

STUDY AND EXAMINATION REGULATIONS DOCTORAL PROGRAM MEDICAL SCIENCE

The name Paracelsus Medical University is abbreviate with „PMU“.

1	Preamble.....	4
2	Legal basis and scope.....	4
3	Program Details	5
3.1	Level.....	5
3.2	Educational Aims of the Study.....	5
3.3	Internationale Recognition of the Program and the Award.....	7
4	Curriculum, Competencies and Program Outcomes	8
4.1	Impact of the Program	8
4.2	Curriculum	8
5	Admission Criteria	15
5.1	General Admissions Criteria	15
5.2	Specific Admission Criteria	17
5.3	Conditional Offers	20
5.4	Lapse of the Admission	20
6	Application & Admissions Process.....	21
6.1	Application Documents.....	21
6.2	Application Deadlines.....	22
6.3	Selection and Admission of Applicants.....	22
6.4	Number of Places on the Program and Admission Decision	23
7	Recognition of External Courses, Modules and Seminars.....	24
8	Matriculation	25
8.1	Matriculation	25
8.2	Student ID Card	25
8.3	Non-degree Students.....	25
9	Attendance, Study Leave and Exemption.....	26
9.1	Attendance.....	26
9.2	Notification of illness und Healthy Message and Alternative Assessments	26
9.3	Leave of Absence	26
9.4	Research Work.....	27
10	Curriculum	28
10.1	Didactical Concept,.....	28
10.2	Curriculum Structure and ECTS Points	28
10.3	Study Plan	29
10.4	Degree Program Committee	32
10.5	ECTS weighted Research Activities.....	34

10.6	International Placement	35
10.7	Scientific Conferences	35
10.8	Professional Training	35
10.9	Third Mission & Publications	35
10.10	Teaching & Supervision	36
10.11	Ring Lecture	36
10.12	Network Partner Fair	36
10.13	Workshops, Activities for Scientific Journals, Summer Schools & external Modules	36
11	Organisation and Teaching Resources	37
11.1	Organisation of the Program	37
11.2	E-Learning Resources Campus and Moodle	37
11.3	University Library	38
11.4	Teaching Locations	38
11.5	Attendance and Moodle Content	38
12	Assessment and Certificates of Achievement	39
12.1	Types of Assessment	46
12.2	Grading Scale	46
12.3	Attendance of Examinations	48
12.4	Announcement of the Marking Criteria and the Examination Modalities	49
12.5	Operation of Examinations	49
12.6	Post-Examination Review	53
12.7	Certificates and Certificates of Achievement	53
12.8	Termination of Examinations and Nullification of Results	54
12.9	Resit of Examinations	54
12.10	Examination Boards	55
12.11	Retention of Data Obligation	56
13	Evaluations	57
13.1	The Evaluation Strategy	57
13.2	Evaluations in the PhD program Medical Science	57
14	FINAL THESIS AND DEFENCE	57
14.1	General Information	57
14.2	PhD Thesis	58
14.3	Defence (Rigorosum)	69
15	END OF STUDIES	71
15.1	Final degree mark	71
15.2	Degree Exit Documents	71
15.3	Activation of the Academic Award	71
15.4	Revocation of the Academic Award	72
15.5	Exit from the Degree Program	72
15.6	Alumni	72
16	STUDENT REPRESENTATION	72
16.1	The Austrian National Union of Students (ÖH) – Representation (Rights and Responsibilities of the Students)	72

16.2	ÖH-Fees and Special Payments	72
16.3	Insurance	73
16.4	Student Representation (StuVe)	73
16.5	Student Representation at the PhD Degree Board	73
17	ETHICS CODE	73
18	ADDITIONAL REGULATIONS & GUIDELINES	74
19	CHANGES TO THE REGULATIONS	75
20	VALIDITY	76
21	REFERENCES	76

1 PREAMBLE

The core component of the doctoral program in Medical Science is innovative research to advance the frontier of evidence based medicine while acquiring the qualifications for an attractive employment market. It meets the quality benchmarks at level 8 of the Austrian and European Qualification Frameworks as well as the Ten Salzburg Principles (2005), European Principles for Innovative Doctoral Training (2011) and the Best Practices for PhD Training (2017). Students graduating from this program are excellently placed to conduct cutting-edge research or to enter a professional career in the public or private sector.

Research projects can be conducted at the PMU Salzburg and/or the PMU Nürnberg including the affiliated hospitals. External research projects under the lead supervision of a suitably qualified person with Habilitation and an affiliation with the PMU Salzburg and/or the PMU Nürnberg including the connected hospitals is also possible. While the program is administered by a course director and his team based at Salzburg, a deputy course director is available at Nürnberg.

The core element of the 180 ECTS, three year program is a hypothesis-driven, original research project (138 ECTS), the results of which are documented in a cumulative PhD thesis consisting of at least 2 peer-reviewed publications totalling 5 score points as first, equal or corresponding author. Alternatively, one monographic thesis or a shorter monographic thesis with an accompanied publication may substitute for the cumulative dissertation. The scientific work is embedded in 19 ECTS of student-led research activities that range from international placements to the participation at scientific conferences. The remaining 13 ECTS are organised in three consecutive modules, *PhD Novice* (year 1, 5 ECTS), *PhD Advanced* (year 2, 4 ECTS) and *PhD Expert* (year 3, 4 ECTS) where students acquire scientific and transferable skills. Each module is delivered as a teaching block of not more than one week, respectively.

All students receive guidance and support by a supervisory & mentoring team consisting of one lead supervisor and two deputy supervisors. While the lead supervisor must be affiliated with the PMU at Salzburg or Nürnberg including the connected hospitals, either deputy supervisor can be based outside of the PMU. This allows for cooperation across disciplines and with industry. Lead supervisors must be qualified by a Habilitation or possess a similar evidence of scientific achievements. Deputy supervisors (co-supervisors) must only hold a three-year doctoral degree (e.g. PhD). On application to the course director, co-supervisors without a three-year doctoral degree may be appointed if their expertise is of high significance for the success of the research project.

Der academic award is **Doctor of Philosophy (Ph.D.)**, a title with worldwide recognition and kudos.

2 LEGAL BASIS AND SCOPE

The doctoral program Medizinische Wissenschaft (Ph.D.) has been initially accredited at the Paracelsus Medical University by the Agency for Quality Assurance and Accreditation Austria (AQ Austria) on the 11th November 2014 (GZ: I/A04/03-21/2014). The application by the Paracelsus Medical University dating from the 28th March 2014 for renewal of the institutional accreditation according to article § 24 und § 25 of the Hochschul-Qualitätssicherungsgesetz (HS-QSG), BGBl I Nr. 7/2011 idgF, and § 2 Privatuniversitätengesetz (PUG), BGBl I Nr. 74/2011 idgF, in connection with § 56 Allgemeines Verwaltungsverfahrensgesetz (AVG), BGBl Nr. 51/1991 idgF, was granted on the 11th

November 2014. The accreditation runs over a period of six years (§ 24 Abs. 7 HS-QSG) and is also still valid for the duration of the reaccreditation procedure initiated in 2020 until its completion. This level 8 doctoral program in Medical Science was accredited by the AQ Austria on September, 21st 2020 (GZ: I/A04-47/2020).

3 PROGRAM DETAILS

Table 1: Program Overview

Title of the program according to the accreditation	Medical Science
Level of Study	Doctoral Program
Study Format	Full time
Type of Study	Attendance Study
ECTS Points	180
Duration	Minimum of 3 years (6 Semester)
European Level	8
ISCED-F 2013 Code	0912
Number of Places	Salzburg: 45; Nürnberg: 20 The actual number of places is determined by the number of funded & supervised research projects.
Language	English
Academic Title	Doctor of Philosophy
Academic Title (abbreviation)	Ph.D.

In addition to the tuition fee (please refer to training agreement), students may need to pay for selected services that are listed on the relevant fee sheet.

3.1 Level

The doctoral program in Medical Science meets the Austrian and European educational standards at level 8, the highest academic qualification within the educational system.

3.2 Educational Aims of the Study

People innovate, discover and explore. Doctoral education is therefore the foundation on which the next generation of scientist stands. Given the extensive shift in medical research towards global networks, large data sets, advanced technologies, usage of digital tools and personalised medicine, this doctoral course aims for modern research readiness and high employability. In line with the National Qualification Framework (NQF, 2019), the outcomes of this program (POs) are:

PO1 Research

Students graduating from this program advance scientific knowledge as creative early stage scientists through innovative original research at high, peer-reviewed international level while drawing on knowledge and methods from different disciplines (NQF benchmark Knowledge).

PO2 Scientific Analytics

Graduates from this program exercise critical and responsible judgement, apply advanced scientific analytical tools and possess digital information literacy to solve complex problems while taking advantage of external expertise (NQF benchmarks Skills & Competences).

PO3 Communication

Students completing this program successfully apply for research grants, communicate their findings to scientific peers, stakeholders and the general public, and are able to present their transferable skills and competences to potential employers (NQF benchmarks Skills & Competences).

PO4 Ethics, Diversity & Society

Upon graduation, students observe the legal obligations for patient & data protection, research ethics, animal welfare and are aware of social diversity, gender equality and cultural differences (not yet a NQF benchmark).

PO5 Employability

Once graduated, students advance their career in academia, the public or the private sector by applying their transferable skills in a responsible and ethical manner (not yet a NQF benchmark).

PO6 Entrepreneurship

Graduating students demonstrate an awareness of the economic impact of their research (NQF benchmarks Knowledge, Skills & Competences).

PO7 Internationalisation

Upon completion of this program, students know about the crucial importance of international networks for the generation of high impact work and the capture of grant monies.

This didactical concept is implemented at the curricular level by:

- I. placing the hypothesis-driven scientific project (138 ECTS) at the centre of the course
- II. the alignment of the project with student-led research activities (19 ECTS)
- III. embedding a skills progression ladder into the course that consists of the three consecutive modules *PhD Novice* (5 ECTS), *PhD Advanced* (4 ECTS) and *PhD Expert* (4 ECTS) (Table 2).

Table 2: Module Overview

Year	Module	ECTS	Teaching Activities
1	PhD Novice	5	Philosophy of Science (1,0 ECTS) Basic Statistic (1,0 ECTS) Ethics & Diversity (1,0 ECTS) Research Funding (0,5 ECTS) Grant Writing (0,5 ECTS) Self-Management (1,0 ECTS)
2	PhD Advanced	4	Scientific Publishing (1,0 ECTS) Advanced Statistics (1,0 ECTS) Peer Review (0,5 ECTS) Project Management (0,5 ECTS) From the Idea to the Product (1,0 ECTS)
3	PhD Expert	4	Fundraising: How to pitch (1,0 ECTS) Logic & Decision Theory in Science (1,0 ECTS) Quality Management (1,0 ECTS) Data Driven Health Care (1,0 ECTS)

Each module is a teaching block of up to one week that is delivered twice every academic year (one each term) as students may enter the program on the 1st of October or on the 1st of March, respectively.

3.3 Internationale Recognition of the Program and the Award

Upon successful completion of the program, students are awarded the title of Doctor of Philosophy (Ph.D.). This academic award is nationally and internationally recognized as it meets the following important criteria:

- in agreement with Austrian (University Law 2002, June 2006 (74/2006)) and European regulations, the total work load of this course equals 180 ECTS (European Credit Transfer System) points over three years with 60 ECTS in year,
- the study period of at least 3 years is in line with the seventh 'basic principle' of the Bologna framework developed in Salzburg (2005) („three to four years full-time as a rule“),
- the admission criteria (Bachelor 180 -240 ECTS + Master 120 ECTS, or a diploma qualification of at least 300 ECTS) ensure an effective transition from level VII (Master, Diploma) to level VIII (PhD),
- finally, the work load for the research project exceeds with 80% the minimum threshold level of 60% as set out by the conference of Austrian Universities (Empfehlungen der Österreichischen Universitätenkonferenz zum Doktoratsstudium neu; 2015).

4 CURRICULUM, COMPETENCIES AND PROGRAM OUTCOMES

4.1 Impact of the Program

The field of Medical Science is concerned with the maintenance of health, and the prevention and treatment of diseases whilst rapidly evolving in highly specialist disciplines that are underpinned by active research and technical advances. To liberate the full benefits for patients, the economy and societies, future doctors and medical scientists require advanced skills that allow them to utilize scientific evidence and to adapt to the ever changing professional challenges. This PhD program enables young doctors and scientists to become independent researchers with adaptable skills to contribute to evidence based medical research for the benefit of patients.

4.2 Curriculum

On this program, students will learn at the three interconnected layers of knowledge, skills and competences as defined by the National Qualification Framework (2019) at level VIII. The desired expertise, abilities and behaviours a graduating student should possess are defined for each module and teaching activity of the PhD curriculum as summarised in Table 3 that also shows how these competences are assessed and relate to the seven program outcomes (see section 3.2).

The scientific work on the program is conducted in three sections, Research Module I (year 1; 48 ECTS), Research Module II (year II; 48 ECTS) and Research Module III (year 3; 48 ECTS + defence 4 ECTS). They amount to the 148 ECTS for the research part of the course. The 48 ECTS of the Research Modules include 46 ECTS for the research work, 1 ECTS for the oral presentation in the PhD Seminar series (PhD Mini Research Symposium) and 2x 0,5 ECTS for the two annual evaluations with the supervisory committee. One ECTS point amounts to 25 hours (60 minutes each) of project work which includes all research related activities like literature search, data collection, data analysis, manuscript writing or methodical & technical training.

The transferrable skills are taught in the three modules *PhD Novice* (year 1; 5 ECTS), *PhD Advanced* (year 2; 4 ECTS) and *PhD Expert* (year 3; 4 ECTS) encompassing the 13 ECTS of the career progression ladder.

The remaining 19 ECTS collect students by completing tasks from the list of research activities. While students can select the activities listed below as appropriate for their individual research project, all students must obtain at least 6 ECTS through international engagements by attending conferences, summer schools and/or courses with international outreach and/or by completing an international placement. International outreach requires that a meeting, summer school or course is attended by European and/or overseas participants and is conducted through the medium of English.

The optional Research Activities include:

International Placement (2 ECTS / week) \leq 8 ECTS

Conferences Level III \leq 6 ECTS

Conferences Level II ≤ 4 ECTS

Conference Level I ≤ 2 ECTS

Professional Training (methods, digital & analytical skills) ≤ 6 ECTS

Publications & Third Mission ≤ 6 ECTS

Teaching & Supervision ≤ 4 ECTS

External Modules & Summer Schools ≤ 8 ECTS

Ring Lecture ≤ 4 ECTS

FWF or DFG Grant Writing Workshop 1,0 ECTS

Network Partner Fair 2,0 ECTS

It is mandatory for all students to acquire at least 6 ECTS for international engagements through an international placement and/or the attendance of a level II and/or III conference, a summer school and/or a course with international participants that is conducted through the medium of English.

Table 3: Curricular map of modules, assessment methods, assessed outcomes and program outcomes Competence Groups

Year	Module	ECTS	Assessment	Competences	PO
1-3	Research Modules I-III	148	<p>Peer-reviewed, cumulative thesis of at least 2 first or equal contribution authorships totalling 5 score points, or one monographic thesis on application, or one monographic thesis accompanied by one peer-reviewed publication: 138,0 ECTS</p> <p>Viva voce (defence); 4,0 ECTS</p> <p>6 evaluations (2 per year): 3,0 ECTS</p> <p>3 PhD Seminar presentations (1 per year): 3,0 ECTS</p>	<p>Design and execute hypothesis-based experiments independently</p> <p>Evaluate outcomes and generate new hypotheses based on published and novel information.</p> <p>Execute experiments based on troubleshooting experience and mastery of the relevant technology</p> <p>Recognize important unanswered questions or knowledge gaps in the field.</p> <p>Work in a team and assist junior members in the group</p> <p>Demonstrate in depth knowledge of the relevant literature & databases</p> <p>Integrate multiple disciplines into your research</p> <p>Demonstrate a knowledge of health & safety procedures and their application in the research environment</p> <p>Communicate their findings to scientific peers</p>	1,2,3,7
1	PhD Novice	5,0 ECTS			
	Philosophy of Science	1,0	Homework on the philosophical reflection on selected examples from scientific breakthrough	Understand how the scientific method developed. Know key philosophical	1,2,4

		findings and/or bias in scientific work (essay up to 5 pages around 3000 words)	concepts of science. Develop an understanding of epistemology & logic. Understand the origins of scientific bias, misconduct and self-inflicted thinking errors.	
Basic Statistics	1,0	Five homework exercises (short examples covering the main topics of the course) & one brief comment on the methods that were used in a selected publication (reviewer-comment style, max. 200 words) that should include at least 2 references to items of an appropriate reporting guideline.	Independently select appropriate statistical tests and design experimental data collection accordingly. Recognize the limitations of the applied statistical tools especially in peer-reviewed publications. Knowledge of data reporting guidelines	1,2, 3
Ethics & Diversity	1,0	One short report of five pages (about 3000 words) that summarizes the theoretical and practical input of the module. The report must include theories presented in the formal lesson and should include own ideas and experiences.	Know about ethical principles and moral judgment. Understand that diversity is a quality of cultures that are not homogenous. Appreciate the dilemma and deduction of best solutions in complex settings. Be aware of research conduct, plagiarism, data ownership, and patient anonymity. Know about the work of a local ethics committee as well as a clinical ethical committee for patient issues.	4, 7
Research Funding	0,5	Poster (part of formal lesson): main topics and rules of one Austrian funding programme. Preparation time is 30 minutes, presentation time 10 minutes. The module is also assessed by writing an own grant proposal (average about 2,000 words). The grant proposal needs to cover a project description with a project plan, time schedule and a financial part. It has to include the presentation of a project team and a description of the project controlling tools.	Develop an overview of the Austrian & European research (including classification of research in Europe according to OECD handbook, R&D quotes, distribution of research finances, statistical data). Understand the main topics of a grant proposal (including financial planning).	1,5,6,7
Grant Writing	0,5	Write a short impact statement of your research (max: 1000 words). Write a short statement explaining why you are best placed to conduct the current (your) research project (max: 1000 words)	Be able to communicate the importance of the proposed research to reviewers. Explain to reviewers why you or your team are best placed to meet the proposed project outcomes.	1,2,3, 4,5,7
Self-management	1,0	One short report of up to 5 pages (about 3000 words) that summarizes the theoretical and practical input of the module. The report must include theories	Understand the psychological and neurophysiological aspects of stress. Appreciate the difference between positive and negative stress	4,5

		presented in the formal lesson and should include own ideas and experiences.	<p>Apply preventive strategies against chronic stress.</p> <p>Know about behavioural and biological effects of distress.</p> <p>Be aware of psycho-hygiene and its relevance for maintaining quality of work.</p>		
2	PhD Advanced 4,0 ECTS				
	Scientific Publishing	1,0	<p>Write a newspaper article on your research topic for the general public (max. 1,500 words).</p> <p>Write a scientific abstract on your research (max. 250 words).</p> <p>Design one graphical abstract of your work (1 figure with sub-panels).</p> <p>Analyse the story line of one selected scientific publication (max: 1,500 words)</p>	<p>Know how to prepare a scientific manuscript.</p> <p>Appreciate the importance of title and abstract.</p> <p>Understand the performance indicators of scientific outputs.</p> <p>Be able to summarise research data in high quality figures and tables.</p> <p>Be able to convey complex scientific content to a lay audience.</p>	1,2,3,4,7
	Advanced Statistics	1,0	<p>The module is assessed by writing (i) a "Statistical Methods" paragraph for the study protocol as well as (ii) the corresponding part of the Ethics Committee Application form and (iii) a brief general overview of the statistical design of the PhD research project.</p> <p>Each of the parts consisting of up to 1000 words, and max. 2 figures or tables).</p>	<p>Know how to apply sound statistical analysis to research data whilst knowing about the limitations and meaningfulness of statistical tests.</p> <p>Be able to write the "Statistical Methods" part of a study protocol and to fill in the required information about the statistical methods in Ethics Committee forms.</p> <p>Know about sample size calculation as well as a brief overview about adaptive designs.</p> <p>Develop an understanding of advanced data structure (e.g., repeated measures, survival data) with respect to particular characteristics of the respective setting (e.g., preclinical research, rare diseases).</p>	1,2,3,5
	Peer Review	0,5	<p>Design three experiments that aim to falsify your conclusions (max: 1000 words)</p> <p>Write a letter to the editor in which you explain why the three falsification experiments do not contradict your key conclusions (max: 1000 words).</p>	<p>Know how peer review works.</p> <p>Provide a point-by-point reply to the reviewers comments (letter to the editor)</p> <p>Develop a falsification strategy for your project</p>	1,2,3,4,5,7
	Project Management	0,5	<p>In course preparation of a project breakdown structure (preparation: 60 Minutes)</p>	<p>Develop an understanding of the different phases and roles in a project.</p> <p>Know how to develop a project handbook with a milestone plan, work breakdown structure and cost calculation</p>	1,5,6,7

