

PMU STUDY AND EXAMINATION REGULATIONS

DEGREE PROGRAMME IN PHARMACY AND PHARMACEUTICAL SCIENCES

1	PREAMBLE	4
2	LEGAL BASIS AND SCOPE	4
3	THE DEGREE PROGRAMME AT A GLANCE.....	5
4	EDUCATIONAL OBJECTIVES	5
4.1	Graduate profile.....	5
4.2	Acquisition of competencies.....	6
4.3	Professional Fields of Activity	10
5	ADMISSION.....	10
5.1	General admission requirements	10
5.2	Provisional admission	12
5.3	Expiry of admission.....	12
6	Selection and admission procedure	12
6.1	Application – application documents	12
6.2	Selection procedure.....	13
7	Recognition of prior achievements.....	14
8	Enrolment and registration.....	15
8.1	Enrolment, registration.....	15
8.2	Student ID card.....	15
8.3	Note for non-degree students, auditors	15
9	Attendance, leave of absence and release	15
9.1	Attendance	15
9.2	Illness and recovery notifications, substitute work	16
9.3	Leave of absence	17
10	Curriculum.....	17
10.1	Didactic concept	17
10.2	Course types and ECTS credits	18
10.3	Study Plan.....	19
10.4	Curriculum committee	23

10.5	Completion of courses	23
10.6	Extracurricular additional offerings	23
10.7	Internationalisation	24
11	Organisation and teaching / learning resources	24
11.1	Organisational structure and supervision	24
11.2	E-learning platforms and campus portal	24
11.3	University library	25
11.4	Teaching locations.....	25
12	Examinations and assessment of performance	25
12.1	Forms of examinations and performance assessments	26
12.2	Grading	27
12.3	Attendance at examinations.....	28
12.4	Announcement of examination and assessment modalities	29
12.5	Conduct of examinations	29
12.6	Examination review.....	32
12.7	Certificates and records of achievement	33
12.8	Termination of examinations and nullification of assessment.....	33
12.9	Repetition of examinations.....	34
12.10	Examination boards	34
12.11	Obligation to retain records	35
13	Evaluations	35
13.1	Evaluation concept	35
13.2	Evaluation process	36
14	Final thesis and final examination	36
14.1	General information	36
14.2	Final thesis	37
14.3	Final examination	44
15	End of studies	45
15.1	Final grade	45
15.2	Final documents	46
15.3	Point in time of entitlement to use the title	46
15.5	Exmatriculation	46
15.6	Alumni.....	47
16	Participation and representation of students	47
16.1	ÖH representation (rights and obligations of students)	47
16.2	ÖH contribution and special contribution	47
16.3	Insurance	47
16.4	Student representation (StuVe).....	47
16.5	Year representative	47

17	Code of Ethics for Students	48
17.1	Disciplinary Committee	48
18	Supplementary provisions.....	49
19	Amendment of the study and examination regulations	49
20	Entry into force	50
21	Annex.....	50

1 PREAMBLE

The study of Pharmacy and Pharmaceutical Sciences is shaped early on by its scientific foundation and, in the further course, places particular emphasis on aspects of clinical pharmacy as well as the interconnection between pharmaceutical theory and practice. In this way, research-based teaching is supplemented and enhanced by market-relevant aspects as well as by aspects that are becoming increasingly important in terms of health policy. Moreover, the development of social, communication, methodological, and self-management skills, ethical and moral competence, and knowledge in health economics and business administration constitutes an essential component of the curriculum. The objective of the bachelor's and master's programs in pharmacy and pharmaceutical sciences is to educate practice-competent pharmacists who are optimally prepared for the demands of the market, pharmaceutical practice, and research, and who are capable of actively shaping and advancing their professional field in line with future requirements. Through practice-oriented teaching and close collaboration with the medical degree program and the Institute of Nursing Science and Practice, students acquire broad pharmaceutical expertise with a focus on patient- and customer-oriented pharmaceutical care. The three departments of the Institute of Pharmacy, together in close cooperation with the pharmaceutical industry, the University Hospital Salzburg, and additional national and international partners, provide students with a state-of-the-art research environment. Students are also prepared for international responsibilities in research and teaching. For this reason, training in professional English and an optional study abroad period in the fourth year of study are integrated into the program.

The Bachelor's programme comprises a standard duration of six semesters and concludes with the academic degree Bachelor of Science in Pharmacy (BSc).

The Master's programme comprises a standard duration of four semesters and concludes with the academic degree Magistra/Magister of Pharmacy (Mag. pharm.).

The university certificate program "Pharmazie.switch" comprises a standard duration of two semesters and is designed for graduates of a natural science or medical Bachelor's programme with the aim of acquiring the admission requirements necessary for entry into the Master's programme.

2 LEGAL BASIS AND SCOPE

The Board of the Agency for Quality Assurance and Accreditation Austria (AQ Austria) accredited the bachelor's and master's degree programmes in Pharmacy by decision of June 29th 2016. The application submitted by PMU on March 17th 2020 for the extension of institutional accreditation was approved on July 7th 2021 pursuant to §§ 24 and 25 of the Higher Education Quality Assurance Act (Hochschul-Qualitätssicherungsgesetz; HS-QSG), Federal Law Gazette I No. 74/2011 as amended, § 2 of the Private University Act (PUG), Federal Law Gazette I No. 74/2011 as amended, as well as § 16 of the 2019 Private Universities Accreditation Ordinance (Privatuniversitäten-Akkreditierungsverordnung; PU-AkkVO) in conjunction with § 56 of the General Administrative Procedure Act 1991 (Allgemeines Verwaltungsverfahrensgesetz; AVG), Federal Law Gazette No. 51/1991 as amended. According to the ruling of the Federal Administrative Court of June 7th 2023 (Case No. W227 2248919-1/14E), accreditation is granted for a period of 10 years (§ 24 para. 7 HS-QSG) and is valid until June 6th 2033. If the reaccreditation procedure, which must be initiated nine months prior to this date, has not been completed by then, the accreditation period shall be extended until the procedure is concluded.

3 THE DEGREE PROGRAMME AT A GLANCE

Designation of the degree programme pursuant to accreditation	Pharmacy and Pharmaceutical Sciences
English translation of the degree programme title for marketing purposes	Pharmacy and Pharmaceutical Sciences
Type of programme	Bachelor Master
Mode of organization	Full-time
Mode of study	attendance-based
Scope in ECTS credits (ECTS = European Credit Transfer & Accumulation System)	Bachelor's degree: 180 Master's degree: 120
Duration of the degree programme	Bachelor's degree: 6 semesters Master's degree: 4 semesters
EQF or NQF level	Bachelor's degree: 6 Master's degree: 7
Maximum number of study places	Bachelor's degree: maximum 50 + 20 study places Master's degree: maximum 50 + 20 study places
Languages of instruction	German, English
Academic degree in full form	Bachelor of Science in Pharmacy Magistra*Magister der Pharmazie
Academic degree in abbreviated form	BSc Mag. pharm.

In addition to the tuition fee (see education contract), further fees may apply for any services, e.g. leave of absence; see schedule of fees.

The Bachelor's and Master's degree programmes in Pharmacy and Pharmaceutical Science at PMU are EU-compliant pharmacy programmes. Graduates are therefore also eligible to practise outside of Austria.

For practising as a pharmacist in Germany, the following applies to graduates of an EU-compliant pharmacy programme from Austria:

For the practical year or aspirant year, there are two options:

- (1) Aspirant year and full completion in Austria, followed by recognition of the qualification by the competent authority in Germany, or
- (2) Study in Austria and practical year as well as the third state examination in Germany.

4 EDUCATIONAL OBJECTIVES

The following sections explain the graduate profile of the Bachelor's and Master's degree programmes in Pharmacy, the competencies acquired during the studies, as well as the professional fields of activity after completion of the Bachelor's and Master's degree.

4.1 Graduate profile

- Profile of graduates of the Bachelor's degree programme:

The objective of the Bachelor's degree programme in Pharmacy at PMU is the teaching of fundamental scientific knowledge and methods in the essential subfields of pharmacy.

The Bachelor's degree programme in Pharmacy leads to an initial academic qualification, which enables entry into professional positions in the pharmaceutical industry, in analytical and diagnostic laboratories or research institutions, and forms the foundation for the subsequent Master's degree programme.

Graduates of the Bachelor's degree programme in Pharmacy possess fundamental theoretical and practical knowledge regarding the development, production and quality control of active pharmaceutical ingredients and medicinal products and have basic knowledge of the methods of related disciplines such as chemistry, physics, biochemistry, biotechnology, microbiology and hygiene.

Graduates are familiar with the rules of good scientific practice and are able to apply basic knowledge and skills within this framework, enabling them to understand the significance of science in their studies and profession. They are familiar with the fundamentals of business administration with regard to cost-benefit analysis and management strategies. In the socio-communicative domain, they have a basic understanding of patient-centred pharmacy, gain self-confidence regarding their professional role and experience a strengthening of their communication skills, both in the English language and through the learning of various communication strategies, including strategies for appropriately addressing conflict situations. They possess an ethical-moral value orientation towards the profession as well as towards all persons in the professional context (customers, patients, team members, etc.).

- Profile of graduates of the Master's degree programme:

The objective of the Master's degree programme in Pharmacy and Pharmaceutical Sciences is the imparting of extensive knowledge in the development, production, quality assurance, composition, preparation and storage, biological effects and interactions of active pharmaceutical ingredients and medicinal products, as well as their safe application. Graduates of the Master's degree programme in Pharmacy and Pharmaceutical Sciences are qualified to independently carry out scientific work (including planning and execution). They are able to integrate and apply scientific methods and findings from the pharmaceutical sciences and related natural sciences to other questions. They are aware of possible ethical, societal and economic implications of the field. In addition to the competencies acquired in the Bachelor's degree programme in the socio-communicative domain, they possess project management skills, an understanding of management and leadership (e.g. in the context of communication and personnel). In particular, they possess the necessary knowledge and skills for informing, educating and advising customers and patients in the pharmacy. Upon successful completion of the Master's degree programme, graduates acquire the qualification required to pursue a career in all professional fields of pharmacy.

4.2 Acquisition of competencies

The Bachelor's and Master's degree programmes in Pharmacy and Pharmaceutical Sciences ensure the acquisition of competencies required for professional practice in all pharmaceutical occupational fields (e.g. community pharmacy, hospital pharmacy, pharmaceutical industry, research and development, clinical research, public service, wholesale trade). Completion of the Master's degree programme in Pharmacy and Pharmaceutical Sciences further establishes the foundation for the continuation of an academic career. The qualification profile underlying the Master's degree in Pharmacy and Pharmaceutical Sciences follows the applicable Austrian laws and Directive 2005/36/EC on the recognition of professional qualifications and has been extended to include desirable qualifications based on expected developments in the various occupational fields.

The essential competencies acquired during the studies include:

- Knowledge of medicinal products and of substances used for the production of medicinal products
- Knowledge of pharmaceutical quality assurance and testing
- Development of scientific and professional understanding of one's own field
- Recognition and implementation of the societal and health policy mandate of pharmacists
- Ability to analyse the societal, institutional, legal and economic framework conditions
- Development of a professional relationship with patients and understanding of their social environment
- Interdisciplinary collaboration with other professions and contribution of subject-specific expertise

Upon completion of the Bachelor's degree programme, graduates are qualified:

- to enter subordinate professional roles in the pharmaceutical industry (e.g. in research and development, quality control, quality assurance) and in research.
- to commence a Master's degree programme in Pharmacy.

Upon completion of the Master's degree programme, graduates are qualified:

- to practise as pharmacists in community and hospital pharmacies
- to work as a qualified person in the pharmaceutical industry (following appropriate professional experience)
- to take on a responsible position in research and development
- to take on a responsible position in wholesale trade
- to take on a responsible position in public service (e.g. AGES, social insurance, healthcare sector)
- to commence a doctoral degree programme

In the following, the competencies acquired are listed in detail for the individual competence fields:

Subject-Matter Competence

Subject-matter competence encompasses general and specialised expertise, its application and implementation, as well as the recognition and understanding of subject-related and interdisciplinary interconnections.

Graduates of the Bachelor's degree programme acquire knowledge in the natural science and medical foundational subjects, which enables a fundamental understanding of normal bodily functions and the influence thereof by natural or synthetic substances.

This means that graduates of the Bachelor's degree programme:

- are familiar with the fundamentals of general, inorganic, organic, analytical, and pharmaceutical chemistry, biology, and biochemistry,
- are familiar with the basic rules for handling substances in laboratory work,
- are able to solve simple qualitative and quantitative chemical-analytical problems,
- acquire relevant fundamentals of physics,
- possess basic knowledge of anatomy, physiology, and pathology of the human body,
- are familiar with the basic concepts of general pharmacology and pharmacotherapy,
- learn about important medicinal plants and their active substances,
- acquire basic knowledge in nutrition, dietetics, and micronutrients,
- acquire basic knowledge in business administration,

- are familiar with the basic principles of economics in relation to the healthcare system and the roles of stakeholders within the Austrian healthcare system,
- are aware of the requirements of pharmaceutical quality assurance, marketing authorisation, and pharmacovigilance,
- are able to apply the rules of “good practice” (GxP),
- are familiar with the essential legal foundations and legal sources of the various pharmaceutical occupational fields,
- are able to apply first aid measures.

