

## FAQs (bachelor degree programmes)

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### Admission interview and test

**Q: When are the admission interviews and tests held?**

A: Admission interviews and tests for all degree programmes take place during the summer semester (April-June). After we have carried out a detailed check of your application, you will be able to select an appointment for an admission interview and test via our application platform from around mid-February. We will contact you by e-mail as soon as the appointments have been posted on the portal.

Please note that the choice of appointments will be limited if you submit your application at a very late stage.

**Q: How can I prepare for the admission test?**

A: We publish preparation materials for the admission test on our website. These cover general business administration as well as the degree-programme-specific parts of the test. The maths and English sections require knowledge at the level of the Austrian secondary school-leaving certificate (Matura). We do not provide preparation materials for these sections.

**Q: How are the admission test and the interview weighted?**

A: The test makes up 90% and the interview 10% of the total points awarded for the admission assessment.

**Q: Will I need a calculator for the admission test?**

A: You are allowed to use a non-programmable calculator for the admission test. Please bring your own calculator. A list of the calculators which you are allowed to use is available on our [website](#).

**Q: When will I find out if I have been offered a place on the degree programme?**

A: After your admission test, we will let you know when you will be notified about the outcome of your application. The final places on our degree programmes are awarded by early July at the latest.

**Q: I am not taking my school-leaving exams (Austrian Matura or equivalent secondary school leaving certificate) until autumn. Can I still apply?**

A: You must have passed your school-leaving exams (Matura or equivalent) before the start of the programme you apply for. This means we cannot offer you a place on one of our part-time degree programmes if you take your school-leaving exams in autumn. For full-time programmes, you must have passed your school-leaving exams by September. We cannot accept your application if you are planning to take your school-leaving exams in October.

**Q: Can I apply for two or more degree programmes?**

A: Yes. You only need to sit one admission test if you are applying for two programmes. However, if you apply for more than two programmes, you will have to take at least two tests on different appointments. To register for additional test appointments, please contact the secretaries' office by telephone (+43 [0]1 720 12860) or e-mail ([info@fh-vie.ac.at](mailto:info@fh-vie.ac.at)), as this cannot be done via our application platform.

For organisational reasons, please let us know your final decision about the degree programme you wish to enrol on as soon as possible after we have informed you about the success of your applications.

## Practical and organisational considerations

**Q: When will my courses take place?**

A:

Full-time degree programmes: lectures are held Monday to Friday between 8am and 5pm.

You will have one lecture-free day every week. This is normally the same day for the whole of a semester, and differs between the various programmes and year groups.

Part-time degree programmes: lectures are held Monday to Thursday between 6pm and 10pm, Friday between 4.20pm and 10pm, and Saturday between 8am and 6pm.

You will have at least one lecture-free evening every week. This is normally the same evening for the whole of the semester, and differs among the various programmes and cohorts.

**Q: When are the holidays?**

A:

Full-time programmes: holidays are based on the Austrian academic calendar.

Part-time programmes: holidays are based on the school semesters for schools in Vienna.

**Q: Can I change from the part-time format to the full-time format of my programme, or vice versa?**

A: We do our best to accommodate students who want to change programme formats. A place on the relevant programme needs to be available, however, and you must have completed the preceding semester of your current programme.

**Q: Do I have to be in employment to study on a part-time programme?**

A: No, it is not compulsory for part-time students to be in employment.

**Q: What exactly are the mandatory attendance rules? How many lectures of a course can I miss?**

A: In principle, students must attend all the lectures, seminars etc. of the courses they are taking. However, we realise that this is not always possible. The minimum attendance rate for each course is therefore 70%, which means you can miss 30% of the contact hours without a valid reason for apology /permission.

**Q: What happens if my absence from a course exceeds the permitted 30%?**

A: If you miss more than 30% of the teaching units for a particular course, you automatically lose one of your three exam attempts for that course, with the third attempt being a board exam. In the case of courses with no final exam, you must do compensatory work for the missed units.

**Q: Why is attendance compulsory?**

A: University of Applied Sciences programmes are designed to provide a professional, academic education which is to be completed within a specified time period. Students are taught in relatively small groups and a large proportion of contact time is devoted to practical work and project-based activities. Linked to this, mandatory attendance promotes the development of knowledge and skills.

