

FAQ – Frequently Asked Questions regarding Studying without a School-leaving Exam

Admission:

Q: Under which conditions can I study without a school-leaving exam?

A: An appropriate professional qualification must be demonstrated by one of the following proofs:

- Completed secondary vocational college (e.g., secondary commercial college, at least three years) or
- Completed apprenticeship (three years minimum) which is oriented towards the job profile of the requested degree programme or
- Completed German advanced technical college entrance qualification with the focus on business or economics studies (German “Fachhochschulreife), or the Swiss National Vocational Qualification (NVQ) with the same focus (Swiss “Berufsmaturität”)

Q: I have completed my education without school-leaving exam abroad. What do I need for the admission?

A: For the admission procedure you need either the proof of having completed the German advanced technical college entrance qualification or the Swiss NVQ with the focus on business or economics studies (see no. 1), or proof of an equivalent appropriate professional qualification.

Q: How does the admission procedure work?

A: You submit your application for your chosen degree programme online, and will be informed which supplementary exam(s) you must take for the admission procedure. You will take the supplementary exams together with the admission test and the interview in the summer semester at our university.

You can find details of the admission procedure on our [website](#).

Q: Which deadlines are to be met for an application without school-leaving exam?

A: Applications can be submitted until 15th May via our [application portal](#). The deadline for international non EU/EEA applicants ends already on 15th March.

Q: Can I complete my apprenticeship and the admission procedure in the same year?

A: Yes, this is possible. You have to produce evidence that you completed your apprenticeship before the degree programme starts.

Q: Can I change from one university of applied sciences to another without having a schoolleaving exam?

A: As not all universities of applied sciences have the same admission requirements, you may be asked to do (further) supplementary exams at another university of applied sciences.

Supplementary Exams

Q: Which supplementary exams must be taken?

A: For all bachelor programmes, supplementary exams in Mathematics and English are required.

If you would like to apply for the degree programme “Logistics and Transport Management”, you must also take a supplementary exam in German.

Q: Can I apply if my mother tongue is not German?

A: Yes. In order to be admitted to German-taught courses of studies, however, you must be a competent speaker of German (C1 level). Your language competence will be assessed during the admission interview, which may result in taking a supplementary exam in German. No German is required for an admission to the English-taught degree programmes.

Q: How can I prepare best for the supplementary exam(s)?

A: There are no regulations on how you have to prepare for the supplementary exam(s), i.e. you do not have to attend any compulsory courses. From March to June, BFI Vienna offers preparation courses which match the requirements of the supplementary exams. Of course, you can also prepare in any other manner that you find suitable.

Q: What is tested in the supplementary exam(s)?

A: The requirements for the university entrance qualification exam apply:

- German: an essay about a general topic
- Mathematics: the level of the 11th/12th form needs to be attained
- English: B2 level (according to the Common European Framework of Reference for Languages), C1 level if you have applied for English-taught degree programmes. The exam contents are not specified any further.

Q: How is the supplementary exam carried out?

A: The supplementary exam consists of a written and an oral part. The written part lasts one hour each, afterwards the oral exam takes place. During this part of the exam, the written performance and results will also be communicated.

Q: How many exam dates are there?

A: UAS BFI Vienna offers two appointments to choose from for the supplementary exam (in March and June every year).

If you miss or fail an exam, you can take it again the following year. Additional exam dates may be offered if required, but they cannot be claimed.

Q: Which costs are incurred by taking the supplementary exam?

A: The exam is free of charge. You will only incur costs for the (non-mandatory) courses you may attend for preparation.

Q: How long does a supplementary exam once passed remain valid?

A: Exams you have passed in Mathematics and English (as of 1st January 2009) remain valid indefinitely.

Q: Can I obtain credits for exams previously taken?

A: The exam parts in English, mathematics, and German (essay) of the vocational matriculation qualification (which has not been taken completely) may be considered for supplementary exams, as well as exams in mathematics and English (B2 level) of the university entrance qualification exam.

Additional qualifications previously acquired at Vienna FH of Management and Communication are also recognised by us.

Q: How well must I be able to communicate in English?

A: In our German-taught programmes, more and more courses are provided in English so good English skills (at least B2 level) are required from the start in order to be able to follow the courses. A very good knowledge of English grammar is particularly important. For the English taught degree programmes, English skills at C1 level are required.