

Regulation for Bachelor Papers and Bachelor Examination

Academic Board

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Changes

Adaption Point 3.3 Topics with patient-related issues

Addition of 3.4. "Data collections in institutions"

Information on the labelling of the use of AI-based systems

Harmonisation of information for degree programmes conducted in Austria and those not conducted in Austria

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1 Introduction

The composition of one **degree programme-related bachelor paper** is characteristic of a practice-oriented University of Applied Sciences bachelor programme. The bachelor paper is to be written in the context of the respective courses by which the student can demonstrate that s/he can independently handle a topic relevant to his/her education and/or occupational field within a given time frame and to a given extent following methods of academic research. Any topic must refer to the relevant scientific literature and may contain practical and/or empirical elements. A bachelor's thesis is the demonstration that students have a basic command of scientific work and the chosen methodology.

The Bachelor examination is an examination before an examination board comprising an interview about the written bachelor papers and their relation to relevant subjects from the curriculum (cf. FH Studies Act § 16) as amended as well as the study and examination regulations of IMC Krems / study and examination regulation for degree programmes not conducted in Austria).

1.1 Purpose

Mandatory information on the preparation of the Bachelor thesis as well as examination contents of the Bachelor examination.

1.2 Scope

	AUSTRIA	TPP
Students	Yes	Yes
Employees	Yes	Yes
Lecturers	Yes	Yes

INFORMATION

Valid from	WS 25/26
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Cohort

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Degree programme

All bachelor degree programmes of IMC Krems

1.3 Abbreviations

ABBREVIATION	MEANING
ACH	Bachelor Programme Applied Chemistry
BIO	Bachelor Programme Medical and Pharmaceutical Biotechnology
BGE	Bachelor Programme Business Administration for the Public Health Sector
BUS	Bachelor Programme Business Administration
EXP	Bachelor Programme Export-oriented Management
IBM	Bachelor Programme International Business Management
INF	Bachelor Programme Informatics
IWB	Bachelor Programme International Wine Business
TSM	Bachelor Programme Tourism and Leisure Management
UF	Bachelor Programme Business Administration
ETH	Bachelor Programme Occupational Therapy
GUK	Bachelor Programme General Nursing
HEB	Bachelor Programme Midwifery
MTH	Bachelor Programme Music Therapy
PTH	Bachelor Programme Physiotherapy
FHG	Fachhochschulstudiengesetz
e.g.	For example

* Appendix A for degree programmes conducted in Austria

** Appendix B for degree programmes not conducted in Austria



2 Bachelor Seminar I and proposal for the bachelor paper

The exposé/proposal must be prepared in the 4th or 5th semester as part of **Bachelor Seminar I** (depending on the curricular design of the degree programme).

The exposé/proposal must be submitted at the time defined for the respective degree programme for approval of the BA thesis topic^{*1 **1} (see * Appendix A or ** Appendix B). Once the programme director has approved^{**2} the topic and exposé/proposal, the topic of the Bachelor thesis is bindingly assigned to students, and they can begin writing the Bachelor thesis. A change of topic is not permitted.

In the degree programme Medical and Pharmaceutical Biotechnology, the exposé/proposal is usually prepared as part of the internship. In the International Wine Business degree programme, Bachelor Seminar I and the submission of the exposé/proposal take place in the 2nd semester.

2.1 Finding a topic and coaching

Finding a topic is essential for the successful writing of the bachelor thesis. It is therefore recommended to devote special attention and sufficient time to the choice of topic. First of all, the question must be clarified whether the proposed topic or problem can be dealt with according to scientific criteria. In particular, it must be checked whether e.g. sufficient scientific literature is available, whether the problem can be solved appropriately within the time and scope of a bachelor thesis and which scientific methods can be used. The relevant and current state of science must be presented. In particular, Bachelor theses should demonstrate that the student is able to work on a topic scientifically, show the current body of knowledge and, if necessary, transfer it to an empirical/practical question.

Experience has shown that many students initially struggle with creating a topic that is neither too broad nor too obvious. We therefore also recommend that students enter into an exchange with the research and teaching staff in advance to find a topic^{*2}, as this can shorten the topic finding.

The topic for the Bachelor thesis can be proposed by the student, by partners from business, the respective professional field and research as well as by lecturers and professors of the degree program/department/institute. A link between the Bachelor thesis and professional practice is possible, so students can write Bachelor work in



conjunction with their internships or their professional activity. This link can represent a considerable additional benefit for the students as well as for the company/research institution.

The **Bachelor thesis in the Medical and Pharmaceutical Biotechnology degree program** is normally combined with a practical work either in a company or in a research institution. The practical work is then also supervised by a competent person of the company/institution/research institution.

In the **Applied Chemistry** degree programme, the bachelor's thesis is ideally written on a topic of the specialisations.

2.2 Language of the proposal and the bachelor thesis

The Bachelor thesis must always be written in the language of the degree programme^{**3}. In the case of commissioned work and in individual cases, the programme director may allow a different language if the student submits a justified application in this regard and confirmed by the supervisor upon confirmation of the topic. In any case, the presentation of the thesis takes place in the language of the degree programme.

2.3 Proposal

The **proposal (exposé)** is classified as a seminar paper and forms the basis for assessment in Bachelor Seminar I; it is also an important basis for work on the main contents of the bachelor paper.

The proposal has to include the following contents:

- Title (working title) of the bachelor thesis
- Presentation of the problem
- Presentation of the objectives and research question,
- State of scientific literature (state of the art on the current topic) – short literature discussion
- Presentation and justification of the scientific method or the research design
- Main aspects of content (rough outline) and brief outline of the content
- Schedule (from submission of proposal) to submission
- Bibliography of central literature sources on the subject
(Minimum number: 10 quality-assured scientific references. The use of English journal articles is mandatory)

Length: 3000-5000 words, 1.5 line spacing.

IMC Krems University of Applied Sciences Study and Examination Regulations/Studium und Prüfungsordnung für transnationale Programme sind für den Fall eines Vorschlags (Seminararbeit) für die Vergabe einer "Fail"-Note anwendbar.

Students receive detailed information on the proposal for the bachelor paper from the degree programme director or the instructor for the bachelor seminar; on the Biotechnology degree programme, this information is provided by the internship supervisor.