3	From the Idea to the Product	1,0	Prepare a business case using the CANVAS process and present this case to a selected audience (7 Minutes)	<p>Be able to develop a business case using CANVAS.</p> <p>Present your case to potential sponsors.</p> <p>Understand the important role of innovation and creativity in research.</p> <p>Be alert to intellectual property issues.</p> <p>Be aware of the contributions knowledge transfer can make to society.</p> <p>Appreciate the benefit of initiating cross-disciplinary projects with industrial partners.</p>	5,6
	Fundraising: How to pitch	1,0	The module is assessed by a diagnostic report for 10 cases. In the style of a medical report, students summarise their research of their allocated ten patient cases. The report needs to cover (i) a patient summary including data deemed necessary for diagnostic decision making, (ii) a list of up to ten differential diagnosis per case (based on their expert opinion, literature research, and/or diagnostic decision support systems), and (iii) their finally suspected diagnosis (only one per case) (max: 2 pages per report)	<p>Understand the legal and scientific relevance of patient data.</p> <p>Know how diagnostic pattern are detected in patient records using manual and software tools.</p> <p>Be able to apply automated pattern recognition algorithms to the detection of complex, life-threatening and rare diseases.</p> <p>Observe data ownership and patient anonymity whilst conducting research.</p>	2,4,5
	Logic and Decision Theory in Science	1,0	Solve 4 given decision problems by applying the theories learned in the module. Explain your reasoning and why a certain approach was selected. Discuss the possible outcomes of your decisions (written report max: 3000 words may include figures and tables.	<p>Apply logical reasoning in a research setting.</p> <p>Know about the basic principles of decision theory.</p> <p>Understand the key theories of medical decision making.</p> <p>Be aware of decision-theory designs for small clinical trials and pilot studies.</p>	1,2,4
	Quality Management	1,0	<p>Assessment 1: Write a Standard Operating Procedure (SOP) according to 2018 11 05 DR SJ2018_19 MED using the Qualitätsmanagement_SOP_template (Max: 2000 words).</p> <p>If you are already familiar with SOPs, write one SOP that takes into account not to violate any confidential or copyright regulations (Max: 2000 words)</p>	<p>Know the essential terms related to quality management.</p> <p>Understanding the role and function of quality management within companies and organisations</p> <p>Understand the main features of surveys as a QM instrument.</p> <p>Apply quality standards to experimental design.</p>	1, 2, 4, 5

		Assessment 2: Select a "bad science" paper, report, procedure, study or similar and write about in max. 1000 words why you consider the publication "bad science" and include suggestions for improvements.		
Data Driven Health Care	1,0	The module is assessed by an expose and a report. The expose should be a two-pager presenting the idea for a project and the planned steps and possible outcome including a short SWAT analysis. The report should be between 4 and 6 pages and should propose the state of the art, the goals, methods and material and the expected outcome of the selected ICT project.	<p>Know about the state of the art information and communications technology (ICT) to acquire sensor data from patients and medical devices.</p> <p>Explores ICT options in medicine and research in a short project that can be part of the individual student's research.</p> <p>Be aware of the possibilities and limitations of ICT systems.</p> <p>Know about the possible template of best practice to utilize software in modern medical research and hospitals to acquire large and unstructured data sets.</p> <p>Have an appreciation of sensors and other hardware available for both research and daily clinical practice.</p>	1,2,3,4,5,6
1-3	Research Options 19 ECTS			
International Placement	≤8,0	Confirmation by the host institution	<p>Learn about novel research technologies.</p> <p>Expand your professional network.</p> <p>Sustain international collaborations.</p> <p>Acquire additional employability skills.</p> <p>Integrate multiple disciplines into your research.</p> <p>Learn about industry and product development.</p> <p>Experience novel work environments in the public or private sector.</p>	1,4,5,6,7
Professional Training	≤8,0	Confirmation by the training provider	<p>Learn about novel concepts, methods and tools in your profession.</p> <p>Acquire additional employability skills through continuous professional development.</p>	2,3,4,5,6,7
Publications & Third Mission	≤6,0	<p>Accepted peer reviewed publication (not part of the cumulative thesis).</p> <p>Evidence of sharing scientific knowledge with groups outside of the university (e.g. general</p>	<p>Explain the impact of your work to the general public or groups outside the university.</p> <p>Be aware of the different type of audiences and the required communication levels.</p>	3,4,5,6,7

		public, practitioners, politicians, pupils).	Expand your professional network. Appreciate the relevance of research in society and the potential impact on individuals & groups. Be aware of the contributions knowledge transfer can make to society. Appreciate the benefit of initiating cross-disciplinary projects with industrial partners.	
Teaching & Supervision	≤4,0	Confirmation including the location, course, duration and content of the teaching and/or supervision activities.	Be able to communicate complex scientific knowledge to different audiences at Bachelor level. Be aware of diversity within the student body. Teach your research skills and knowledge to junior members in your group.	3,4,5
External Modules and Summer Schools	≤8,0	Confirmation by the provider of the event including title, location, provider details, duration and content. Confirmation of the successful completion of a module.	Acquire additional personal development skills. Learn about novel methods and technologies. Obtain additional subject-specific knowledge. Improve your employability.	1,2,3,4,5,6,7
Ring Lecture	≤4,0	To obtain 1,0 ECTS for one lecture, students complete one short essay task set by the speaker of the ring lecture (max: 3000 words).	Acquire additional scientific knowledge. Learn about novel methods and tools. Expand your research and professional network. Develop awareness for innovation.	1,2,3,4,5,6
Conference Level I (national significance)	≤2,0	Confirmation of active participation (e.g. poster, talk, session chair) (1,0 ECTS). Confirmation of passive participation (0,5 ECTS)	To present your work to a national audience. To learn about research advances at national level. To build national research or professional networks. To become aware of national innovations.	1,3,4,5,6
Conference Level II (European significance)	≤4,0	Confirmation of active participation (e.g. poster, talk, session chair) (2,0 ECTS). Confirmation of passive participation (1,0 ECTS)	To present your work to a European audience. To learn about research advances at European level.	1,3,4,5,6,7

			To build European research or professional networks.	
			To become aware of European innovations.	
Conference Level III (global significance or attendance on application)	≤6,0	Confirmation of active participation (e.g. poster, talk, session chair) (3,0 ECTS). Confirmation of passive participation (1,5 ECTS)	To present your work to a global audience. To learn about global advances at national level. To build global research or professional networks. To become aware of global innovations.	1,3,4,5,6,7
FWF or DFG Grant Writing Workshop	1,0	Course certificate	Know about the general conditions and prerequisites of applying to the FWF Learn about the available funding programs. Be aware of the application guidelines and review criteria. Analyse and discuss successful proposals and their reviews Know how the FWF decision process works.	1,3,4,5,6,7
Network Partner Fair	2,0	Successful organisation of the PMU Network & Partner Meeting	Know how to organise a conference Prepare a budget Communicate with Partners Understand the basics of advertising Be able to work in a team	3,4,5,6,7

5 ADMISSION CRITERIA

5.1 General Admissions Criteria

The successful completion of a relevant education at master level (European level VII) or equivalent is the prerequisite for the admission to the PhD program in Medical Science according to the general Austrian university entrance regulations (UG 2002, §64 (4)) and in line with the Best Practices for PhD Training (2017).

Relevant education qualifications in terms of admission are:

The General University Entrance Qualification (Allgemeine Hochschulreife) or equivalent

Equivalent qualifications to the General University Entrance Qualification are (UG 2002, §64 (1)):

- a. Austrian High School Graduation Certificate (including a certificate of a Berufsreifeprüfung) or an Austrian school leaving certificate or diploma or a school leaving certificate nostrified according to the school law requirements
- b. another Austrian certificate of eligibility to study in a particular field of study at a university, teacher training college or university of applied sciences
- c. a foreign certificate that is equivalent to one of these Austrian certificates on the basis of an international agreement or the decision of the Rectorate in individual cases
- d. a certificate of completion of at least three years of study at a recognized domestic or foreign post-secondary educational institution
- e. an "IB Diploma" acquired in accordance with the provisions of the "International Baccalaureate Organization"
- f. a European high school diploma in accordance with Art. 5 Para. 2 of the Agreement on the Statute of the European Schools, Federal Law Gazette III No. 173/2005.

and

a Bachelor degree (180-240 ECTS, 3-4 years) + Master degree (≥ 120 ECTS, ≥ 2 years) at a University or Technical University (Fachhochschule) or an equivalent, officially recognized post-secondary education institution

or

a Diploma degree (240 – 300 ECTS, 4-5 years) at a University or Technical University (Fachhochschule) or an equivalent officially recognized post-secondary education institution.

or

a three year (or longer) degree or vocational training at an officially recognized post-secondary education institution (e.g. Biotechnological Analytics, Medical Radiation, Biomedical Science, Nursing, Medical Sciences) + a Master degree or equivalent level VII course of at least 120 ECTS at a University or Technical University (Fachhochschule) or an equivalent, officially recognized post-secondary education institution.

Applicants must present the original documents at the first day of the course or at an interview if this were to part of the admissions process. If the interview takes place online, the original documents must be presented on the first day on site at the university recognition. Alternatively, applicants may be asked by the PMU for the presentation of the original documents at any time during the course of the degree.

5.2 Specific Admission Criteria

- The previous academic education (e.g. Bachelor, Master, Diploma) must provide evidence that the acquired skills and competences are likely to sustain the planned research project.
- Given the central importance of the research project, it is a key admissions criterion to present a sound project proposal that shows close familiarity with the proposed scientific work that can sustain a 3 year research project leading to publishable results.
- The research plan is assessed according to the following criteria:
 - a. Quality and testability of the hypothesis (hypotheses)
 - b. Suitability of the methods to challenge the hypothesis (hypotheses)
 - c. Adequate power, sample sizes, tools and data quality to test the hypothesis (hypotheses)
 - d. Definition of milestones and alternative approaches if milestones may not be met
 - e. A time schedule that enables the applicant to acquire the curricular ECTS of the research work (currently 138 ECTS or 3450 hours)
 - f. Subject specific criteria may apply, especially in case of externally funded PhD research projects
- In the case of a mismatch between the PhD research topic and the previous education, admission may be granted on a case-by-case basis by the Director of Doctoral Studies or his deputy upon a written application by the lead supervisor that provides additional evidence to support acceptance of the candidate. The Director of Doctoral Studies or his deputy may ask applicants, who studied a less relevant subject area at level VII, to take elective modules in addition to the remedial course. Elective modules may be delivered by an external higher education institution or higher education provider. Such elective modules do not count towards the 180 ECTS of the doctoral course as they are admissions requirements.
- In accordance with section §64 (5) of the Austrian University Law (UG 2002), admission may be granted by the Director of Doctoral Studies if applicants achieved exceptional results at Bachelor level VI within the regular study period. This case-by-case regulation applies to international candidates who received their Bachelor degree in a country that permits access to a doctoral program directly from level VI (e.g. the United Kingdom) and to national and international candidates who are exceptionally well suited to perform research of international quality.
- Students enrolled in the human medicine course delivered at all PMU locations may apply for a place on the PhD Program after having successfully completed their first Master level VII year. The academic performance of eligible applicants must be in the top 30% of the class. Successful applicants are registered on the PhD as extra-ordinary students for the first year only. This is known as the PhD Sandwich year. After the end of the first PhD level VIII year, sandwich students return to their human medicine course to finish the second master year. All Sandwich students may apply after having graduated from the human medicine course as ordinary students to complete the second and third year of the PhD course.
- Application Process for the Sandwich PhD year – Step I:

- a. Successful completion of the Bachelor level VI part of the human medicine course
- b. Successful completion of the first Master year level VII part of the human medicine course
- c. Proof of English language proficiency at level B2 (typically demonstrated by the successful completion of the North American USMLE test level I)
- d. Quality of the research project (for criteria see above, the same criteria s for ordinary applicants apply)
- e. Supervision Agreement in place
- f. The academic performance is in the top 30% of the class at the Bachelor and Master level
- g. Presentation of the research plan for the first (sandwich) year at the admissions meeting with the supervision team and the PhD course directors from the involved PMU locations

Application Documents – Step I:

- a. The General University Entrance Qualification (Allgemeine Hochschulreife) or equivalent (see section 5.1)
- b. Bachelor degree certificate
- c. Successful completion of the first Master year (confirmed by the course director of the human medicine course)
- d. Completed and signed Supervision Agreement I
- e. Completed and signed Research Plan I
- f. CV (in English)

■ Application Process for the second & third year of the Sandwich PhD – Step II:

- a. Successful completion of the human medicine degree at both Bachelor and Master level
- b. Proof of English language proficiency at level B2 (typically demonstrated by the successful completion of the North American USMLE test level I)
- c. Quality of the research project (for criteria see above, in addition to the general criteria, applicants need to consider the progress made in the field while the completed their medical education)
- d. Supervision Agreement in place
- e. Presentation of the revised research plan at the re-entry meeting with the supervision team and the PhD course directors from the involved PMU locations

Application Documents – Step II:

- a. The General University Entrance Qualification (Allgemeine Hochschulreife) or equivalent (see section 5.1)
 - b. Bachelor degree certificate
 - c. Master degree certificate
 - d. Completed and signed Supervision Agreement II
 - e. Completed and signed Research Plan II
 - f. CV (in English)
- As the PhD program is one course although its delivery at two locations, Salzburg in Austria and Nürnberg in Germany, applicants from either country are not considered as being “international students”.
 - While applications can be submitted to either location, only one final application is being considered as both, the research plan and the supervision agreement are the basis of the admission to the course. Unsuccessful applicants may however submit a new research plan either with the same or a different lead supervisor at the next opportunity. Applications can be submitted in January and July every year.
 - All applicants whose mother tongue is not English require proof of English language proficiency at level B2 according to the Common European Framework of Reference for Languages: Learning, Teaching and Assessment.

According to the *Common European Framework of References for Languages: Learning, Teaching, Assessment* (2011), B2 is defined as:

- I. Applicants understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialization.
- II. Applicants interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- III. Applicants produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Evidence for the English language level B2 is provided by:

- Native English speakers (no further verification required)
- Fluent German speakers
 - English as continued foreign language in the High School Graduation Certificate (i.e. university entry qualification) (final mark: 4 (pass) or higher, Grund- oder Leistungskurs)
 - English at high school level for at least seven years up to ISCED level 3 (Sekundärstufe II), final mark 2 (second) or 10 points

- Non-English Speakers
 - Completion of a level VII Master degree of at least 120 ECTS through the medium of English at an officially recognised post-secondary education institution.
 - Cambridge First Certificate (FCE): threshold mark C.
 - BULATS: ≥ 60 Points
 - Telc English B2
 - Telc English B2 Business
 - Telc English B2 University
 - EF SET: 51-60 points
 - IELTS: 5.5-6.0
 - TOEIC Listening: 400-485
 - TOEIC Reading: 385-450
 - TOEFL: 72-94
 - Completion of the USMLE Step1 (United States Medical Licensing Examination) or equivalent

5.3 Conditional Offers

A conditional offer for a place on the PhD program may be granted when the provided evidence in the application documentation clearly indicates that the unmet admission criterion or criteria can be met within 6 months after the start of the degree program.

The unmet criterion or criteria as well as a deadline for the late filing of the evidence must be stated in an addition to the indenture. The decision to grant a conditional offer is made by the Course Director. Applicants do not have a right to a conditional offer.

The conditional offer expires when the missing evidence is not provided by the given deadline. Tuition fees and other study expenditure will not be reimbursed by the University.

5.4 Lapse of the Admission

The admission lapses when evidence emerges after the start of the PhD program that shows that one or more of the admissions criteria are invalid. In this case, the exmatriculation takes place. Additional grounds for an exmatriculation specific to this program are: (i) when the student and/or lead supervisor wishes to terminate the research project, or (ii) when the ethics code and/or the guidelines of good scientific practice were infringed. In any case, the course director and his deputy act as an ombudsperson to review the evidence jointly with the student and the lead supervisor. Cases that cannot be resolved internally are referred to the Austrian Student Ombudsman in Vienna. Infringements of the ethics code and the guidelines of good scientific practice are dealt with as described in the respective documents. Students will be deregistered when the evidence is confirmed.

6 APPLICATION & ADMISSIONS PROCESS

6.1 Application Documents

All application documents have to be submitted through the online portal on the web page of the Paracelsus Medical University.

