

***Model Curriculum for Master's Degree Programmes
at Paris Lodron University of Salzburg
2014 Version***

**Curriculum for the
Master's Degree Programme in
[Name of the Programme]**

Curriculum 20xx

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In its session on [dd.mm.yyyy] the Paris Lodron University of Salzburg Senate formally approved the curriculum for the master's degree programme in [Name of Programme] finalised by the [Name of Department] curriculum committee at the University of Salzburg in its [dd.mm.yyyy] meeting in the version that follows.

The legal basis for the curriculum is the 2002 Federal Act on the Organisation of Universities and their Studies (Universities Act 2002 – UG), Federal Law Gazette No. 120/2002, and the section of the Statutes of the University of Salzburg pertaining to university studies.

§ 1 General Provisions

- (1) The number of ECTS points necessary to complete a degree in the master's programme in [Name of Programme] is 120. This corresponds to four semesters of study.
- (2) Graduates of the master's programme in [Name of Programme] hold a [Master of Arts/Science/Law/Theology/Education]/[Diplom-Ingenieur/in] degree (abbreviated [MA, MSc, LL.M., M.Th., M.Ed.Univ]/[Dipl.-Ing. oder DI]).
- (3) In order to be admitted to the master's programme in [Name of Programme], students must hold a bachelor's degree in an equivalent or related field from an accredited Austrian or foreign institute of higher education (cf. UG2002 §64 para. 5).
- (4) If a student's bachelor's degree is not deemed equivalent to an acceptable extent, the student may be required to complete additional work worth up to 45 ECTS points; these requirements must be satisfied by the end of the master's programme. Only the Rectorate or a member of staff at the University of Salzburg designated by the Rectorate is authorised to make a determination of equivalency.
- (5) All graduation requirements to be fulfilled by students have been assigned ECTS points. One ECTS point equals 25 hours of study, which corresponds to the average number of hours required to achieve the expected learning objectives. An academic year consists of 1500 hours, corresponding to 60 ECTS points.
- (6) Students with disabilities and/or chronic illnesses will not be subject to any form of discrimination in their studies. The University is committed to the basic principles laid out in the UN Convention on the Rights of Persons with Disabilities and Austrian non-discrimination laws as well as the policy of positive action.

§ 2 Overview of the degree programme and professional skills

(1) Overview of the degree programme

[A sketch of the course requirements of the programme and its division into different areas]

(2) Professional skills and competences (Learning Outcomes)

[List of the knowledge, skills and competences to be acquired]

(3) Importance and relevance of the degree for society, the scientific community and the labour market

[Sketch of the importance and relevance for society and the scientific community]

Graduates of the master’s programme in [Name of Programme] often pursue careers in the following fields:

- [List of fields]

§ 3 Structure of the programme

The master’s programme in [Name of the Programme] comprises [number] modules with a total number of [number] ECTS points. In addition, there are 12 ECTS points [four for teaching MAs, six or up to 24 in exceptional cases] assigned for elective courses. The master’s thesis is worth [number] ECTS points.

	ECTS
[Name of module 1]	
[Name of module 2]	
...	
[Name of module n]	
Elective module (optional)	
Elective courses	12 [4 for teaching MAs, 6 or 24]
Master’s thesis	
Master’s exam (optional)	
Internship (optional)	
Total	120

§ 4 Course Types

The programme contains the following course types:

List of course types contained in the curriculum]

§ 5 Required courses and plan of study

The following contains a list of modules and courses in the master’s programme in [Name of Programme]. The division into semesters serves as a recommendation designed to ensure that the order in which the courses are taken builds on knowledge acquired successively and that the workload of 60 ECTS points in an academic year is not exceeded. If there are no prerequisites, modules and courses can however be taken in a different order in accordance with § 12.