Graduates of the Master’s degree programme are able to work independently and with full responsibility as pharmacists or pharmaceutical scientists in industrial settings, research and development, clinical development, hospitals, and in the public sector. They acquire extensive knowledge of the mechanisms of action of medicinal products in the human body, of pharmaceutical technology, and deepen this knowledge in comprehensive practical training.

This means that graduates of the Master’s degree programme:

- acquire extensive knowledge in clinical and applied pharmacology, toxicology, and pharmacognosy,
- are able to recognise patients’ health problems, react appropriately, and where necessary refer them to the appropriate healthcare professionals,
- possess knowledge of pharmaceutical technology that enables them to develop dosage forms,
- are able to produce specific dosage forms (magistral formulations) on a small scale,
- are able to discuss medical prescriptions with the patient or relatives, adapt special needs in consultation with the physician, and motivate the patient to comply with the treatment,
- are able to identify and explain adverse effects and interactions of medicinal products,
- are able to integrate legal and economic foundations into professional practice.

Methodological Competence

Methodological competence comprises discipline-independent knowledge and skills that enable the autonomous resolution of complex tasks.

This means that graduates of the Bachelor’s degree programme:

- possess a structured approach to various tasks,
- are able to generate and evaluate data and key figures.

Graduates of the Master’s degree programme:

- possess an analytical way of thinking,
- are able to plan, execute, and manage projects independent of the subject area.

Social Competence

Social competences serve the situationally appropriate and professional conduct in a professional environment and are based on behaviour and interactions.

Graduates of the Bachelor’s degree programme are able to:

- take cultural and religious needs, ways of life, and value systems into consideration,
- act professionally within teams,
- apply basic skills in conflict management,
- present interrelations adapted to the level of understanding of their interlocutors,
- use subject-specific terminology in the English language,
- apply presentation techniques.

Graduates of the Master's degree programme are able to:

- conduct counselling interviews professionally,
- build a relationship of trust with patients or customers,
- recognise the individual needs of patients and react to them empathetically and competently,
- collaborate professionally in multidisciplinary teams with other healthcare professions and scientific disciplines,
- lead a team,
- represent their decisions responsibly to the outside world.

Ethical-Moral Competence

Ethical-moral competence enables graduates to communicate their personal values to their diversified social environment.

Graduates of the Bachelor's and Master's degree programmes:

- exercise their profession responsibly and conscientiously (confidentiality, discretion, understanding of their professional role, sense of responsibility, impartiality),
- place the well-being of the human being at the centre of their actions.

Scientific Competence

Scientific competence enables graduates to relate the results of scientific studies to professional practice and thus arrive at a reasoned, reflective way of acting.

Graduates of the Bachelor's degree programme are able to:

- understand fundamental scientific interrelations,
- research and evaluate current scientific findings,
- formulate and solve questions from the pharmaceutical field under supervision,
- work in accordance with the rules of "good scientific practice."

Graduates of the Master's degree programme are able to:

- formulate scientific questions and develop an approach to solutions,
- select and apply relevant scientific methods, prepare the data collected for answering the questions, and discuss it,
- contribute to the public discussion of pharmaceutical topics.

Self-Competence

Self-competence serves the fulfilment of professional roles while strengthening and preserving one's own personality.

Graduates of the Bachelor's degree programme are able to:

- realistically assess their own abilities with regard to professional requirements,
- understand that their acquired knowledge must be continuously adapted to the latest state of knowledge in the sense of lifelong learning.

Graduates of the Master's degree programme are able to:

- contribute, in a position of responsibility, to the further development of the pharmaceutical professional profile,
- respond appropriately to new societal as well as scientific and technical developments.

4.3 Professional Fields of Activity

Upon completion of the Bachelor's degree programme, professional roles in particular are possible in research and industry (often in subordinate functions such as quality control and assurance, marketing/sales, regulatory affairs, laboratory activities, administrative work, etc.).

Upon completion of the Master's degree programme, professional roles are particularly possible in the pharmacy (e.g. aspirant, employed or self-employed pharmacist, hospital or military pharmacist, etc.), in research (projects, laboratory, research group, doctoral candidate, etc.), industry (quality control and assurance, marketing/sales, regulatory affairs, production, clinical development, research and development, qualified person, etc.) and in clinical settings (e.g. clinical pharmacist). Professional activities as an assessor, administrative officer or in an advisory function (consultancy activities) are also possible fields of employment.

In particular, after completion of the Master's degree programme, management positions are also possible.

5 ADMISSION

5.1 General admission requirements

The proof of fulfilment of the admission requirements must be presented in original form at the admission interview or, if the admission interview takes place online, on the first day of attendance at the university. PMU may also request the presentation of original documents at any later point in time.

The Pharmacy and Pharmaceutical Sciences degree programme is generally open to all applicants who meet the following admission requirements and successfully complete the admission procedure, without distinction of birth, gender, race, social status, class, or creed.

5.1.1 Admission requirements for the Bachelor's degree programme

General university entrance qualification:

The general university entrance qualification must be evidenced by one of the following documents:

- Austrian school-leaving certificate, including a certificate of vocational matriculation examination.
- Other Austrian certificate granting university admission eligibility. Study qualification examinations are considered acceptable if they include at least the following examination subjects: German essay, biology and environmental science, physics 1 (compulsory subjects). For applicants with a study qualification examination for the fields of human medicine or veterinary medicine, the admission requirements are deemed fulfilled.
- Foreign certificate that is equivalent to one of these Austrian certificates based on an international treaty, or a nostrification, or by decision of the Rectorate in an individual case.
- Certificate of completion of a programme of at least three years at a recognised domestic or foreign post-secondary educational institution.

Language admission requirements:

- Proficiency in the German language (level B2) or in the English language (level B2) is required. If proficiency at the required level is not evident from the written application documents, the degree programme director may request suitable proof in individual cases.
- If the subject Latin was not successfully completed at an upper secondary school to the extent of at least ten weekly hours, the supplementary examination in Latin must be completed by the end of the first academic year.

All documents relevant to admission must be submitted in German or English, with certified translations if necessary. Any missing qualification documents must be provided by the beginning of the programme at the latest.

In justified exceptional cases, the degree programme director may consent to the submission of documents confirming the general university entrance qualification within a period of no more than six months after the beginning of the first semester and thus grant admission to the programme subject to the timely submission of the documents. If the missing documents are not submitted within the grace period, admission to the programme expires (see point 5.3).

5.1.2 Admission requirements for the Master's programme

Bachelor's degree in Pharmacy or equivalent qualification:

The following Bachelor's degrees are recognised:

- Bachelor's degree in Pharmacy from PMU
- Bachelor's degree in Pharmacy from a public Austrian university
- Other completed degree programmes of at least three years at recognised post-secondary educational institutions in Austria or abroad, provided that they include at least the following subjects in the corresponding extent:
 - 25 ECTS chemistry including pharmacopoeial analytics (lectures and laboratory courses of at least 2 ECTS points each)
 - 1 ECTS physics
 - 10 ECTS pharmaceutical biology including general biology and botany, pharmaceutical biology/pharmacognosy, and exercises on the botanical identification of medicinal and poisonous plants and drug analysis
 - 10 ECTS pharmacology
 - 5 ECTS pharmaceutical technology
 - 20 ECTS biomedical fundamentals including anatomy, physiology, pathophysiology, microbiology and hygiene, biochemistry

If the required scope of individual subjects is not met, admission may be granted as an exception by the degree programme director, provided that the missing subjects can be made up during the first academic year through participation in the corresponding courses from the PMU Bachelor's programme in Pharmacy.

For Pharmacy students from Germany:

Positively passed first state examination and a three-year programme at a recognised post-secondary educational institution, provided that it includes the above-mentioned subjects in the corresponding scope.

Language admission requirements:

- Proficiency in the German language (level B2) and / or in the English language (level B2) is required. If proficiency at the required level is not evident from the

written application documents, the degree programme director may request suitable proof in individual cases.

- If the subject Latin was not successfully completed at an upper secondary school to the extent of at least ten weekly hours, the supplementary examination in Latin must be completed by the end of the first academic year.

All documents relevant to admission must be submitted in German or English, with certified translations if necessary. Any missing qualification documents must be provided by the beginning of the programme at the latest.

5.2 Provisional admission

Provisional admission to the programme may be granted if it is evident from the application documents that the admission requirements will be fulfilled within six months after the start of the programme. Applicants must provide suitable supporting evidence.

The outstanding proof of fulfilment of the admission requirements and the deadline for its submission shall be recorded as an addendum to the education contract.

The decision on provisional admission lies at the discretion of the degree programme director. Applicants have no entitlement to provisional admission.

If the required proof is not submitted within the agreed deadline, admission expires. There is no entitlement to reimbursement of tuition fees and/or other fees already paid.

5.3 Expiry of admission

Admission expires if, after admission to the programme, it becomes apparent that one or more admission requirements are not met. In this case, exmatriculation will take place.

6 Selection and admission procedure

6.1 Application – application documents

Admission to the Bachelor's and Master's programme in Pharmacy as well as to the university programme (ULG) "Pharmazie.switch" (see also Annex 21.1) takes place once per year at the beginning of the academic year in autumn.

The preceding selection procedure is conducted online via the PMU website.

Applicants provide, via the online form, in addition to the usual contact details, important information relevant for the later selection process (e.g. specific school and educational areas, school-related and extracurricular stays abroad, relevant internships, social engagement, extracurricular activities, specialised papers, etc.). Through electronic feedback, applicants receive confirmation of their registration as well as information on any missing documents. After verification of receipt of the application processing fee and fulfilment of the admission requirements, an invitation to the next step of the admission procedure is issued.

In individual cases, admission to the Bachelor's and Master's programme is also possible at the beginning of the summer semester upon consultation with the degree programme director.

An application for a study place in the Bachelor's programme in Pharmacy and Pharmaceutical Sciences at PMU is permitted a total of two times.

An application for a study place in the Master's programme in Pharmacy and Pharmaceutical Sciences at PMU is permitted a total of two times.

6.2 Selection procedure

6.2.1 Admission procedure for the Bachelor's programme

The admission procedure for the 70 study places of the Bachelor's programme is structured as follows:

- (1) Online application via the PMU website and verification of the formal admission requirements,
- (2) computer-based admission test (if the number of applications significantly exceeds the available places),
- (3) interview,
- (4) decision by the admission committee.

6.2.2 Admission procedure ULG "Pharmazie.switch"

The number of ULG study places is based on the available study places in the subsequent Master's programme, as regulated under 6.2.3.

The admission procedure for the study places in the ULG is structured as follows:

- (1) Online application via the PMU website and verification of the formal admission requirements (see 21.1),
- (2) computer-based admission test (if the number of applications significantly exceeds the available places),
- (3) interview,
- (4) decision by the admission committee.

6.2.3 Admission procedure for the Master's program

For the allocation of the 70 study places in the Master's programme, applicants are divided into three groups:

- Group 1 comprises all graduates of the respective graduating cohort of PMU's own Bachelor's programme in Pharmacy and Pharmaceutical Sciences. They automatically receive a study place in the Master's programme, without formal application or selection procedure.

If, due to drop-out in PMU's own Bachelor's programme in Pharmacy, the number of students is reduced and therefore free study places are available in the Master's programme, the places will be filled by applicants from Groups 2 (first priority), 3 (second priority), and 4 (third priority).

- Group 2 comprises applicants with a degree from PMU's own Bachelor's programme in Pharmacy and Pharmaceutical Sciences who did not continue their studies immediately after obtaining the Bachelor's degree. If the number of applicants in this group exceeds the available study places, a ranking is made by the admission committee based on selection interviews. The selection interviews are conducted analogously to the interviews in the admission procedure for the Bachelor's programme.

- Group 3 comprises graduates of the ULG “Pharmazie.switch” from the previous academic year, provided that they meet the admission requirements for the Master’s programme (see point 5.1.2). If the number of applicants in this group exceeds the available study places, a ranking is made by the admission committee based on selection interviews. The selection interviews are conducted analogously to the interviews in the admission procedure for the Bachelor’s programme.
- Group 4 comprises applicants without a degree from PMU’s own Bachelor’s programme in Pharmacy and Pharmaceutical Sciences who meet the admission requirements for the Master’s programme (see point 5.1.2). Applicants in this group must in all cases undergo an admission interview (analogous to those conducted in the admission procedure for the Bachelor’s programme), on the basis of which the admission committee decides on their suitability for the Master’s programme at PMU and, if applicable, their ranking.