The complete set of documents includes:

- a) **Supervision Agreement:** depending on the main location ($\geq 50\%$) of the research project, *Supervision agreement intern* or *Supervision Agreement extern* must be completed. The term “intern” is defined such that the main body of the research work ($\geq 50\%$) is conducted at the PMU Salzburg including the University Hospital Salzburg or at the PMU Nürnberg including the Klinikum Nürnberg. The term “extern” refers to all locations outside of either PMU & hospital sites. Projects conducted at PMU teaching hospitals are classified as “extern”. For projects that combine intern and extern research locations, the major stay duration is decisive. In the Supervision Agreement intern, the lead supervisor (Habilitation required) confirms that the financial and scientific requirements for a 3 year research project are met, and that two co-supervisors (a three year doctoral (e.g. PhD) qualification or a for the research project important qualification) are part of the team. While the lead supervisor has to be affiliated with the Paracelsus Medical University at the locations Salzburg or Nürnberg, the University Hospital Salzburg or the Klinikum Nürnberg, both co-supervisors can be external. In the Supervision Agreement extern, the first Co-Supervisor declares that the required research infrastructure and financial resources are available to bring the PhD research project to its successful completion. If the research project exceeds the period of three years, the agreement remains valid. On application to the course director, co-supervisors without a three-year doctoral degree may be appointed if their expertise is of high significance for the success of the research project.
- b) **CV (Curriculum vitae):** relevant professional career and academic qualifications.
- c) **All relevant certificates:** general entitlement to study at universities (Matura, Abitur), Bachelor, Diploma and/or Master certificates, vocational training certificates and other relevant certificates
- d) **Research Proposal:** the research proposal is a short description of the planned scientific work that follows the layout of a grant proposal. The proposal must be signed by the lead supervisor and the applicant. All applicants may submit a draft of the proposal not later than 4 weeks prior to the application deadline by email to the Course Director for formative feedback.
- e) **Certificate of English Language Proficiency (if required):** please see paragraph 5.2
- f) Project specific documentation may be required, especially in the case of externally

funded PhD projects or projects with industrial partners (e.g. non-disclosure agreement)

If an academic title is included in the application, proof of the title by the awarding institution must be provided.

6.2 Application Deadlines

Students may enter the program on the 1st of October (application deadline 31st July) or the 1st of March (application deadline 31st January) every year.

6.3 Selection and Admission of Applicants

The workflow of the selection process encompasses the following steps:

Pre-selection of candidates: suitable candidates are pre-selected by the group leaders, heads of research clusters or heads of clinics or their representatives. The primary selection of candidates is defined by the research interests and/or positions within the research groups, clinics or research clusters. Especially in the case of externally funded PhD projects, research groups or research clusters may hold selection events to identify suitable candidates.

Although admission is granted by the Course Director or his deputy, admission will not be denied as long as the pre-selected candidates meet the formal requirements as stated in paragraph 5.1 and 5.2, and the research proposal is of sufficient quality (see paragraph 5.2).

Research projects are either widely advertised or designed within clinics or institutes of the university and the university hospitals. Applicants are encouraged to contact group leaders and clinic heads to identify project opportunities. Applications may be submitted for more than one project at either PMU site. Once a match was made, the applicant and lead supervisor develop jointly the project details according to the *Research Proposal* document that is available on the university web page. An application without a lead supervisor and/or an agreed research project is not possible.

All applicants have the opportunity to obtain constructive feedback on their research plan prior to its final submission by the course director at Salzburg or its deputy at Nürnberg.

Online Submission of the Application Documents: applicants upload the all required documents through the online portal on the university webpage by the 31st of January for a project start on the 1st of March or the 31st of July for a projects start on the 1st of October.

Preliminary Review of the Documents: the Doctoral Administration Office at the PMU Salzburg checks the submitted documents for completeness and consults with the applicants if required.

Admission Meeting: In line with Best Practices for PhD Training (2017), all research projects

will be subjected to an internal quality review by a selection panel. All applicants present their proposed research project orally in a 10 minute presentation in front of the selection panel. The oral presentation allows for an open and constructive discussion based on the submitted project plan and functions as a test of spoken English. The presentations can be made in person or remotely using a video conference tool (e.g. Skype, Microsoft Teams, Zoom, Google Hangouts, Cisco Webex, Jitsi). The core panel consists of the course director in Salzburg, his deputy in Nürnberg and the lead supervisor. Additional members may be co-opted dependent on the research topic and/or the research co-operations. Minutes of the meeting will be kept.

Assessment criteria of the research proposal: the selection panel scrutinises the following elements of the research plan:

- I. Quality and testability of the hypothesis (hypotheses)
- II. Suitability of the methods to challenge the hypothesis
- III. Adequate power, sample sizes, tools and data quality to test the hypothesis
- IV. Definition of milestones
- V. Alternative approaches if individual milestones may not be met.
- VI. A time schedule that enables the applicant to acquire the curricular ECTS for the research work (currently 138 ECTS or 3450 hours).
- VII. Subject specific criteria may apply, especially in case of externally funded PhD re-search projects

Given the high diversity of the research fields covered by this program, neither a judgment of the importance of a field nor a ranking of fields is applied in the review process.

6.4 Number of Places on the Program and Admission Decision

The number of places on the program corresponds to the number of funded and supervised research projects. Each group leader or clinic head must not exceed 8 PhD students under his supervision. The annual number of places is currently 45 at the PMU Salzburg and 20 at the PMU Nürnberg.

The admission decision is communicated by the course director or the deputy in writing (typically as an e-mail) to the applicant and the supervisory committee with 1 week of the admission meeting. The admission email includes the link to the USTAT I form from Statistic Austria and a replacement number if no Austrian social security number is available. If the applicant is not admitted to the program, the reasons must be explained in the written communication. If more applicants meet the admissions criteria than places are available, the applicants are ranked separately for Salzburg and Nürnberg according to the seven assessment criteria of the research proposal that are clearly stated at the course web page (see point 6.3). Qualified applicants that cannot be awarded a place will be shortlisted for the next admissions date.

7 RECOGNITION OF EXTERNAL COURSES, MODULES AND SEMINARS

In accordance with §78 (Austrian University law) and in agreement with the recognition of qualifications concerning higher education in the European region (Lisbon Agreement, 1997), the following regulations apply:

Recognition refers to the crediting of already completed study or learning qualifications so that individual modules or courses do not have to be attended or exams do not have to be completed. In the case of a transfer from another level 8 doctoral program onto the Medical Science course, all recognised ECTS and all ECTS to be completed on the Medical Science PhD are protocolled on a Degree Transfer Form.

Credit is always based on the learning objectives (outcomes) of the module or course as described in the curriculum for which students request credit. It is essential for the credit that the learning objectives of the respective course or module have been demonstrably achieved. It is irrelevant whether these learning objectives have been achieved in one or more previous courses or modules, whether the learning goals are part of post-secondary teaching or they were obtained in the context of professional or voluntary activities, non-university teaching or advanced training events, and whether the workload needed to acquire these learning objectives corresponds to the quota of ECTS credits allocated for the respective course. It is also independent of the regional location of the institution where the qualifications were obtained. Students apply for the recognition by submitting the required documentation that allows for the evaluation of whether the learning objectives are met. The evaluation of previously achieved learning objectives by the course director may involve teachers on the relevant course or modules to assess the request for crediting. Upon a positive evaluation, the corresponding ECTS are recognised in the curriculum but no mark is allocated. All recognised ECTS are listed in the certificate with the note "credited". In case the learning objectives are not fully met, the course director may decide in discussion with the lecturers on the module or course, for which recognition was applied for, that only parts of the module are credited. The remaining parts of the module or course must then be completed as stipulated in the curriculum.

The PMU recognizes prior learning at secondary institutions up to the limit of 60 ECTS according to § 78 Abs. 1 Z 2 lit. b und c UG as well as professional and non-professional ECTS points up to the same limit of 60. The combined recognition of prior learning at this stage below level 6 (Bachelor) must not exceed 90 ECTS. Recognition of prior learning completed at recognised post-secondary educational institutions (level 6 to 8) has no upper limit according to § 51 Abs. 2 Z 1 UG.

Research Project:

Research activities related to the doctoral thesis project that have been conducted prior to admission onto the PhD Medical Science are not recognised as the 138 ECTS project is the core element of this PhD program that provides evidence for the achievement of the intended program outcomes and is based on the submitted research plan. If a student enters however

the PhD program from another level VIII course on which a related research project was worked on, the course director or his deputy may recognise this research time, but only upon a written request by the new lead supervisor of the PhD student here at the PMU.

If an active student changes between research projects while staying with the same lead supervisor, a new research proposal must be submitted to the course director or his deputy. The already performed research time on the previous project is being recognised towards the 148 ECTS of the research part of the course.

If a student remains on the original research project but requires a new lead supervisor, for example because of professional changes of the supervisor, an appropriately qualified scientist or clinician who meets the formal criteria can replace the previous supervisor. In this case, a new supervision agreement must be submitted to the course director or his deputy.

8 MATRICULATION

8.1 Matriculation

All students are enrolled at the Paracelsus Medical University.

Enrolled students sign up for individual teaching units offered by the Paracelsus Medical University at graduate or postgraduate level including vocational University courses. The enrolment is completed once the tuition fee and the fee for the Austrian Students' Union (ÖH-Beitrag) are paid. The amount of the tuition fee depends on the nature of the course, its duration and academic level. The completed enrolment is a strict prerequisite for the attendance of teaching events offered by the Paracelsus Medical University.

8.2 Student ID Card

All students are issued a Student ID Card at enrolment that is valid for the entire duration of the program on which the student is enrolled. This Student ID Card does not substitute for national ID cards or passports. Charges apply to the replacement of the Student ID Card.

8.3 Non-degree Students

According to the legal definition are professional development courses which are provided by universities so called "non-degree studies". The attendance of individual teaching units of scientific disciplines counts as a non-degree study.

Non-degree students are students who are admitted to non-degree programs (§ 51 Abs. 2 Z 20 und 22 UG 2002.)

Non-degree students are temporarily admitted to the doctoral program in Medical Science when they take part in the cooperation of Austrian Private Universities or when students are already enrolled in a doctoral level VIII program at another national or international university and visit the Paracelsus Medical University to complete a research stay. The ECTS obtained during this visit are recognised and communicated to the sending institution. Admittance may be denied when teaching units are already fully booked or when students do not have the required prerequisites. In the latter case, elective modules may be recommended to obtain the required prerequisites.

9 ATTENDANCE, STUDY LEAVE AND EXEMPTION

9.1 Attendance

All students must familiarise themselves with the attendance requirements of each teaching event. While some events may be a combination of contact time (in class and/or online) and home study, other events may require attendance throughout. If needed, attendance is recorded in lists that are available in class, in lists that are down-loaded from the online meeting platform or by scanning the Student ID Card. Poor attendance, especially unexcused absence, may compromise the successful completion of a teaching unit. The extent of home study is communicated by the person who delivers the teaching event and will be published on the online teaching portal Moodle.

9.2 Notification of illness und Healthy Message and Alternative Assessments

9.2.1 Absence comprises nonattendance due to illness or other unforeseen events that prevent the student from taking part in teaching session. If students endanger other students or staff, or prevent them from attending class, offending students will be temporarily excluded from the teaching session. This temporary exclusion equals absence from the teaching activity for this particular day.

9.2.2 In case of illness or justified absence, students must inform both the person who delivers the teaching session and the respective administrative office in advance or as soon as possible after the occurrence of the prevention in writing. A medical certificate must be provided after 3 days of illness related absence (i.e. on day 4). Medical certificates are handed in at the respective administrative office. Students must also inform the administrative office when they return to the university (healthy message).

9.2.3 Student may ask for an alternative assessment of the learning outcomes when they missed significant parts of a teaching unit due to illness or other unforeseen circumstances. The nature of the alternative assessment is defined by the person who delivers the teaching unit or the course director and may include essays, reviews, calculations, analysis of given data sets or work with open online data bases. Teachers may decline an alternative assessment when students fail to attend without providing a plausible explanation. The use of an alternative assessment has to be indicated by the teacher when the marks are submitted to the responsible administrative office.

9.2.4 The attendance threshold required for the successful completion of a teaching unit may be lowered by the Director of Doctoral Studies or his deputy in consultation with the responsible teacher in case of exceptional circumstances (e.g. illness, emergencies) that prevent the student from taking part. Any individual reduction of the attendance threshold does not affect the general threshold set for the teaching unit. Future cases must not fall back on these individual decisions.

9.3 Leave of Absence

9.3.1 Students can apply for leave of absence based on plausible circumstances (e.g. chronic illness, vocational or professional training courses, child care, domestic care, pregnancy, civil service). Leave of absence is granted for one semester only and students may re-apply if the circumstance exceed one semester. Hence, students may take leave of absence more than once within the course of the program.

The informal application for leave of absence has to include the name of the student, the name and institute or clinic of the lead supervisor, the start and end dates of the period of absence and a short summary of the circumstances causing the absence. Relevant

evidence must be included. The application has to be submitted in writing to the responsible administrative office.

- 9.3.2 The matriculation remains active during leave of absence. Students must not attend teaching events nor take an exam nor submit course work for marking during leave of absence. Exceptions from this regulation may be granted by the course director on a case-by-case basis.
- 9.3.3 Students are exonerated from paying the tuition fee during leave of absence. It is at the discretion of the University to refund already paid tuition fees either in full or proportionally. Leave of absence does not precipitate a legal entitlement to a refund of paid tuition fees. Students on leave will continue to have access to the library, the PMU's electronic platforms and will receive all relevant information on their studies through the course management. An administrative fee is charged for these services, which can be found in the fee sheet of the course concerned. The ÖH contributions must also be paid on an ongoing basis. The obligations stipulated in the educational contract to regularly retrieve the PMU e-mail remains in effect during leave of absence.
- 9.3.4 The obligation to regularly check the PMU E-Mail account remains in force during leave of absence to ensure a regular update on PMU information and bills.

9.4 Research Work

In line with the Ten Basic Salzburg Principles (2005), the independent research project is the core of the doctoral program. Every PhD student must therefore discuss the progress of the research project with the Supervision & Mentoring Team once every term. This evaluation allows for the review of the previous as well as the future work. The weekly working hours spent by the student on the research project are also recorded on the *Evaluation form* which is available on Moodle, and signed off by the supervision team and the student. Alternatively, the monthly working hours can be recorded on the medikit PhD App. All students are encouraged to keep a record of the hours spent on the research project. One ECTS point equals 25 hours of 60 minutes each. The total amount of points for the research work is 138 ECTS or 3450 hours over a period of at least 3 years. Each evaluation meeting is weighted with 0,5 ECTS points.

If the research work exceeds the duration of 3 years and if all teaching units that are provided by the University (i.e. compulsory and optional modules, seminars or practicals) are successfully completed by this time, the tuition fee may be reduced to EUR 150,- for each subsequent term. By this time, students may still collect ECTS points through optional activities that are not provided by the University like the attendance of scientific conferences or workshops, or the publication of peer reviewed scientific papers. The supervision agreement remains viable during this extension period. All 175 ECTS points of the program must be successfully completed by the time students register for the viva voce (defence, Rigorosum).

If a student wants to change the lead supervisor and/or the research project, the following processes apply:

- If a student changes between research projects while staying with the original lead supervisor, a new research proposal must be submitted to the course director or his deputy. The already performed research time on the previous project counts towards the 148 ECTS of the research part of the course. A new research proposal is however not required when the project changes are within the remits of the original project and are expected to be part of the normal scientific process. For example, extending a project to new biomarkers, including additional animal models, cell lines, patient groups or methods does not stipulate a change of project that requires a new research plan to be submitted. The course director and his deputy can advise on whether a new plan needs to be submitted.

- If a student remains on the original research project but requires a new lead supervisor, an appropriately qualified scientist or clinician, who meets the formal criteria can replace the previous supervisor. In this case, a new supervision agreement must be submitted to the course director or his deputy.
- If a student changes both the research project and the supervisor, the admissions criteria become invalid and the student needs to reapply with a new research plan and a new supervision agreement. The already obtained ECTS of the taught modules and of the completed optional activities are recognised. The new research project must however be long enough (i.e. 3450 hours) to enable the student to obtain the required 138 ECTS for the new research work.

10 CURRICULUM

10.1 Didactical Concept,

The didactical concept is centred on the hypothesis-driven, independent research project conducted by the student under supervision by three scientist or otherwise qualified persons. Based on the research plan, students test one or more hypothesis with suitable methods in a reproducible and statistically sound manner to obtain publishable results. Both, compulsory and optional teaching activities support the student along the way to develop all needed research and transferrable skills.

10.2 Curriculum Structure and ECTS Points

All activities to be provided by students as part of their studies are allotted to ECTS credits (ECTS credit = European Credit Transfer & Accumulation System). One ECTS credit corresponds to 25 working hours of 60 minutes and describes the amount of work required on average by a student to achieve the expected learning outcomes. In general, one year of full-time study corresponds to 1500 working hours and thus an allotment of 60 ECTS credits.

The 180 ECTS curriculum aims to enhance research readiness and employability at the highest international level within the benchmarks of the Austrian National Qualification Framework (NQR 2019) and the 10 Basic Salzburg Principles (2005). The optional *Research Activities* (**19 ECTS**) complement the core element of the degree, the hypothesis-directed research project (**138 ECTS**). The research activities encompass international placements, scientific conferences, summer schools, professional training, workshops, teaching, a didactic course, a FWF (Austrian Science Fond) or DFG (German Research Society) grant writing workshop, a *Partners & Network* meeting, publications and external modules (Figure 1, Table 4). Students select these activities as they fit best their research interests and career plan. The transferable skills (**13 ECTS**) are taught in three consecutive modules, attendance of which is compulsory. In the first year, all students complete the one week teaching block *PhD Novice* (5 ECTS). In year 2, the teaching block *PhD Advanced* (4 ECTS) and in the final year the teaching block *PhD Expert* (4 ECTS). The remaining **10 ECTS** come from the six evaluations (one each term) with the supervision team (3 ECTS: 6x 0,5 ECTS), the three progress presentations in the PhD Seminar Series (one each year) (3 ECTS: 3x 1 ECTS) and the defence of the cumulative thesis (*viva voce*, *rigorosum* 4 ECTS).