The proposal must be written in the language ^{**4} of the degree programme.

2.4 Submission of the proposal and confirmation of the topic

The exposé/proposal must be submitted according to the schedule of the respective Bachelor Seminar I in accordance with the published instructions. Passing the Bachelor seminar I implies active participation in the seminar as well as a positive assessment of the proposal (value of the proposal = 100 % of the grade).

Please note that you still need to submit the proposal for approval ^{*3} ^{**5} independently of the course.

3 The Bachelor Paper

The bachelor paper is to be composed in the 6th semester in the context of the second Bachelor seminar following the guidelines stated in the "Manual for the formal composition of scholarly papers", the "Gender and Diversity Sensitive Language IMC Krems" as well as the "Guideline on the use of AI by students" and covers issues emerging from topics relevant to the degree programme, to a specialization or to one of the core subjects of the degree programme. It needs to comprise approx. 13.000 words, (excl. appendix and table of contents).

Text: Font Arial 12, line spacing 1.5pt

The bachelor paper may be supervised by lectures of the respective study program - full-time or part-time - or by external experts. If the bachelor paper is supervised by external experts, the programme director has to ensure the compliance with the guidelines of the IMC University of Applied Sciences Krems. In case the Bachelor

paper is composed by several students, its extent needs to be adapted accordingly and the contributions of each student needs to be indicated¹.

3.1 Content and formal aspects of the bachelor thesis

The content and formal aspects of the guidelines for the formal design of written scientific papers of the Guidelines on Diversity-Appropriate Language in Studies in the latest versions as well as the provisions of the General Data Protection Regulation (GDPR) must be complied with by all students.

It is recommended to use the **font "Arial" Font 12** consistently. A line spacing of 1.5 is mandatory.

Depending on the discipline, the length of the work may vary, but should be at 13,000 words of text (excluding illustrations and the directories). Further recommendations on formal criteria can be found in the Guidelines for the Formal Design of Written/Scientific Papers.

The title page of the IMC Krems (template) must be used, the work must have the required scope, maintains at least a table of contents according to chapters as well as a bibliography according to the selected citation style, and includes all necessary annexes as well as the declaration and abstract on honour.

The use of AI-based systems must be labelled in the work. The following table should serve as a guideline for labelling:

AI tool	How?	Why?	At what point?
Elicit	Systematic Literature Review	To find scientific journals for the theory part	In the systematic Literature Review
DeepL	Translation of the abstract into English; Translation of texts from scientific journals	Support to increase language skills and comprehension	In the selection of literature and formulation of the abstract

¹ cf. FH Studies Act § 19(1)

Grammarly	To improve the self-written text in the theoretical part	To revise chapters X, Y, Z in terms of correctness, style, tonality.	Throughout Chapter X and on pages 5-29.
ChatGPT	How blockchain technology works	Clarification of questions of understanding blockchain technology and idea generation Possible areas of application	In chapter X in the theoretical part of the thesis

Source: Prof. (FH) Dr. Doris-Berger Grabner, MA

3.2 Joint Bachelor's degrees by several students

The joint preparation of a bachelor thesis by several students of IMC Krems/transnational programmes is possible. In this case, it must always be stated individual contribution was made. It is also possible that sub-areas of the work (e.g. introductory chapter and problem, superordinate research question, conclusio etc.) are written together. These parts must also be marked. Please also note the further information on joint editing in this guide.

3.3 Submission of research projects to a legally authorised ethics committee (only for study programmes conducted in Austria)

As a rule, any research project involving test probands (e.g. patients) that consists of any form of intervention or uses identifiable test subject material or identifiable test subject data must be submitted to a legally authorised ethics committee (GEK). This also applies to research projects that aim to make statements about the effectiveness of interventions on human health (and animal health).

To determine whether a research project proposal (or planned bachelor's thesis) requires submission to an ethics committee, it must be submitted to the programme director via the IMC Graduation Tool after being reviewed and approved by the supervisor as part of the topic approval process. If the programme director approves a research project that requires GEK approval, the corresponding ethics application must be submitted to the responsible ethics committee by both the student and the supervisor. After receiving a positive ethics vote, the corresponding proof must be uploaded to the IMC Graduation Tool. After that, the implementation of the research project may begin.

If the bachelor thesis is linked to an ongoing research project at IMC Krems that has already been submitted to the ethics committee for approval, it is not necessary to resubmit the topic to the ethics committee, but it is required to report the collaboration in the context of the bachelor thesis. If such a bachelor thesis is written in partnership with another domestic or foreign (research) institution, the responsibility for correct data collection lies with the respective institution.

3.4 Data collections in institutions

Data collection in institutions (e.g. interviews with car dealership employees or focus groups with patients in a rehabilitation facility) may only take place after written consent has been obtained from the institution concerned. This written consent must be submitted to the supervisor and the programme director before the commencement of a research project. If this written consent is subject to conditions (e.g. submission to an ethics committee), proof of compliance with these conditions must be provided to the supervisor and the programme director before the start of a research project.

3.5 Topics with empirical data collection

If an empirical survey is planned, the questionnaire or survey details as well as the circle of persons to be interviewed must be approved by the coach before the survey begins. For online surveys, the offered survey tools or Microsoft Forms are available free of charge.

For surveys of the students, the approval of the survey by the respective course directors must be obtained in which data is to be collected. No surveys may be conducted via cohort mailing lists or similar. The logo of IMC Krems must not be used on documents for the empirical survey. Provisions of the IT Policy of IMC Krems must be observed in any case.

Only for degree programmes conducted in Austria:

If the surveys relate to topics concerning IMC Krems, approval from executive management for the data collection must be obtained upon presentation of the questionnaire. Approved surveys can be published on the eDesktop under Academic Board>Surveys.



3.6 Privacy

The provisions on data protection can be found in the guide to processing personal data when preparing scientific papers. These must be followed as soon as personal data is collected without exception. The data collection itself is a justified interest, but you must comply with the information obligations concerning storage, protection, and evaluations.

3.7 Submission of the Bachelor Paper ^{*4 **6}

Please note that submissions are only possible until the announced deadlines.