7 Recognition of prior achievements

“Recognition” refers to the crediting of previously completed academic or learning achievements, so that individual courses do not have to be attended or examinations do not have to be taken.

Recognition is always based on the learning outcomes described in the curriculum of the course for which recognition is requested. It is essential for recognition that the learning objectives of the respective course have demonstrably been achieved. It is irrelevant whether these learning objectives were achieved in one or more previous courses, whether the learning outcomes were acquired within post-secondary education or, for example, within professional or voluntary activities, non-university teaching and training programmes, etc., and whether the workload required to acquire these learning objectives corresponds to the ECTS credit allocation assigned to the respective course.

PMU may recognise examinations completed in accordance with § 78 para. 1 item 2 lit. b and c of the Universities Act (UG) up to a maximum of 60 ECTS credits, as well as professional or extracurricular qualifications up to a maximum of 60 ECTS credits. These recognitions are permissible up to a total maximum of 90 ECTS credits. Recognitions from recognised post-secondary educational institutions in accordance with § 51 para. 2 item 1 UG are possible without limitation.

Students apply for recognition by providing suitable documentation, which enables assessment of the fulfilment of the learning outcomes. Recognition is granted by the degree programme director, who must consult the responsible course instructors to assess the recognition request. If the fulfilment of the learning objectives of the course to be recognised can be fully demonstrated, it will be recognised and listed in the transcript without a grade and with the note “recognised”. If the fulfilment of the learning outcomes cannot be fully demonstrated, the degree programme director may, in consultation with the responsible course instructor, waive parts of the course. The remaining parts of the course must be completed and graded in accordance with the curriculum. In the case that a module comprises both recognised courses and PMU courses, the module grade is calculated based on the ECTS-weighted grades of the PMU courses only. Recognised courses are therefore not part of the module grade.

The recognition of courses and the associated non-utilisation of PMU’s teaching services has no effect on the current tuition fee.

Applications for recognition must be submitted exclusively using the form provided on Moodle, together with the relevant documentation (proof of completed achievement, course description), to the study programme administration and not directly to the course instructors.

Applications must generally be submitted before the beginning of the semester, but at the latest four weeks before the start of the course. The only exception applies to the first semester, where applications must be submitted immediately at the beginning of the semester.

The documents are then reviewed, which may take some time, and additional documents may be requested if necessary.

The processing time therefore strongly depends on the completeness of the submitted documents. Please ensure timely submission.

As long as the review process is not completed, the course must be attended as normal.

8 Enrolment and registration

8.1 Enrolment, registration

Students are enrolled at PMU.

Enrolled students register (inscribe) for individual study offerings of PMU, which include undergraduate and postgraduate degree programmes as well as university programmes. Registration takes place by paying the tuition fee and the ÖH (Austrian National Union of Students) fee according to the rules of the respective study offering for agreed periods (semester, year, course duration, etc.). Registration is a prerequisite for attending courses.

8.2 Student ID card

At the beginning of their studies, students receive a student ID card with chip card functionality for the entire duration of their studies, including all relevant access authorisations. This card is not valid as proof of identity outside the university. In the event of loss of the card, a fee is payable.

8.3 Note for non-degree students, auditors

According to the legal definition, university programmes are considered non-degree studies. The attendance of individual academic courses is considered a non-degree study.

Non-degree students are those who are admitted to non-degree studies (§ 51 para. 2 item 20 and 22 UG 2002).

9 Attendance, leave of absence and release

9.1 Attendance

This section regulates the attendance obligations of students in all courses that are part of the curriculum:

- Attendance in the courses of the Pharmacy and Pharmaceutical Sciences degree programme is in principle mandatory.
- For lectures (VO) and integrated courses (ILV), the attendance requirement is reduced to 80%, whereby in ILV courses, examination-immanent units with mandatory attendance may

be freely determined by the course instructor. These examination-immanent units must be announced to students in the first session of the course.

- In justified individual cases, the course instructor – with approval from the degree programme director – may lower the minimum attendance to up to 60% or raise it to up to 90%.
- Actual student attendance in courses is checked and documented by the instructors.
- A student may only be admitted to the examination if the minimum attendance requirement in the course is met and/or any substitute work specified by the course instructor has been satisfactorily and punctually completed.
- In the case of illness or other absence, students have a duty to inform the course instructor as well as the study programme administration in writing.
- Participation online may be permitted after consultation with the instructor but is not counted as attendance. The only exception is special regulations explicitly issued by the degree programme director (for example, during the COVID-19 pandemic).

For the student representatives of the Austrian National Union of Students (ÖH), a reduction of the attendance requirement may apply in accordance with § 31 (6) HSG 2014. Year representatives are not covered by this regulation. If the performance of representative duties falls during teaching hours, a justified written excuse must be submitted in advance to the instructors and simultaneously brought to the attention of the degree programme director.

9.2 Illness and recovery notifications, substitute work

9.2.1 Absences or missed hours occur when illness or other events prevent students from attending a course. If students hinder other students' participation in class, do not comply with laboratory regulations, or generally endanger safety through their behaviour, instructors are entitled to temporarily exclude students from class, whereby the exclusion is deemed equivalent to an unexcused absence for the entire course session of that day.

9.2.2 In the event of illness or comparable justified absences, the responsible course instructor and the study programme administration must be informed in writing in advance or immediately upon occurrence of the impediment. In the case of illness, from the fourth day onward, a medical certificate must be submitted and both the study programme administration and the instructor must be informed of the illness and recovery notification.

9.2.3 Substitute work:

Students who fall below the minimum attendance requirement in a course or who miss examination-immanent units must request a substitute assignment from the instructor (for example, writing a subject-related essay, working out a given topic, etc.) in order to compensate for missed time. The substitute work must be suitable to ensure that the missed learning objectives are achieved. Whether this is the case is decided by the course instructor and the degree programme director. This agreement between instructor and student must be communicated to the degree programme director in writing (via email).

9.2.4 In the presence of special reasons (for example, illness, emergencies in the immediate family), the course instructor may individually lower the minimum attendance requirement for their course, provided that the achievement of the learning objective is not jeopardised. This individual arrangement does not affect the minimum attendance requirement for all other students. A prerequisite is that the instructor is informed in writing (via email) by the student immediately upon knowledge or occurrence of the reason. The lowering of the minimum attendance

requirement in an individual case does not constitute a precedent for any subsequent similar or comparable cases.

9.3 Leave of absence

- 9.3.1 Students may, upon application, be granted a leave of absence in particular due to compulsory military service, training or civilian service, prolonged illness, pregnancy, caregiving responsibilities for children or dependent relatives, performance of a voluntary social year, or the need to make up outstanding academic requirements necessary to progress to the next academic year or stage of the programme. The decision on the application is communicated to the student in writing by the degree programme director. Multiple leaves of absence within one study programme are permissible.
- 9.3.2 During the leave of absence, admission to the programme remains valid. The completion of individual courses including the taking of examinations as well as the submission and assessment of coursework and scientific work is generally not intended but may be approved by the degree programme director.
- 9.3.3 For the duration of the leave of absence, no tuition fees are charged. Students on leave of absence retain access to the library and to the electronic platforms of PMU and receive all relevant programme information from the degree programme director. For these services, an administrative fee is charged, which is specified in the applicable schedule of fees for the relevant degree programme. The ÖH fees must continue to be paid.
- 9.3.4 The obligation stipulated in the education contract to regularly check the PMU email address remains in effect during the leave of absence in order to stay informed about any PMU communications and invoices.

10 Curriculum

10.1 Didactic concept

The modular structure of the curriculum requires an organised building upon and interlocking of learning content and thus leads to a continuous and consolidating acquisition of competencies.

Through a combination of structured teaching, guided and independent acquisition of knowledge within and outside of attendance-based sessions, and teaching based on current scientific findings with a high degree of practical relevance, the various competencies (see Section 4.2) are continuously developed and strengthened. Additionally, the inclusion of current research findings in teaching supports both critical and problem-solving thinking and acting, deepens the understanding of the relevance of science in the pharmaceutical field and serves the acquisition of safe application of scientific methods.

Through the high proportion of Integrated Courses (ILV) throughout all study years as well as seminars (SE) and exercises (UE), a permanent connection of theoretical content to practice is established. This enables students both to develop and to consolidate their own understanding of their professional role as well as various competency aspects. This approach is significantly supported by the instructors who, due to their differing professional backgrounds in the pharmaceutical, scientific and economic fields, reflect the diversity of professional profiles in pharmacy and convey the challenges of everyday professional practice in a practical manner. A high level of supervision is ensured through working in groups of varying student numbers.

Career orientation is reinforced through excursions, internships both in pharmacies and in the context of the pharmaceutical industry, as well as through the “training pharmacy” and the internship “Pharmaceutical Care and Clinical Pharmacy”.

From the beginning of the programme, particular emphasis is placed on students understanding the human being as the centre of their professional actions. This understanding is anchored through the teaching of ethical and moral competencies in both theoretical and practical instruction, as well as through the acquisition of socio-communicative competencies, in which the understanding and development of one’s own personality, interpersonal understanding, and the acquisition of action competencies in critical situations are central.

The optional period abroad located in the eighth semester is intended not only to serve the students of the PMU Pharmacy programme as an opportunity for exchange and competency development (outgoing students), but also to be open to students from partner universities (incoming students) in order to achieve an international strengthening of teaching. For this reason, the eighth semester of the programme is conducted largely in English (German Track).

The deliberate and targeted use of e-learning and blended learning serves to strengthen self-responsibility and self-management in the acquisition of knowledge through the associated independence of time and place. Attendance-based sessions are relieved from pure knowledge transfer and can be used, among other things, for practice, social learning and collegial exchange. This learning format thus constitutes a valuable interface between attendance, self-learning and transfer phases.

The programme is designed to enable students to apply the acquired specialist knowledge, knowledge from related disciplines as well as skills and competencies in professional practice at both operational and strategic levels. This includes the integration of independent acquisition and critical reflection of new information and knowledge into professional action across the different fields of activity, as this forms the basis for innovative approaches to thinking and acting and is fundamental for personal as well as strategic development in a professional context.

10.2 Course types and ECTS credits

The following course types are provided in the Bachelor’s and Master’s degree programme in Pharmacy and Pharmaceutical Sciences:

- Lectures (VO): Lectures are courses with the aim of imparting didactically prepared subsections of a subject and its methods. Knowledge transfer takes place through presentations by the instructors jointly for all students of a semester. The aim is to introduce students to the fundamentals and methods of the respective subject. The content of lectures is based on the latest state of scientific development and presents current research findings.
- Exercises (UE): Exercises are courses in which students, under guidance and based on theoretical knowledge, acquire and apply specific practical skills. They are usually conducted in (computer) laboratories and in subgroups. The size of the group depends on the type of course and the available resources. Group allocation is carried out at the beginning of the semester. Exercises correspond to the practical-professional objectives of the programme, whereby students use the acquired knowledge to solve specific problem tasks. The focus is on application.
- Practicals (PR): Practicals are courses in which students practically implement acquired theoretical knowledge. They include the teaching of various working methods, which are either carried out under guidance or independently. Practicals aim at the meaningful supplementation of scientific training and practical professional preparation, the collection of experience in professional practice in various areas, and the application-oriented use of knowledge and skills.

- Seminars (SE): Seminars are courses in which students independently work on, deepen, present and discuss course content on a specific topic. The primary focus is on students' own contributions.
- Integrated courses (ILV): Integrated courses represent a combination of lecture, exercise and seminar. This offers instructors the greatest possible freedom in the choice and combination of didactic methods within one course and is intended to ensure more sustainable learning outcomes for students. The design of an integrated course and the weighting of the proportions of lecture, exercise and seminar are at the discretion of the respective instructor.
- Excursion (EX): Excursions serve the purpose of illustrating and deepening course content not in the lecture hall or laboratory, but on site and in the respective local context.

All achievements to be completed by students within the scope of the programme are allocated ECTS credits (European Credit Transfer and Accumulation System).

One ECTS credit corresponds to 25 working hours of 60 minutes each and describes the average workload required to achieve the expected learning outcomes.

In general, one academic year of full-time study corresponds to 1,500 working hours and thus to an allocation of 60 ECTS credits.