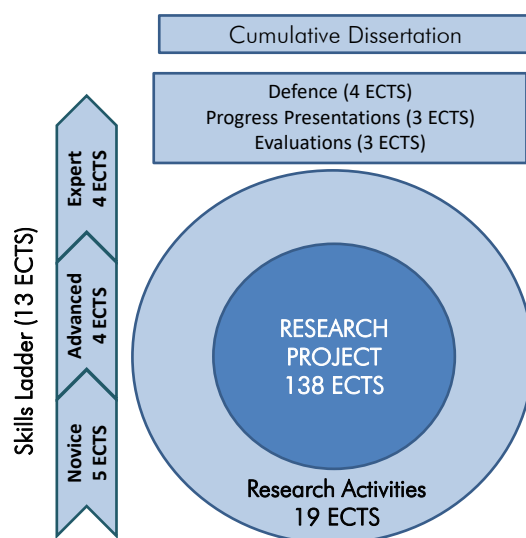


Figure 1: Curricular Structure of the PhD Program

10.3 Study Plan

Table 4: Study Plan (curriculum) of the PhD program Medical Science in accordance with the NQR 2019 at level VIII

Year	Learning Activity	Type	Module	ECTS	TU x 45'	Name of Co- ordina- tor/Lecturer	PMU, UHS, extern	Comment
Year 1 60,0 ECTS								
Research Module I 48,0 ECTS								
1	Research Project	Student-led	Research Module I	46,0	N/A	Caspari	PMU	Student keeps time diary
1	Evaluation I	Student-led	Research Module I	0,5	N/A	Caspari	PMU	Evaluation term I by supervision team
1	Evaluation II	Student-led	Research Module I	0,5	N/A	Caspari	PMU	Evaluation term II by supervision team
1	PhD Seminar	Student-led	Research Module I	1,0	20	Caspari	PMU	Each student presents once per year
PhD Novice Module 5,0 ECTS (1 week teaching block)								
1	Philosophy of Science	Seminar	PhD Novice	1,0	7	Caspari	PMU	
1	Basic Statistics	Lecture & Practice	PhD Novice	1,0	8	Zimmermann	PMU	
1	Ethics & Diversity	Seminar	PhD Novice	1,0	6	Mag. Martina Prantner	UHS	
1	Research Funding	Seminar	PhD Novice	0,5		Brunner	PMU	
1	Grant Writing	Lecture & Practice	PhD Novice	0,5	8	Brunner	PMU	
1	Self-management	Seminar	PhD Novice	1,0	6	Mag. Claudia Hummer-Stumpf	UHS	
Research Options I 7,0 ECTS								

1	Activities from List below	Student-led	Research Options I	8,0	N/A	Caspari	PMU	Coordination of the activities through PhD administration office
Year 2 60,0 ECTS								
Research Module II 48,0 ECTS								
2	Research Project	Student-led	Research Module II	46,0	N/A	Caspari	PMU	Student keeps time diary
2	Evaluation III	Student-led	Research Module II	0,5	N/A	Caspari	PMU	Evaluation term I by supervision team
2	Evaluation IV	Student-led	Research Module II	0,5	N/A	Caspari	PMU	Evaluation term II by supervision team
2	PhD Seminar	Student-led	Research Module II	1,0	20	Caspari	PMU	Each student presents once per year
PhD Advanced Module 4,0 ECTS (1 week teaching block)								
2	Scientific Publishing	Seminar	PhD Advanced	1,0	9	Caspari	PMU	
2	Advanced Statistics	Lecture & Practice	PhD Advanced	1,0	8	Zimmermann	PMU	
2	Peer Review	Seminar	PhD Advanced	0,5	9	Brunner		
2	Project Management	Seminar	PhD Advanced	0,5		Brunner	PMU	
2	From the Idea to the product	Student-led	PhD Advanced	1,0	13	Krieghofer, Fierlbeck	PMU	With external guest presenters
Research Options II 8,0 ECTS								
2	Activities from List below	Student-led	Research Options II	8,0	N/A	Caspari	PMU	Coordination of the activities through PhD administration office
Year 3 60,0 ECTS								
Research Module III 52,0 ECTS								
3	Research Project	Student-led	Research Module III	46,0	N/A	Caspari	PMU	Student keeps time diary
3	Evaluation V	Student-led	Research Module III	0,5	N/A	Caspari	PMU	Evaluation term I by supervision team
3	Evaluation VI	Student-led	Research Module III	0,5	N/A	Caspari	PMU	Evaluation term II by supervision team
3	PhD Seminar	Student-led	Research Module III	1,0	20	Caspari	PMU	Each student presents once per year
3	Rigorosum	Student-led	Research Module III	4,0	2	Caspari	PMU	Coordination
PhD Expert 4,0 ECTS (1 week teaching block)								
3	Fundraising: How to pitch	Lecture & Practice	PhD Expert	1,0	6	Nateqi	external	Symptoma
3	Quality Management	Lecture	PhD Expert	1,0	9	Prast	PMU	
3	Data Driven Health Care	Lecture & Practice	PhD Advanced	1,0	6	Kranzer,	External	Technical University Salzburg
3	Logic & Decision Theory in Science	Lecture	PhD Expert	1,0	9	Caspari	PMU	
Research Options III 4,0 ECTS								
3	Activities from List below	Student-led	Research Options III	≤4,0	N/A	Caspari	PMU	Coordination of the activities through PhD administration office
List of Research Options 19,0 ECTS								
1-3	International Placement	Student-led		≤8,0	N/A	Caspari	PMU	Coordination
1-3	Conferences Level III (world, overseas)	Student-led		≤6,0		Caspari	PMU	Coordination
1-3	Conferences Level II (Europe)	Student-led		≤4,0		Caspari	PMU	Coordination

1-3	Conferences Level I (National)	Student-led		≤2,0		Caspari	PMU	Coordination
1-3	Professional Training (Employability related)	Student-led		≤8,0		Caspari	PMU	Coordination
1-3	Publications & Third Mission	Student-led		≤6,0		Caspari	PMU	Coordination
1-3	Teaching & Supervision	Student-led		≤4,0		Caspari	PMU	Coordination
1-3	External Modules & Summer Schools	Student-led		≤8,0		Caspari	PMU	Coordination
1-3	Ring Lecture	Student-led		≤4,0		Caspari	PMU	Coordination
1-3	FWF or DFG Grant Writing Workshop	Student-led	PhD Expert	1,0			external	Delivered by FWF
1-3	Network Partner Fair	Student-led	PhD Expert	2,0		Caspari	PMU	Coordination
Abbreviations								
UHS: University Hospital Salzburg, N/A: not applicable								

To provide a supportive scientific environment in which early stage researchers can flourish, the curriculum provides for optimal scientific freedom thus offering only the three modules of the skills & career ladder (Figure 2, Table 4). All modules are delivered within one week twice every academic year.

At the start of the PhD program, all students complete the compulsory module *PhD Novice* (5 ECTS) which covers:

- Philosophy of Science (1 ECTS),
- Basic Statistics (1 ECTS),
- Ethics & Diversity (1 ECTS)
- Self-management (1 ECTS)
- Research Funding (0,5 ECTS)
- Grant Writing (0,5 ECTS)

The second year module *PhD Advanced* (4 ECTS) delivers:

- Advanced Statistics (1 ECTS)
- Scientific Publishing (1 ECTS)
- Peer Review (0,5 ECTS)
- Project Management (0,5 ECTS)
- From the Idea to the Product (1 ECTS)

The final module *PhD Expert* (4 ECTS) in year 3 encompasses:

- Fundraising: How to pitch (1 ECTS)

Quality Management (1 ECTS)
 Data Driven Health Care (1 ECTS)
 Logic & Decision Theory in Science (1 ECTS)

The FWF or DFG Grant Writing workshop is delivered by colleagues from the FWF or DFG to prepare students for applications to the Early Stage Postdoc Program (replaces the current Meitner and Firnberg programs at the FWF) and the Schrödinger Stipend to spend up to 2 years at an international research institution.

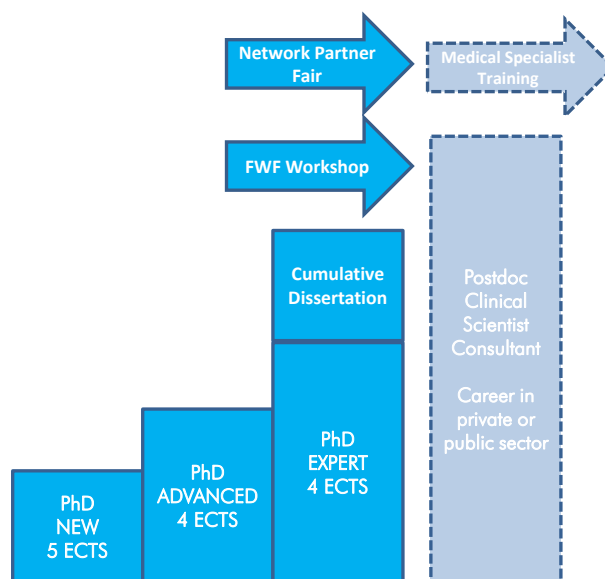


Figure 2: The Skills & Careers Ladder. The career development is expected to continue after graduation (boxes with dotted lines). The Network Partners Fair is organised by students for students to meet future employers

10.4 Degree Program Committee

The Curriculum Commission ensures that the curriculum complies with the current state of science and international standards with regard to teaching content, learning objectives and didactic design and is suitable for imparting the competences necessary to achieve the qualification profile described in the accreditation application.

It is responsible for:

- Contents and learning objectives of individual courses
- Structure of all teaching courses
- Didactic concept of the degree programme
- Examination modalities

The doctoral program is overseen by the Degree Program Committee (Curriculum Committee) to ensure an equally high quality of the course for students, supervisors and lecturers at either PMU location. The membership of the committee includes:

Chair
 Course Director Salzburg & Deputy Course Director Nürnberg

Orderly Members with voting right:

One PhD student representative from each PMU site as suggested by the Students' Union; the lecturers on the course or their representatives; the representative(s) of the PhD supervisors; one representative of the Quality Assurance Office; the Faculty Deans for Research and Teaching from either PMU site; at least one alumnus/alumna from the course, the course director and the deputy.

The representation of the voting right by a named person other than the orderly member is possible, but must be addressed in writing (e.g. email) to the chair prior to the meeting. A change of persons representing the different stakeholder groups is possible after discussion with the chair and does not affect the terms of reference.

Coopted Members without voting right

On the invitation by the chair, colleagues from the following departments may be coopted onto the committee: representatives from other PhD programs at the PMU; International Office; Library; IT Department; Academic Teaching & Learning Technologies; Finance Department; Research Management & Technology Transfer Office; Students' Union; head of the PMU Academy and any other relevant person.

The committee works according to its terms & conditions, and all minutes of the meetings are published on the online teaching platform Moodle. The committee reports through the course director to the Faculty Dean for Teaching and the Faculty Dean for Research in the Faculty of Medicine at both PMU locations. The committee meets at least once per term. The chair may call additional meetings as required. The committee meetings may be held online using a video conference app (e.g. Microsoft Teams, Cisco Webex, Jitsi).

Changes to the curriculum are classified as „minor“, „significant“ or „accreditation relevant“.

All changes are documented using the forms provided by the quality management unit and they must follow on implementation strategy.

Minor changes are:

- Renaming of modules or teaching units
- Adaptation of the learning outcomes of modules or teaching units in discussion with the students & module lead
- ECTS changes of individual modules or teaching units ≤ 2 ECTS
- Reorganisation of modules or teaching units within the same program
- Changes to the teaching methods of modules and teaching units in discussion with the students & module lead
- Changes to the assessment methods of modules and teaching units in discussion with the students & module lead

Decontrol of minor changes:

Decisions are taken by the Degree Program Committee, all changes are recorded in the minutes of the meeting and the quality tracking form of the faculty for postgraduate education.

Significant changes are:

- ECTS changes of individual modules or teaching units > 2 ECTS
- Reorganisation of individual teaching units within a module
- Changes to the curriculum of the 180 ECTS program of $> 10\%$ or > 18 ECTS

- Reorganisation of modules or teaching units between programs or between educational levels.
- Introduction or removal of modules to or from the program. This applies to compulsory, optional and elective modules.
- Changes to the admission criteria

Decontrol of significant changes:

Decontrol takes place through the Faculty Dean for Teaching after the changes were agreed by the Degree Program Committee and reviewed by Leadership Team Teaching & Learning. All significant changes must be included in the annual report to the AQ Austria (PU-JBVO idgF)

Accreditation relevant changes according to PU-PrivH-AkkVO 2021 2021 are:

- Change of the name of the legal entity of the private university as well as change of the legal form of the legal entity of the private university;
- Changes to the curriculum that significantly changes the profile and the associated intended learning outcomes at the degree program level, the organizational form, the total workload (in ECTS credit points), the duration (in academic year, semesters, terms or trimesters), the language used or the Wording of the academic degree to be awarded (including the abbreviated form) of the course or courses of study;
- Change in the number of accredited places on the course or courses;
- Change of the place or locations where the course or courses of study is or will be carried out;
- Amendment of the statutes of the private university by adding guidelines for habilitation procedures after the accreditation of a relevant doctoral program.

Decontrol of accreditation relevant changes:

Decontrol takes place by the university management after the changes were reviewed by the Degree Program Committee, the Leadership Team Teaching & Learning and the Faculty Dean for Teaching. These changes require an application to the AQ Austria.

10.5 ECTS weighted Research Activities

The Research Activities amount to 19 ECTS (Table 4) and are integral to science as a profession (see Salzburg Principles IV, VIII & IX (EUA2005)).

The Research Activities include:

- International Placement (2 ECTS / week) (≤ 8 ECTS)
- Conferences Level III (≤ 6 ECTS)
- Conferences Level II (≤ 4 ECTS)
- Conference Level I (≤ 2 ECTS)
- Professional Training (methods, digital & analytical skills) (≤ 6 ECTS)
- Publications & Third Mission (≤ 6 ECTS)
- Teaching & Supervision (≤ 4 ECTS)
- External Modules & Summer Schools (≤ 8 ECTS)

- Ring Lecture (≤ 4 ECTS)
- FWF or DFG Grant Writing Workshop (1 ECTS)
- Network Partner Fair (2 ECTS)

10.6 International Placement

As part of the research project, students are encouraged to spend time in a research group outside of Austria. All international research stays must be agreed with the lead supervisor and reported to the administrative office. Students can obtain up to 8 ECTS (2 ECTS per 1 week) for the stay which may exceed 4 weeks but without further ECTS remuneration. The stay can be broken up into shorter periods at different international locations. Students obtain also ECTS points when the stay serves further skills training or a placement outside of research (e.g. in the private or public sector). While students are abroad, they can visit elective modules with learning outcomes that are relevant to this doctoral program. Whether elective modules are eligible for recognition must be discussed with the course director or his deputy. Students are encouraged to do this before embarking on their international journey.

10.7 Scientific Conferences

Scientific conferences are classified according to their “catchment area” independently of their actual location. This avoids any disadvantages for students with a limited travel budget. Conferences with a worldwide or overseas impact return 3 ECTS for an active contribution (poster, talk) or 1,5 ECTS for passive attendance. Meetings with a European remit return 2 ECTS (active contribution) or 1 ECTS (attendance only), whereas national conferences return only 1 ECTS (active contribution) or 0,5 ECTS (attendance only). The maximum ECTS are 6 ECTS for a worldwide or overseas impact, 4 ECST for a European impact or 2 ECTS for a national impact.

10.8 Professional Training

Professional training includes all certified or registered activities that further the career and/or professional knowledge, skills or competencies of a student. Typically, these training events are provided by external bodies or institutions. Verification or confirmation of the event is required for its recognition. The ECTS depends on the total time the student needed to reach the learning outcomes of the event.

10.9 Third Mission & Publications

Peer reviewed publications that are neither part of the cumulative dissertation nor are co-submitted with a monographic thesis, and are based on research activities conducted while on the doctoral program return up to 6 ECTS. Publication in the top 15% of the field return 3 ECTS, publication in the subsequent 25% section (top 85%-60%) return 2 ECTS, whereas all other publication outside of the top 40% return only 1 ECTS. Third Mission activities may cover knowledge transfer, communication of science to the general public, peer review activities for a scientific journal, contributions to a special issue of a journal or commercialisation of science. The ECTS value of an activity needs to be discussed with the course director or his deputy. As a guideline, successful patent applications return 3 ECTS, one peer review counts for 0,5

ECTS, contribution to an Open Day returns 1 ECTS or writing an article for the general public returns 0,5 ECTS. The combined ECTS load for Publications and Third Mission activities must not exceed 6 ECTS.

10.10 Teaching & Supervision

Teaching at a recognised secondary education institution returns ECTS subject to the time involved. The co-supervision of research projects at the Bachelor and Master level is also eligible. Teaching may also take part in the context of professional and/or honorary courses (e.g. OP course, first aid course, citizen science course). All teaching and supervision activities need to be confirmed by the institution and/or the lead supervisor. The actual ECTS values need to be discussed with the Course Director or his deputy.

10.11 Ring Lecture

The Ring Lecture is a series of talks by invited guest speakers to enable students to network and learn about other fields and methods. To obtain 1 ECTS for one lecture, students must complete a short (less than 3000 words) essay on a subject related to the content of the talk.

10.12 Network Partner Fair

The annual one day event, the *Network Partner Fair* (2 ECTS), is a professional mixer meeting where students can meet future employers from the public and private sectors. It is organised by students for students. The organisation is a supervised team exercise in which students or group of students adopt specific roles necessary to organise a professional meeting. The tasks are (i) outreach to companies and institutions that may be interested in attending, (ii) project planning & monitoring, (iii) fundraising, (iv) event management and (v) promotion & advertising

10.13 Workshops, Activities for Scientific Journals, Summer Schools & external Modules

Students may attend in presence or online any external workshop, summer school or module that advances their research, employability or personal competencies. The events must be provided by a recognised organisation. ECTS are calculated based on the verified time spent on the event. A special event is the Grant writing workshop (1 ECTS) that is provided by the Austrian Science Fond (FWF) or the German Research Society (DFG) once a year. It prepares students who plan to apply for Early Stage Postdoc funding or similar external funding. External Journal Clubs / Jour Fixes can be used to obtain optional ECTS subject to a confirmation detailing duration, date, topic & organisation. An invited Peer review for a scientific journal with an impact factor returns 0,5 ECTS/review cycle (evidence: journal conformation and/or Publons report). The role of "Invited guest editor" may result in up to 2 ECTS depending on the work load and journal (evidence: confirmation by journal).

11 ORGANISATION AND TEACHING RESOURCES

11.1 Organisation of the Program

The course management is the operational level in the field of teaching & learning, and supervises all students and teachers. The course management consists of the course director and, if applicable, the deputy course director as well as the administrative staff.

The course management performs and is responsible for all tasks relating to the organisation, implementation and quality assurance of the course. In addition, it is responsible for the further development of the course, especially within the framework of the Curriculum Commission and, if necessary, with the involvement of supporting experts.

Each course is assigned to a faculty or department. A faculty or department represents a study and course offer of the university according to subject-related criteria. The faculty or department head coordinates these study offers and thus performs a bridge and advisory function between the individual study programs and the Faculty Dean of Teaching and Learning. In the case of the same study programme at several locations, the relevant faculty or department head will also be given the responsibility of the curriculum development and curriculum commission.

The Faculty Dean of Teaching and Learning is responsible for the overall university strategic responsibility for the field of studies and teaching. The Academic Services unit and the Quality Management Unit support the Faculty Dean. The PMU homepage indicates the current contacts.

All current contacts are indicated on the PMU homepage.

The PhD program Medical Science is overseen by the Course Director, who is based at the PMU Salzburg, and the Deputy Course Director, who resides at the PMU Nürnberg, with the advice of the Degree Program Committee (see section 10.3). The PhD Administration Office in Salzburg administers the program for both locations. It is staffed with internationally experienced colleagues and headed by the course director. The course administration forms the interface between students and university, and is responsible for the coordination and quality assurance of the program. The course director and his deputy both steer the curriculum development in consultation with students, external advisors and lecturers & supervisors within the remit of the degree program committee. The course director reports to the head of faculty, the quality assurance office and the Faculty Dean for Teaching and the Faculty Dean for Research. The course director holds regular "PhD Surgery consultations" for staff and students in Nürnberg and is available by appointment for online meetings and consultations during the normal working (i.e. via Skype, Zoom or Microsoft Teams).

