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CAMPUS 02 University of Applied Sciences – General Admission Regulations

§ 1 Scope

- (1) The present general admission regulations are valid for all CAMPUS 02 degree programmes. They govern the framework conditions of the admission procedure to be carried out under the responsibility of the Heads of Degree Programmes. § 8 para. 6 lit. 4 and § 11 of the University of Applied Sciences Studies Act (*Fachhochschulgesetz* – hereafter “FHG”) as well as the sections relevant to admission of the Universities of Applied Sciences Accreditation Regulations of the Board of the Agency for Quality Assurance and Accreditation Austria in their current valid form, constitute the legal basis of these regulations.
- (2) The present admission regulations are equally valid both for full-time and extra-occupational degree programmes unless specific exceptions are foreseen below.
- (3) For admission procedures regarding university courses § 12 applies.

§ 2 Available study places

- (1) The number of the accredited study places for each degree programme and for each academic year is to be published on the CAMPUS 02 website.

§ 3 Admission procedure: objectives, realisation, documentation

- (1) In the event that the number of foreseen applicants for a degree programme or for any organisational form of a given degree programme is higher than the number of available admission places, an admission process is to be carried out for the degree programme and/or organisational form in accordance with the present admission regulations.
- (2) Whilst respecting § 11 of FHG, the admission process should ensure that the best-suited applicants from each application group are admitted.
- (3) The correct submission of an application is a prerequisite for being accepted. Application deadlines must be published on the website.
- (4) The admission process is to be structured in such a way that:
 - a) only performance and personality related selection criteria and their weightings are applied that are foreseen in the present general admission regulations.
 - b) the results of all stages of the admission process are documented in a transparent and verifiable manner in terms of content and time.

- (5) Documents pertaining to the admission procedure (application documents, admission test results (if applicable), admission interview records, result sheets for each student, and ranking lists, etc.) are to be stored for 3 years.
- (6) All documents pertaining to the admission process are confidential.

§ 4 Application groups

- (1) For all Bachelor degree programmes, the following application groups are to be defined in accordance with § 11, para. 2, FHG:
 - (a) Application group 1: This group includes applicants with relevant professional qualification, in particular persons with study-relevant final apprenticeship examinations, graduates of study-relevant schools for intermediate vocational education, professional academies, master- or master craftsman schools or similar, who do not have a general university entrance qualification.
 - (b) Application group 2: This group includes applicants with a general university entrance qualification who have a study-relevant educational background, in particular graduates of a relevant college for higher vocational education (e.g. HAK, HTL), persons with study-relevant final apprenticeship examinations, graduates of study-relevant schools for intermediate vocational education, professional academies, master- or master craftsman schools with a special university entrance qualification (Berufsreifeprüfung), or with a subject-relevant university entrance qualification examination (Studienberechtigungsprüfung)
 - (c) Application group 3: This group includes applicants with a general university entrance qualification who do not have any previous education relevant to the degree programme, in particular graduates of an academic secondary school (AHS), of a not subject-relevant college for higher vocational education, persons with not subject-relevant final apprenticeship examinations, graduates of a not subject-relevant school for intermediate vocational education, professional academies, master- or master craftsman schools with special university entrance qualification (Berufsreifeprüfung).
- (2) The application groups are to be spread equally across the available admission places and degree programmes/organisational forms. For that reason, the percentage share of each application group vis-à-vis the total number of applicants for the degree programme and/or organisational form is to be determined. The available admission places per degree programme and per organisational form are to be allocated to the application groups in accordance with those percentage shares, rounded up to full admission places.

§ 5 Procedural steps of the admission process

- (1) In any case, the admission procedures consist of the following procedural steps:
 - a) Online registration by applicants
 - b) Analysis of the application documents and educational profile to date
 - c) Personal interview conducted by an admission committee
 - d) Admission decision taken by the Head of Degree Programme

- (2) It is permitted to conduct standardised tests as an additional procedural step before the admission interview. These may include personality, intelligence structure and professional qualification tests. The decision on whether to carry out such tests is made by the Head of Degree Programme. If this option is used, it must be published on the website for a given academic year by the end of October at the latest, stating the areas tested, the expected average duration of the tests as well as the registration and implementation process.
- (3) All the procedural steps cited in para. 1 are to be applied to every applicant. If the number of applicants exceeds 2.5 times the number of available admission places for a given degree programme/organisational form, a negative admission decision can already be taken as per para. 1 lit. d) for the number of applicants exceeding 2.5 times the available places once procedural steps a) and b) of para. 1 or any additional tests as per para. 2 have been completed. This is done based on the rankings derived from these procedural steps. If this measure is implemented, that procedure is to be used for all applicants in the same application group for the academic year in question.

Also, if negative admission decisions are taken before all procedural steps have been completed, compliance with the requirement pursuant to § 4 para 2 must be ensured.

§ 6 Responsibilities of the Head of Degree Programme

The Head of Degree Programme is to ensure the proper running of the admission process and is responsible for taking admission decisions (§ 9). Transparent documentation of the admission decisions shall be ensured, especially for negative admission decisions based on § 5 para. 3. Decisions on excluding an applicant from the admission process (§ 10 para. 1) are to be taken by the Head of Degree Programme in agreement with the Head of the University of Applied Sciences Board.