10.3 Study Plan

STUDY PLAN				
BACHELOR				
Module	LV-Type	Course Title	ECTS	Sem
TRACK: Fundamentals				
CH1 / Chemistry 1	ILV	Chemical Calculations and Stoichiometry	4.0	1
	SE	Seminar Chemical Calculations and Stoichiometry	1.5	1
	VO	General and Inorganic Chemistry	4.0	1
	VO	General Physics	2.0	1
	VO	Organic Chemistry A und Nomenclature	4.0	1
IMMU1 / General Cell Biology, Immunology and Genetics	VO	Genetics	2.0	1
	VO	Immunology	3.0	2
	VO	Molecular Cell Biology for Pharmacists	2.0	2
GO / Tissues and Systematics of Human Organ Systems	ILV	Tissues and Systematics of Human Organ Systems A	1.5	2
	ILV	Tissues and Systematics of Human Organ Systems B	2.5	2
	ILV	Tissues and Systematics of Human Organ Systems C	3.0	2
PROSENS / Propaedeutics, Skeleton and Nervous System of Humans	ILV	Propaedeutics & Skeletal System	1.5	1
	ILV	Neuroanatomy	2.0	2
PBIO1 / Fundamentals of Pharmaceutical Biology I	VO	General Biology and Botany	2.0	1
	ÜB	Practical Course in General Biology and Botany	3.0	1
PBIO2 / Fundamentals of Pharmaceutical Biology II	VO	Pharmaceutical Biology	4.0	3
	ÜB/EX	Practical Course/Field Excursion Pharmaceutical Biology	3.0	4
BIOCH / Biochemistry	VO	Biochemistry und Pathobiochemistry	4.5	2
	ILV	Pathobiochemistry	0.5	2
PHYSPAT1 /	ILV	Neurophysiology	1.5	3

STUDY PLAN				
BACHELOR				
Module	LV-Type	Course Title	ECTS	Sem
Physiology Pathophysiology and Pathology of Human Organ Systems 1	ILV	Hematopoietic System	1.0	3
	ILV	Gastrointestinal System	1.5	3
	ILV	Respiratory System	1.0	3
	ILV	Topographical Anatomy of the Human Body	1.5	4
PHYSPAT2 / Physiology Pathophysiology and Pathology of Human Organ Systems 2	VO	General and Special Pathology	1.5	4
	ILV	Renal and Urinary System	1.0	4
	ILV	Endocrine System	1.0	4
	ILV	Cardiovascular System	1.0	4
	ILV	Integumentary System	0.5	4
	ILV	Musculoskeletal System	0.5	4
	ÜB	Practical Course in Physiology	0.5	4
IMMU2 / Special Immunology	VO	Special Immunology	2.0	5
	SE	Seminar in Special Immunology	1.0	5
MIKRO / Microbiology and Infectious Diseases	VO	Microbiology and Infectious Diseases	3.0	5
	ÜB	Laboratory Course in Microbiology and Hygiene	2.0	5
ERN / Nutrition and Micronutrients	VO	Fundamentals of Nutritional Science	3.0	6
	ILV	Fundamentals of Nutritional Medicine in Pharmacy	2.0	6
TRACK: PHARMACOLOGY				
ALLGP1 / General Pharmacology 1	VO	Introductions to Pharmacokinetics	1.0	3
	VO	Practical Introduction to Pharmacokinetics	1.0	3
	ÜB	Practical Course in Pharmacokinetics	2.0	4
ALLGP2 / General Pharmacology 2	VO	General Pharmacology A	3.0	5
	VO	General Pharmacology B	3.0	5
ALLGP3 / Allgemeine Pharmakologie 3	ÜB	Practical Course in General Pharmacology	1.0	6
	ILV	Laboratory Tests and Their Interpretation	2.0	6
	SE	Pharmacovigilance	1.0	6
TRACK: PHARMACEUTICAL CHEMISTRY				
CH2 / Chemistry 2	ÜB	Basic Laboratory Course in Chemistry	8.0	2
	VO	Organic Chemistry B	2.0	2
AB / Pharmacopoeial Analysis	ÜB	Practical Course in Pharmacopoeial Analysis	6.0	3
	ILV	Pharmacopoeial Analysis	2.0	3
INSAN / Instrumental Pharmacopoeial Analysis	VO	Fundamentals of Instrumental Analysis	4.0	3
	ÜB	Instrumental Pharmacopoeial Analysis	6.0	4
AINSAN / Angewandte instrumentelle Analytik	ÜB	Laboratory Course in Applied Instrumental Analysis	6.0	5
	SE	Companion Seminar in Applied Instrumental Analysis	2.0	5
	ÜB	Biochemical Methods in Drug Discovery	2.0	5
TRACK: PHARMACEUTICAL TECHNOLOGY				
AFL / Pharmaceutical Drug Formulation	VO	Pharmaceutical Drug Formulation	5.0	4
	EX	Industrial Drug Manufacturing	1.0	4
GxP / Quality Assurance and Legal Foundations	VO	Pharmaceutical Law	2.0	5
	VO	Regulatory Foundations	3.0	5

STUDY PLAN				
BACHELOR				
Module	LV-Type	Course Title	ECTS	Sem
	VO	Pharmaceutical Quality Management	5.0	6
	SE	Introduction to Clinical Research	2.0	6
TRACK: BUSINESS ADMINISTRATION				
WIWI 1 / Business Administration 1	VO	Business Administration for Pharmacists A	2.0	3
	VO	The Austrian Healthcare System	2.0	3
WIWI2 / Business Administration 2	VO	Business Administration for Pharmacists B	2.0	4
	SE	Seminar in Business Administration for Pharmacists	2.0	4
TRACK: SOCIAL AND COMMUNICATION COMPETENCE				
SOKO1 / Social and Communication Competence 1	ILV	English in Pharmacy	2.0	1
	ILV	Social and Communication Competence A	0.5	1
SOKO2 / Social and Communication Competence 2	ILV	Interprofessional Collaboration Nursing – Pharmacy	1.5	3
	ILV	Social and Communication Competence B	0.5	3
	ÜB	Social and Communication Competence C	0.5	4
SOKO3 / Social and Communication Competence 3	ILV	Social and Communication Competence D	1.0	6
	ILV	Social and Communication Competence E	1.0	6
TRACK: SCIENTIFIC COMPETENCE				
WIKO1 / Scientific Competence 1	ILV	Mathematic and Statistics A	1.0	1
	VO	History of Pharmacy	0.5	1
	ILV	Scientific Competence A	1.0	2
BG / Beginners' Seminar	ILV	Beginners' Seminar	1.0	1
	ILV	First Aid Course	1.0	1
WIKO2 / Scientific Competence 2	ILV	Scientific Competence B	1.0	3
	ILV	Philosophy of Science	1.5	4
WIKO3 / Scientific Competence 3	ILV	Scientific Competence C	1.0	5
	ILV	Evidence-Based Medicine	1.0	6
	ILV	Scientific Competence D	1.0	6
BSC / Bachelor	SE	Bachelor' Seminar	0.5	6
	PR	Bachelor's Thesis	8.5	6
	--	Bachelor's Examination	1.0	6

STUDY PLAN				
MASTER				
Module	LV-Type	Course Title	ECTS	Sem
TRACK: PHARMACOLOGY				
AP1 / Applied Pharmacology 1	VO	Applied Pharmacology A	4.0	1
	VO	Applied Pharmacology B	4.0	1
AP2 / Applied Pharmacology 2	VO	Applied Pharmacology C	3.5	2
	VO	Applied Pharmacology D	3.5	2
PKIN / Pharmacokinetics	ILV	Special Pharmacokinetics	5.0	2
	ILV	Mathematics and Statistics B	2.0	2
PC / Pharmaceutical Care	ILV	Introduction to Pharmaceutical Care and Clinical Pharmacy	4.0	3
	PR	Pharmaceutical Care and Clinical Pharmacy	8.0	3
PP / Personalised Pharmacology	SE	Patient-centred Counselling in Practice	1.0	3
	SE	Palliative Care	1.0	3
	VO	Medicines During Pregnancy and Breastfeeding	1.0	3
	VO	Medicines for Older People	1.0	3
	VO	Medicines for Children	1.0	3
PHBETR / Pharmaceutical Care	VO	Evidence-Based Drug Information	1.0	3
	ILV	Medication Management and Pharmaceutical Care	5.0	3
TRACK: PHARMACEUTICAL CHEMISTRY				
MEDCHEM / Medical Chemistry	VO	Drugs A	1.0	1
	VO	Drugs B	1.0	1
	VO	Drugs C	1.5	2
	VO	Drugs D	1.5	2
WSE / Drug Development	VO	Drug Development	2.0	1
	ILV	Computerunterstützte Wirkstoffentwicklung	2.0	1
TRACK: PHARMACEUTICAL TECHNOLOGY				
AMF / Magistral Preparation of Dosage Forms	VO	Magistral Preparation of Dosage Forms	5.0	1
	ÜB	Practical Course in Magistral Preparation of Dosage Forms	7.0	1
PTECH / Pharmaceutical Technology	ILV	Pharmaceutical Technology	5.0	2
TRACK: SOZIAL-KOMMUNIKATIVE KOMPETENZ				
SOSKI1 / Soft Skills 1	ILV	Fundamentals of Project Management	2.5	1
	ILV	Social and Communication Competence F	1.5	1
SOSKI2 / Soft Skills 2	ILV	Fundamentals of Management and Leadership	3.0	2
	ILV	Social and Communication Competence G	1.0	3
TRACK: PRAKTIKUM				
PPRAX / Pharmaceutical Practical Training	SE	Seminar Pharmaceutical Practical Training	0.5	3
	PR	Pharmacy Practice Simulation	5.0	2
	PR	Practical Training in Industry	5.25	2/3
	PR	Practical Training in Pharmacy	5.25	2/3
TRACK: WISSENSCHAFTLICHE KOMPETENZ				
MSC / Master	SE	Companion Seminar to the Research Internship	0.5	4
	PR	Research Internship	9.5	4
	PR	Master's Thesis	10.0	4

STUDY PLAN				
MASTER				
Module	LV-Type	Course Title	ECTS	Sem
	SE	Master's Seminar	2.0	4
	--	Master's Examination	3.0	4

10.4 Curriculum committee

The curriculum committee is responsible for the development and continuous updating of the curriculum. It consists of the following members:

- the head of the degree programme (chair),
- academic staff members of the Institute of Pharmacy,
- at least one representative of the students,
- where necessary, additional experts in an advisory capacity.

The curriculum committee ensures the academic quality and ongoing development of the curriculum, taking into account scientific progress, legal requirements and the needs of the professional field.

Changes to the curriculum require approval by the competent university bodies in accordance with the internal rules of procedure.

10.5 Completion of courses

The completion of a course requires that students have registered (inscribed) for the respective course in accordance with the applicable regulations and that they actively participate in the course according to the course type.

The specific requirements regarding attendance, coursework and examinations (examinations, continuous assessment tasks, presentations, reports, practical performance, etc.) are determined by the course instructor and must be communicated to the students at the beginning of the course (see also Section 12.4).

A course is deemed completed upon positive assessment or recognition (see Section 7).

If a course with continuous assessment is not positively completed, the entire course must be repeated.

10.6 Extracurricular additional offerings

In addition to the compulsory courses defined in the curriculum, PMU may offer extracurricular additional teaching and training opportunities that students may voluntarily attend.

These extracurricular offerings may include, for example:

- specialised lectures on topics of current scientific or professional relevance,
- language and communication training beyond the obligatory curriculum,
- interdisciplinary seminars or workshops,
- career and personal development seminars.

Participation in extracurricular offerings does not count towards the ECTS credits required for completion of the degree programme. However, attendance and achievements may be

documented in a separate transcript or certificate if requested by the student and approved by the degree programme director.

10.7 Internationalisation

The degree programme places particular emphasis on internationalisation in both teaching and research.

This is implemented through:

- integration of English-language specialist literature and teaching units from the beginning of the programme,
- strengthening of the English technical language, particularly in preparation for international professional and research activities,
- the option of a mobility semester abroad (ERASMUS+, bilateral agreements, etc.), primarily envisaged for the eighth semester,
- reciprocal participation of outgoing and incoming students from national and international partner universities,
- integration of international guest lecturers and experts into the curriculum
- promotion of international research cooperation.

The internationalisation strategy supports the students' intercultural, linguistic and academic competence and prepares them for future responsibilities in global pharmaceutical contexts.

11 Organisation and teaching / learning resources

11.1 Organisational structure and supervision

The degree programme is organisationally assigned to the Institute of Pharmacy at PMU. It is headed by the degree programme director, who is responsible for the academic, organisational and administrative coordination.

Support for students is ensured through academic supervision by the teaching staff, mentoring and advisory services from the programme management and administrative staff, and a defined contact person in the study programme administration for organisational matters.

A close supervision ratio is ensured through appropriately dimensioned student groups and corresponding teaching personnel, particularly in practical and patient-oriented teaching formats.

11.2 E-learning platforms and campus portal

The campus management system and the e-learning platforms of PMU serve as central instruments for the organisation, implementation and documentation of teaching.

These platforms provide, among other things:

- registration for courses, timetables, examination information
- access to learning materials, lecture slides, research literature
- submission of written work and laboratory protocols
- communication tools between students, lecturers and programme administration
- access to structured feedback and evaluation systems

Students are obliged — as defined in the education contract — to regularly check and use the PMU campus portal and the institutional student email address, as all official communication takes place via these systems.