11.2 E-Learning Resources Campus and Moodle

The university provides for all students and staff the online teaching & learning platform Moodle (<https://moodle.pmu.ac.at>), the Microsoft App suite including Teams (<https://www.pmu.ac.at>) and the administrative portal Campus (<https://campus.pmu.ac.at>). These resources can be accessed through the university user account at any PMU location. External lecturers are provided with individual access accounts by the Application Management team upon an email request by the course director or his deputy.

The content of the teaching & learning platform Moodle is entered and maintained by the lecturers or their administrative staff. The responsibility for the content lies with the person who enters it into the system or who commissions other colleagues to do so. The copyright and right of use of its content including assessment tasks and model answers remain with the author.

The Campus-Portal administers documents, certificates or invoice that can be viewed or downloaded as pdf files.

User guides for all online recourses are in the knowledgebase on Campus.

11.3 University Library

The Joseph & Brigitta Troy library at Salzburg and the Library at Nürnberg are open to all students and staff of the University and the University hospitals. In addition to lending books and related media, the library provides a host of other services that are listed under www.pmu.ac.at/bibliothek.

A digital student or staff card is required to borrow items from the library. The library at the PMU Nürnberg uses a multifunctional chip.

Please refer to the library regulations for further information. All users can also access the library services at both sites remotely from their home computer through the library link on the university web page. Materials like books can be exchanged between both libraries.

11.4 Teaching Locations

Teaching locations are the facilities of the PMU Salzburg or PMU Nürnberg including the facilities of its research institutes and associated clinics. Teaching will also take place online preferable in MS Teams.

11.5 Attendance and Moodle Content

Students who wish to attend a module must register for the event prior to its start on the Campus system (see section 11.2). Advisory information is widely circulated in due course.

Every Moodle page must inform students about

- (i) course content
- (ii) learning outcomes, conveyed competences
- (iii) assessment criteria
- (iv) assessment method(s)
- (v) marking criteria
- (vi) teaching team
- (vii) time table and teaching venues
- (viii) ECTS workload
- (ix) a link to the teaching materials on Microsoft Teams (if applicable)

Depending on the learning outcomes and teaching strategy, modules and smaller units may

be a mix of self-study, blended learning, online materials & digital lectures and/or contact time (time in class). The total ECTS work load of a teaching unit includes the time spent by the student on preparing the materials, attending class, completing homework, revising for the exam and sitting the exam. Not all teaching units may have contact time in class. Blended learning on the Moodle platform and/or Microsoft Teams may include e-learning, videos, Wikis, or other online tools. All students are responsible for visiting the relevant Moodle pages regularly to keep track of important course information. Attendance is compulsory for practicals, field trips, examinations and time in class as stated by the lecturer. Access for all users to Moodle & Campus is also through the WLAN-System at the PMU possible. Seminars and other group events may be live streamed between both locations (e.g. BigBlueButton, Cisco Webex).

12 ASSESSMENT AND CERTIFICATES OF ACHIEVEMENT

The assessment methods are aligned with the competences that each module or teaching activity intends to convey (Table 5). The competences are assigned to the seven program outcomes (see section 3.2). Summative assessments use the Austrian grade system and a grade of 4 (pass) is required for the successful completion of a formally assessed teaching unit. All students on the module must be informed about the marking criteria (i.e. which level of knowledge corresponds to the different grades) on the Moodle page and in class at the start of the teaching unit. The nature and weight of the assessment depends on the content and learning strategy, and is set by the academic who delivers the module or unit. The assessment methods should reflect the skills and knowledge taught on the module. The appropriateness of the assessment is part of the module evaluation by the students.

If attendance is sufficient to achieve the learning outcomes (e.g. annual evaluation or time spent on the research project), no summative assessment will be required.

Table 5: Curricular map of modules, assessment methods, assessed outcomes and program outcomes

Year	Module	ECTS	Assessment	Competences	PO
1-3	Research Modules I-III	148	<p>Peer-reviewed, cumulative thesis of at least 2 first or equal contribution authorships totalling 5 score points, or one monographic thesis on application, or one monographic thesis accompanied by one peer-reviewed publication: 138,0 ECTS</p> <p>Viva voce (defence); 4,0 ECTS</p> <p>6 evaluations (2 per year): 3,0 ECTS</p> <p>3 PhD Seminar presentations (1 per year): 3,0 ECTS</p>	<p>Design and execute hypothesis-based experiments independently</p> <p>Evaluate outcomes and generate new hypotheses based on published and novel information.</p> <p>Execute experiments based on troubleshooting experience and mastery of the relevant technology</p> <p>Recognize important unanswered questions or knowledge gaps in the field.</p> <p>Work in a team and assist junior members in the group</p>	1,2,3,7

			Demonstrate in depth knowledge of the relevant literature & databases	
			Integrate multiple disciplines into your research	
			Demonstrate a knowledge of health & safety procedures and their application in the research environment	
			Communicate their findings to scientific peers	
1	PhD Novice	5,0 ECTS		
	Philosophy of Science	1,0	Homework on the philosophical reflection on selected examples from scientific breakthrough findings and/or bias in scientific work (essay up to 5 pages around 3000 words)	Understand how the scientific method developed. Know key philosophical concepts of science. Develop an understanding of epistemology & logic. Understand the origins of scientific bias, misconduct and self-inflicted thinking errors. 1,2,4
	Basic Statistics	1,0	Five homework exercises (short examples covering the main topics of the course) & one brief comment on the methods that were used in a selected publication (reviewer-comment style, max. 200 words) that should include at least 2 references to items of an appropriate reporting guideline.	Independently select appropriate statistical tests and design experimental data collection accordingly. 1,2, 3 Recognize the limitations of the applied statistical tools especially in peer-reviewed publications. Knowledge of data reporting guidelines
	Ethics & Diversity	1,0	One short report of five pages (about 3000 words) that summarizes the theoretical and practical input of the module. The report must include theories presented in the formal lesson and should include own ideas and experiences.	Know about ethical principles and moral judgment. 4,7 Understand that diversity is a quality of cultures that are not homogenous. Appreciate the dilemma and deduction of best solutions in complex settings. Be aware of research conduct, plagiarism, data ownership, and patient anonymity. Know about the work of a local ethics committee as well as a clinical ethical committee for patient issues.
	Research Funding	0,5	Poster (part of formal lesson): main topics and rules of one Austrian funding programme. Preparation time is 30 minutes, presentation time 10 minutes. The module is also assessed by writing an own grant proposal (average about 2,000 words). The grant proposal needs to cover a project description with a project plan, time schedule and a financial part. It has to include the presentation of a project team and a description of the project controlling tools.	Develop an overview of the Austrian & European research (including classification of research in Europe according to OECD handbook, R&D quotes, distribution of research finances, statistical data). 1,5,6,7 Understand the main topics of a grant proposal (including financial planning).

Grant Writing	0,5	<p>Write a short impact statement of your research (max: 1000 words).</p> <p>Write a short statement explaining why you are best placed to conduct the current (your) research project (max: 1000 words)</p>	<p>Be able to communicate the importance of the proposed research to reviewers.</p> <p>Explain to reviewers why you or your team are best placed to meet the proposed project outcomes.</p>	1,2,3,4,5,7
Self-management	1,0	<p>One short report of up to 5 pages (about 3000 words) that summarizes the theoretical and practical input of the module. The report must include theories presented in the formal lesson and should include own ideas and experiences.</p>	<p>Understand the psychological and neurophysiological aspects of stress.</p> <p>Appreciate the difference between positive and negative stress</p> <p>Apply preventive strategies against chronic stress.</p> <p>Know about behavioural and biological effects of distress.</p> <p>Be aware of psycho-hygiene and its relevance for maintaining quality of work.</p>	4,5
2 PhD Advanced 4,0 ECTS				
Scientific Publishing	1,0	<p>Write a newspaper article on your research topic for the general public (max. 1,500 words).</p> <p>Write a scientific abstract on your research (max. 250 words).</p> <p>Design one graphical abstract of your work (1 figure with sub-panels).</p> <p>Analyse the story line of one selected scientific publication (max: 1,500 words)</p>	<p>Know how to prepare a scientific manuscript.</p> <p>Appreciate the importance of title and abstract.</p> <p>Understand the performance indicators of scientific outputs.</p> <p>Be able to summarise research data in high quality figures and tables.</p> <p>Be able to convey complex scientific content to a lay audience.</p>	1,2,3,4,7
Advanced Statistics	1,0	<p>The module is assessed by writing (i) a "Statistical Methods" paragraph for the study protocol as well as (ii) the corresponding part of the Ethics Committee Application form and (iii) a brief general overview of the statistical design of the PhD research project.</p> <p>Each of the parts consisting of up to 1000 words, and max. 2 figures or tables).</p>	<p>Know how to apply sound statistical analysis to research data whilst knowing about the limitations and meaningfulness of statistical tests.</p> <p>Be able to write the "Statistical Methods" part of a study protocol and to fill in the required information about the statistical methods in Ethics Committee forms.</p> <p>Know about sample size calculation as well as a brief overview about adaptive designs.</p> <p>Develop an understanding of advanced data structure (e.g., repeated measures, survival data) with respect to particular characteristics of the respective setting (e.g., preclinical research, rare diseases).</p>	1,2,3,5

3	Peer Review	0,5	Design three experiments that aim to falsify your conclusions (max: 1000 words) Write a letter to the editor in which you explain why the three falsification experiments do not contradict your key conclusions (max: 1000 words).	Know how peer review works. Provide a point-by-point reply to the reviewers comments (letter to the editor) Develop a falsification strategy for your project	1,2,3,4,5,7
	Project Management	0,5	In course preparation of a project breakdown structure (preparation: 60 Minutes)	Develop an understanding of the different phases and roles in a project. Know how to develop a project handbook with a milestone plan, work breakdown structure and cost calculation.	1,5,6,7
	From the Idea to the Product	1,0	Prepare a business case using the CANVAS process and present this case to a selected audience (7 Minutes)	Be able to develop a business case using CANVAS. Present your case to potential sponsors. Understand the important role of innovation and creativity in research. Be alert to intellectual property issues. Be aware of the contributions knowledge transfer can make to society. Appreciate the benefit of initiating cross-disciplinary projects with industrial partners.	5,6
3	PhD Expert	4,0 ECTS			
	Fundraising: How to pitch	1,0	The module is assessed by a diagnostic report for 10 cases. In the style of a medical report, students summarise their research of their allocated ten patient cases. The report needs to cover (i) a patient summary including data deemed necessary for diagnostic decision making, (ii) a list of up to ten differential diagnosis per case (based on their expert opinion, literature research, and/or diagnostic decision support systems), and (iii) their finally suspected diagnosis (only one per case) (max: 2 pages per report)	Understand the legal and scientific relevance of patient data. Know how diagnostic pattern are detected in patient records using manual and software tools. Be able to apply automated pattern recognition algorithms to the detection of complex, life-threatening and rare diseases. Observe data ownership and patient anonymity whilst conducting research.	2,4,5
	Logic and Decision Theory in Science	1,0	Solve 4 given decision problems by applying the theories learned in the module. Explain your reasoning and why a certain approach was selected. Discuss the possible outcomes of your decisions (written report max: 3000 words may include figures and tables.	Apply logical reasoning in a research setting. Know about the basic principles of decision theory. Understand the key theories of medical decision making.	

			Be aware of decision-theory designs for small clinical trials and pilot studies.	
Quality Management	1,0	<p>Assessment 1: Write a Standard Operating Procedure (SOP) according to 2018 11 05 DR SJ2018_19 MED using the Qualitäts-managment_SOP_template (Max: 2000 words).</p> <p>If you are already familiar with SOPs, write one SOP that takes into account not to violate any confidential or copyright regulations (Max: 2000 words)</p> <p>Assessment 2: Select a "bad science" paper, report, procedure, study or similar and write about in max. 1000 words why you consider the publication "bad science" and include suggestions for improvements.</p>	<p>Know the essential terms related to quality management.</p> <p>Understanding the role and function of quality management within companies and organisations</p> <p>Understand the main features of surveys as a QM instrument.</p> <p>Apply quality standards to experimental design.</p>	1, 2, 4, 5
Data Driven Health Care	1,0	The module is assessed by an expose and a report. The expose should be a two-pager presenting the idea for a project and the planned steps and possible outcome including a short SWAT analysis. The report should be between 4 and 6 pages and should propose the state of the art, the goals, methods and material and the expected outcome of the selected ICT project.	<p>Know about the state of the art information and communications technology (ICT) to acquire sensor data from patients and medical devices.</p> <p>Explores ICT options in medicine and research in a short project that can be part of the individual student's research.</p> <p>Be aware of the possibilities and limitations of ICT systems.</p> <p>Know about the possible template of best practice to utilize software in modern medical research and hospitals to acquire large and unstructured data sets.</p> <p>Have an appreciation of sensors and other hardware available for both research and daily clinical practice.</p>	
1-3	Research Options 19 ECTS			
International Placement	≤8,0	Confirmation by the host institution	<p>Learn about novel research technologies.</p> <p>Expand your professional network.</p> <p>Sustain international collaborations.</p> <p>Acquire additional employability skills.</p> <p>Integrate multiple disciplines into your research.</p> <p>Learn about industry and product development.</p>	1,4,5,6,7

			Experience novel work environments in the public or private sector.	
Professional Training	≤8,0	Confirmation by the training provider	Learn about novel concepts, methods and tools in your profession.	2,3,4,5,6,7
			Acquire additional employability skills through continuous professional development.	
Publications & Third Mission	≤6,0	Accepted peer reviewed publication (not part of the cumulative thesis).	Explain the impact of your work to the general public or groups outside the university.	3,4,5,6,7
		Evidence of sharing scientific knowledge with groups outside of the university (e.g. general public, practitioners, politicians, pupils).	Be aware of the different type of audiences and the required communication levels.	
		Evidence of transfer of knowledge, technologies, innovations and patents from the university to the economy.	Expand your professional network.	
			Appreciate the relevance of research in society and the potential impact on individuals & groups.	
			Be aware of the contributions knowledge transfer can make to society.	
			Appreciate the benefit of initiating cross-disciplinary projects with industrial partners.	
Teaching & Supervision	≤4,0	Confirmation including the location, course, duration and content of the teaching and/or supervision activities.	Be able to communicate complex scientific knowledge to different audiences at Bachelor level.	
			Be aware of diversity within the student body.	
			Teach your research skills and knowledge to junior members in your group.	
External Modules and Summer Schools	≤8,0	Confirmation by the provider of the event including title, location, provider details, duration and content. Confirmation of the successful completion of a module.	Acquire additional personal development skills.	1,2,3,4,5,6,7
			Learn about novel methods and technologies.	
			Obtain additional subject-specific knowledge.	
			Improve your employability.	
Ring Lecture	≤4,0	To obtain 1,0 ECTS for one lecture, students complete one short essay task set by the speaker of the ring lecture (max: 3000 words).	Acquire additional scientific knowledge.	1,2,3,4,5,6
			Learn about novel methods and tools.	
			Expand your research and professional network.	
			Develop awareness for innovation.	

Conference Level I (national significance)	≤2,0	Confirmation of active participation (e.g. poster, talk, session chair) (1,0 ECTS). Confirmation of passive participation (0,5 ECTS)	<p>To present your work to a national audience.</p> <p>To learn about research advances at national level.</p> <p>To build national research or professional networks.</p> <p>To become aware of national innovations.</p>	1,3,4,5,6
Conference Level II (European significance)	≤4,0	Confirmation of active participation (e.g. poster, talk, session chair) (2,0 ECTS). Confirmation of passive participation (1,0 ECTS)	<p>To present your work to a European audience.</p> <p>To learn about research advances at European level.</p> <p>To build European research or professional networks.</p> <p>To become aware of European innovations.</p>	1,3,4,5,6,7
Conference Level III (global significance or attendance on application)	≤6,0	Confirmation of active participation (e.g. poster, talk, session chair) (3,0 ECTS). Confirmation of passive participation (1,5 ECTS)	<p>To present your work to a global audience.</p> <p>To learn about global advances at national level.</p> <p>To build global research or professional networks.</p> <p>To become aware of global innovations.</p>	1,3,4,5,6,7
FWF or DFG Grant Writing Workshop	1,0	Course certificate	<p>Know about the general conditions and prerequisites of applying to the FWF</p> <p>Learn about the available funding programs.</p> <p>Be aware of the application guidelines and review criteria.</p> <p>Analyse and discuss successful proposals and their reviews</p> <p>Know how the FWF decision process works.</p>	1,3,4,5,6,7
Network Partner Fair	2,0	Successful organisation of the PMU Network & Partner Meeting	<p>Know how to organise a conference</p> <p>Prepare a budget</p> <p>Communicate with Partners</p> <p>Understand the basics of advertising</p> <p>Be able to work in a team</p>	3,4,5,6,7
PO = Program Outcome (see section 3.2)				

12.1 Types of Assessment

- 12.1.1 It will be distinguished between partial tests and the final exam of a module or teaching activity on one side and the concluding examination of the degree on the other side.
- 12.1.2 Teaching units or modules may be summatively assessed by a final exam, homework, practical tests, objective structured clinical examinations (OSCEs), interviews, poster, oral presentation or a combination of the latter. Summative assessments may be conducted on site or off site as decided by the course management. Oral examinations should be conducted by two examiners and are public. Information about oral examinations may be obtained from the course administration office.
- 12.1.3 Final exams may be conducted orally, in writing, by multiple choice, in practice or as a group task. In the case of a group assessment, each student must perform a defined task within the group that is marked. Final exams may be conducted on site or off site as decided by the course management.
- 12.1.4 Written examinations may be invigilated, electronically conducted; time limited Moodle assessments, essays, reviews, meta-analysis, posters or project work.
- 12.1.5 All summative assessments are marked according to the corresponding marking criteria using the Austrian grading system according to the Austrian University law (UG §72 (2)).
- 12.1.6 Summative assessments may be conducted by individual examiners or examination boards. The latter must be agreed on at the start of the module and communicated to the students. Examination boards need common marking criteria and marking procedures. Normally the agreed mark is the arithmetic mean of the individual marks of the board members.
- 12.1.7 Board examinations (e.g. defence, Rigorosum) are conducted by a group of at least two better three examiners.

12.2 Grading Scale

- 12.2.1 All summative assessments are marked using the Austrian grading scale that uses the following grades: first (1), second (2), third (3), pass (4) and fail (5). The grades must be defined by the marking criteria for each summative assessment.

Exams encompassing more than one subjects or parts are only passed when each individual subject or part has been passed.

In the case of grades that are composed of several partial achievements, no intermediate grades are to be formed, but the respective achievements are to be combined in the original form (points or similar) and the grade is to be formed from the sum of the individual achievements.