All deadlines are adjusted by the respective programme director in consultation with the academic head and are published in the academic calendar by the beginning of the 6th semester. They must be announced and bindingly adhered to using a notice^{*5}
^{**7}.

The submission of the Bachelor thesis or the Bachelor Seminar II for the International Wine Business degree program takes place in the 4th semester; all dates and deadlines are set as above.

The thesis is submitted for assessment^{*6 **8}. There is a separation between the thesis, abstract (with title page) and other appendices when uploading.

This version is also automatically forwarded to the plagiarism check and, after a positive assessment, saved.^{*7}

If minor changes are made after the assessment (such as typing errors), the thesis can be uploaded again in a subsequent step^{*8}.

The cover page is to be used^{*9 **9}. A declaration of honour as well as an abstract is to be included in the Bachelor paper (abstract: ca. 10 lines – 150 words; for degree programme language German: abstract in German and English; for degree programme language English: abstract in English; optionally, an abstract in German is possible). Clauses of confidentiality are not common practice in Bachelor papers but can be applied for in exceptional cases at the programme director.

The following applies to degree programmes not conducted in Austria:

The abstract must be written in English.

3.8 Assessment of the Bachelor seminar II

Passing the Bachelor seminar II implies active participation in the seminar as well as a positive assessment of the Bachelor paper. (The value of the Bachelor paper amounts to 100 % of the overall grade).

It should be noted that a possible transfer of personal data to third parties cannot be ruled out and that data protection violations are possible in this regard.

3.9 Assessment of the bachelor thesis

The assessment of the Bachelor thesis will be announced to the students according to the dates set in the schedule for the final examinations. In the event of a negative evaluation of the Bachelor thesis, the study and examination regulations of IMC Krems/study and examination regulation for transnational degree programmes, as amended, will apply. A start for the final examination (Bachelor examination) is only possible after a positive evaluation of the Bachelor thesis.

The evaluation of the bachelor thesis is carried out by means of a standardized evaluation grid, for the assessment of a bachelor thesis as well as an overall assessment includes. The grid is available to students on Appendix. Please familiarize yourself with it for orientation. The following criteria are presented at a glance (the detailed criteria and standards are set out in the evaluation grid for Bachelor theses).

- **Assessment of the research question and structure:**

The research question is adequately posed (comprehensible, verifiable, specific and answerable) and the structure of the work based on the research question is suitable in such a way that all parts (apart from the introduction) of the work contribute to the answer to this research question. In particular, the following points need to be covered:

- The overarching research question is presented, in a way theory, any empirical work, detailed hypotheses and/or detailed research questions can be derived.
- The research question is derived from a scientific or practice-relevant problem.
- The research question is initially put in context to existing literature (a detailed analysis is then carried out in subsequent chapters).
- Each chapter of the thesis is structurally suitable for working on or answering the research question. The work is not overstructured.

- **Assessment of the literature base:**

The quality and quantity of the literature and sources used correspond to the topic, the research question and the level of education. In particular, attention shall be taken to:

- Scientific journals are mandatory to include, as well as international journal sources must also be incorporated into German papers.
- The work uses an adequate number of quality-assured sources (journal articles, conference papers, book chapter contributions)
- Integration of grey literature, specialist and practitioner journals, popular scientific sources, textbooks, press articles, web content, etc. is possible, but these should not be used for relevant theoretical parts.
- If the work is predominantly a literature work, the search strategy or rationale for the literature review (in the methods) should be explained.
- The literature is used in a balanced way, i.e. a sufficient mix of sources is visible per chapter. The description should be in one's own words and should not be a paraphrase of longer passages.
- The literature is recent and shows the current state of research in the respective area.

- **Assessment of the theoretical framework or Link to theory**

According to the respective discipline, the theory is critically reflected and adequately presented depending on the theoretical approach to science theory. In particular, attention must be taken to the following:

- The work follows a theory or concept-led approach or links one's own practical or empirical findings with them.
- In the case of deductive work, the theory is developed in advance and the hypotheses are derived for testing. In the case of inductive work, in addition to initial clarification of terms, empirical results or analyses are discussed with the help of literature. For all types of work, results are discussed in particular in the light of other related research results.
- Descriptions of the context (e.g. company descriptions) are not to be understood as a theoretical framework.



- **Assessment of the method**

All scientific standards of the respective methodology are adhered to. The method and results part are communicated in such a way that it is comprehensible to the reader how the data was collected and analyzed. Thus, both the survey method and the evaluation method must be addressed.

- The method is suitable to answer the research question asked.
- The method is presented in such a way that it can be understood.
Especially:
 - Design: Structure of the study/investigation
 - Measurement: which measurement methodology (coding, scales, measuring instruments, laboratory methods, etc.) is used (also applies to qualitative studies or literature studies, here must also be addressed to the search strategies and coding).
 - Sampling: how was recruited, inclusion criteria, etc. or, in the case of literary works, how was searched for, including inclusion criteria of literature. In scientific work, how were the samples etc. drawn or set up.
 - Procedure: Description of the course of the examination over time.
- Methods are correctly applied and results are comprehensibly communicated. Tables, figures, etc. are enhancing the communication of the results.

- **Discussion and Implications**

The work is also characterized by a critical examination of the results. In particular, this includes the following areas:

- The own results must be embedded in the existing literature, or in the case of literary works, a critical appreciation of existing literature should be made.
- Implications for science and/or practice as well as social or ethical responsibility (e.g.: connection to the SDGs, impact of the results on society) should be addressed. This is particularly mandatory for studies from the economic sciences.
- The summary is not a list of the respective chapters, but depicts the 2-5 most important findings of the work.