Detailed descriptions of the modules including the knowledge, methods and skills to be acquired can be found in Annex I: Module descriptions:

Master’s degree programme in [Name of Programme]								
Module	Course	SHrs	Type	ECTS	Semester with ECTS			
					I	II	III	IV
(1) Compulsory modules								

Module 1							
Course 1	S1	T1	C1	C1			
Course 2	S2	T2	C2		C2		
			C3		C3		
			Cn-1		Cn-1		
Course n	Sn	Tn	Cn	Cn			
Subtotal for Module 1	SuS1		SuE1	Su1/1	Su1/2	Su1/3	Su1/4
Module 2							
Course 1	S1	T1	C1			C1	
Course 2	S2	T2	C2				C2
			C3				
			Cn-1			Cn-1	
Course n	Sn	Tn	Cn				
Subtotal for Module 2	SuS2		SuE2	Su2/1	Su2/2	Su2/3	Su2/4
Module n							
Course 1	S1	T1	C1				C1
Course 2	S2	T2	C2				C2
			C3				
			Cn-1				Cn-1
Course n	Sn	Tn	Cn				
Subtotal for Module n	SuSn		SuEn	Sun1	Sun2	Sun3	Sun4
Total for Compulsory Modules	SuP		SuEP	SuP1	SuP2	SuP3	SuP4
(2) Elective modules according to § 6							
Total for Elective Module Catalogues	SuW		SuEW	SuW1	SuW2	SuW3	SuW4
Elective courses	SuF			SuF1	SuF2	SuF3	SuF4
(4) Compulsory internship (optional)							
Master's thesis							
Master's exam (optional)							
Sum total	SuSSt		120	60		60	

§ 6 Elective module catalogues and/or bundled elective modules

[Optional. If elective modules/bundled elective modules are to be part of the curriculum, they are to be listed here and displayed as in the table in § 5.]

§ 7 Elective courses

- (1) In the master's programme in [Name of the Programme], students are to complete elective courses totalling 12 [4 for teaching MAs, 6 or 24 in exceptional cases] ECTS points. These elective courses are designed to further the acquisition of additional professional skills and strengthen individual areas of focus within a student's course of study. They can be completed at any accredited postsecondary institution.

[Supplement to degree programmes at the Faculty of Catholic Theology: For programmes at the Faculty of Catholic Theology, elective courses must have a thematic connection to the modules and elective modules contained within the curriculum. In cases of doubt, a final decision will be taken by the responsible body.]

- (2) Should the courses chosen as electives for 12 [24] ECTS points have a demonstrable connection to this master's programme, the electives can constitute a supplementary certificate in a specific area (*Wahlfachmodul* or *Studienschwerpunkt*), which is recorded on the master's degree certificate. [Section not applicable to teaching MAs]
- (3) [optional: A list of recommended areas in which supplementary certificates can be acquired]

§ 8 Master's thesis

- (1) The master's thesis serves to demonstrate that students have acquired the ability to perform independent academic research in the area of [name of the area] according to current academic research methods and standards.
- (2) The topic of the master's thesis should be chosen in such a way that it is reasonable and appropriate for completion of the thesis within six months (cf. UG2002 §81 para. 2).
- (3) The topic of the master's thesis must be taken from a module in the master's curriculum. The student may suggest a topic or choose from a number of topics provided by one of the available thesis advisors.
- (4) It is to be noted that both the student's work on the topic and advisor's work with the student are governed by Austrian copyright law, Federal Law Gazette No. 111/1936 (cf. UG2002 §80 para. 2).
- (5) [List of additional requirements]

§ 9 Internship

[optional; delete sections of text which are not applicable]

A: Recommended internship:

It is recommended that, as part of the elective requirement, students complete a praxis-oriented internship comprising [number] weeks, which is comparable to full-time employment (this corresponds to [number] ECTS points). The internship must have a reasonable connection to the degree programme and must be approved by the responsible body before the internship is scheduled to begin.

B: Compulsory internship:

- (1) As part of the master's programme in [Name of Programme], students must complete a compulsory internship related to the programme comprising [number] weeks, which is comparable to full-time employment (this corresponds to [number] ECTS points). The internship should enable students to use the knowledge and skills they have gained during their studies so far.

- (2) The internship is generally to be completed outside of the University in an institution pre-approved by the responsible body. Pre-approval of the internship and the selected institution is required and must be granted by the responsible body.
- (3) Should it not be possible to complete the internship outside the University, students may in exceptional cases complete an internship by participating in research projects at the University, as far as this is possible and as far as this receives approval from the responsible body.
- (4) Students with disabilities and/or chronic illnesses will be supported in the completion of their internship by the University (Office of the Rectorate for Disability & Diversity). Should the requirements of potential internships be rendered impossible to fulfil due to architectural and/or structural barriers, students with disabilities and/or chronic illnesses will be given the opportunity to complete this part of the curriculum in a different form.
- (5) [List of additional requirements]

As part of their praxis-oriented internships, students can gain the following qualifications (among others):

- Ability to put the theoretical knowledge acquired in the field of study into practice in a professional context
- Acquaintance with different scenarios in which theoretical concepts can be used
- Acquisition of soft skills such as Teamwork, communication skills, planning and organisational skills in a professional context.
- [List of additional skills]

§ 10 Study abroad

Students in the master's programme in [Name of Programme] are recommended to spend a semester of study abroad. This semester abroad should ideally be scheduled in the [insert range of ordinal numbers, e.g. third, fourth or fifth, or third to fifth] semester of study. Course transfers for the courses completed at the university abroad will be granted by the responsible body. Documents needed for the assessment of transfer courses are to be provided by the student.