- First (1): students demonstrate comprehensive knowledge & detailed understanding of the learning outcomes with clear evidence of background study. Highly focused answers supported by background reading. Logically presented and well defended arguments. No factual errors. Original interpretation and novel links between topics are developed. Answers exceed the lecture content. For multiple choice tests (excluding single best answer): 91 – 100 %.
- Second (2): students demonstrate good knowledge and understanding of key areas & principles. The main subject areas are understood, but may contain some minor omissions. Limited evidence of background study. Answers focus on question, but may also present some irrelevant material and weaknesses in structure. Arguments are presented, but lack some coherence. No original interpretation & ideas. Only major links between different topics are described. Answers are only based on the lecture material. For multiple choice tests (excluding single best answer): 81 – 90,99 %.
- Third (3): students demonstrate sound knowledge and understanding of the key areas & principles. No evidence of background reading. Answers are largely correct but are based on statements of facts without additional explanation and context. No original interpretation and ideas are presented. Arguments lack coherence and supporting evidence. For multiple choice tests (excluding single best answer): 71 – 80,99 %.
- Pass (4): students demonstrate clear gaps in knowledge and understanding of the key areas & principles. No evidence of background reading. Answers are poorly focused with some irrelevant material and/or repetition. No original interpretation and ideas are presented. Arguments are not very coherent and lack supporting evidence. For multiple choice tests (excluding single best answer): 61 – 70,99 %.
- Fail (5): students cannot demonstrate knowledge and understanding of the key areas & principles. The answers do not meet the learning outcomes. No evidence of background reading. Answers are wrong or contain mainly irrelevant material. No original interpretation and ideas are presented. Arguments are neither coherent nor supported by evidence. For multiple choice tests (excluding single best answer): < 60,99 %.

In the case of grades composed of several partial assignments, no intermediate marks are to be formed, but the respective marks must be combined in their original form (points or similar) and the grade shall be formed from the sum of the individual assignment marks.

- 12.2.2 Satisfactory attendance and/or the successful accomplishment of the learning outcomes of modules or teaching units that are not summatively assessed are confirmed with the statement “participated with success”. The statement is changed to “participated without success” when the learning outcomes are not met and/or when the attendance was not satisfactory.
- 12.2.3 With the exception of the defence (Rigorosum, viva voce), all curricular modules and teaching units must be successfully completed before a student may register for the defence of the PhD thesis. This means 175 ECTS points out of the total work load of 180 ECTS must be successfully completed to become eligible for the defence. If a

summative assessment is failed (mark: 5), it can be retaken twice. The third repeat must be passed with a minimum pass mark of 4. If all four summative assessments of a module or a teaching unit are failed, the student will not be eligible for the defence and therefore unable to complete the PhD course. If a module consists of more than one summatively assessed teaching unit, all summatively assessed units must be passed to successfully complete the module. All modules or teaching units that are not summatively assessed must be completed with the statement "participated with success". If this were not to be the case, the module or teaching unit has to be retaken. If a student fails such a module or teaching unit four times (i.e. is given four times the statement "participated without success"), the eligibility for the defence will be withheld and the student cannot successfully complete the doctoral program. If a module consists of a combination of summatively and not-summatively assessed teaching units, the not-summatively assessed units must be completed with the statement "participated with success" and the final mark of the module will be the mean of all summative marks.

12.3 Attendance of Examinations

12.3.1 Registration for Examinations

To take an exam, students must register on Campus by a certain deadline which is communicated on Moodle and/or by the module/unit organiser and/or the PhD Administration Office. Students who are not registered are not eligible to sit the exam.

Registration for the defence of the thesis (Rigorosum, viva voce) requires

- (i) two positive reports (mark 4 or higher) on the thesis
- (ii) the successful completion (mark 4 or higher) of 175 ECTS points of the doctoral program (all curricular modules and teaching units with the exception of the defence)
- (iii) the observation of a period of 4 weeks during which the candidate may review the comments by the two reviewers of the thesis and prepare for the defence. The Director of the Doctoral Studies may shorten or waive the latter review period subject to a written application by the student.

12.3.2 Examination Prevention

Students who are registered for an exam, but cannot attend due to unforeseen special circumstances must inform the doctoral administration office and/or the module/unit organiser by email prior to the start of the exam. Examples of unforeseen special circumstances are illness, urgent family matters, hospital emergencies, unforeseen changes in duty rotas or accidents. Supporting evidence (e.g. doctor's notes) must be provided not later than three days after the exam.

Students who wish to deregister without special circumstances must do so on Campus not later than 5 working days before the exam day.

12.3.3 Unexcused Absence

Students who do not attend an exam without having reported special circumstances or being deregistered will fail this exam. Students will also fail when they do not meet the eligibility criteria essential to take an examination due to self-inflicted circumstances (e.g. unsatisfactory attendance where attendance is an eligibility criterion). In this case, the repeat exam can only improve the grade of the previous examination by one grade.

12.4 Announcement of the Marking Criteria and the Examination Modalities

- 12.4.1 Lecturers who are responsible for setting a summative assessment must inform all students at the start of the module or teaching unit about:
- the date of the exam and/or the assessment details,
 - the marking criteria (i.e. how the grading scale reflects the different levels of knowledge & understanding),
 - the learning outcomes, and
 - the content of the module or teaching unit
 - the nature of the repeat examination or assessment
- 12.4.2 Changes to the assessment criteria and/or modalities while a module or teaching unit is running require the approval of the module or unit organiser, the majority of students on the module ($\geq 75\%$) and the Course Director. The latter should however be avoided. Assessment criteria and/or modalities can be changed prior to the start of the module or teaching unit by the module or unit organiser, especially when this is indicated by the teaching evaluation, degree program committee or assessment outcomes of the previous academic year. All changes must be communicated in advance to the Course Director or his deputy.

12.5 Operation of Examinations

- 12.5.1 During the examination, students must be given the opportunity to prove the level of knowledge and skills they have acquired. In doing so, the content and scope of the courses must be taken into account.
- 12.5.2 All electronic devices like mobile phones must be switched off and securely stored away from the examination place (e.g. in a bag, locker or at the desk in front of the examination room). Any usage of electronic devices (e.g. calculators, microscopes, note books, mobile phones) must be allowed by the invigilator.
- 12.5.3 Oral examinations are public within the university. Details are available at the respective degree administrations. Admittance may be restricted due to the room capacities.
- 12.5.4 Students must proof their identity by submission of their student ID card and pass port or student and national ID card on request by the invigilator of an examination. If the identity cannot be confirmed, students will be excluded from the examination
- 12.5.5 An oral examination of a student may not exceed 60 minutes (an exception is the defence at the end of the program).

- 12.5.6 The outcome of an oral examination must be released to the student immediately after the end of the meeting. If a student fails an oral examination, the reasons must be explained to the student. In the case of a board examination (e.g. defence, Rigororum, viva voce) or an oral examination with an assessor or observer, a reasonable consulting time of the examination board is allowed.
- 12.5.7 Both, board examinations and oral resit require written minutes that must contain the points below:
- Name and matriculation number of the student
 - Date, time and duration of the examination
 - Examination venue
 - Name of the examiner or names of the members of the examination board
 - Title of the module or teaching unit that is assessed
 - Examination questions
 - Brief summaries of the answers or accomplishments by the student
 - Mark/grade
 - Justification of the mark/grade
 - Any other business or events
 - Signatures of the examiners or the members of the examination board
- 12.5.8 The Faculty Dean for Teaching is entitled to change how examinations are conducted through separate arrangements.
- 12.5.9 Rules for Online-Examinations:
- At the latest, the required technical requirements must be announced to the students by the head of the degree programme at the beginning of the semester.
- The following regulations apply to online examinations that are taken within the premises of the PMU:
- Two invigilators are required when the number of examinees exceeds 30. Technical support may be requested from the Academic Technologies Team (ATEC).
 - In the case of a technical defect, examinees must continue the exam using a replacement device as long as this is technically feasible, still within the examination period and does not compromise the examination.
 - If an examination cannot be started or if technical defects like power cuts or internet connection failure compromise an ongoing examination, the problem must be resolved within 15 minutes. If this were not to be possible, the examination will be cancelled and declared as “not taken place”. New examination content will be drawn up and rescheduled to the earliest possible date. In case the examination can be started with 15 minutes, the time lost at the start is then added to the remaining time so that the total examination period is restored.
 - Any marks or score points immediately released at the end of an online exam are only provisional. The calculation and release of the final grades is regulated in section 12.7.

- Marks or points for questions that cannot be correctly answered due to an error made by the person who designed the question do not count towards the final grade of the examination. The newly calculated grade replaces the original grade only when the new final grade is higher or equal to the old grade. Students must not be disadvantaged by incorrect examination questions. The decision of whether an exam question is erroneous is taken jointly by the course director and the module lead or person responsible for setting the examination.

For examinations which are not held locally within the PMU (e.g. online examinations by externally located students), the following rules apply:

- Students take the exam with their private devices (PC, laptop, etc.) They are responsible for an Internet connection with sufficient capacity.
- For location-independent exams, the lecturer can stipulate the use of the special "Safe Exam Browser" by the students. This makes it more difficult for further windows to be opened or functions to be used in parallel with the test. Infrastructure Management (IM) provides instructions and specifications for installing and setting up the "Safe Exam Browser", which are made available to students on PMU platforms such as the Moodle learning platform or on the intranet (MS Sharepoint). Students are responsible and responsible for the timely and correct installation of the "Safe Exam Browser" on the private devices of the students. Students can get help with technical problems via the PMU support system (ticket system).
- The teacher sets a time window in which the examination can be completed. Within this time window, the exam manager can be reached by telephone for a period of time at least equal to the examination period.
- The duration of the examination is technically limited to a predetermined time.
- The teacher can randomly control the identity of students. For this purpose, a tool with video connection is agreed upon before the start of the examination.
- Since the use of aids is not controllable by online-independent inspections, the examination questions must be designed such that the use of aids is considered in principle.
- The examination questions are dealt with consecutively by the students in a sequence determined individually by chance per examination.
- The free navigation through the questions (i.e. jumping back to already answered questions) is not possible.
- The individual examination questions should be similarly long in length and formulated in such a way that they can be read and answered within approximately 30 seconds. However, there should be no window for the use of aids in terms of content and time.
- If a technical problem occurs on the part of the PMU (e.g. failure of the Moodle learning platform), this examination will not count towards the total number of permitted examinations.

- If a technical problem occurs on the part of the student (e.g. failure of the internet connection, etc.), all answers submitted to this point will be saved. If the student is able to resolve the technical problem within the duration of the examination, the examination can be continued. All responses submitted will be evaluated within the duration of the examination. Such examinations shall be counted against the total number of permitted examinations.
- Optional measures of remote monitoring:
Before taking the exam, students must log into a specially designed video conference environment (e.g. MS Teams, Webex, Zoom) with their smartphone and point their own mobile phone camera at themselves and the workplace, e.g. use a stack of books at the side of their laptop to place the smartphone. The laptop, hands and at least some of the student should be visible. The smartphone must be on throughout the examination period. When registering for the video conference, the student ID card must be presented for identity check and the smartphone must be set up according to the above description. The examiner is entitled to contact the students on a random basis for identity verification during the examination.

The following applies to all electronic tests:

Questions that cannot be answered by the students due to an error by the examination creator will be deleted from the examination after the decision of the lecturer and course management and the overall results must be recalculated. In any case, these results replace previously communicated results, notwithstanding any changes in grades based on the new results.

If questions have to be deleted due to errors on the part of the exam creator or persons commissioned by him/her, the re-evaluation must in no case lead to a deterioration of the grading

12.5.10 Students are entitled to report irregularities to the Faculty Dean for Teaching within 2 weeks after the release of the examination results. The complaint must be in writing and needs to explain the nature of the irregularities. The Faculty Dean for Teaching or a person commissioned by the Faculty Dean must decide on the complaint within 4 weeks after having received the report.

The Faculty Dean for Teaching can nullify an irregular examination and order its replacement, or can reject the complaint. A replacement examination does not affect the rights of students to the allowed number of resits. The decision must be communicated by the Faculty Dean to the affected students, the module organiser and degree director. The general regulations regarding the retake of examinations and the attendance of examinations apply.

12.5.11 Rules for Physical Impairment

If students are unable to take part in an examination of the type provided for due to a physical impairment, a different form of examination may be agreed individually and in agreement with the responsible lecturer.

12.5.12 Communication of Marks

The preferred way of communicating marks is through Moodle (i.e. the automated messenger function when entering the marks) or Campus (once marks are entered into the system). Alternatively, marks may be communicated by email.

12.5.13 Annual update/change of examination questions

An examination question may be used a maximum of three times within six years. At least 10% of the questions in an exam must be recreated each year

12.6 Post-Examination Review

Students are entitled to review their examination papers and reports within 6 months after the results have been released. The examination questions can also be reviewed. Students who pass an examination forfeit their right to a review.

To gain access to the examination materials, students must make an appointment at the degree administration office or with the responsible lecturer. The review of the materials must be invigilated and is limited to 30 minutes. Note taking, photographing, recording and copying are not allowed.

Doctoral students are allowed to revise the PhD thesis before publication because of formal mistakes or typing errors, or because of changes requested by the two independent reviewers.

12.7 Certificates and Certificates of Achievement

12.7.1 The grade of an exam and any other summative assessment must be recorded in a certificate. Typically, grades are collated over one term or one year of study to be recorded in one cumulative certificate.

Since the teaching activities and scientific work in doctoral studies can be completed flexibly within a period of at least three years, intermediate certificates are only issued on request by the students or student. An automatic certificate issue at the end of each academic year does not take place.

12.7.2 The format of the certificates is set by the Faculty Dean for Teaching and must contain the following information:

- Name of the university
- Name of the certificate
- Matriculation number
- Surname and first name and academic titles of the student
- Date of birth
- Name of the degree
- Name of the module or teaching unit
- Number of ECTS points
- Name of the examiner

- Date of the examination
 - Grade or statement “participated with/without success”
 - Name of the person who issues the certificate
 - Date the certificate was issued
- 12.7.3 Certificates for scientific pieces of work like the thesis must state their title. Other regulations that affect a piece of scientific work remain valid.
- 12.7.4 Certificates are issued electronically. Degree certificates must satisfy the regulations in section 15.2.

12.8 Termination of Examinations and Nullification of Results

- 12.8.1 An examination or summative assessment that is for no comprehensible reason prematurely terminated by a student will be marked as a fail. Whether a reason is comprehensible must be established by the degree director when a student files an application to do so. The student and examiner (or invigilators) are interviewed prior to the written decision by the degree director. Students must apply with one week after an examination or summative assessment was prematurely terminated.
- 12.8.2 The Faculty Dean for Teaching must nullify an examination if the eligibility to take an exam was obtained by fraudulent means.
- 12.8.3 The Faculty Dean for Teaching must nullify an examination or marked piece of scientific work if it was completed by unfair or fraudulent means, especially in the case of plagiarism.
- 12.8.4 An invigilator has the duty to terminate an ongoing examination for any student who uses unauthorized aids or means to unfairly complete the test. The name of the student, the time and date as well as the evidence for the premature termination must be communicated in writing to the course director.
- 12.8.5 The nullified examination counts towards the number of allowed resits.
- 12.8.6 Students are expelled from the degree course when three examinations are nullified due to unfair practice or plagiarism in the course of the whole program (please refer to the Code of Ethics for Students).

12.9 Resit of Examinations

- 12.9.1 Failed examinations can be retaken three-times. The negatively assessed examination is annulled with the positive assessment of the repeat examination. The third resit exam will be a board exam and must be passed with a minimum mark of 4. If this were not to be the case, the affected examination will be terminally marked with a fail (see also section 12.10). The failed examination becomes void with the positive result of the resit examination. At the request of the student, this also applies from

the second repetition. The provisions for commission examinations in point 12.10 apply to this.

- 12.9.2 Students who terminally fail a resit examination cannot successfully complete the degree program (e.g. the doctoral program in Medical Science). The education agreement with the PMU will be terminated. The university rector may allow a resit of a terminally failed examination on the basis of a written application by the student. The application must be submitted within one week after the result of the final resit examination was communicated by the examination board to the student.
- 12.9.3 Students may proceed to the next year of their degree program only when all exams of the previous year were passed. Course directors may come to individual arrangements in the case of illness (a doctor's note is required) or other verified special circumstances. This regulation does not apply to doctoral studies.
- 12.9.4 Resit of a passed examination. Examinations that were marked with a pass mark of 4 or better must not be repeated. A resit were only possible if the content and/or process of the examination were deficient. In such a case, all students can retake the examination and the mark of the repeat attempt is recorded. If the mark of the repeat examination is a fail, the normal resit regulations apply. The faulty, first examination does however not count towards the number of allowed resits. The decision of whether an examination was faulty is taken by the course director in discussion with the invigilator and/or the person who designed the examination.

12.10 Examination Boards

- 12.10.1 Board examinations must be taken orally. Hence all regulations regarding oral examinations apply to board examinations.

- 12.10.2 Membership of the Examination Board

The oral PhD defence is assessed by the PhD Assessment Committee. The three-member committee is appointed by the course director or his deputy in discussion with the lead supervisor and PhD student no later than on submission of the PhD thesis. The members of the committee must be recognised researchers in the relevant field and at associate professor (reader) or senior researcher level or higher. All three members must be external to the institute or clinic in which the research project was conducted. Nobody from the supervision team may act as an assessor of the defence. External reviewers of the thesis may be members of the examination board as long as they meet the other criteria (i.e. Habilitation or equivalent). The lead supervisor has to join the defence to answer questions regarding the work, but remains without voting right regarding the mark for the defence and must not write the protocol of the meeting. One of the members is appointed as chairperson to reside over the defence meeting. The chairperson and one assessor may be affiliated with the PMU or the University Hospitals at Salzburg or Nürnberg, but the second assessor must be external to both, the PMU and the affiliated Hospitals.

Immediately after having appointed the members of the assessment committee, the administrative office must inform the PhD student and the supervision team thereof. The PhD student is entitled to object to the appointments within one week after being

informed. The objection must be in writing to the course director or his deputy stating the reasons for the objection. The date, time and venue of the defence meeting will be communicated in writing not later than 4 weeks prior to the event to the student, board members and supervision team by the PhD administrative office. The student and all board members must confirm their attendance (see section 14.3). The venue of the defence must be on site of the PMU Salzburg or the PMU Nürnberg. Venues may be booked through the PhD administration office at Salzburg and/or the equivalent unit at the PMU Nürnberg.