- **Formal design of the work**

The work must meet common formal criteria in the discipline. The visual and verbal communication of the work must also be assessed here. Finally, the minimum standards for theses of IMC Krems must be taken into account:

- Mandatory criteria for submission (are mandatory for the acceptance of the work)
 - The cover page of the IMC Krems (template) must be used. The work includes the Declaration of Honour and the abstract.
 - If relevant, the confidentiality notice and decision of the ethics committee are part of the work.
 - Directories: the work includes at least one table of contents, list of figures and a bibliography further directories are possible. All directories follow the common standards of the respective discipline.
- Citation: Sources are quoted correctly and uniformly according to the citation style used.
- Figures and tables: Graphs and tables are labeled and include a source reference where applicable. Also any figure or table are legible.
- Language: The linguistic expression is clear, concise, and thus corresponds to the technical and scientific requirements, orthography, syntax, grammar are used correctly.
- Layout: The work has a consistent and clear typeface, which is easy to read and has a line spacing of 1.5 lines.
- Bibliography: Completeness of the literature, structured arrangement according to current standards
- Length: For bachelor theses, 13,000 words without directories and attachments are considered a guideline. Papers written by two people must be adapted in length accordingly.
- Formal structure: The work is not overstructured and chapters at the same level have substantial content. A chapter (also subchapter) consists of at least two paragraphs of text. A paragraph consists of at least two sentences.

- Annex: This includes a mandatory attachment label. The appendix is intended for further support of the contents and includes e.B. test documentation, statistics, transcripts, extensive illustrations, manipulations of experiments, raw data, etc. If the appendix contains data (data sets, transcripts, etc.), this must be submitted for the purpose of verification with the version for approval, but will not be integrated into the library version. Please also note the regulations on data protection.

4 The Bachelor examination

The positive assessment of the Bachelor paper as well as successful completion of all courses are the prerequisites for admission to the final Bachelor examination.

Furthermore, in the Health Sciences degree programmes Physiotherapy, Midwifery, Occupational Therapy, Musictherapy and General Nursing the compliance with the relevant law for on-the-job training must be proven (reviewed by the programme director and confirmed by the form „Verification of Professional Qualification“).

Should a student fail a subject of the 6. semester, a re-sit is to be taken at the stipulated dates. The Bachelor examination can be taken in September (GuK & HEB in November) at the earliest.

The Bachelor examination is an examination before an examination board composed before a subject relevant examination board consisting of the Chairman of the examination board and the examiners of the examination subjects.

The examination board has to comprise at least three persons all of whom have to attend the complete examination. (In exceptional cases, the physical presence of one examiner can be substituted by videoconferencing.)

In the degree programmes of Health Sciences the examination board needs to contain faculty staff members who cover both specialist and medical contents.

The chairperson of the examination board must keep minutes following the study and examination regulations of IMC Krems/study and examination regulations for transnational programmes, as amended.



4.1 Content of the Bachelor examination

The Bachelor examination, according to the FHG §16 as amended, consists of the following parts:

1. an oral examination about the Bachelor paper delivered as well as
2. their links with relevant subjects of the degree programme

For a detailed description of each degree programme see item **Error! Reference source not found.** for the individual degree programmes.

In the **orals about the Bachelor paper** the student proves to be able to strike links to scientific findings in the field of study(knowledge), to interpret relevant data collected (analyse and evaluate), to apply theories to evaluate specific topics (evaluate), to communicate problems, ideas and solutions adequately (communication) and to argue the results of the paper.

In the **orals about relevant subjects** of the curriculum the student shows to be capable of interpreting acquired subject matters (*comprehension and application*), of using them in new situations (*application and synthesis*), of applying theories and concepts in order to solve problems and to explain solutions (*understanding, application analysis*) as well as of communicating ideas and arguments adequately (*communication*).

4.2 The assessment of the Bachelor examination

The assessment of Bachelor graduates adheres to the key competences defined in the Qualifications Framework for the EHEA (European Higher Education Area) based on the Dublin Descriptors:

Knowledge and Understanding

Whilst supported by advanced textbooks, students are able to include some aspects that will be informed by knowledge of the forefront in their field of study

Application of Knowledge and Understanding

Graduates are able to phrase and sustain arguments on the basis of their knowledge.

Judgements

Graduates are able to gather and interpret relevant data.



Communication

Graduates are able to communicate information, ideas, problems and solutions both to specialist and non-specialist audiences.

Learning

Graduates have developed those learning skills which are necessary for them to continue to undertake further study with a high degree of autonomy.

The Bachelor examination is assessed with a total score.

Bachelor examination is passed when all parts of the examination have been passed. Failed parts need to be re-done at the consequent re-sit date. Two re-sits are allowed (cf. study and examination regulation, study and examination regulation at TPP locations as amended).

The grading of the Bachelor examination adheres to the following grading scale:

With distinction	the performance is excellent; GPA $\leq 1,2$
With credit	performance clearly above average; GPA $\leq 1,5$
Passed	all parts are positive
Failed	at least one part of the exam is not passed

Not showing up at an appointed examination date without a written statement of important reasons (e.g. illness, accident) results in the loss of an attempt to sit for the exam and, thus, corresponds to a failed result. The programme director decides about the acceptance of the no show explanation.

4.3 Bachelor's examination for the degree programmes with the degree Bachelor of Arts in Business

Business Administration for the Public Health Sector (BGE), Business Administration (BUS), Export-oriented Management (EXP), International Business Management (IBM), International Wine Business (IWB), Tourism and Leisure Management (TSM), Business Administration (UF),

Duration: 30 minutes

Time to prepare: 30 minutes

The Bachelor examination is an oral examination before a committee and comprises two parts:

Part 1: oral about the respective Bachelor paper

Part 2: oral about subjects relevant for the degree programme

The examination board can avail themselves of the abstract and if necessary the proposal of the Bachelor paper at the orals.

4.3.1 Assessing an oral examination and the weighting of its parts

The examination is marked with an overall grade. It is passed when both parts meet the requirements.

	Description	Grade weight
Part 1: Oral examination about the bachelor paper	Presentation of the Bachelor paper; Structure: Introduction (problem/research question), Methodology, Results, Discussion, Conclusion, Limitations & Recommendations for future research	40%
	The examination board critically questions the research as seen and heard during the presentation, independently of the grade given to the bachelor paper	
Part 2: Subject questions	Questions related to the bachelor paper with links to relevant subjects of the degree programme.	60% (30%+30%)

Part 2 is passed only if both core modules are assessed as passed. The general point average is stated on the Bachelor's certificate.

Failed parts can be re-taken twice; with Part 2 the core module that was failed needs to be re-done.