§ 7 Analysis of application documents and education profile to date

- (1) Within the framework of the application process the following documents are to be provided by the applicants:
- a) Passport
 - b) Recent passport photo
 - c) CV showing the education and training history and, where applicable, professional career and professional duties to date.
 - d) A letter of motivation setting out the motives behind the application for the degree programme, the interest in the professional area, and a personal assessment of the practical value of the content taught during the degree programme.
 - e) When applying for a degree programme which primary language of instruction is German: Proof of German language skills at level B2 of the Common European Framework of Reference for Languages, whereby certificates from schools or training courses which primary language of instruction is German and with which the fulfilment of the admission requirements according to para. 2 and 3 is documented shall be accepted as proof.
 - f) When applying for a degree programme which primary language of instruction is English: Proof of English language skills at level B2 of the Common European

Framework of Reference for Languages, whereby certificates from schools or training courses which primary language of instruction is English and with which the fulfilment of the admission requirements according to para. 2 and 3 is documented as well as the successful completion of English as part of the university entrance qualification examination (Universitätsreifeprüfung, Studienberechtigungsprüfung), or additional examination at CAMPUS 02 (Zusatzprüfung) shall be accepted as proof.

- g) When applying for a degree programme that requires supporting professional activity as admission prerequisite: Proof of professional activity

- (2) In addition to the documents pursuant to para. 1, applicants for Bachelor degree programmes must provide the following documents as part of the application procedure:

Proof of fulfilment of the admission requirements (certificates with grades and documents which confirm the general university entrance qualification or the relevant professional qualification, e.g., secondary school leaving certificate, final apprenticeship examination; if certificates of the general university entrance qualification are not yet available at the time of application, the last available annual report from the secondary school must be submitted).

- (3) In addition to the documents pursuant to para. 1, applicants for Master degree programmes must provide the following documents as part of the application procedure:

- a) Proof of fulfilment of the admission requirements (documents confirming completion of a subject-relevant Bachelor degree programme or an equivalent degree programme at a recognised national or foreign post-secondary educational institution); if diplomas or certificates of graduation are not available at the time of application, a current certificate of all academic achievements to date (Transcript of Records) according to lit. b)
- b) Certificates with grades of achievements of previous degree programme(s) (transcript of records)
- c) Description and argumentation of subject-relevance of previous degree programme(s) based on the transcript of records. In the application for the Master degree programme the Head of Degree Programme is to define subject-relevance by specifying the minimum number of ECTS credits required in the core subject areas which must have been successfully completed in the previous degree programme.
- d) Proof of fulfilment of the admission requirements for previous degree programme(s) (documents confirming general university entrance qualification or relevant professional qualification e.g., secondary school leaving certificate, final apprenticeship examination)

- (4) Moreover, for information of the commission and for a better presentation of their suitability for the intended degree programme, the following documents may also be provided by the applicants:

- a) Job or function description of the current professional activity
- b) Evidence of other relevant education and further training courses
- c) Summary of academic work (Bachelor's -, Diploma -, Master's theses) completed in previous degree programmes

- d) Letter of support from the employer in case of current employment, which suggests that the employer supports the application and that time flexibility for studying alongside a job will be given.
 - e) Letters of recommendation, from current or former employers or teachers or university lecturers which recommend the applicant for the intended degree programme based on subject-related and/or personal qualifications.
 - f) Other documents as defined by the Head of Degree Programme.
- (5) The analysis of the application documents and the criteria to be applied serve to evaluate the following admission criteria:
- a) Performance capacity, performance orientation and motivation
 - b) Meticulousness and commitment
 - c) Capacity for written expression
 - d) Interest in the professional area of the degree programme
 - e) Relevance and level of prior education and further training
 - f) Relevance and duration of professional experience, particularly for extra-occupational organisational forms
 - g) Support from the employer, particularly for extra-occupational organisational forms

§ 8 Interview by an admission committee

- (1) An invitation to an admission interview for an application for a Bachelor degree programme presupposes that the applicant has provided the documents according to § 7 para. 1 lit. c (curriculum vitae) and lit. d (letter of motivation), as well as § 7 para. 2 (certificate of proof of fulfilment of the admission requirements or the most recent available annual report). An invitation to an admission interview for an application for a Master degree programme presupposes that the applicant has provided the documents according to § 7 para. 1 lit. c (curriculum vitae) and lit. d (letter of motivation), as well as § 7 para. 3 lit. a (certificate of proof of fulfilment of the admission requirements or certificate of achievements in previous degree programme) and lit. b (certificates of achievements of previous degree programme), and lit. c (presentation of subject-relevance of previous degree programme). For applicants from third countries, the invitation to the admission interview presupposes that all documents according to § 7 have been provided.
- (2) The oral personal interviews are to be carried out by an admission committee.
- (3) The committee is to be made up of at least two persons, whereby the Head of the relevant Degree Programme, or his*her appointed representative are obligatory members of the committee.
- (4) A change of commission members during the admission procedure for the same academic year of a degree programme or organisational form is to be avoided to achieve utmost objectivity.
- (5) For reasons of confidentiality, the admission committee interview is not public.
- (6) The admission interview serves on the one hand to concretise and expand on findings regarding the admission criteria gained from the analysis of the application documents in

accordance with § 7 para. 5. On the other hand, the following additional admission criteria are to be evaluated:

- a) Personal appearance
- b) Verbal communication skills

- (7) The admission interviews can also be conducted as video conference.