- 12.10.3 All members of an examination board must be present throughout the defence or examination. The oral defence may be conducted online or in hybrid (if one or more members are not able to attend in person). In either case, the course director will be present overseeing the examination. The online access information is provided by the PhD administration. An unexcused absence of an assessor or the chair person from a board examination is reported by the course director to the vice chancellor (Rektor) of the university and may have disciplinary consequences. Board members who are unable to attend the defence or examination must report this in writing to the course director as soon as the reason comes to their attention. In this case, the defence or examination may be rescheduled if no adequate replacement can be appointed in time.
- 12.10.4 The chair person is responsible for the orderly process of the defence or examination and must ensure that a protocol (minutes) are written.
- 12.10.5 The Faculty Dean for Teaching may appoint board members from national and international universities or similarly recognised higher education institutions when their teaching qualification is comparable to the Austrian qualification.
- 12.10.6 The discussion and vote on the final mark of the defence or examination by the board members must take place immediately after the defence or examination in a private meeting. The chairperson votes last. Members of the supervision team are not allowed during the discussion.
- 12.10.7 If the board fails to reach a unanimous vote, the individual marks are added up and divided by the number of board members. The result is rounded up to an integer number. If the decimal number is larger or equal to 0,5, the next higher integer mark is selected (i.e. a result of 2,5 is rounded up to 3).
- 12.10.8 Please refer to point 12.9.2 regarding the procedure for a negative assessment of the last re-examination by an examining board.
- 12.10.9 Provided that degree programs or university courses are assessed by a final exam, this examination must be a board exam (kommisionelle Prüfung) according to point 14.3.

12.11 Retention of Data Obligation

According to the General Data Protection Regulation (GDPR), data must be kept for 80 years (§ 53 Z 6 UG): Name and matriculation number, designation of examinations and topic of

scientific work, awarded ECTS credit points, name of the examiners / assessors, date of the Examination / assessment, examination result.

13 EVALUATIONS

13.1 The Evaluation Strategy

The following tools constitute the evaluation strategy:

- Degree Entry Survey
The degree entry survey addresses all topics related to the admissions process including marketing, admissions process and expectations by the students regarding the degree. The survey takes place at the start of a degree program.
- Teaching Evaluation
The teaching evaluation analyses the quality of teaching activities and lecturers. The frequency with which this analysis is conducted may be specified at degree level.
- Degree Program Survey
The degree program survey evaluates all institutional and organisational aspects of a degree program (e.g. infrastructure, support by the course administration, course organisation, library, IT-support, online teaching resources). This survey is conducted biennially.
- Degree Exit Survey
The exit survey investigates a degree program retrospectively. It contains questions regarding curriculum, organisation, learning outcomes, competences, work load, satisfaction and career perspectives.
- Graduate Survey
The graduate survey addresses the employment status and the translation of competences from the degree program into the professional praxis. The graduate survey takes place every third year.

Additional surveys may be conducted at degree program level. All surveys are conducted with the software EvaSys. While the software and question pools are provided by the quality assurance office, the actual surveys are conducted by the responsible organisational units.

13.2 Evaluations in the PhD program Medical Science

Both, degree entry and teaching evaluations are conducted annually on the PhD program Medical Science to ensure the highest possible standard. Given the individual graduation dates on a doctoral program, a degree exit questionnaire is given to all graduates. The degree program including the research work and its supervision is annually evaluated independently by students and staff (e.g. supervisors & lecturer) at both locations thus providing a measure for location-specific differences and the quality of the research part of the program that takes place in the independent research groups.

14 FINAL THESIS AND DEFENCE

14.1 General Information

This section summarises the information and regulations related with the submission of the PhD dissertation (thesis)

14.2 PhD Thesis

14.2.1 The three ways to demonstrate the program outcomes

The submitted PhD thesis must document the ability to conduct original research at an international competitive level. This ability can be demonstrated in three different ways:

(i) a cumulative, publication-based PhD thesis totalling 5 publication score points (Table 6). The cumulative thesis must present at least two first or equal contribution authorships by the submitting student in a peer reviewed and internationally renowned journal. It must be accompanied by a mini-review of around 20 pages explaining the research need, hypothesis generation & testing and the impact of the outcomes reported in the included publications. A corresponding authorship is eligible when the student has written and submitted the manuscript. Calculation of the score points is based on the actual Science Citation Index (SCI) or the Social Sciences Citation Index (SSC) of the field in question, and aligned to the Habilitation regulations of the PMU. Full score points are allocated for first authorships and equal contribution authorships. In the case of an equal contribution, the lead or senior author must submit a written declaration detailing the student's contribution. The latter must be included in the cumulative thesis. If two or more PhD students work on a collaborative project and publish as equal contributing authors, for each student a declaration detailing the distinct work package and its importance for the publication must be submitted by the lead or senior author and included in the cumulative thesis. This requirement may be waived if the publication contains a section on author contributions. All submissions are to the course director. The allocation of the score points by the course director or his deputy shall be reviewed by the external examiners.

If more than two first or equal contribution authorships are included, co-authorships (not equal contribution authorships) may add to the score points as follows: the calculation of the score point value takes the percentage contribution by the PhD student to the published work into account. The percentage contribution is either evident in the author contribution section of the published paper or must be detailed by the lead or senior author in writing to the course director or his deputy. For example, a 50% contribution would return half of the score point value, whereas a 10% contribution would return one-tenth of a score point value according to Table 6 (e.g. score point value according to ranking in Table 6 x % contribution = allocated score point value). For papers that are accepted but not yet published, the letter of acceptance must be included. Peer-reviewed journals that are new and have therefore not yet an impact factor and/or no SCI or SSC ranking are automatically allocated 2 score points.

Subject of a cumulative PhD thesis are only peer-reviewed publications in internationally renowned journals which report original research data. Systematic literature studies and Clinical Study Protocols are also eligible for a cumulative dissertation. Review articles, case reports, letters to the editor, conference abstracts, book chapters (as long as they do not report original

data) or method papers (as long as they do not report original data) are not assessed as part of a cumulative thesis, but may be included as supplementary information.

Table 6: Score Point Calculation

Score Points	Journal ranking (SCI, SSC)
5	Top 20%
4	Top 40%
3	Top 60%
2	Top 80%
1	Below 80%

All publications that are included in the cumulative thesis must be accompanied by a short statement by the lead or senior author detailing the contributions of the submitting PhD student to the published work. This requirement can be waived if this information is clearly stipulated on the publication itself (i.e. author contribution section, identification as first, equal or senior author). If such statements were to be required, they are need to be included in the cumulative thesis.

(ii) in the case of only one first or equal contribution authorship by the student in a peer reviewed and internationally renowned journal, the mini-review must be extended to about 40 pages explaining the research need, hypothesis generation & testing and the impact of the outcomes reported in the included publication. The publication may be a research paper, systematic review, clinical study protocol, narrative review, case report, book chapter or method paper. No special application is required for this submission format. In addition to the lead paper, further co-authorships may be included to which the same rules apply as stipulated in section 14.2.1 (i).

(iii) while a cumulative PhD thesis is the default format of the final assessment of the program outcomes, a monographic thesis may be submitted on application only. The case must be jointly argued by the student and lead supervisor explaining why the work cannot be published within the duration of the PhD program (e.g. to protect intellectual property rights). An application must be sent in writing to the course director or his deputy not later than 6 months prior to the planned completion of the PhD program.

Publication of the thesis may be embargoed for 5 years on application if this were to be necessary to protect intellectual property rights. A non-disclosure agreement must be signed by all involved parties in this case and the defence must not be public. An embargo must be applied for by the student jointly with the lead supervisor to the course director in writing stating the reasons. The format of the monographic thesis follows the guidelines as listed below (14.2.2)

14.2.2 Supervision

Supervisors must be suitably qualified and have sufficient experience in supervising theses or exercise supervision under the supervision of experienced supervisors. First supervisors of a thesis must have obtained at least the next higher academic degree; e.g. Bachelor's theses can be supervised with a completed Master's degree, Master's and diploma theses with a doctorate and dissertations with Habilitation.

PhD student is mentored by a supervision team consisting of one lead supervisor and two deputy supervisors (co-supervisors). The lead supervisor must hold a Swiss, German or Austrian Habilitation or must provide a similar scientific qualification. Deputy supervisors must hold at least a three-year doctoral award (e.g. PhD, Dr rer.nat). An exception from the latter rule may be granted by the course director, if the person's skills and knowledge is an important asset to the research work.

While lead supervisors must be affiliated with the PMU Salzburg or the PMU Nürnberg, deputy supervisors must not have this affiliation and can therefore be extern to the PMU. On application to the course director, co-supervisors without a three-year doctoral degree may be appointed if their expertise is of high significance for the success of the research project.

14.2.3 Format of the cumulative, mixed and monographic Thesis

Affidavit

The affidavit is legally binding and must be submitted with the original signature on the same date as the thesis. If a work is submitted exclusively in digital form, the declaration must be submitted separately in printed form.

Cumulative Thesis

By submission of a publication-based thesis totalling 5 score points out of at least two first, equal contribution or corresponding authorships, students evidence to have met the program outcomes. Execution of the research work, its resource and financial implications, compliance to data protection and other work-related legislation, ethical & animal welfare procedures as well as the publication of the results are the responsibility of the research group or clinic in which the project is conducted. While the research proposal outlines the planned research project, the responsibilities of the student and the supervisory team are detailed in the supervision agreement.

The language of the PhD thesis is English and all submitted documents are subjected to a plagiarism test. All dissertations are kept for 80 years starting from graduation.

The statutory declaration is legally binding and must be submitted with the original signature on the same date as the thesis. If a work is only submitted in digital form, the declaration must be submitted separately in printed form.

The cumulative PhD thesis must follow this structure:

A: Title Page (PMU format)

B: Affidavit (PMU format)

C: List of Content

D: Abstract

(≤ 1 page; background, research need, key methods, key findings, impact)

E: Mini-Review (Introduction)

(≤20 pages written as a topical review explaining the context, research need, aims/hypothesis and importance of the work; the literature list does not count towards the page limit). Font: Futura Lt BT or Arial, font size: 11, line spacing: 1,5. All pages must be numbered. References follow Harvard style using author names & date in the main text.

F: Publications

(one cover page for each publication stating the title, authors (name of the submitting student underlined), journal reference, impact factor, journal ranking and the allocated score point value, followed by the publication in the journal pdf format and/or the accepted manuscripts including the letter of acceptance)

G: Statements by the lead or senior author about the contribution of the submitting PhD student to the published work (if applicable).

H: Curriculum vitae

(≤ 3 pages including personal details, professional training & education, scientific activities, prizes, memberships, publications, awarded grants as applicable)

I: Acknowledgements

PhD Thesis accompanied by one or more research papers (but not cumulative)

The formal requirements are the same as listed above for the cumulative thesis (14.2.1) with the exception that the volume of the mini-review should be twice as

much (i.e. ≤ 40 pages written as a topical review explaining the context, aims and importance of the work; the literature list does not count towards the page limit).

Monographic Thesis

Submission of only a monographic thesis without an accompanying publication is only possible upon a written application (see section 14.1). The application to the course director or his deputy must state the reasons why the research outcomes were not published during the life time of the PhD project. Reasons may include confidentiality of intellectual property, incomplete data sets, overlapping publications by competing research groups or a high focus on method, cell line or animal model development. Submission of a monographic thesis accompanied by one or more publications does not require such an application.

The language of the PhD thesis is English and all submitted documents are subjected to a plagiarism test. All dissertations are kept for 80 years starting from graduation.

The monographic PhD thesis must follow this structure:

The length of the thesis should be between 50 and 150 pages. Font: Futura Lt BT or Arial, font size: 11, line spacing: 1,5. All pages must be numbered starting with the Abstract on page 1. The title page is not numbered and the pages of the list of content are labelled with roman page numbers. References follow Harvard style using author names & date in the main text. In the case of included publications, please make the relationship between the publication(s) and the work reported in the monographic thesis clear for the reader (e.g. make reference to the publication(s) in the Introduction, Materials & Method section, Result section and/or Discussion as appropriate).

The statutory declaration is legally binding and must be submitted with the original signature on the same date as the thesis. If a work is only submitted in digital form, the declaration must be submitted separately in printed form.

Structure

A: Title Page (PMU format) – *no page number*

B: Affidavit (PMU format) – *no page number*

C: List of Content – *roman page numbers*

D: Abstract – *start with page 1*

≤ 1 page; background, research need, key methods, key findings, impact

E: Graphical Abstract

A graphical abstract is one image that summarizes the main findings of the thesis. It adds a rich, visual component to the start of the thesis helping readers to quickly appreciate and understand the central message. The figure may have subpanels.

F: Introduction

The introduction should work like a „funnel“ introducing the „key players of the story to come“ whilst going from the broader relevant context top the research need or research hypothesis.

G: Hypothesis

Explain briefly the content & relevance of the hypothesis or knowledge gap that is addressed by the work presented in the thesis. Include a brief description how the hypothesis is being tested by your work or how the knowledge gap is being addressed.

H: Materials & Methods

Summarise all materials and describe all methods including statistical, bioinformatical or other software-based procedures such that an expert in the field may reproduce your work. References may be included. Identify all biological tools like antibodies, chemicals or reagents such that they cannot be confounded. Include a statement on any ethical and/or animal welfare approval.

I: Results

Figures: each figure has a number & title (e.g. Figure 1 (title)). The title describes the entire figure followed by a short description of each panel. It is good practice to re-use the subheadings of the Results section as figure title to make the relationship clear. Include all statistical descriptors (e.g. Data are represented as mean ± SEM, or p-values, correlation values).

Tables: each table should have a title & a number (e.g. Table 1: (title)), use black and white as colours, rows and columns should not be shaded. Use separate cells for all discrete data elements within a table. If bold or italic font is used within a table to indicate some feature of the data, please give an explanation of its usage in the legend. All abbreviations and statistical descriptors within a table must be defined in the table legend.

Subheadings: the Result section should be broken up by subheadings that provide the key information of the following section. The content of the subheadings should reflect the story line of the Result section

Sections: each section should first introduce the reader to why an experiment or study was performed, followed by the key findings in relation to the relevant figures & tables. Conclude by stating briefly the importance of the

findings in relation to the hypothesis or research need, and to the subsequent section.

J: Discussion

Start the Discussion with a brief summary of the key findings, a summary or model figure may be included. Put then the key findings into context of the published literature and your hypothesis or knowledge gap. You may want to develop a model that predicts the impact and/or significance of the outcomes for the future. Don't be shy to criticise your own work by discussing the limitations or shortcomings of the methods, materials or meaningfulness of the results & models. Finish with an impact statement.

K: Literature list

In-text citations should be written in Harvard style and not numbered (e.g. "Smith et al., 2015; Smith and Jones, 2015; Smith and Jones 2015a)."

Literature list:

Note that "et al." should only be used after ten authors.

Article in a periodical: Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. Mol. Cell 5, 163–172.

Article on a preprint server or other repository: De Virgilio, C., Hatakeyama, R., Péli-Gulli, M.-P., Hu, Z., Jaquenoud, M., Osuna, G.M.G., Sardu, A., and Dengjel, J. (2018). Spatially distinct pools of TORC1 balance protein homeostasis. Mendeley Data, <http://dx.doi.org/10.17632/m9s42s94fc.1>.

Article in a book: King, S.M. (2003). Dynein motors: Structure, mechanochemistry and regulation. In Molecular Motors, M. Schliwa, ed. (Weinheim, Germany: Wiley-VCH Verlag GmbH), pp. 45–78.

An entire book: Cowan, W.M., Jessell, T.M., and Zipursky, S.L. (1997). Molecular and Cellular Approaches to Neural Development (New York: Oxford University Press).

L: Curriculum vitae

≤ 3 pages including personal details, professional training & education, scientific activities, prizes, memberships, publications, awarded grants as applicable

M: Acknowledgements

14.2.4 Thesis submission

The earliest possible submission date is 2,5 years after having started the PhD program.

A thesis will only be accepted for evaluation if it is formulated in a gender-appropriate manner in accordance with the PMU recommendations.

Both, the two electronic files (abstract only & full text) and two print copies of the thesis are submitted to the PhD administration office at the PMU Salzburg. The electronic copy of the work will undergo a plagiarism test. Electronic and/or print copies will be sent to the reviewers. Both printed copies of the thesis will be forwarded to the library (one of the two copies will go to the Austrian National Library in Vienna) and thereby published. The latter may be embargoed for 5 years in case of confidentiality issues (see section 14.1). All students will have the opportunity to correct formal mistakes, typing errors and/or changes requested by the reviewers prior to the publication by the library.

The complete submission includes:

A: two bound print copies of the thesis

B: two PDF files, one with the complete thesis and one with the two abstracts (written & graphical)

Students only qualify for thesis submission under the following conditions:

A: all 176 ECTS of the curriculum (Table 4) with the exception of the defence (4 ECTS) are successfully completed. This is evidenced by completing the PhD Exit form. The signed form is submitted to the PhD administration office.

B: the two reviewers of the thesis are appointed (see section 14.2.5)

C: the three members of the examination board of the defence are appointed (see section 12.10.2)

D: all fees are paid

14.2.5 Plagiarism test

All master, diploma and PhD theses are subjected to a plagiarism test at the PMU. Work at Bachelor level may be randomly tested.

The test is conducted in two steps. The submitted file is first electronically tested and the test result is then scrutinised by a qualified person. The test result of the PhD thesis is reviewed by the course director.

The result of the test may throw up the following possibilities:

No unfair practice (no evidence of having “re-written” published information; references, quotations & paraphrases are correctly cited; the list of references is complete, there are no copy right issues; individual thinking and argumentation is evident; no indication of „ghost writing“ or the use of commercial writers) → the thesis or work is further processed.

Detection of unfair practice (evidence of having “re-written” published information; references, quotations & paraphrases are not correctly cited; the list of references is incomplete, there are copy right issues; individual thinking and argumentation is not evident; indication of „ghost writing“ or the use of commercial writers) → the submission is stopped and the process according to the procedure of suspected scientific misconduct as outlined in the Guideline to ensure Good Scientific Practice Guidelines (<http://www.pmu.ac.at/forschung/gute-wissenschaftliche-praxis.html>) is initiated.

The person responsible for the analysis of the plagiarism test must submit the evidence (result of the electronic plagiarism test, evidence of the personal review) to the Vice-rector for Teaching & Learning and the Faculty Dean for Teaching and to the course director or his deputy. Assessment of the affected piece of work must only continue once this process has been completed. Assessment may continue, the work may be re-submitted after extensive work or the work is fatally affected and must not be resubmitted. The decision lies with the Faculty Dean for Teaching. This does not affect the punitive and copyright consequences of a plagiarism for those affected. The result of this process including the evidence must be kept by the university for 80 years.

14.2.6 Assessment of the thesis

The preparation of expert reports (peer review) on the submitted thesis or work follows the Best Practices for PhD Training (2017), the Salzburg II emphasis on peer review as basis of doctoral education (EUA2010, 2.7) and good international practice (Barnett et al., 2017). Both members of the assessment committee are appointed by the course director or his deputy in discussion with the student and the supervision team. The supervision team in consultation with the student may nominate three possible

reviewers. They must be recognised researchers within the relevant field, without direct connection to the milieu where the PhD was performed and without any conflict of interest. No member of the supervisory team must act as an assessor of the PhD thesis. Both assessors (reviewers) must be external to the group or clinic in which the work was performed. Assessors must neither have applied for funding nor published jointly with the research group in which the PhD project is located within the last 5 years. At least one assessor must be selected from an external institution. The latter can be within Austria or Germany but may also be an international institution. All assessors must have the required expertise to judge the quality and significance of the submitted work.