Part 1: oral about the Bachelor papers

Part 1 comprises:

- Presentation of the Bachelor paper – media available: ppt, poster, flipchart – will be announced by each programme
Short presentation of the paper, its purpose and research question, method and findings
- questions regarding the paper: Reflection of the method used, on insights and findings as well as:



- Discussion of management issues referred to by the topic of the Bachelor paper (**BGE**),
- Links with courses of the degree programme, which are specific to the paper as well as to the selected specialization (**BUS**)
- Links of the paper to a specialisation (**EXP/IBM**)
- Links to subjects (Business and Wine) relevant for the paper (**IWB**)
- Links with courses of the degree programme, which are specific to the paper as well as to the selected specialization (**INF**)
- Links to subjects relevant for the paper (**TSM**)
- Links to the two core areas (**UF**)

For assessment:

- Quality of the presentation, use of media, structure
- Acuteness and stringency of its content
- Appropriateness of the communication for the target group
- Answers to methodological considerations and findings
- Ability to establish thematic and technical connections and links and to derive the social and ethical implications.
- Comprehension of methods and theory

Part 2: oral about subjects relevant for the degree programme

Part 2 in the individual degree programmes:

4.3.2 Degree Programme Export-oriented Management/International Business Management

Oral about two topics of the specializations:

Questions about Specializations I or II (the students select their requested specialization from Human Resource & Intercultural Management or International Law & Global Political Studies / elective beforehand) as well as about the compulsory subject International Management & Business:

- Selection of topics and questions from International Management & Business
- Selection of topics and questions from the requested specialization

Both in International Management & Business and in the Specialization two topics with one question each are at choice which can be worked on in the time to prepare. Further questions result from the oral exam itself.

The essential reading list for the examination is announced.



4.3.3 Degree Programme Business Administration for the Public Health Sector

The questions for the oral examination concerning relevant courses of the programme get generated from the core areas Business Administration as well as Health Care System and Health Management.

- Questions about core area I (General Business Administration)
- Questions about core area II (Health Care System and Health Management).

There is time to prepare answers to the questions. Further questions result from the oral exam itself.

Choice of one of the two blocks from Core Area II (Health Care System and Health Management)

- Pharmaceuticals & Medical Devices OR
- Health Care

The elective option from core area II is requested at the beginning of semester 6. The questions can be worked on during the preparation time. Further questions arise from the examination discussion.

The A-literature as per the syllabus is relevant for the exam.

4.3.4 Degree Programme Tourism and Leisure Management

Oral about two core modules:

Core module I:

Business Administration and Management

Core module II:

Specialized Tourism Studies (courses assigned can be seen below); students choose three of the six courses assigned to the exam beforehand. The choice of the courses needs to be submitted with the proposal of the bachelor thesis.

For both modules two topics with one question each are at choice which can be worked on in the time to prepare. Further questions result from the oral exam itself.

The essential reading list is announced.

4.3.5 Degree Programme Business Administration²

Oral about the two core modules of the programme:

Core module I: Business Administration

Core module II: Information Technology

For both modules two topics with one question each are at choice which can be worked on in the time to prepare. Further questions result from the oral exam itself.

The courses of core modules I and II as per curriculum as well as the published essential reading list are the basis for Part 2 of the examination.

4.3.6 Degree Programme Business Administration

Questions on specialist modules I, II or III (international project management, corporate communications or digital transformation) and on the compulsory subject, business administration:

In both Business Administration and the specialization, there are two topics each with one question to choose from during the preparation time. Additional questions arise during the examination discussion.

The second part of the examination focuses on the curriculum for the chosen specialist module and on the published core reading list.

This applies in particular to the following business administration modules:

- Accounting and Finance
- Management
- Marketing

4.3.7 Degree Programme International Wine Business

The questions for the examination interview are based on case studies on the modules of the degree programme. The case studies are available to students prior to the Bachelor examination - each case study contains a task with references to the relevant content from the degree programme.

Two case studies are available, one of which must be completed during the preparation time. The questions in the case studies are divided into the core areas of **management** and **wine business**, both parts must be assessed positively. - weighting (30+30) 60%. For assessment:

² only offered in German language



- Knowledge of the respective subject area
- Understanding of the interrelationships and
- advantages and disadvantages of measures and methods used
- Methods used to complete the task

Additional questions related to the areas covered in the case study may arise during the examination interview.

4.4 Bachelor's examination for degree programmes with the degree Bachelor of Science in Health Studies

Occupational Therapy, General Nursing, Midwifery, Music Therapy, Physiotherapy

Duration: 45 minutes

Time to prepare: 60 minutes

(For Music Therapy different times apply).

The Bachelor examination is an oral examination and consists of two parts

Part 1: oral about the Bachelor paper

Part 2: oral about subjects/core areas relevant of the programme

For the oral examination the examination board also disposes of the abstract in addition to the paper.

Part 1: oral about the Bachelor papers

- Presentation of the Bachelor paper by ppt, poster or flipchart: topic, methods and results
- Reflection on the method used, on insights and findings

For assessment:

- Quality of the presentation, use of media, structure, timing
- Acuteness and stringency of its content
- Appropriateness of the communication for the target group, language accuracy
- Answers to methodological considerations and findings
- Ability to create thematic and specialist connections
- Comprehension of methods and theory



- Reflection of methods

Part 2: oral about relevant subjects/core areas of the curriculum and their cross

Part 2 of the exam includes an oral examination on relevant subjects of the curriculum and cross-connections.

4.4.1 Degree Programme Occupational Therapy

The Bachelor examination of the degree programme Occupational Therapy consists of 2 parts:

Part 1 – oral about the Bachelor papers

Weighting 40%

- Presentation of the Bachelor paper
- Reflection on the method used, on insights and findings
- Theoretical questions concerning the subject area of the Bachelor paper as well as links to relevant courses of the curriculum;

Part 2 – case analysis of OT relevance

Weighting 60%

- Short presentation of an OT relevant case
- Questions on identifying the peo analysis, goal setting, intervention-planning and evaluation (selection of methods and tools) including links to relevant courses.

The students pick one of the following areas of studies for the OT relevant case analysis 4 weeks in advance:

- Geriatrics
- Neurology
- Orthopaedics including traumatology, hand surgery, internal medicine and rheumatology
- Psychiatry (excluding child and adolescent psychiatry)
- Paediatrics (including child and adolescent psychiatry)

The essential reading list for the Bachelor examination will be published to the students at the beginning of the 5th semester.