§ 9 Admission decision taken by the Head of Degree Programme

- (1) All individual results from the procedural steps in accordance with § 5 para. 1 lit. b) and c) as well as any tests are to be evaluated in points.
- (2) In the application for accreditation, the Head of Degree Programme must define how the individual assessments taken at each procedural step are weighted in percent to form the overall assessment of an applicant. Whereby the procedural step pursuant to § 5 para 1 lit b) shall be weighted with at least 50 % in total. The overall assessment must be based on the exemplary presentation of the results provided in the annex. If there is a differentiation between the analyses carried out or the applied weightings depending on the type of study organisation or the application groups, this information must also be included in the application for accreditation.
- (3) If the Head of Degree Programme chooses to utilise the option of standardised testing according to § 5 para. 2 in a given application year, the divergent weighting of procedural steps due to the additional process step for that application year must be published on the website. The analysis of application documents and the previous educational history, along with the testing, must be weighted at a minimum of 65%.
- (4) The Head of Degree Programme has to produce a ranking list for the Master degree programmes and a ranking list per application group for the Bachelor degree programmes. The ranking per application group is produced based on the overall mark expressed in percent in which only the individual assessments obtained in the procedural steps as per § 5 para. 1 lit. b) and c) as well as any test results (if applicable) are included in accordance with the chosen weighing as per para. 2 and 3 above.
- (5) The admission decision is solely based on the ranking lists which are to be finalised by the Head of Degree Programme once the admission procedure has come to an end.
- (6) The admission decision is either "accepted" or "rejected". Every applicant is informed of the admission decision in writing.
- (7) Admission decisions may be made for individual applicants who have gone through all the process steps in the application year as per § 5 before the end of the entire admission process, if it is almost certain that the applicants concerned would also be admitted or rejected after the final ranking list is available. Attention shall be paid to comply with the requirements pursuant to § 4 para. 2. To determine the percentage per application group (cf. § 4 para 2), average values from past admission procedures may be used in this case.
- (8) Applicants who have a chance of being admitted to the degree programme based on the intermediate rankings in the current admission procedure can be notified about the

admission to a waiting list. Such notifications shall be replaced by notifications of the admission decision immediately after the final allocation of study places for the academic year has taken place.

- (9) In the event that study places are not taken up by accepted applicants, they shall be offered to applicants who are next in line on the relevant ranking list.
- (10) The applicant must be granted access to the assessment and evaluation documents if he/she requests this within three months of the notification of the admission decision. The review of questions concerning personal suitability are excluded from the right of inspection. A complaint pursuant to § 10 para. 6 FHG must be submitted by applicants to the Head of the University of Applied Sciences Board no later than 14 days after the start of the first course.

§ 10 Exclusion from the admission process

- (1) Use of not permitted means or false pretences during the admission test as well as gross disrespectful and improper behaviour shall lead to the exclusion of the applicant.
- (2) In particularly serious cases of gross disrespectful and improper behaviour, the applicant may, by a resolution of the University of Applied Sciences Board, be permanently excluded from applying to CAMPUS 02.

§ 11 Reapplication and change of degree programme

- (1) Preferential selection in the admission process on the grounds of an application already submitted for a previous academic year is not permitted.
- (2) Applicants who have applied in a former academic year for a given degree programme at CAMPUS 02 and who reapply for the same or a different degree programme at CAMPUS 02 are required to complete all procedural steps of the admission process once again as per § 5.
- (3) Correspondingly para. 2 is also valid for CAMPUS 02 students who wish to move to a different CAMPUS 02 degree programme.
- (4) The admission procedure for a degree program can be repeated without limitations. However, repeated participation in the admission procedure in the same academic year is excluded.

§ 12 Admission procedure for university courses

- (1) In the event that the number of foreseen applicants who fulfil the admission criteria for a university course is higher than the number of available admission places for the respective university course, an admission process is to be conducted under the responsibility of the Head of University Course.

- (2) The criteria established for the admission decision as well as the individual steps of the admission process are to be defined in the application for the introduction of the university course and made accessible to foreseen applicants in an appropriate manner.

Annex: An example of the presentation of an applicant's results

Degree programme: Bachelor degree programme in Financial Accounting & Management Accounting

Organisational form: full-time

Application group: 2

Applicant's name: **A. N. Other**

Procedural step	Maximum no. of points available	Points gained	Result in % of the maximum no. of points available	Weighting of partial result in %	Weighted partial result in %
b) Analysis of the application documents and of the training profile to date	100	75	75 %	50 %	37,5 %
c) Admission committee interview	100	88	88 %	50 %	44,0 %
Total	200	163		100%	81,5 %