Steps will be taken to ensure that the semester abroad can be completed without causing a delay in a student's course of study when the following conditions are met:

- at least 30 ECTS credits are earned in each semester of study abroad
- the content of the courses completed during the period of study abroad is not identical to courses already completed at the University of Salzburg
- confirmation by formal notification in writing before beginning the study abroad period of which courses and/or exams planned to be taken abroad are transferable to the University of Salzburg

In addition to field-specific knowledge and skills, students stand to gain the following qualifications by studying abroad:

- acquisition and consolidation of field-specific knowledge in a foreign language

- acquisition and consolidation of general foreign-language skills (comprehension, conversation, etc.)
- acquisition and consolidation of organisational skills gained by independently navigating the bureaucracy and organisational structure of a university abroad as well as daily challenges of student life abroad
- becoming acquainted with international student exchange programmes and broadening one's perspectives in one's own field of study
- acquisition and consolidation of intercultural communication skills

Students with disabilities and/or chronic illnesses will be assisted in their search for a study abroad opportunity and in planning for their semester abroad by the Office of the Rectorate for Disability & Diversity.

§ 11 Allocation of places in courses with a limited number of participants

- (1) The maximum number of participants in the master's programme in [Name of Programme] for the following course types is limited as follows:

Lectures (VO)	no limit

- (2) In instances in which courses with a restricted number of participants are oversubscribed, priority of enrolment will be given to students for whom the course is part of the curriculum.
- (3) Students in the master's programme in [Name of Programme] will be given places in courses based on the total number of ECTS credits they have earned in the programme so far. If multiple students registering for a particular course have earned the same number of ECTS credits, the available places in this course will be allocated based on the following criteria in the order listed below:
- a student was on the waiting list in the course in the previous academic year
 - a student has completed a greater number of courses and/or exams
 - a student has completed a greater number of semesters in the programme of study
 - random selection

Available places will be allocated to students from other programmes using the same criteria in the same order.

- (4) For students participating in international exchange programmes, additional places constituting at least ten percent of the maximum number of participants in each course will be made available. These places will be allocated randomly.

§ 12 Admission requirements for exams

The admission requirements for the following exams are as follows:

[List of the course and/or modules and their prerequisite course and/or modules]

Course/Module:	Prerequisite(s):

§ 13 Examination regulations

[List of exam types and their individual guidelines for implementation]

§ 14 Master's examination [before examining committee]

[optional]

- (1) The master's programme in [Name of Programme] concludes with a master's examination worth [number] ECTS credits [before an examining committee].
- (2) Students must have successfully completed all of the required courses[, the compulsory internship] and the master's thesis in order to be eligible to take the master's examination.
- (3) The master's examination tests one examination subject.

[The master's examination before an examining committee tests two examination subjects suggested by the candidate.]

§ 15 Effective date

The curriculum comes into force 1 October [year].

§ 16 Transitional provisions

- (1) Students enrolled in the curriculum for the master's programme of study in [Name of Programme] at Paris Lodron University of Salzburg ([year] Version, Mitteilungsblatt – Sondernummer [number and date]) when this curriculum comes into force have until 30.09.[year] to complete the programme in which they are enrolled.

Provided that no further provisions are listed here, changes effective when this curriculum comes into force are to be applied to all students according to §8 (2) of the Statutes of the University of Salzburg.

- (2) Students subject to a different curriculum may during any period of registration decide to change into this curriculum. An irrevocable written declaration is to be submitted to the Office of Admissions (Serviceeinrichtung Studium), should a student wish to change curricula.

Annex II contains a course equivalency list.

Annex I: Module descriptions:

(Template):

Module description	
Module code	
Total workload	
Learning outcomes	
Module content	
Courses	
Type of exam	

Annex II: Equivalency list