4.4.2 Degree Programme General Nursing

The Bachelor examination is an oral examination and consists of two parts

Part 1: oral about the Bachelor paper

Part 2: oral about subjects/core areas relevant of the programme

Part 1: oral about the Bachelor paper:

Weighting 40%

- Presentation of the Bachelor paper by a ppt or poster
- Short presentation of the issue, methods and findings
- Reflection on the method used, on insights and findings

For assessment:

- Quality of the presentation, use of media, structure, timing
- Acuteness and stringency of its content
- Appropriateness of the communication for the target group, language accuracy
- Answers to methodological considerations and findings
- Ability to create thematic and specialist connections
- Comprehension of methods and theory
- Reflection of methods

Part 2: oral about relevant subjects/core areas of the curriculum and their cross

Weighting 60%: 30% Case Study 1, 30 % Case Study 2

Part 2 comprises an oral examination about relevant subjects of the curriculum and their cross-connections on the basis of two typical cases.

4.4.3 Degree Programme Midwifery

The Bachelor examination is an oral examination and consists of two parts:

Part 1: oral about the Bachelor paper

Part 2: a case analysis on a key topic

(The students pick a case on the day of the examination immediately before the exam).

Part 1 – oral about the Bachelor paper

Weighting 40%

- Presentation of the Bachelor paper



- Reflection on the method used and findings
- Theoretical questions concerning the subject area of the Bachelor paper as well as links to relevant courses of the curriculum;

Part 2 – case analysis from the profession of midwifery

Weighting 60%

- Short presentation and identification of the problem
- Interpretation/assessment of the case
- Questions on identifying and interpreting the problem,
- Intervention-planning (selection of methods and tools) – problem solving strategies.
- Links to relevant medical and professional courses

4.4.4 Degree Programme Music Therapy

Duration: 45 minutes

No time to prepare

The Bachelor's examination in the music therapy program consists of **the examination part 1**, the presentation of the bachelor thesis (presentation duration: 10 minutes) with subsequent questions about the presentation, as well as the examination part **2**, a video case analysis (video duration: 3 to 4 minutes; Video presentation: max. 10 minutes) with consecutive discussion and an examination interview on relevant subjects of the curriculum and their cross-connections using a case study.

Part 1 of the exam (value 40%)

1. Presentation of the bachelor thesis (value 20%)
2. Questions of the examinations on presented Bachelor thesis (value 20%)

Part 2 of the exam (value 60%)

1. Video presentation and analysis of a case study from the point of view of medical therapy profession with consecutive discussion (value 30%)
2. Examination interview on relevant subjects of the curriculum and their cross-connections based on a case study (value 30%)

How (manner: e.g. via IMC OneDrive or password-protected storage medium) the exam-relevant video is made available for the exam must be agreed by the student with the course director at least four weeks before the examination date.

4.4.5 Degree Programme Physiotherapy

Duration: 45 minutes

Time to prepare: 60 minutes

The Bachelor examination consists of two parts:

Part 1 - Presentation and discussion of the Bachelor paper weighting 40%

Part 2 – a case analysis from a relevant core area weighting 60%

Specific features: two weeks before the examination week, each student picks one out of four areas of study (neurology, internal medicine, orthopaedics, trauma surgery, and sports medicine).

Part 1: Oral about the Bachelor paper

Weighting: 40%

- Presentation of paper
- Reflection of methods and outcomes
- Significance and relevance of the outcomes of the Bachelor paper for physiotherapeutic work in the context of the area of studies
- Questions on the theory of the area of studies of the bachelor paper including links to relevant courses of the curriculum and –where appropriate- to the case of Part 2.

Part 2: Casus

Weighting 60%

Casus

- The key issue of the case is derived from the area of studies picked by the student
- 2 questions
 - Question 1: focus on theoretical knowledge, interpretation and analysis of the chosen subject
 - Question 2: Interpretation and analysis as well as links to other areas of studies



4.5 Bachelor's examination for the degree programmes with the degree Bachelor of Science in Engineering

4.5.1 Medical and Pharmaceutical Biotechnology

Duration: 40 minutes

Time to prepare: 40 minutes

The Bachelor examination is an oral exam before a committee and consists of two parts:

Part 1: discussion of the Bachelor paper

Part 2: oral about relevant subjects of the degree programme

Part 1

Part 1 includes

- PPT -Presentation of the Bachelor paper- issues and outcomes
- Methodological questions and links to the curriculum

For assessment:

- Ability to integrate the Bachelor paper into the respective area
- Reflection of methods
- Acuteness and stringency of its content
- Ability to communicate findings appropriately
- Ability to create thematic and specialist connections

Part 2

Part 2 comprises a discussion of two core modules and an elective.

Core module I: Medical Biotechnology

Core module II: Pharmaceutical Biotechnology

Electives

For each module 2 questions are set, one of which need to be answered; from the electives one of two questions is to be answered.

For assessment:

- Ability to integrate the Bachelor thesis into the respective field

- Quality of the answer and ability to integrate the question into the area of studies accordingly
- Ability to create thematic and specialist connections (relevant courses of the curriculum)

Assessment and weighting of the separate parts:

Part I: 40%

Part II:	Medical Biotechnology	20%
	Pharmaceutical Biotechnology	20%
	Elective	20%

4.5.2 Applied Chemistry

Examination duration: 40 minutes

Preparation: 40 minutes

The bachelor examination is an oral examination before a committee and comprises two parts:

Part 1: Discussion of the bachelor paper

Part 2: Discussion of related subjects on the curriculum

Part 1

Part 1 of the examination comprises:

- A PPT presentation of the bachelor paper: topic and results
- Methods-related questions and links to other parts of the curriculum

The following are assessed:

- Ability to relate the bachelor paper to the subject area in question
- Critical reflection on the choice of methods
- Ability to present topics/results in a manner tailored to the audience
- Ability to make connections between the topic and other specialist areas

Part 2

The second part of the examination comprises a discussion of the chosen elective and its connection to core aspects of the degree programme.

