

III Completion of studies

§ 12 Thesis for the Bachelor's and Master's Degree Programmes in Psychotherapy Science

- (1) As a rule, members of the teaching and research staff at Sigmund Freud University are designated to supervise bachelor's and master's degree theses, as well as external lecturers who have themselves performed academic work relevant to the subject. A list of the persons authorised to supervise (reviewers or supervisors) is to be made known to the students of the respective degree programmes.
- (2) The joint processing of a topic by several students is permissible. The prerequisite is that the individual performances of the students are to be assessed separately from each other. The final version of the paper must therefore clearly indicate which parts were worked on independently by which student.
- (3) Each thesis must include a sworn statement that it was written independently by the author 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 fulfil the faculty-specific criteria (see § 15(7)).
- (5) It is permissible to write a thesis in English or in the national language of the respective place of performance. to be written.
- (6) The final version of the thesis must be submitted to the secretary's office in the form of a bound copy and in electronic form at the latest when registering for the final examination.
- (7) The evaluation of a thesis has to take place within a period of four weeks.

- (8) The assessment of a thesis is to be justified in writing by the assessors on the basis of a defined catalogue of criteria, which is to 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 Sigmund Freud University outside of Austria, the possibilities for adaptation to country-specific regulations set out in § 8 (5) 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 is to be submitted to the Board of Studies; the head of the degree programme is to be informed by the student in advance. All resources that are available to students in the course of their studies at the university can be used for writing a thesis. There is no entitlement to separate resources.

§ 13 Baccalaureate 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 writing the bachelor's thesis in Psychotherapy Science. The development of a research question and the approval of an exposé are prerequisites. The supervisor is also the examiner of the baccalaureate thesis and the first examiner of the baccalaureate examination. A second examiner and a second examination subject must be chosen and indicated on the exposé. The supervisor and the second examiner declare their consent by signing the exposé.
- (3) The approval of the submitted exposé by the head of the study programme represents the official start of the writing of the bachelor's thesis. The Study Service Center for Psychotherapy Science must be informed immediately of any change in the topic or the supervisor.
- (4) The content and formal requirements for the bachelor's thesis are published by the faculty in the information sheet for theses.

§ 14 Master's thesis

- (1) The Master's thesis documents that the student is able to independently carry out a scientific work from the respective subject area of the completed degree programme.
 - (2) The 3rd and 4th semesters are available to students for writing the Master's thesis in Psychotherapy Science. The approval of the submitted exposé by the director of studies represents the official start of the writing of the master's thesis.
 - (3) The names of the supervisor and the second examiner for the Master's examination must be indicated on the application form. Any change in relation to the topic
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or the supervisor must be reported immediately to the Study Service Center for Psychotherapy Science.

- (4) The content and formal requirements for the Master's thesis are published by the faculty in the information sheet for theses.

15 Publication instead of thesis

The possibility of publication instead of a thesis is given for bachelor's and master's theses.

- (1) The decision on the submission of a publication is made in consultation with the supervisor and approved by the faculty management.
- (2) The Sigmund Freud Private University Affiliation must be explicitly listed in the publication. Otherwise, the publication will not be recognized as a thesis.
- (3) The student is the first author. Whether the supervisor appears as second author is up to the supervisor.
- (4) An examination for the Master's degree is only possible when 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 for the publication to have already been published in order to take the examination.
- (6) Sigmund Freud University does not provide a budget for paid Open Access online publications.
- (7) Criteria that the publication must meet:
 - a. for journals: peer reviewed
 - b. The language of publication may be German, English or the national language of the respective place of performance.
 - c. Impact factor of the journal is not a criterion
 - d. the internal journals of Sigmund Freud PrivatUniversität (e.g. Sigmund Freud PrivatUniversität Forschungsbulletin; Zeitschrift für freie psychoanalytische Forschung und Individualpsychologie) are not available
 - e. publishing houses whose business idea is the publication of theses (e.g. Grin Verlag, Akademikerverlag) are not acceptable publication organs.
 - f. With regard to book publications or book article publications, it is the responsibility of the first examiner to check the quality with regard to psychotherapeutic requirements and to grant approval.
 - g. The list of journals that are eligible for publication is available in the Study Service Center of Psychotherapy Science and in the library. Newly accepted journals are suggested by the library or by the student and/or the supervisor and have to be approved by the faculty before the article is submitted for publication.