11.3 University library

The university library serves the students of PMU and also the various training institutions of the Salzburg University Hospital as a study library. In addition, it fulfils a number of functions as a central service for the university and the Salzburg University Hospital. Comprehensive information on the library's services can be found online at www.pmu.ac.at/bibliothek

The student ID card is required for borrowing media.

Information on borrowing and access rules can be found in the library regulations.

11.4 Teaching locations

Teaching is carried out primarily at the Salzburg location of the Paracelsus Medical Private University, specifically using the premises of the Institute of Pharmacy and other university facilities.

12 Examinations and assessment of performance

Assessments of performance ensure the achievement of the learning objectives and must be aligned with the respective teaching methods and learning objectives.

Types of examination include oral and written examinations as well as individual and group examinations. In addition, attendance and active participation in a course, or protocols, presentations, etc. to be prepared within the framework of a course with continuous assessment character, may be included in the grade in courses with continuous assessment. Furthermore, examinations may be conducted by an individual examiner or an examination board and may have either a summative or formative character.

Examinations may be conducted as module examinations. This means that instead of individual examinations in the courses, all courses of a module are assessed in a joint module examination. The objective of module examinations is, on the one hand, to examine larger areas of competence simultaneously and in an interconnected manner and, on the other hand, to reduce the examination load of the students.

Fundamentally, a distinction can be made between

- examinations with final examination character, i.e. an examination covering the entire subject matter of the course, conducted at the end of the course or module, and
- courses or modules with continuous assessment character.

In courses or modules with continuous assessment character, the evaluation is based on several written or oral performances provided during the course or module; additionally, an examination at the end of the course or module may also take place in courses or modules with continuous assessment character.

Attendance is to be recorded and documented by the responsible course instructor. In the case of increased unexcused absence, the degree programme director must be informed immediately.

12.1 Forms of examinations and performance assessments

A distinction is made between partial examinations and overall examinations of a course or a subject area and the final examination of the degree programme.

Examinations may be conducted as individual or group examinations. Individual and group grades may be awarded.

Examinations may be conducted in person, in hybrid form (in person and online) or independently of location (in electronic formats).

The decision regarding this lies with the degree programme director.

In courses with continuous assessment character, the evaluation is based on written and/or oral contributions by the students. The assessment criteria for the required contributions as well as the required attendance are determined by the respective course instructor.

Examinations may be conducted by an individual examiner or an examination board. In the case of oral examinations, an examination observer will be added where possible, at the discretion of the degree programme director.

12.1.1 Multiple-/Single-Choice examination

Multiple-/Single-Choice examinations are characterised as a performance assessment consisting exclusively of closed questions in the sense of a selection-answer mode (including single or multiple selection, matching questions). Mixed types consisting of multiple-/single-choice and open questions are to be classified as written examinations if the proportion of open questions exceeds ten percent.

12.1.2 Written examination

A written examination is defined as the written answering of predetermined questions that are not of multiple- or single-choice character. In contrast to written elaborations, it is conducted at a specific point in time, if applicable synchronously and under supervision. Mixed types consisting of multiple-/single-choice and open questions are to be classified as written examinations if the proportion of open questions exceeds ten percent.

12.1.3 Written elaboration

A written elaboration describes independently prepared pieces of work and written documents by students, which deal scientifically or (self-)reflectively with a specific topic. In contrast to written examinations preparation takes place over a longer period of time and may involve submission deadlines.

12.1.4 Portfolio

A portfolio denotes the independent compilation of at least three individual course-related performances of different forms (written, oral, practical or of other nature), the collection of which may extend over a certain period of time. The performance assessment is based on the overall evaluation of all submitted individual performances.

12.1.5 Oral examination

An oral examination is characterised by the verbal answering of questions, which must be completed within a predefined setting and time frame. An oral examination may take place either in an individual or group setting. Commission examinations that do not take place in the context of the completion of the degree are to be

classified under the type “oral examination”. Commission examinations are conducted by an examination board.

12.1.6 Presentation

A presentation implies a planned oral presentation of content, where applicable with the aid of media for visualisation purposes. This performance may be provided by individuals or by groups.

12.1.7 Practical assessment

A practical assessment is characterised by the performance of tasks within practical assignments. This assessment may take place either in an individual or group setting and may either extend over a longer period of time or take place at a specific point in time.

12.1.8 Participation / contribution

The type “participation / contribution” describes evaluations that are based either on simple (physical or virtual) presence or on active participation in the form of contributions in courses or modules. Additional performances that are characterised by mere attendance or short oral or written contributions may also be classified under the type “participation / contribution”.

12.1.9 Final thesis

A final thesis describes a written scientific elaboration, the preparation of which is an integral component of the successful completion of the degree programme. The provisions of Section 14.2 apply.

12.1.10 Final examination

A final examination is a compulsory concluding component for successfully completing a study programme or study level and for obtaining an academic degree or an academic certificate. The provisions of Section 14.3 apply.

12.2 Grading

12.2.1 The positive result of examinations and scientific papers is to be assessed as “very good” (1), “good” (2), “satisfactory” (3) or “sufficient” (4), the negative result as “insufficient” (5).

Examinations which consist of several subjects or parts are only to be assessed as positive if each subject or each part has been positively assessed.

Where grades are composed of several partial performances, no intermediate grades are to be formed; instead, the respective performances are to be combined in their original form (points or similar), and the grade is to be determined from the total of the individual performances according to their weighting.

Provisions for the grading or classification of examinations:

- very good: 91–100% correctly answered questions/points or performances with which the student fulfils the requirements set out in the curriculum in the understanding and application of the learning objectives as well as in the execution of the tasks to an extent far beyond the essential and, where possible, shows clear independence or the ability to independently apply their knowledge and skills to tasks that are novel to them.

- good: 81–90.99% correctly answered questions/points or performances with which the student fulfils the requirements set out in the curriculum in the understanding and application of the learning objectives as well as in the execution of the tasks to an extent exceeding the essential and, where possible, shows noticeable signs of independence or, with appropriate guidance, the ability to apply their knowledge and skills to tasks that are novel to them.
 - satisfactory: 71–80.99% correctly answered questions/points or performances with which the student fully meets the requirements set out in the curriculum in the understanding and application of the learning objectives as well as in the execution of the tasks in the essential areas; shortcomings in execution are compensated by noticeable signs of independence.
 - sufficient: 61–70.99% correctly answered questions/points or performances with which the student predominantly meets the requirements set out in the curriculum in the understanding and application of the learning objectives as well as in the execution of the tasks in the essential areas.
 - insufficient: less than 60.99% correctly answered questions/points or performances with which the student does not meet all the requirements for a grade of “sufficient”.
- 12.2.2 If the form of assessment in accordance with point 12.2.1 is impossible or impractical, the positive assessment shall be “participation with success” and the negative assessment shall be “participation without success”.
- 12.2.3 In order to progress to the next academic year, all courses of the previous academic year must have been positively assessed. Exceptions are regulated in point 12.9.3.
- 12.2.4 The grade calculation for modules with continuous assessment character is carried out on an ECTS credit-weighted basis. In the event that a module includes both recognised and PMU courses, the module grade is calculated on an ECTS credit-weighted basis from the PMU courses only.

12.3 Attendance at examinations

12.3.1 Admission to the examination

Fulfilment of the attendance requirement is a fundamental prerequisite for being allowed to sit an examination, whereby the course instructor may deviate from this in individual cases. In the case of illness or other absences, students have a duty to inform the course instructor. The course instructor may require appropriate compensatory work.

12.3.2 Inability to take the examination

If students are prevented from taking examinations due to illness or other justifiable reasons, in particular the birth of a child, illness or death of a child, foster child or child in care, or serious illness or death of another close relative, the respective examinations are to be made up at the earliest possible opportunity. A written excuse must be submitted to the examiner — provided there are no medical reasons against it — no later than on the day of the examination, but immediately before the start of the examination. A medical certificate must be submitted as soon as possible, but no later than the day after the examination, in the original.

12.3.3 An unexcused absence from an examination, as well as a failure to fulfil the prerequisites required to sit the examination through the student's own fault (e.g. unexcused absence from classes resulting in exceeding the maximum permissible absence), shall be regarded as a failed attempt. In such a case, the repeat

examination may improve the grade of the previous examination attempt by only one grade level.

12.4 Announcement of examination and assessment modalities

- 12.4.1 The course instructor is obliged to announce the following to the students by the beginning of the course:
- the examination dates and the examination mode
 - the assessment modalities (e.g. composition of the grade, proportion of written or oral examination, interim assessments, continuous assessment in the course and/or practical)
 - the learning objectives (examination-relevant content) and the structure of the course
 - the examination mode of the repeat examinations
- 12.4.2 Examination or assessment modalities are defined for each individual course. A change to these modalities is only possible during an ongoing course in justified situations by the instructor with the approval of the degree programme director and with the majority consent of the students.

12.5 Conduct of examinations

- 12.5.1 In the examination, students must be given the opportunity to demonstrate the level of knowledge and skills they have acquired. In doing so, attention must be paid to the content and scope of the subject matter of the courses.
- 12.5.2 Carrying and using mobile phones and other electronic devices during an examination is not permitted, unless the instructor explicitly prescribes the use of electronic devices such as calculators, laptops, microscopes or similar for the purpose of conducting the examination.
- 12.5.3 Oral examinations are public. Information on this can be obtained from the respective study programme administration. It is permissible to restrict access, if necessary, to a number of persons appropriate to the spatial conditions.
- 12.5.4 At the request of the examination supervisor, students are obliged to prove their identity by presenting their student ID card and an official photo ID. If identity cannot be proven, the student will be excluded from the examination.
- 12.5.5 An oral examination should, as a rule, not exceed 60 minutes per student.
- 12.5.6 The result of an oral examination is to be communicated to the student immediately after the examination. If the examination is assessed negatively, the reasons for this must be explained to the student. In the case of commission examinations as well as oral examinations with an observer, a consultation period between the end of the examination and the announcement of the assessment is permissible.
- 12.5.7 For oral repeat examinations and final examinations, an examination record must be prepared which contains the following information:
- name and student registration number of the student
 - date, time and duration of the examination
 - location of the examination
 - name of the examiner or the members of the examination board
 - designation of the course or the part thereof on which the examination is based

- examination question(s)
 - key words of the answers or performance(s)
 - grade
 - justification
 - any special occurrences
 - signature of the examiner or the members of the examination board
- 12.5.8 The Vice-Rector for Studies and Teaching is entitled to establish more detailed provisions regarding the organisational implementation of examinations by means of a separate directive.
- 12.5.9 Regulation for examinations conducted via the Moodle learning platform or other electronic examination formats:

At the latest at the beginning of the semester, the necessary technical requirements must be announced to the students by the degree programme director.

For examinations conducted on-site within PMU, the following applies:

- From 30 or more students being examined, at least two invigilators must be present during the examination. Technical support will be provided if required by IT – Infrastructure Management/System Administration or Application Management (AM).
- If a technical problem occurs, the student must continue the examination on a replacement device, provided this is technically and temporally feasible and does not impair the general examination situation.
- If the examination cannot be started for all or the majority of students, or if other technical problems such as power or internet failure occur during the examination, the system must be restored, if possible, within 15 minutes. If the system cannot be restored, the examination is to be aborted and declared not to have taken place. In this case, a completely new examination will be compiled by the instructor and the earliest possible new examination date will be arranged.
- In the event that points or evaluations are displayed to students after the start of the examination, this shall in any case be considered a provisional result. The preparation and transmission of the grades is carried out in accordance with point 12.5.12.
- If technical problems occur during an electronic examination and this results in a shortening of the examination time, the lost time must be added at the end by the examination supervisor after the system has been restored. This must be recorded in the examination protocol.

For examinations conducted independently of location (e.g. by students from home), the following regulations apply:

- Students complete the examination using their private devices (PC, laptop or similar). They are responsible for ensuring an internet connection with sufficient capacity.
- For location-independent examinations, the instructor may require students to use the special “Safe Exam Browser”. This makes it more difficult to open additional windows or use other functions parallel to the examination. Infrastructure Management (IM) provides instructions and requirements for the installation and setup of the “Safe Exam Browser”, which are made available to students on PMU platforms such as the Moodle learning platform or the intranet (MS Sharepoint).