The review process is confidential and a non-disclosure agreement may be needed in case of commercially sensitive data.

The two reviewers are appointed by the course director, who may invite experts in the field who were not nominated by the supervision team. The identity of the reviewers will not be disclosed while the review process is ongoing.

Invited reviewers may reject the appointment, but the assessment assignment may not be transferred to third parties without consulting with the course director or his deputy. The normal duration of the review process is 2 months after receipt of the thesis. In view of the heavy workload of many scientists, the review period can take longer than two months. Assessors must return the completed Thesis Review form to the PhD administrative office.

The preparation of expert opinions for final theses (bachelor theses, master theses, diploma theses, dissertations) is carried out in accordance with the guidelines for safeguarding good scientific practice.

The following principles apply to the preparation of expert opinions at the PMU:

- Reviewers must be impartial, conflicts of interest must be indicated.
- The necessary expertise and experience for the preparation of this report must be available
- Data protection and confidentiality must be observed.
- Expert opinions must be comprehensible and comprehensible.
- The work must be clearly and thoroughly assessed, including all essential sub-areas. An assessment form with guidance is sent out to all PhD thesis reviewers. In case of ambiguities, a clarification with the head of the degree programme must be brought about.
- The review assignment may not be transferred to third parties without consultation with the head of the degree programme.
- The assessment must be carried out within the specified time.
- If the acceptance of an expert opinion is rejected (e.g. due to lack of time, bias, lack of specialist knowledge, etc.), this must be done as early as possible.

14.2.7 Grading of the Thesis

According to the Austrian University law, (UG §72 (2)), the assessment of the thesis is based on the Austrian grading system of marks between 1 (excellent) and 5 (fail). The thesis is accepted when both assessors allocate a mark of 4 (pass) or higher. If the marks differ, the arithmetic mean is recorded as the overall mark. If the mean is not an integer value (i.e. 1,5 or 2,5), the mark for the defence will decide on whether the higher or lower mark is recorded. If one assessor fails the work, the course director or his deputy will invite a third assessor who has to review the work within 2 months upon acceptance of the appointment. In the case that the third assessor also fails the work or if both initial assessors fail the work, the thesis will be returned to the student with a detailed report including the completed Thesis Review forms. The PhD student and the supervision team can respond to the assessor's comments in writing within 4 weeks after the work was returned. Based on the reply to the assessor's comments and the completed Thesis Review forms, the course director or his deputy decides on the subsequent process:

A: The rejected thesis may be re-submitted not later than 6 months after the student and the supervision team have been informed about the course director's decision. The resubmitted thesis must be accompanied by a point-by-point report addressing all issues raised by the assessors. The student must resubmit two versions of the thesis, one where all changes are tracked and one without tracking. The re-submitted thesis is then sent to the same group of assessors if they agree to review the work again. If not, new assessors are appointed who will be informed about the previous process and obtain the full information. If the thesis is not resubmitted within 6 months, the student will fail the PhD program. Only in the case of comprehensible special circumstances (e.g. illness, bereavement, unforeseen circumstances), the course director or his deputy may grant an extension. Students must apply in writing to the course director for an extension.

B: The rejected work may not be resubmitted and the student cannot complete the PhD program. This option applies to all cases of unfair practice, plagiarism, scientific fraud or significant scientific flaws in the study (see section 14.2.4) that were uncovered during the review process.

14.2.8 Embargo to making the thesis public

The copyright in work that was produced at the PMU in the context of an assessment remains with the student (§ 86 UG 2002).

The student grants the PMU the exploitation rights that are required to process the work, conduct a plagiarism test and publish it in the university library as well as to archive it.

An embargo (Benutzungsbeschränkung) for up to 5 years may be applied for by the student or lead supervisor in the case of commercially or legally sensitive data or

inventions. This application must be in writing to the course director or his deputy using the appropriate form. The application must reach the course director or his deputy not later than 4 weeks prior to submission of the thesis as all assessors (reviewers) must sign a non-disclosure agreement in this case.

In the case of an embargo, the defence will not be public and all members of the defence must sign a non-disclosure agreement.

14.2.9 Publication of the thesis

The positively reviewed thesis must be published by the university prior to awarding the academic title. One bound print copy remains in the library at the PMU, while the second copy is being forwarded to the Austrian National Library. The PhD thesis is not published online. Exempt from the publication requirement are all parts of the work that cannot be copied.

14.3 Defence (Rigorosum)

14.3.1 Prerequisites for the defence

Students are eligible for the defence upon appointment of the examination board by the course director or his deputy (see section 12.10) and the positive assessment of the PhD thesis. A four-week preparation period should be observed between the announcement of the marks from the PhD thesis review process and the date of the defence. Student may apply to the course director or his deputy in writing in case they want to shorten the preparation time.

14.3.2 The Defence

The PhD thesis must be defended publicly in a venue of the PMU Salzburg or the PMU Nürnberg. Access may be regulated if required. In case of confidentiality, section 14.2.8 applies.

Members of the public may attend the defence. Date, time and venue of the defence will be communicated not later than 4 weeks prior to the event to the student, the board members and the supervision team by the PhD administrative office (see section 12.10). All defence dates will be announced on appropriate platforms to inform all staff at the PMU and the affiliated University hospitals. The defence may however not be public when an embargo is in place (see section 14.2.7). In such a case the defence is conducted exclusively by the student and the board and non-disclosure agreements need to be signed.

At the beginning of the defence, the PhD student has the opportunity to explain the work in an oral presentation that should not exceed 30 minutes detailing the relevant context, research need, key methods, key findings and their impact. Subsequently, the student defends the work in front of the examination board. The total time of the defence may not exceed 2 hours. The chairperson of the board ensures that a written protocol of the defence is prepared using the PhD Defence form. The presentation slides should be added to the protocol as a print out. The presentation slides, as long

as they are not embargoed, must also be sent by the student to the PhD administration office for publication on an openly accessible platform within the PMU and University hospitals.

The defence may be conducted in a video conference format. If the defence is only online, the course director must be present to oversee the examination. The access information will be provided by the PhD administration office. In the case of a hybrid format, the student and part of the examination board must be present at a venue of the PMU Salzburg or Nürnberg. If for any reason, only the student was to be present, the defence must be invigilated at the PMU site of the video conference. Members of the public may join the video conference as guests. The preferred video conference apps are Microsoft Teams, Jiitsi or Cisco Webex.

14.3.3 Grading of the defence

The mark for the defence is agreed by the three members of the examination board in a private discussion immediately after the end of the public part of the defence. No member of the supervision team is allowed to attend the private discussion and must not influence the decision by any other means. The chairperson of board votes last and must record the agreed mark on the PhD Defence form. If no mark can be agreed on, the individual marks are added up and divided by the number of board members. If no even mark is returned, the board decides according to the following rule: if the first decimal point is $<0,5$ the higher mark will be recorded (e.g. $1,49 = 1$); if the first decimal point is $\geq 0,5$ the lower mark will be recorded (e.g. $1,50 = 2$). The agreed mark must be 4 (pass) or higher. If the agreed mark is 5 (fail), the defence must be repeated. In case of a video conference, the chairperson must ensure that all participants but the members of the examination board have left the online meeting.

14.3.4 Repetition of the Defence

If the defence was marked 5 (fail), the student has four weeks starting with the day of the failed defence to inspect the PhD defence form in the PhD administration office. No copies may be taken. The defence is then rescheduled with the same examination board not later than 6 months after the failed exam. If a student fails again, the PhD program cannot be successfully completed. If a board member is not available for the second defence, a new member will be appointed by the course director. In the case of unforeseen or special circumstances, the defence may be postponed. Such circumstances include illness, bereavement, clinical emergencies or an unforeseen private crisis. Upon agreement of a new date by the student and the board members, the PhD administration office will organise an alternative defence meeting not later than 4 weeks after the postponement special circumstances permitting.

15 END OF STUDIES

The degree program ends once all 180 ECTS according to the curriculum are successfully completed and all fees are paid. If this were not to be the case, the study ends without an academic award.

15.1 Final degree mark

In addition to the individual grades, a final degree mark is awarded to all students. Since no grades are awarded for the research activities that account to 19 ECTS, the final degree mark is based on the ECTS-weighted grades for the thesis, defence and the three PhD modules that amount to 161 ECTS (Table 7). For the modules, PhD Novice, PhD Advanced and PhD Expert the mean mark is used.

Table 7: Score Point Calculation

Activity	ECTS	Contribution to final degree mark
PhD thesis	144	89,5%
Defence	4	2,5%
PhD Novice Module*	5	3,0%
PhD Advanced Module*	4	2,5%
PhD Expert Module*	4	2,5%
* for the modules the mean mark is used		

Depending on the grade point average, the following overall assessment is given:

- 1.00 to 1.49 first class - passed with distinction
- 1.50 to 2.49 second class - passed
- 2.50 to 3.49 third class - passed
- 3.50 to 4.00 pass mark
- 4.01 fail

15.2 Degree Exit Documents

According to Anlage 2 zu § 6 Abs. 1 der Verordnung über die Evidenz der Studierenden (Universitäts-Studienevidenzverordnung 2004 - UniStEV 2004) a Diploma Supplement is issued to all graduating students who successfully completed the degree program.

The university is required to issue a graduation certificate and a Diploma Supplement within the shortest possible time frame. Both documents can be obtained from the PhD administration office either in person or by recorded mail. Both documents are issued in English and German.

On request, both reviews by the assessors of the thesis may be given in copy to the student.

In case of loss of the original documents, the PhD administrative office can issue duplicate versions with the original date, an electronic signature and the entry "Duplicate". The reissue of the documents is chargeable.

15.3 Activation of the Academic Award

The academic award „Doctor of Philosophy“ with the abbreviation “Ph.D.” is activated once all 180 ECTS were successfully completed and both, the graduation certificate and Diploma Supplement were issued.

Notwithstanding other already acquired academic degrees, the abbreviation „Ph.D.“ is post-positive to the name (i.e. „Given Name(s), Family Name, Ph.D.“).

15.4 Revocation of the Academic Award

The academic award may be revoked by the vice chancellor (Rektor*in) in writing at any time after graduation, when the curricular achievements were obtained surreptitiously by plagiarism, unfair practice, scientific fraud or similar illegal means. Both the graduation certificate and the Diploma Supplement must be returned to the university in such a case.

15.5 Exit from the Degree Program

Exit from the degree program is administered by the PhD administrative office.

In this process, the following points are to be considered:

- Payment of all fees including ÖH contributions and reminder fees
- Return of the student ID card to the SALK-Zentralkasse
- Return of books and media to the library (release certificate)
- Inactivation of Campus and Moodle access
- Completion of the USTAT II form for Statistic Austria
- Die E-Mail-Adresse „...@stud.pmu.ac.at“ bleibt nach erfolgter Exmatrikulation noch für ein Jahr aktiv und wird mit 1. August des Folgejahres nach Studienabschluss gelöscht.

15.6 Alumni

The university reserves the right to contact all graduates for the purpose of quality assurance and marketing, and to store and internally process relevant personal information.

16 STUDENT REPRESENTATION

16.1 The Austrian National Union of Students (ÖH) – Representation (Rights and Responsibilities of the Students)

Since the 1st October 2014, all students at private universities are members of the Austrian National Union of Students (ÖH) with all rights and responsibilities as long as they are enrolled in a degree program. This regulation complies with § 1 Abs. 3 of the Austrian Hochschülerinnen- und Hochschülerschaftsgesetzes (HSG) 2014, BGBl. I Nr. 45/2014.

16.2 ÖH-Fees and Special Payments

According to the Austrian HochschülerInnenschaftsgesetzes, the PMU is bound to collect the ÖH-fees (Student fees and special payments) every six months. Qualifying deadlines are the 1st of August and the 1st of February each year. Fees are collected regardless of whether students are enrolled for a full term or only for a shorter duration within one term and regardless of whether the enrolment ends due to graduation or deregistration (exmatrication) within one term.

Students must neither attend lectures or other teaching events nor take examinations when the ÖH-fees or special payments remain unpaid.

Further actual information and regulations are available on the PMU web page at <http://www.pmu.ac.at/universitaet/organisation/oeh.html>.

16.3 Insurance

Students are covered against accidents and liabilities through the ÖH Student Insurance.

16.4 Student Representation (StuVe)

Each degree program may elect annually a „Chair of the Degree Representation at the Paracelsus Medical University“. This chair represents all students on a particular degree program.

16.5 Student Representation at the PhD Degree Board

All students on the PhD program Medical Science elect annually four student representatives who act as the link between the student body and the degree board. Two representatives should be based at the PMU Nürnberg and two should be based at the PMU Salzburg. International students on the program may elect their own representatives, one for each of the two locations. The female representation amongst the representatives should be 50% and all genders should be represented. All representatives are encouraged to liaise with the ÖH at any times and to actively contribute to the ÖH business.

17 ETHICS CODE

All students must follow the Ethics Code for Students in the currently valid version which is accessible to all students.

All students can expect an appropriate behaviour from all peers as well as staff at the PMU.

Any actions by fellow students or staff at the PMU or at any cooperating institution that falls foul of the Ethics Code, is illegal or reprehensible may result in an imposed „refection period“ or in the deregistration due to non-academic behaviour. Examples of such behaviour are threats, harassment, mobbing, lies, theft, plagiarism, scientific fraud, improper behaviour towards patients, violation of confidentiality and data protection regulations or behaviour that may damage the public reputation of the PMU or of the affiliated hospitals.

If such events are experiences, everybody is encouraged to bring this to the attention of the person at risk falling foul of the Ethics Code. An official measure may not be automatically appropriate.

If a case may not be settled between the affected parties, written complaints should be submitted to Academic Services. The Faculty Dean for Learning & Teaching will then deal with the matter. If no resolution is possible or feasible, the matter will be put to a Disciplinary Committee.

17.1 Disciplinary Committee

The Disciplinary Committee will be appointed by the Faculty Dean of Teaching and Learning. The committee consist of five members two of which are the vice chancellor (Rektor) and the Faculty Dean for Teaching or their representatives. The remaining members are selected from the appropriate university staff.

The impeached student is informed about date, time and venue of the committee meeting as well as about the information that will be presented by the Faculty Dean at the meeting. At the meeting, the

Faculty Dean makes the case and the accused student has the right to question the complainant and to present useful information.

The Disciplinary Committee may reach the following decisions:

A: The case is discontinued and the complained will not further pursued.

B: A period of reflection is imposed on the accused student and a set of behavioural rules must be adhered to with the aim to solve the matter in question. The result of this process will be reviewed by the university management.

C: The impeached student is deregistered from the university due to non-academic behaviour.

The decision by the committee must be reported in a written protocol that is communicated by Academic Services to the university management and the student.

In case of the deregistration (outcome C), the affected student has the right to object to this decision in writing or in person to Academic Services within a fortnight (14 days). The objection must be defended in front of the university management at a meeting which is arranged by Academic Services. The decision of the university management will be communicated to the student in writing. This decision will be final and will be forwarded to the Board of the PMU to dissolve the training contract according to § 6 (contract duration & premature dissolution).

18 ADDITIONAL REGULATIONS & GUIDELINES

In addition to this Study and Examination Regulations and the indenture, the following regulations and guidelines in their latest version must be considered, welche integrierte Bestandteile des Ausbildungsvertrages sind. Die für den Studiengang wichtigsten Dokumente sind wie folgt:

- User Regulations of the library (Salzburg)
- Datenschutz- und Benutzungsordnung für das Campus-Portal und die Moodle-Lernplattform
- Datenschutzhinweise und Nutzungsbedingungen Videokonferenzsystem Microsoft TEAMS
- Datenschutzhinweise und Nutzungsbedingungen Videokonferenzsystem ZOOM
- Datenschutzerklärung Studierende
- Datenschutzerklärung Umfragesysteme
- Datenschutz – Leitfaden für Abschlussarbeiten
- Datenschutz - Information zur Videoüberwachung
- Ethik-Kodex für Studierende
- IT-Policy der PMU für Mitarbeitende und Lehrende
- IT-Policy der PMU für Studierende
- Gender-Equitable Language Guide (in case the German language is used)
- Affiliation Guidelines of the PMU
- Guidelines of Good Scientific Practice
 - Austrian Agency for Research Integrity Guidelines for Good Scientific Practice (OeAWI Guidelines for Good Scientific Practice) or
 - Guidelines for Safeguarding Good Research Practice issued by the German Research Society (DFG) (version September 2019)

- House Rules

The above documents can be accessed on the PMU Web under „University – Downloads“ .

Supplementary course-specific documents in the currently valid version are available on the PMU Web in the download area of the degree programme.

- Fee summary (online on the PhD Webpage)

Students who are enrolled on the previous PhD program Medizinische Wissenschaft may change onto this program provided they possess the required English language skills (see section 5.2). The transfer process consists of the following stages:

- 1) Students apply for a transfer using the degree transfer form. On this form, students enter all successfully completed ECTS of the old program at the date of application into section 1 of the transfer form. These encompass the taught modules, optional research activities, evaluations, PhD seminars and time spent on the research work. The application is counter-signed by the lead supervisor
- 2) Applicants provide evidence of the English language skills (see section 5.2)
- 3) The course director or his deputy reviews the achieved learning outcomes and aligns them with the outcomes of the new program.
- 4) Applicants are then informed in writing by the course director or his deputy in section 2 of the transfer form about the ECTS that can be transferred and about the learning/research activities which remain to be completed to meet the outcomes of the new program.
- 5) The process is completed, once the applicant signed the final section of the transfer form.

Students who do not wish to change can remain on the previous program.

19 CHANGES TO THE REGULATIONS

The right to put forward amendments to the degree specific sections of these regulations lies with the course directors, faculty heads, curriculum committees and the Austrian Students' Union (ÖH). Amendments must be sent in writing to the responsible course director or his deputy. Deadlines may apply. Amendments may be accepted or rejected by the responsible course director. The accepted amendments need to be communicated to the Faculty Dean, the curriculum committee and the Austrian Students' Union (ÖH). The draft amendments are forwarded by the Faculty Dean to the Vice-Rector for Teaching & Learning for discussion and decision by the Steering Committee for Teaching & Learning (Leitungsteam). In case of disagreements, the course director, the Faculty Dean and/or the representatives of the Austrian Students' Union may be invited to attend the meeting of the Steering Committee.

Changes to the regulations will be published by the course director or his deputy as soon as possible after a positive decision by the Steering Committee.

The Study & Examinations Regulations apply to all students on the corresponding degree program in its latest version.

Since the University is obliged to continuously enhance the quality of its degree programs, changes for individual student cohorts will be documented and managed in transitional regulations.

Proposals for changes to the university-wide sections of the Study & Examination Regulations are communicated by the course directors, heads of faculty and the Austrian Students' Union via the Academic Services department to the Faculty Dean for Teaching.

20 VALITY

This version of the Study and Examinations Regulations come into effect at August 1st, 2021. The current version of the Study and Examination Regulations applies to the entire course of study and to all students (unless otherwise provided for individual years) and is published on the PMU website.

21 REFERENCES

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