§ 16 Final examination of the bachelor's and master's degree courses in psychotherapy science

The final examination of the bachelor's and master's degree programmes in psycho-therapy science is intended to determine whether the students have acquired the competences specified in the modules of the accreditation application. It is also an overall examination of the contents of the study programme.

- (1) The final examination is conducted by a board of examiners, i.e. before a board of examiners. Admission to the final examination requires the positive completion of all courses of the curriculum and the approval of the final thesis. The board examination is open to the public.
- (2) To prepare for the examination, students select their examination literature or examination topics from a list published on the homepage of the respective degree programme.
- (3) Parts of the examination or the entire examination can also be held in English or in the national language of the place of performance at the student's request. be held.
- (4) If one of the agreed examination subjects is assessed as "not sufficient", the entire board examination must be repeated. Failed final examinations may be repeated twice.

§ 17 Baccalaureate examination

- (1) The bachelor's degree examination in Psychotherapy Science consists of an examination board, which includes the supervisor and examiner of the bachelor's degree thesis and a second examiner. Both examiners are members of the academic staff of Sigmund Freud University. 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 are to be agreed by the students with the second examiner in good time before the examination.
- (3) The assessment of the performance (grading system 1 to 5) in the two examination subjects is determined jointly by the examiners after consultation and represents an average grade. It is composed of the individual grades of both examination subjects and the grade of the final paper.

§ 18 Master's examination

- (1) The Master's examination in Psychotherapy Science consists of an examination committee, which includes the supervisor and the examiner of the Master's thesis and a second examiner. The examiners belong to the habilitated or promoted members of the regular staff of Sigmund Freud University. 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 defence of the Master's thesis. The content and scope of the second examination subject must be agreed with the second examiner in good time before the examination.
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- (3) The assessment of the performance (grading system 1 to 5) in the two examination subjects is determined jointly by the examiners after consultation and represents an average grade. It is composed of the individual grades of both examination subjects and the grade of the final paper.
- (4) The examination itself is to be conducted in the form of a defensio: The candidate has to present a critical account of his/her work to the examination board and then defend its value against objections in the discussion.
- (5) The assessment of the performance (grading system 1 to 5; for study programs at places of implementation of the Sigmund Freud PrivatUniversität outside Austria, the recorded possibilities of adaptation to country-specific regulations apply) is determined in an overall grade after joint consultation.

I VTransfer from the baccalaureate to the master's degree programme

- 19 Admission of graduates of the bachelor's degree programme in psychotherapy science to the master's degree programme in psychotherapy science

The Master's degree programme in Psychotherapy Science can be started despite not having completed the Bachelor's degree programme in Psychotherapy Science. However, the bachelor's degree must be completed at the latest by the end of the second semester of the Master of Science in Psychotherapy programme. At least two semesters must lie between the bachelor's degree and the master's degree.

VAbschlussarbeit für den Studiengang Doktorat der Psychotherapiewissenschaft (Dissertation)

- 20 In the Doctorate of Psychotherapy Science programme, a dissertation must be written which serves to demonstrate the ability to independently deal with scientific issues and must contain new scientific results. Dissertations should always be written in a publishable form. 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 topics require the approval of the Ethics Committee. Further information can be found on the homepage of the ethics committee. The students have to make the submission to the ethics committee independently in consultation with the supervisor.

- 23 The dissertation must be accompanied by summaries (abstracts) in German and English as well as a sworn affirmation that no aids other than those specified were used in the writing of the dissertation.

The author is of the opinion that the information contained in the report is accurate, that quotations are identified as such, and that relevant oral suggestions or other assistance from third parties have been made recognisable.

24 The evaluation of the thesis submitted to the Doctoral Office for Psychotherapy Science and approved by the supervisor is carried out by two habilitated university professors, at least one of whom must be a member of the teaching staff of Sigmund Freud University. Both of them independently prepare a detailed scientific report according to the points set by the doctoral committee.

25 Once the dissertation has been submitted, it must be assessed within four months. The reviews are to be given a numerical grade (1 to 5).

§ 26 Cumulative dissertation

In lieu of a full dissertation, it is possible to complete a cumulative dissertation. The following guidelines apply:

(1) Subject

The topic of the dissertation contributions must be related to psychotherapy science (PTW).

(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 thematically unrelated publications.

(3) Content design

The scientific services for the dissertation contributions are to be provided mainly on one's own.

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 dealt with within the framework of larger research groups and in cooperation with others, articles can also be submitted as co-authors. These are weighted differently depending on whether the article was written as a main author or as a co-author. For all joint publications, a statement by all authors must be included, which represents the contribution of the individual authors.