- Students themselves are responsible for the timely and correct installation of the “Safe Exam Browser” on their private devices. If necessary, students receive assistance with technical problems via the PMU support system (ticket system).
- The instructor or the examination supervisor checks the identity of students. For this purpose, a means with video connection is agreed upon before the examination begins.
- The instructor sets a time window within which the examination must be completed. Within this time window, the person responsible for the examination must be reachable by telephone for a period of time that corresponds at least to the duration of the examination.
- The duration of the examination is technically limited to a predefined time.
- Since the use of aids cannot be controlled in location-independent examinations, the examination questions must be designed in such a way that the potential use of aids is fundamentally taken into account.
- The examination questions are processed by the students in an individually randomly determined order for each examination.
- A free navigation of questions, and thus the ability to return to previously (already answered) or subsequently (not yet answered) questions, is not possible.
- Examination questions should be comparable in length and formulated in such a way that they can be understood and answered within approximately 30 seconds. However, no window of opportunity for the use of aids should arise either in terms of content or time.
- If a technical problem occurs on the part of PMU (e.g. failure of the Moodle learning platform), this examination attempt will not be counted towards the total number of permitted examination attempts.
- If a technical problem occurs on the part of a student (e.g. internet connection failure etc.), all answers submitted up to that point will be saved. If the student is able to resolve the technical problem within the examination duration, the examination may be continued. All answers submitted within the examination duration will be counted. The examination attempt will be counted towards the total number of permitted examination attempts.
- Measures of remote proctoring
The students must log into a specially created videoconference using their smartphone before the examination and position their smartphone camera to show themselves and their workspace, for example by placing a stack of books next to the laptop and leaning the smartphone against it. The laptop, the hands and at least part of the student must be visible. The videoconference must be maintained on the smartphone for the entire duration of the examination.

When joining the videoconference, the student ID card must be presented for identity verification and the smartphone must be positioned according to the description above.

The examiner is entitled to contact students at random during the examination for identity control.

- For all electronic examinations, the following applies:
- Questions that cannot be answered by students due to an error made by the examination author shall be removed from the examination after a decision by the degree programme management and the course management, and the overall results shall be recalculated. These results shall in any case replace

previously communicated results, regardless of any changes in grades that may result from the new results.

- If questions have to be removed because of errors made by the examination author or by persons commissioned by them, the re-assessment may under no circumstances lead to a worsening of the grade.

- 12.5.10 The student is entitled to lodge a written and substantiated complaint with the dean of the department regarding alleged irregularities within two weeks after inspection of the examination. The dean of the department, or a representative authorised by them, must issue a written decision on the appeal within four weeks.

If irregularities are established, the dean of the department may annul the examination and order it to be conducted again, whereby the renewed examination does not constitute a repeat examination in the sense of these regulations, or may reject the complaint as inadmissible. The decision of the dean of the department must be communicated to the student, the examiner and the degree programme director. In all other respects, the time limits and provisions for repeat examinations apply analogously.

- 12.5.11 If students are unable to take an examination in the prescribed form due to a physical disability, an alternative form of examination may be agreed individually and in consultation with the responsible instructor.

- 12.5.12 Transmission of grades

The course instructor shall transmit to the study programme administration, no later than ten working days after the examination has been conducted:

- the grades and necessary data required for issuing certificates, compiled and exclusively in the format provided, and in particular, in the case of oral examinations, the examination record,
- the repeat examinations conducted, including the assessments.
- Furthermore, the course instructor is required to notify the study programme administration of the non-admission of individual students due to failure to meet the minimum attendance requirement.

- 12.5.13 Note on annual updating/modification 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 examination must be newly created each year.

12.6 Examination review

In the case of failed examinations, the student must be granted access to the assessment documents and the examination records relating to them if this is requested within six months of the announcement of the assessment. The examination review also includes the examination questions that were set in the respective examination. There is no entitlement to an examination review in the case of passed examinations.

For an examination review, students must arrange an appointment with the instructor. Under permanent supervision, the student has a maximum of 30 minutes to view their examination. Note-taking, filming, photography or copying is not permitted.

12.7 Certificates and records of achievement

- 12.7.1 The assessment of examinations and scientific papers shall be certified in each case by means of a certificate. As a rule, collective certificates are issued, which are issued after receipt of all grades of an academic year or study section.
- 12.7.2 The certificates shall be issued in the form determined by the Vice-Rector for Studies and Teaching and shall in any case contain the following information:
- the issuing university
 - the designation of the certificate
 - the student's registration number
 - the student's family name and given name, including any academic degrees
 - the student's date of birth
 - the designation of the degree programme
 - the designation of the course
 - the ECTS credits
 - the name of the examiner
 - the examination date
 - the assessment, and
 - the name of the issuer
 - date of issue
- 12.7.3 In certificates documenting the assessment of scientific papers, the topic of the paper must also be stated. With regard to scientific papers, the provisions of the regulations governing such scientific papers, in their currently applicable version, otherwise apply.
- 12.7.4 Certificates are issued electronically. The degree certificate is to be prepared in accordance with point 15.2.

12.8 Termination of examinations and nullification of assessment

- 12.8.1 If a student terminates the examination without important reason, the examination is to be assessed as negative. In disputed cases, it is the responsibility of the degree programme director to determine in writing, upon application by the student and after hearing the examiner, whether an important reason is present. The application may be submitted within one week from the termination.
- 12.8.2 The dean of the department shall declare the assessment of an examination null and void if admission to that examination was obtained by fraudulent means.
- 12.8.3 The dean of the department shall furthermore declare the assessment of an examination or a scientific paper null and void if this assessment was obtained, in particular, through the use of unauthorised aids.
- 12.8.4 The examination supervisor is obliged to terminate an ongoing examination for any student who uses unauthorised aids or for whom the circumstance of fraudulent acquisition of the examination performance is established. The name of the student, the time and the reason for the termination must be documented in writing in the examination record and reported to the degree programme director.
- 12.8.5 The examination whose assessment has been declared null and void shall be counted towards the total number of permissible repetitions.

- 12.8.6 If, in the course of the entire programme of study, the assessment of an examination is declared null and void three times for a student, exclusion from the programme shall occur (see Section 17 “Code of Ethics for Students”).

12.9 Repetition of examinations

- 12.9.1 The repetition of a negatively assessed examination may be undertaken a maximum of three times. When the repeat examination is passed, the previously negative assessment becomes void. The third repeat examination must be conducted as a commission examination. Upon the student's request, this shall also apply from the second repeat onward. In this regard, the provisions for commission examinations in Section 12.10 apply. The mode of the first repeat examination corresponds to the mode of the initial examination (in particular with regard to scope, duration and examination format).

Examination dates:

In courses with final examination character, three examination dates are generally scheduled; included therein are the initial examination and the repeat examination dates. Further examination dates are only offered within the periods determined by the study programme administration. These are usually at the end of the semester or at the latest at the beginning of the following semester.

In addition, an individual examination date is scheduled for the final repeat attempt (commission examination), which may take place no earlier than four weeks after the second repeat examination.

Examination sittings:

Examination sittings take place on the scheduled dates. If an examination date is not attended, this — regardless of the reason — leads to participation in the next scheduled date.

With regard to progression to the next academic year, Section 12.9.3 applies.

- 12.9.2 The negative assessment of the final repeat examination by the examination board results in exclusion from the programme (termination of contract). In duly justified exceptional cases, the Rector may approve a repetition of the commission examination on the basis of a written request. The application must be submitted within one week after the commission examination.
- 12.9.3 Only a positive assessment of all courses of the previous academic year enables progression to the next academic year. In the case of illness of the student (medical certificate required) or demonstrably valid reason, an individual regulation is made by the degree programme director.
- 12.9.4 Repetition of a passed examination
- A passed examination cannot be repeated.

12.10 Examination boards

- 12.10.1 Commission examinations are to be conducted orally; consequently, all regulations for oral examinations also apply to commission examinations.
- 12.10. Composition of the examination board

The formation of the examination board is the responsibility of the dean of the department or a representative appointed by them. The examination board consists of three to four persons, whereby the Dean of Studies in Pharmacy or an appointed representative acts as chair and is responsible for ensuring the orderly conduct of the examination. In addition to the dean of the department, a first examiner, an assessor, and, where applicable, a second examiner are part of the examination board.

- 12.10.3 At commission examinations, every member of the examination board must be present for the entire duration of the examination.
- 12.10.4 The chair of the examination board is responsible for ensuring the orderly conduct of the examination. An examination record is to be kept.
- 12.10.5 The dean of the department is entitled to appoint persons with teaching authorisation at a recognised Austrian or non-Austrian university or at another Austrian or non-Austrian institution of equal standing to universities as members of an examination board, if their teaching authorisation is equivalent to that conferred in Austria.
- 12.10.6 The deliberation and vote on the result of an examination by the examination board must take place immediately after the examination in a non-public session. The chair exercises voting rights like the other members of the board but must vote last.
- 12.10.7 If the examination board does not reach an unanimous decision on the examination grade, the assessments proposed by the members are to be added together, the result of the addition divided by the number of members, and the result rounded to a whole number grade. If the decimal value is greater than or equal to 0.50, the value is to be rounded up.
- 12.10.8 For the procedure in the case of a negative assessment of the final repeat examination by the examination board, see Section 12.9.2.
- 12.10.9 If final examinations are provided for study programmes or courses, these are to be conducted as commission examinations in accordance with Section 14.3.

12.11 Obligation to retain records

In accordance with the General Data Protection Regulation, the following data must be retained for 80 years (§ 53 item 6 UG): name and student registration number, designation of examinations and topics of scientific papers, allocated ECTS credits, name of examiner/assessor, date of examination/assessment, examination result.

13 Evaluations

13.1 Evaluation concept

The planned evaluation concept consists of the following evaluation instruments, whereby the teaching evaluation and the organisational survey are applied in all degree programmes:

- Study entry survey
The study entry survey covers all topics before the beginning of studies, in particular marketing, admission procedure and the expectations of the students at the start of their studies. The study entry survey takes place at the beginning of each academic year.
- Teaching evaluation

The teaching evaluation deals with the quality of individual instructors and courses. The frequency of the teaching evaluation may be defined specifically for each degree programme.

- **Organisational survey**
The organisational survey covers all cross-course aspects of the organisation and infrastructure of the programme, e.g. support by the degree programme director, study programme administration, university library, IT infrastructure, premises etc. The organisational survey takes place every two years.
- **Programme completion survey**
The programme completion survey provides a general retrospective view of the programme, its structure, acquisition of competencies, workload, overall satisfaction and also includes a professional perspective.
- **Alumni survey**
The alumni survey covers the employability of graduates as well as the actual usefulness of the competencies acquired during the programme in professional practice. The alumni survey takes place every three years.

In addition, further evaluation instruments specific to the degree programme may be used.

The software EvaSys is used for all evaluations, providing cross-programme dimensions for the individual surveys as well as individual questions and items within the dimensions, from which programme-specific questionnaires can be compiled. EvaSys is provided by the Quality Management staff unit, while the administration of the individual surveys is carried out by the respective degree programmes.

13.2 Evaluation process

On the part of Quality Management, a questionnaire is sent to the students at regular intervals either online or as a paper-pencil version. The feedback is evaluated using the EvaSys evaluation and survey software.

14 Final thesis and final examination

14.1 General information

In the Bachelor's and Master's degree programmes in Pharmacy and Pharmaceutical Sciences, the following final theses are required:

- **Bachelor's thesis:**

The Bachelor's thesis is an independently written work according to scientific criteria which, both in quantitative and qualitative terms, exceeds the level of a seminar paper. The framework conditions for the allocation of a Bachelor's thesis topic are based on the current curriculum. In the processing of the topic and the supervision of the students, the provisions of the Copyright Act as amended, Federal Law Gazette No. 111/1936, must be observed.

- **Master's thesis:**

The Master's thesis is an independently written work according to scientific criteria which, both in qualitative and quantitative terms, exceeds the level of a Bachelor's thesis. The Master's thesis serves as proof of the ability to independently deal with scientific topics in a content-wise and methodologically sound manner. In the processing of the topic and the supervision of the

students, the provisions of the Copyright Act as amended, Federal Law Gazette No. 111/1936, must be observed.

14.2 Final thesis

14.2.1 Topic and scope

Bachelor's thesis:

The topics of the Bachelor's thesis as well as the corresponding supervisors are determined by the degree programme director. It is also possible for students to propose their own topics. These are approved by the degree programme director. In this case, the search for supervisors is carried out by the students themselves. The scope of the Bachelor's thesis is approximately 35 pages (excluding cover page, table of contents, abstract, references and appendix).

Master's thesis:

The topic of the Master's thesis is based on the findings of the research internship, which students complete in the ninth semester. The topic must be approved by the chosen supervisor of the student. The scope of the Master's thesis is approximately 50 pages or 75,000 characters (excluding cover page, table of contents, abstract, references and appendix).

14.2.2 Joint work on a final thesis topic by several students

Joint processing of a final thesis topic (Bachelor's or Master's thesis) by several students is not possible.

14.2.3 Confidentiality agreement

If, in the context of a research topic for an intended final thesis, it is necessary that confidential information be disclosed, such information must be subject to general secrecy and confidentiality from the beginning of the project. Confidential information is all information relating to the research topic which is disclosed to the student in writing, orally or in any other manner, either by the university and/or a third party with whom the university cooperates in relation to the relevant research topic, or by persons and/or companies cooperating in the context of a final thesis (e.g. statements by interview partners, company data, etc.).