Three questions on the chosen elective are provided, of which two must be answered; the questions on the core aspects of the curriculum arise on the basis of the discussion of the elective.

The following are assessed:

- The quality of answers and ability to relate them to the subject area
 - Ability to refer to other topics (relevant areas of the curriculum) when answering questions

Assessment and weighting of the various parts of the examination:

Part 1: 40%

Part 2: 60%

4.5.3 Informatics

Examination duration: 40 minutes

Preparation: 40 minutes

The examination is marked with an overall grade. It is passed when both parts meet the requirements.

Part 1: oral about the Bachelor paper weighting 40%

Part 2: oral about the core modules of the programme - weighting (30+30) 60%

Part 1: oral about the Bachelor papers

Part 1 comprises:

- Presentation of the Bachelor paper – media available: ppt, poster, flipchart – will be announced by each programme
Short presentation of the paper, its purpose and research question, method and findings
 - Questions regarding the paper:

Reflection of the method used, on insights and findings as well as link to subjects of the degree program that are relevant to the thesis and the chosen specialization. The questions for the examination discussion on relevant courses of the degree programme are generated on the one hand from the core areas and specializations, and on the other hand from the relevant literature for the Bachelor thesis and the core literature



Part 2

Part 2 is only deemed to have been passed if both core areas have been positively assessed. The average grade determined by the weighted overall grade is stated on the Bachelor certificate.

Negatively assessed examination parts can be repeated twice; in the case of examination part 2, the negatively assessed core area must be repeated.

Students are asked questions on their chosen specialisation, 'Bioinformatics' or 'Enterprise Technologies'. Further questions arise from the examination interview.

These are assessed:

- Quality of the presentation, media design, structure
- Clarity and stringency of the content
- Target groups Adequacy of communication
- Answers to methodological considerations and results
- Ability to establish thematic and technical connections and links
- Understanding of methods and theory

5 Dates for Bachelor's examinations

The dates for taking the Bachelor's examination are announced in the academic calendar and described in detail in the Guidelines for Bachelor thesis Submission final exam dates (Relevant documents to Study and Examination Regulation/Studie and Examination Guideline at TPP Locations as amended).

6 Appendix

6.1 Appendix A

Information on degree programmes conducted in Austria

*1	Proposal	Via eDesktop – My Graduation
*2	Find a topic	You can also search for topic suggestions in the Platform of Topics on the eDesktop
*3	Approval Proposal/Exposé	Via eDesktop – My Graduation
*4	Submission of the Bachelor Paper	Via eDesktop- My Graduation
*5	Deadlines	Can be found on the eDesktop/Academic Calender
*6	Submission of the bachelor thesis	Via eDekstop--My Graduation
*7	Steps after positive Assessment	Bachelor thesis will be saved in the online Library after successful plagiarism check and positive assessment
*8	BA-Thesis Upload	Instructions for uploading and other activities related to the BA thesis will be announced via My Graduation. The thesis will be added to the library after completion
*9	Cover page	Lt. eDesktop

6.2 Appendix B

Information on degree programmes not conducted in Austria

**1	Proposal/Exposé	Via MS Teams or email to the respective Coach
**2	Approval of the Exposé	Proposal/exposé drafts are submitted for approval on two predetermined dates via MS Teams/email.
**3	Language of the Bachelor thesis	The BA Thesis must be written in English
**4	Language Exposé/Proposal	The Exposé/Proposal must be written in English
**5	Approval of the Proposal/Exposé	Via MS Teams or email to the respective Coach
**6	Submission of the Bachelor Paper	Via MS Teams or email to the respective Coach
**7	Deadlines	Can be found in the Academic Calender
**8	Submission of the Bachelor Thesis	Via MS Teams/email to the respective Coach
**9	Cover Page	The Cover page provided by the administration

7 Assessment grid

ASSESSMENT GRID FOR BACHELOR THESIS EVALUATION

Degree Programme					
Title of the Bachelor Paper					
Name Student		ID Number		Advisor	
	Excellent (1)	Good (2)	Satisfactory (3)	Sufficient (4)	Fail (5)
Assessment of the research question and structure	<p>The work is characterized by a topic corresponding to the discipline, with clearly defined and achievable goals.</p> <p>The scope of the topic is appropriate and focused. The question is conclusive and justified in an excellent way compared to the existing literature.</p> <p>Without exception, all parts of the work address the research question.</p> <p>The selected method(s) are fully suitable to answer the research question.</p>	<p>The work is characterized by a topic corresponding to the discipline, with defined and achievable goals. The research question shows slight deficiencies in the limitation, but is nevertheless conclusively justified and a good comparison with the existing literature underpins the question.</p> <p>With a few exceptions, all parts of the thesis are suitable for answering the research question.</p> <p>The chosen method(s) are well suited to answer the research question.</p>	<p>The work is characterized by a topic corresponding to the discipline, with slight deficiencies in the definition and reachability of the goals. The research question is limited due to deficiencies in definition when compared to literature. There are also slight inconsistencies in the logical structure of the work. Overall, however, the structure is still suitable for largely addressing the research question.</p> <p>The selected method(s) is (are) largely suitable for answering the research question.</p>	<p>The work is characterized by a topic that is not clearly attached to the discipline. There are major deficiencies in the definition and attainability of the goals. The research question is limited due to the deficiencies in the definition when compared to the literature. As a further consequence, the justification is only average. Furthermore, there are several inconsistencies in the logical structure of the work. Overall, the structure is still suitable to answer the research question in principle.</p>	<p>The elaboration and delimitation of the research question is not given. The research question cannot be answered with the presented paper. The structure of the work is very poor.</p>
Assessment of the literature base	<p>The work has an up-to-date, excellent and well-balanced literature base. The theoretical part is mainly based on high-quality, quality-assured journal articles. The incorporated literature shows an excellent breadth and depth. The literature is cited in a balanced way, the work shows no paraphrases.</p>	<p>The work has a good and balanced literature base. Journal articles are mainly the basis for the theoretical part. Slight deficiencies in timeliness and / or balance. The work has no paraphrases.</p>	<p>The work has a balanced literature base. Journal articles are the basis for the theoretical part, but less quality-assured sources are built into relevant chapters. Slight deficiencies in timeliness and / or balance are partially paraphrased.</p>	<p>The work mainly uses book sources, especially textbooks and, to a limited extent, quality-assured sources. The mixture of literature is just sufficient. There are some passages with longer paraphrases.</p>	<p>The work has major flaws in the composition of the literature. Journal sources are not included at all. The work almost exclusively cites literature with little quality assurance and large parts of the work are paraphrases from the literature.</p>
Assessment of the theoretical framework or the	<p>Students can clearly distinguish theory from models, methods and results.</p>	<p>Students can mostly distinguish theory from models, methods and results.</p>	<p>Students have deficiencies in distinguishing between theory, models, methods and results. As a</p>	<p>The difference of the theory to models, methods and results is not clearly worked out. The theory presented is based on</p>	<p>There is no theoretical discussion or a theoretical discussion with major deficiencies. The work has</p>