The introduction must contain a theoretical part including methodology and a statement of the research topic in methodological terms.

Transitions and connections are to be made between the individual publications. The dissertation has to conclude with a reflection, discussion and summary.

(4) Suitable publications

Eligible publications include:

Articles in peer-reviewed journals with impact factor (at least standard journals). They must be main articles; these must not be 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 evaluators

The appointed reviewers assess the work as a whole; in their assessment they are

is in no way bound by the publication that has already taken place or by a publication commitment for an article.

Co-authors of submitted publications cannot be reviewers.

- (6) Exclusion of publications for use
Publications submitted 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 committee set up for this purpose decides on the acceptance of the application.

§ 27 Final examination for the Doctorate of Psychotherapy Science (Rigoro- sum) programme

- (1) Clearance for the viva includes proof of completion of all courses and modules of the curriculum, confirmation from the accounting department that all tuition fees have been paid, and approval from the ethics committee for work that requires their approval. Furthermore, the completed dissertation is checked by the Doctoral Office Psychotherapy Science with the help of a plagiarism program. Likewise, two positive expert opinions must be submitted in written form.
- (2) The viva is to be taken in the form of a public comprehensive examination. As a rule, this should be held no later than six months after submission of the written dissertation and comprises:
 - a. an interview with the candidate in which the research approach and central results of the dissertation are discussed. In this context, the expert opinions are to be addressed.
 - b. a topic from the field of psychotherapy science, which may not overlap with the dissertation topic. This topic will be agreed upon with the second examiner, who will examine it as a focal point, while the supervisor or reviewer (if the supervisor does not hold a habilitation) will mainly conduct the first part of the viva voce, i.e. the discussion about the dissertation. The examination chairperson is entitled to ask questions. At the request of the candidate and with the consent of the examination committee, the viva voce may be held in English, provided that the assessment is guaranteed. Other foreign languages must be requested from the doctoral committee.
- (3) The board of examiners for the board examination consists of three members.
- (4) Supervisors are not allowed to write reviews, but they act as the first examiner if they have a habilitation. If the supervisor does not have a habilitation, this function is assumed by a reviewer:

Supervisor habilitated	Supervisor not habilitated
Supervisor acts as first examiner	Reviewer A or B acts as the initial reviewer
Assessor A or B acts as second examiner	Reviewer B or A acts as second examiner
Chair: post-doctoral lecturer or professor, both permanent staff, neither supervisor nor reviewer	Chair: post-doctoral lecturer or professor, both regular staff, neither supervisor nor reviewer

- (5) The assessment is carried out in non-public consultation by the examination board.
- a. The assessment of the dissertation results from the sum of the assessment of the two reviews. If the sum results in a grade with the decimal number 0.5, the grade is mathematically rounded down.
 - b. As the oral examination consists of two partial examinations, two marks are awarded and the sum is calculated in the same way as in point a..
 - c. Overall Qualification Assessment:
 - α) passed with distinction (overall grade point average ≤ 1.40)
For the calculation of the grade point average, the performances 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 a distinction can only be awarded if the dissertation was graded as very good and the viva was graded at least good.
 - β) passed
Positive completion of all courses, examinations and theses.
 - γ) failed
- (6) The candidate must be informed of the result of the examination immediately after the decision has been made. If the examination was assessed negatively (not passed), the reasons must be explained. The candidate is given the opportunity to repeat the viva. 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 deemed to have been "failed" and the doctorate is declared null and void. In this case, an application can be made to the doctoral committee for renewed admission to the Doctorate of Psychotherapy Science programme, including the draft of a new dissertation project, whereby it is open to the doctoral committee to reject renewed admission. All completed courses can be credited, provided that there have been no curricular changes.

VI Plagiarism regulation

- 28 Every thesis must contain a sworn declaration that it was written independently by the author concerned and has not been submitted to any other body for a similar purpose.
- 29 Every written work is examined with regard to its authorship. Proof of plagiarism has the immediate consequence that the performance is assessed as "not sufficient" in the report. In the case of objectionable seminar papers, the course must be repeated and a new paper on a new topic must be written. In the first case, the faculty management is responsible for the decision, in the repeated case it is the study commission. In the case of objectionable scientific qualification work, the completion of which is directly linked to the award of an academic degree, a new paper must be written on a new topic.
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30 An internal file is kept on each case of plagiarism. The repeated case may lead to the de-registration of the student concerned. In any case, the students concerned shall be heard for their opinion.