Before confidential information is exchanged, corresponding confidentiality agreements prepared using the templates provided by PMU must be concluded between all parties involved. In accordance with these, all participating persons undertake to keep all/specific information confidential and not to disclose it to third parties. All participants undertake to take the necessary precautions to ensure that third parties cannot gain knowledge of this information. This agreement also applies in the event that the planned student work does not take place.

The conclusion of a confidentiality agreement also entails the granting of a usage restriction on the final thesis; see point 14.2.11.

Clarification of the necessity of a confidentiality agreement lies within the responsibility of the student. The supervisor or the degree programme director can provide advisory support upon request. The responsibility for concluding the agreement accordingly with all parties involved lies with the student.

14.2.4 Supervision

Supervisors must be professionally qualified in the relevant subject area and have sufficient experience in supervising final theses or must carry out supervision under the guidance of experienced supervisors. In the case of supervisory teams consisting of several persons, it is permissible that one of the supervisors comes from a related discipline.

First supervisors of a final thesis must have obtained at least the next higher academic degree; for example, Bachelor's theses may be supervised by persons holding a completed Master's degree, Master's and Diploma theses by persons holding a doctorate, and dissertations/Ph.D. theses by persons holding a habilitation.

With regard to the supervision and assessment of Bachelor's and Master's theses, subject relevance is given in the following scenarios:

1. Pharmaceutical degree
2. Natural sciences degree in the field of life sciences and at least 1 year of employment at the Institute of Pharmacy and supervision/assessment of at least one thesis under the supervision of a pharmacist
3. Natural sciences degree and doctorate or habilitation in pharmacy or a pharmaceutical subject natural sciences degree in the field of life sciences and at least 3 years of professional experience in a scientific activity in the pharmaceutical field

Bachelor's thesis:

Bachelor's theses may be supervised by academic staff members with a Master's degree, as well as by persons holding a doctorate or habilitation at the Institute of Pharmacy, as well as by appropriately qualified persons from other institutes of PMU. Persons independently proposed by the students with appropriate proven qualifications (external supervisors) and a written approval by the degree programme director, as well as external persons proposed by the degree programme director, may also be admitted as supervisors. A change of supervisor is permissible until the submission of the Bachelor's thesis. During the supervision period, the student must keep a record of the supervision interactions, which must be signed by the supervisor and submitted together with the Bachelor's thesis upon submission.

Master's thesis:

Master's theses may be supervised by persons holding a doctorate or habilitation at the Institute of Pharmacy, as well as by appropriately qualified persons from other institutes of PMU. Persons independently proposed by the students with appropriate proven qualifications (external supervisors) and a written approval by the degree programme director, as well as external persons proposed by the degree programme director, may also be admitted as supervisors. A change of supervisor is permissible until the submission of the Master's thesis.

14.2.5 Exposé

Bachelor's thesis:

The student prepares an exposé for the Bachelor's thesis. Before the start of the accompanying seminar, the supervisor must be determined. In the context of a preliminary meeting between supervisor and student, the research question, theory, methodology, literature basis and time schedule for the Bachelor's thesis are concretised and defined. Approval of the exposé is granted by the supervisor. Students are encouraged to prepare the Bachelor's thesis as independently as possible in the further course.

Master's thesis:

Before the start of the research internship, the student selects the topic in consultation with potential supervisors, either independently or via a topic pool (including supervisor) provided by the Pharmacy degree programme. In the context of a preliminary meeting between supervisor and student, the research question, theory, methodology, literature basis and time schedule for the Master's thesis are concretised and defined. Approval of the topic is granted by the dean of the department. Students are encouraged to prepare the Master's thesis as independently as possible in the further course.

14.2.6 Formal guidelines

Final theses must be written in a gender-sensitive manner in accordance with the guideline for gender-appropriate language and must observe the principle of equality of all genders both linguistically and in terms of content. If non-compliance with this requirement is identified during an initial review, the students must be instructed by the degree programme director to revise the thesis within a deadline to be announced. If a thesis still does not comply with the guideline for gender-appropriate language after expiry of this deadline, further assessment of the thesis is not possible.

The formal design of the Bachelor's thesis is specified as follows:

- Cover page
- Statutory declaration: "I hereby declare under oath that I have written the present thesis independently and without external assistance, have not used sources other than those indicated, and have clearly identified all passages taken verbatim or in substance from the sources used." Date, name and signature of the author
- Table of contents with page numbers
- Summary/abstract (in German and English)
- Structure of the Bachelor's thesis:
 - Introduction: justification of the choice of topic, objective, research question
 - Materials and methods
 - Results
 - Discussion
 - Conclusion and outlook
- References
- Appendix
- Language: German or English
- Scope: approximately 35 pages (excluding cover page, table of contents, summary, references and appendix)
- Layout: main text: font Arial or Times New Roman; font size 12; headings larger (14 or 16); line spacing 1.5; page margins: left 3 cm, top, bottom and right 2.5 cm each; page numbers. DIN A4 format

Citation rules (cf. journals such as "Cell")

Only articles that have been published or are in press may be cited.

For citations referring to articles in press, it is important to ensure that the article has been accepted by the cited journal and is in press, and that it has an ISBN or DOI number and an online publication date.

Unpublished data, submitted manuscripts, abstracts and personal communication should be cited only in the text. Personal communication should be documented by means of a written declaration of consent.

Submitted articles should be cited as

- unpublished information,
- information not specified, or
- personal communication.

Citations in the text should follow Harvard citation style and should not be numbered.

An example: Smith et al., 2015; Smith and Jones, 2015

Please use the citation format shown below and note that “et al.” should only be used for more than ten authors.

Journal articles:

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

Articles in books:

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.

Complete book:

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

The formal design of the Master's thesis is specified as follows:

- Cover page
- Statutory declaration: “I hereby declare under oath that I have written the present thesis independently and without external assistance, have not used sources other than those indicated, and have clearly identified all passages taken verbatim or in substance from the sources used.” Date, name and signature of the author
- Table of contents with page numbers
- Summary/abstract (in German and English)
- Structure of the Master's thesis:
 - Introduction: justification of the choice of topic, objective, research question
 - Materials and methods
 - Results
 - Discussion
 - Conclusion and outlook
- References
- Appendix
- Language: German or English
- Scope: approximately 50 pages or 75,000 characters (excluding cover page, table of contents, summary, references and appendix)
- Layout: main text: font Arial or Times New Roman; font size 12; headings larger (14 or 16); line spacing 1.5; page margins: left 3 cm, top, bottom and right 2.5 cm each; page numbers. DIN A4 format

Citation rules: see description for the Bachelor's programme

Statutory declaration

The statutory declaration, including reference to the use of AI, is legally binding and must be submitted with an original signature on the same date as the final thesis. If a thesis is submitted exclusively in digital form, the declaration must be submitted separately in printed form.

14.2.7 Submission of the final thesis

Students submit all electronic and printed copies to the degree programme director. The degree programme director forwards the required electronic version and, where applicable, printed copies to the university library.

The student submits their Bachelor's or Master's thesis to the degree programme director. In addition to the Bachelor's thesis, a supervision protocol must be submitted (see also 14.2.3 Bachelor's thesis).

- Students submit their Bachelor's or Master's thesis in a single bound copy (hardcover binding, no glue or spiral binding).
- One bound copy is forwarded by the degree programme director to the university library of PMU.
- In addition, a copy in PDF format is to be provided in an appropriate form for digital archiving (including declaration of consent for digital publication).

Submission of	Bachelor's thesis	Master's thesis
Students to the degree programme director • electronic submission • printed submission	• As PDF • 1 printed copy	• As PDF • 1 printed copy
Degree programme director to the university library • electronic submission • printed submission	• As PDF • 1 printed copy	• As PDF • 1 printed copy

14.2.8 Plagiarism check

All Master's and Diploma theses as well as dissertations/Ph.D. theses are subjected to a plagiarism check at PMU. Bachelor's theses may be subjected to a plagiarism check on a random sampling basis.

The plagiarism check is carried out in two steps:

- After submission for assessment by the student, the respective final thesis is first subjected to an electronic plagiarism check.
- The result of the electronic plagiarism check is forwarded to the degree programme director and additionally subjected to a visual review by a qualified person. The result of the visual review is one of the following possibilities:
 - No irregularities (citations, references and paraphrases are clearly marked, the bibliography is complete, the independence of the argumentation is broadly evident) → the evaluation and grading of the final thesis (as described in Sections 14.2.9 and 14.2.10) are continued.
 - Identification of significant deficiencies (grossly negligent handling of citations or deliberate attempt at deception) → The thesis is not

further evaluated or graded but is subjected to a procedure in accordance with the procedure in the event of suspected scientific misconduct according to the guideline for safeguarding good scientific practice at PMU (<https://www.pmu.ac.at/en/research-innovation/research-management/weitere-serviceleistungen/gute-wissenschaftliche-praxis>). The evaluator must forward the final thesis, the result of the plagiarism check and their assessment accordingly to the Vice-Rector for Research as well as to the dean of the department. Only after completion of this procedure can further assessment and grading and/or partial or complete repetition of the final thesis (see Section 14.2.13) take place, if applicable.

- The decision on this is made by the dean of the department. Any criminal and copyright-related consequences of plagiarism for the persons concerned remain unaffected.
- The result of the plagiarism check as well as the evaluator's assessment are digitally archived by the university in accordance with the General Data Protection Regulation (GDPR) for 80 years after completion of studies.

14.2.9 Assessment

The preparation of assessments for final theses (Bachelor's theses, Master's theses, Diploma theses, dissertations, Ph.D. theses) is carried out in accordance with the guidelines for good scientific practice.

The following principles apply to the preparation of assessments at PMU:

- Assessors must be impartial; conflicts of interest must be declared.
- The required subject-matter expertise and professional competence for preparing the assessment must be present.
- Diploma and Master's theses are primarily assessed by habilitated or doctoral-level assessors. These primary assessors may delegate supervisory tasks to academic staff members with at least diploma or Master's level qualifications for the purpose of their training; however, supervision, responsibility and final review remain with the doctoral/habilitated primary assessor.
- Data protection and confidentiality must be observed.
- Assessments must be comprehensible and clearly written.
- The thesis must be assessed clearly and thoroughly, including all essential subsections. In case of ambiguities, clarification must be sought with the degree programme director.
- The assessment assignment may not be transferred to third parties without prior consultation with the degree programme director.
- The assessment must be completed within the specified time frame.
- In the event of refusal to take on an assessment (e.g. due to lack of time, conflict of interest, lack of specialist knowledge, etc.), the refusal must be issued as early as possible.

14.2.10 Grading

Bachelor's thesis:

The assessment of the Bachelor's thesis is carried out by the supervisor, who simultaneously acts as first examiner. In the case of externally conducted theses or theses assessed negatively, an internal second assessment is required. The first and second examiner determine the grade independently of

each other. For the calculation of the overall grade, the first examiner assesses the implementation of the project with 20% and the written thesis with 40%, the second examiner assesses the written part with 40%. If the assessments of the first and second examiner differ by three grade levels or more, an independent third examiner is involved, appointed by the degree programme director. In this case, the grade of the Bachelor's thesis is determined by the arithmetic mean of the grades from the first, second and third assessments.

The announcement of the assessment of the written Bachelor's thesis, including the justification of the grade, is made after the evaluation phase by the study programme administration.

Master's thesis:

The assessment of the Master's thesis is carried out, on the one hand, by the supervisor, who simultaneously acts as first examiner, and, on the other hand, by a second examiner.

The first and second examiner determine the grade independently of each other. For the calculation of the overall grade, the first examiner assesses the implementation of the project with 20% and the written thesis with 40%, the second examiner assesses the written part with 40%. If the assessments of the first and second examiner differ by three grade levels or more, an independent third examiner is involved, appointed by the degree programme director. In this case, the grade of the Master's thesis is determined by the arithmetic mean of the grades from the first, second and third assessments.

The announcement of the assessment of the written Master's thesis, including the justification of the grade, is made after the evaluation phase by the study programme administration.

14.2.11

Restriction of use of the final thesis

The copyright to works produced as part of an examination at PMU remains with the students (cf. § 86 UG 2002).

By submitting a written thesis, students grant PMU rights of use and exploitation to the extent necessary for administrative actions such as plagiarism control, publication in the university library or archiving.

A so-called "restriction of use" may be requested by the student if a confidentiality agreement exists and there are valid reasons — these being legal or economic interests of the student, the university, or persons/companies/organisations involved in the final thesis. The application must be submitted to the degree programme director in writing using the designated form. Approval of the application results in a restriction of use for a maximum of five years. The approved restriction of use must already exist at the time of submission of the final thesis for grading, as assessors are also affected and must confirm their agreement to confidentiality in writing.

If a restriction of use is granted, the oral final examination is not public. All persons involved in the examination / viva voce must confirm in writing that they have taken note of the restriction and are bound by confidentiality.