theoretical discussion	The theory (theoretical discussion) is excellently linked to the chosen topic and taken from quality assured sources.	The theory (theoretical discussion) is well linked to the chosen topic and taken from quality-assured sources.	consequence, the theoretical content of the work is average. The work follows the requirements of the theoretical discussion to an average extent. Theory is taken from quality-assured sources (journals), but less quality-assured sources are also used.	quality-assured sources and other sources. As a consequence, the theoretical elaboration is only sufficient.	no actual theories, is purely descriptive or incomplete. In the case of qualitative papers, the content of the qualitative study is simply reproduced without any theoretical reflection.
Assessment of the method	The chosen method does not show any significant deficiencies in the description and implementation. The method is described so well that a reader could replicate it. The results are balanced and reported excellently without redundancies and all necessary quality criteria (e.g. statistical quality measures, triangulation, intercoding, etc.) of the respective method were observed and described.	The chosen method shows almost no significant deficiencies in the description and implementation. The method is described so well that a reader could replicate it. The results are balanced and well reported without significant redundancies and all necessary quality criteria (e.g. statistical quality measures, triangulation, intercoding, etc.) of the respective method were observed and described.	The selected method has minor deficiencies in the description and implementation or is missing. However, the method is described to the extent that a reader can understand it. The results are balanced but reported with a few omissions and / or redundancies and quality criteria (e.g. statistical quality measures, triangulation, intercoding, etc.) were partly applied in the approach.	The selected method shows major deficiencies in the implementation and description or these are missing. In sum, the description is sufficient. The results are reported with some major flaws, but to a sufficient extent. Quality criteria (e.g. statistical quality measures, triangulation, intercoding, etc.) are largely missing.	No or many major deficiencies in the description and implementation of the study. The study violates key quality criteria.
Discussion and Implications	Excellent discussion and derivation of implications for science practice and social or ethical responsibility (e.g.: SDG's or impact on society). In inductive work, the discussion takes place with an extensive and excellent theoretical discussion.	Good and comprehensive discussion and derivation of implications for science, practice and social or ethical responsibility (e.g.: SDG's or impact on society). In inductive work, the discussion takes place with a good theoretical discussion.	Average discussion and derivation of implications for science, practice and social or ethical responsibility (e.g.: SDG's or impact on society). There is only a view from few perspectives or the depth is missing. The discussion is partly decoupled from the results. In the case of inductive work, the discussion only takes place through the reproduction of the results with limited networking with the theory.	Sufficient discussion and derivation of implications for science, practice and social or ethical responsibility (e.g.: SDG's or impact on society). There are only very few perspectives or the depth is missing. The discussion is partly decoupled from the results. In the case of inductive work, the discussion only takes place through the reproduction of the results with limited networking with the theory.	There is only a reproduction of the results or a summary of the chapters. There is no comprehensive discussion or comparison with the results of similar studies. In the case of inductive work, simply collected data is summarized in the same way as an interview without further discussion.
Formal criteria	All mandatory criteria (cover page, directories, declarations) are met. The work is visually appealing and follows all common citation standards. The structure and length follow all specifications. The linguistic quality is excellent.	All mandatory criteria (cover page, directories, declarations) are met. The work is visually appealing, follows all common citation standards with very slight defects. The structure and length follow all specifications. The linguistic quality is very good.	All mandatory criteria (cover page, directories, declarations) are met. The work has slight visual flaws. Follows all common citation standards with a few deficiencies. The structure and length have minor flaws. The linguistic quality is good.	All mandatory criteria (cover page, directories, declarations) are met. The work has major visual defects. Follows all common citation standards with a few flaws. The structure and length have minor flaws. The linguistic quality is sufficient.	Not fulfilling a must criterion. The work has many major flaws in the formal implementation.



General evaluation/	All in all, it is an excellent work that shows almost no defects in all areas and more than meets all requirements in terms of theory, method and discussion.	A good job that is largely free of defects. Theory, method and discussion are comprehensive and good.	A satisfactorily structured work with few flaws. Slight weaknesses in the areas or. Overall, the work satisfies average requirements in the respective discipline.	Sufficient work that is consistent to the extent that it largely answers the research questions. However, there are several deficiencies in the areas, but they are not yet so serious that the objectives of the work are not met.	Very inconsistent work with many serious flaws. Essential formal criteria not met.
Further comments:					
Total assessment:			Signature:		

8 References

8.1 Superordinated Processes

Here, superordinated processes/regulations are listed, which are the basis for this manual.

FHR-5-0035 Statutes Study and Examination Regulation

FHR-5-0051 Statutes Study and Examination Guideline at TPP Locations

8.2 Referenced Documents

- FHF-5-0019 Confirmation of Topic Bachelor Paper
- FHF-5-0018 Approval of the Bachelor Paper
- FHF-5-0015 Registration for the Bachelor examination
- FHF-5-0014 Registration form for specialization subjects_BA
- FHF-5-0100 Cover Page Double Degree
- FHM-5-0003 Manual for the Formal Composition of Scholarly Papers
- FHR-5-0044 Guideline for the use of AI by students
- FHR-1-0089 Gender and Diversity Sensitive Language IMC Krems
- FHF-5-0017 Declaration of Honour
- FHF-5-0294 Assessment Grid for Bachelor Thesis
- FHR-5-0031 Processing of Personal Data and the Preparation of Bachelor Papers and Master's Theses