14.2.12 Publication of the final thesis

Publication	Bachelor's thesis	Master's thesis
University library ▪ Archived internally at PMU ▪ Available for borrowing	• As PDF • Printed copy • only for persons with PMU domain	• As PDF • Printed copy • nein

14.2.13 Repetition of the final thesis

A Bachelor's or Master's thesis that has been assessed as "insufficient" may be repeated three times.

14.3 Final examination

14.3.1 Requirements for the final examination

Bachelor's examination:

The positive assessment of the written Bachelor's thesis is a prerequisite for registration for the Bachelor's examination.

Master's examination (defensio):

The positive assessment of the written Master's thesis is a prerequisite for registration for the Master's examination (defensio).

14.3.2 Conduct of the final examination

Oral final examinations are public. It is permissible to restrict access, if necessary, to a number of persons appropriate to the spatial conditions.

If a restriction of use or confidentiality agreement has been approved, the provisions of Section 14.2.11 apply.

The Bachelor's examination consists of:

- approximately 10 minutes of public presentation of the Bachelor's thesis,
- approximately 10 minutes of questions relating to the thesis, and
- approximately 10 minutes of general questions on topics from the Bachelor's degree programme.

The composition of the examination board is regulated in Section 12.10.2.

The Master's examination (defensio) consists of:

- a public presentation of the essential results of the Master's thesis (approximately 15 minutes),
- a public discussion (approximately 15 minutes), and
- a non-public examination on the contents of the Master's programme by the examination board (approximately 15 minutes).

The composition of the examination board is regulated in Section 12.10.2.

14.3.3 Grading of the final examination

The assessment of the Bachelor's examination or the defensio is carried out by the examination board in accordance with the grading scale 1 to 5. The assessment procedure is regulated in Section 12.2. The examination record with the result is forwarded to the study programme administration.

The announcement of the assessment of the Bachelor's examination or the announcement of the assessment of the defensio is made by the chair of the examination board.

14.3.4 Repetition, postponement, optional review

By way of derogation from the regulation in Section 12.9, a fourth repetition is permissible for the final examination.

A negatively assessed examination may be repeated a maximum of four times (first, second, third repeat examination and commission examination). The negative assessment is voided upon the positive assessment of the repeat examination.

A postponement of the final examination is permitted in exceptional cases (illness of the student with submission of a medical certificate; short-term unavailability of the supervisor).

The review procedure is regulated in Section 12.6.

14.3.5 In accordance with the General Data Protection Regulation (GDPR), the following data must be retained for 80 years (§ 53 item 6 UG): name and student registration number, designation of examinations and topics of scientific papers, allocated ECTS credits, name of examiner/assessor, date of examination/assessment, examination result.

15 End of studies

The study programme ends upon the successful completion of all examinations and courses, or it is terminated without completion.

The Bachelor's or Master's programme is completed when all courses, examinations, the Bachelor's or Master's thesis, and the Bachelor's examination or defensio have been successfully passed.

15.1 Final grade

In addition to the assessments of the individual courses or subjects, a final overall assessment must be awarded at the end of the degree programme. The overall assessment is derived from the final grade. The final grade results from the grade point average weighted according to ECTS credits and is to be rounded to two decimal places, whereby rounding up must occur if the third decimal place is at least 5.

Depending on the grade point average, the following final grade and overall assessment is awarded

1.00 to 1.49	very good	passed with distinction
1.50 to 2.49	good	passed with merit
2.50 to 3.49	satisfactory	passed
3.50 to 4.00	sufficient	passed
≥ 4.01	insufficient	failed

15.2 Final documents

The assessment of examinations and scientific papers is certified in each case by means of a certificate (see Section 12.7).

The Diploma Supplement for the Bachelor's or Master's degree programme in Pharmacy is issued by the degree programme director together with the examination certificate, in both German and English. The document contains a detailed explanation of the completed degree programme and, in addition, the admission requirements, competency objectives, study contents, as well as the practical transfer of the knowledge acquired during the programme.

Upon request by the students, the assessments of the final thesis may be reviewed after the final examination.

In the event of loss of final documents, a reissue must be requested in writing from the responsible study programme administration. After verification that the document was issued, the reissue is made with the original date, electronic signature, and the note "duplicate".

15.3 Point in time of entitlement to use the title

The academic degree specified in Section 3 may be used from the moment when all study achievements defined in the curriculum have been successfully completed and confirmed in writing.

15.4 Revocation of the academic degree

The academic degree already awarded may subsequently be withdrawn by written decision of the Rector within the framework of legal provisions if the necessary prerequisites or curricular achievements were demonstrably falsified or dishonestly obtained through violation of the law or non-compliance with relevant university regulations. The award certificate must be retracted.

15.5 Exmatriculation

The exmatriculation of a student at PMU is administered by the respective study programme administrations.

The following must be ensured:

- settlement of all outstanding tuition fees, ÖH contributions and any reminder charges
- return of the student ID card to the SALK central cash desk
- return of books and media to the university library (clearance certificate)
- blocking of access to the Moodle learning platform and myCampus
- the email address "...@stud.pmu.ac.at" remains active for one year after exmatriculation and is deleted on August 1st of the following year after completion of studies.

15.6 Alumni

The university reserves the right to contact former students after completion of their studies for the purpose of quality assurance and marketing, as well as to store and process relevant personal data internally within the university.

16 Participation and representation of students

16.1 ÖH representation (rights and obligations of students)

According to § 1 para. 3 of the Hochschülerinnen- und Hochschülerschaftsgesetz (HSG) 2014, Federal Law Gazette I No. 45/2014, students at private universities have been members of the Austrian Students' Union (ÖH) with all rights and obligations since October 1st 2014, as long as they are enrolled as regular students.

16.2 ÖH contribution and special contribution

On the basis of the HSG, PMU is obliged to collect the ÖH contributions (student and special contributions) every six months; the key dates are August 1st and February 1st of each year. This applies regardless of whether the student is enrolled for a full semester or only part of the semester at PMU within these defined periods, has been granted a leave of absence, or is exmatriculated during this semester due to completion of studies or withdrawal from the programme.

In the event of non-payment, the student must be excluded from all courses and examinations until the ÖH contributions have been fully paid.

All further information and regulations, in the currently valid version, can be found on the PMU website: <http://www.pmu.ac.at/universitaet/organisation/oeh.html>

16.3 Insurance

Students are covered by accident and liability insurance through the ÖH student insurance.

16.4 Student representation (StuVe)

Each degree programme may annually elect a "Chairperson of the Student Representation at the Paracelsus Medical Private University". This chairperson represents student interests in programme-internal matters.

16.5 Year representative

Each cohort may elect two to four year representatives at the beginning of each academic year and must notify the degree programme director of these by no later than September 30th.

17 Code of Ethics for Students

Students declare their willingness to uphold a standard of honesty, integrity and mutual respect. This behaviour is expected of all students in direct, indirect and virtual interactions and includes in particular the following points:

- Students do not reject any person — neither on the basis of nationality, skin colour, belief, place of birth or gender, nor for any other reason that could be considered unfair or discriminatory.
- Students conduct themselves with respect, politeness and courtesy towards others.
- Students see themselves as part of a team and act as members of a community.
- Students do justice to the trust placed in them to the best of their knowledge and belief.
- Students acquire knowledge through their own effort and endeavour and never use unauthorised aids in performance assessments.

Behaviour, which is considered unethical, illegal or otherwise objectionable by other students, lecturers or staff members of PMU or its cooperation partners — to the extent that it is incompatible with the defined standards of conduct — may result in the imposition of a period of reflection or in “exclusion on grounds of non-academic conduct”. Examples of such behaviour include threats or harassment, bullying, lying, theft, fraudulent acquisition of examination results, improper conduct towards patients, or a breach of confidentiality, data protection or behaviour that could harm the reputation of PMU in public.

If such a case occurs, every individual should take responsibility for addressing the other person directly. An administrative measure is not necessarily required.

If the matter cannot be resolved between the parties concerned, it is possible to submit a written complaint to Academic Services. In such a case, the dean of the department examines the complaint and seeks a solution. If a resolution of the conflict is not possible or appropriate by this means, the matter is submitted to a disciplinary committee for decision.

17.1 Disciplinary Committee

The Disciplinary Committee is convened by the Vice-Rector for Studies and Teaching. At least five members are appointed, whereby the Rector and the Vice-Rector for Studies and Teaching or their respective representatives constitute in any case two of the five members. The remaining members are to be appointed from the teaching staff of PMU.

The affected student is informed of the time and place of the committee meeting and receives a summary of the information that will be presented there by the Vice-Rector. The Vice-Rector or their representative presents the complaint against the student to the committee. The student has the right to question the complainant and may also present information themselves which could assist the committee.

The Disciplinary Committee may reach the following decisions:

- The proceedings are discontinued and the complaint is not pursued further.
- The student is issued a period of reflection and must follow a prescribed course of action that leads to a satisfactory resolution of the conflict. This outcome is re-evaluated by the university management.
- The student is excluded from PMU due to non-academic conduct.

The decision of the committee is recorded in writing and transmitted by Academic Services to the student and the university management.

In the event of exclusion from PMU, the student may lodge a written and personal appeal against the decision of the Disciplinary Committee with Academic Services within 14 days. The appeal is subsequently to be presented and substantiated personally before the university management. The meeting to be convened for this purpose is scheduled by Academic Services.

The decision of the university management is communicated to the student in writing. This final decision is binding and is transmitted to the Board of PMU Salzburg – Private Foundation for termination of the education contract in accordance with the section “Contract duration*early termination.”

18 Supplementary provisions

In addition to this study and examination regulation and the education contract, the provisions of the generally applicable regulatory documents of PMU in their current valid version also apply, which are integral components of the education contract. The most important documents for the degree programme are as follows:

- Library regulations at the Salzburg location
- Data protection and usage regulations for myCampus and the Moodle learning platform
- Data protection information and terms of use for the Microsoft TEAMS videoconferencing system
- Data protection information and terms of use for the ZOOM videoconferencing system
- Data protection declaration for students
- Data protection declaration for survey systems
- Data protection – guideline for final theses
- Data protection – information on video surveillance
- PMU IT policy for employees and instructors
- PMU IT policy for students
- Guideline for gender-appropriate language
- Guideline on affiliation with PMU
- Guidelines of the Austrian Agency for Research Integrity (ÖAWI) on good scientific practice (ÖAWI GWP guidelines)
- PMU guideline for safeguarding good scientific practice
- House rules

These documents are available on the PMU website under “University – Downloads”.

Supplementary programme-specific documents in their currently valid version are available for download in the degree programme’s section of the PMU website.

- Fees schedule

19 Amendment of the study and examination regulations

The right to propose amendments in the programme-specific part of the study and examination regulations lies with the degree programme director, the dean of the department, the curriculum commission and the ÖH representation. Proposals for the study and examination regulations must be submitted in writing to the degree programme director by a defined deadline. In the process of preparing the draft amendment, proposals may be accepted or rejected by the degree programme director. The draft amendment is to be brought to the attention of the dean of the department, the curriculum commission and the ÖH representation.

The draft amendment is submitted via the dean of the department by mid-May to the Vice-Rector for approval by the management team for studies and teaching. In the event of a lack of agreement between the degree programme director, the dean of the department and the ÖH representation, the degree programme director and/or the ÖH representation may be invited as guests to be heard at the meeting of the management team for studies and teaching.

Amendments to the study and examination regulations are published immediately by the degree programme director after approval.

The study and examination regulations apply to all students of a degree programme in the version currently in force.

The university, in the sense of quality assurance, has the responsibility to continuously further develop the degree programme. Any deviations resulting from this for individual cohorts are to be documented in a transitional regulation.

Proposals for amendments to the PMU-wide uniform part of the study and examination regulations may be submitted by all degree programme directors, the dean of the department and ÖH representations via Academic Services to the Vice-Rector for Studies and Teaching.

20 Entry into force

These study and examination regulations enter into force on 01.08.2025.

The version of the study and examination regulations in force at any given time applies throughout the entire degree programme and to all students (unless deviating provisions for individual cohorts are explicitly provided) and is published on the PMU website.

21 Annex

21.1 University programme “Pharmazie.switch” – bridging programme into the Master's degree programme in Pharmacy

Persons who hold a related scientific or medical Bachelor's degree but do not fully meet the requirements for direct entry into the Master's degree programme in Pharmacy at PMU can acquire these prerequisites within the one-year university programme “Pharmazie.switch”. The individual composition of the courses is determined by the degree programme director on the basis of the underlying Bachelor's degree, with the aim of fulfilling the admission requirements in accordance with Section 5.1.2. The required courses are drawn from the entire curriculum of the Bachelor's degree programme in Pharmacy.

Courses offered as lectures (VO) or integrated courses (ILV) may also be completed through self-study of the scripts and literature with a final examination.

During the university programme, the following courses from the Master's programme may already be completed and subsequently recognised in the Master's programme:

- Pharmacy internship PR at least 3 ECTS 9th/10th semester
- Industry internship PR at least 3 ECTS 9th/10th semester