**Q: How much are the student fees?**

A: All students (EU/EEA citizens and students from third countries) pay student fees of EUR 363.36 per semester plus EUR 20.20 student union dues (as of the 2019 winter semester).

**Q: What is the Austrian Students Union fee, and why do I have to pay it?**

A: The Austrian Students' Union (ÖH) is the official representative body for the 250,000-plus students in Austria, and, at all hierarchical levels at universities, protects the interests of students.

Under the relevant legislation, since the beginning of the 2008 summer semester students of universities of applied sciences have automatically become members of the ÖH. This means that as a student of our university, you are required to pay an Austrian Students union fee. The fee of EUR 20.20 includes an insurance contribution of EUR 0.50. They are collected by the university before being transferred to the Austrian Students union.

## **Studying without a secondary schoolleaving certificate (Austrian Matura or equivalent)**

**Q: How can I study at UAS BFI Vienna if I do not have a secondary school-leaving certificate?**

A: If you do not have a secondary school leaving certificate, you need to have one of the following vocational qualifications:

- Successful completion of a higher vocational school education lasting at least three years (e.g. at a Handelsschule [commercial school])
- An apprenticeship (lasting at least three years) which is relevant to the degree programme in question
- A German higher education entrance qualification in a business subject

**Q: What supplementary exams do I have to pass?**

A: In most cases, you will have to pass supplementary exams in maths and English. Applicants for the Logistics and Transport Management degree programme also need to pass a supplementary exam in German.

**Q: What is the best way of preparing for these additional exams?**

A: We do not have any rules about how you should prepare for the additional exams, so you are not required to attend the preparatory courses offered by the university. The

preparatory courses for our supplementary exams run between March and June. You can also choose to prepare in other ways.

**Q: What is the content/level of the supplementary exams?**

A: The exams are based on the requirements of the Austrian university entrance qualification exam:

- German exam – you are required to write an essay on a general topic
- Maths exam – the questions are set at a level equivalent to that of school year 11/12 in Austria
- English exam – the questions are set at Common European Framework of Reference for Languages (CEFR) B2 level

We are not permitted to specify the exam contents any further.

**Q: What format do the supplementary exams take?**

A: The supplementary exams consist of a written and an oral part. The written part lasts one hour, and is followed by the oral part. The oral part is based on your answers in the written part. You will receive the result immediately at the end of the exam.

**Q: How many exam appointments can I choose from?**

A: We offer a choice of two appointments for supplementary exams. You can select an appointment in March or in June. If you miss or fail an exam, you can take/retake it the following year. Further appointments may be offered where necessary, but the university is under no obligation to do so.

**Q: Do I have to pay to take an supplementary exam?**

A: It doesn't cost anything to take one of our supplementary exams. However, we do charge fees for the (optional) preparatory courses we offer for the supplementary exams.

## **International applicants**

**Q: Can I apply if my first language is not German?**

A: Yes, but please note that you need to have very good German language skills to be accepted onto one of our German-language degree programmes (minimum CEFR C1 level). Your level of German will be assessed as part of the admission test, and you may be asked to sit a supplementary German exam.

You do not need to speak German to be accepted onto our English-language European Economy and Business Management or Banking and Finance degree programmes.

**Q: How good does my English need to be?**

A: We offer more and more of our courses in English. This is why students on all degree programmes need good English skills from day one in order to be able to follow their lectures. A thorough knowledge of English grammar is particularly essential.

Your English needs to be very good to be accepted onto our English-language European Economy and Business Management or Banking and Finance degree programmes (CEFR C1 level).

Your English proficiency will be assessed as part of the admission test, and you may be asked to sit a supplementary English exam.

**Q: Who should I contact to find out if my foreign qualifications are sufficient for acceptance onto a programme?**

A: Please contact our admission office:

[admission@fh-vie.ac.at](mailto:admission@fh-vie.ac.at)

Marion Haberfellner

Tel. +43 (0)1 72012 86937

## Semesters abroad and traineeships

**Q: Is it possible to spend a semester abroad as part of my degree programme?**

A: UAS BFI Vienna has a strong international focus. So we welcome students who are interested in spending a semester abroad. Our students have the following options:

- **Europe:** you can study at one of our partner universities as part of the Erasmus+ programme. You are not charged student fees and receive a monthly grant.
- **Worldwide:** we have bilateral agreements with other partner universities in Europe and overseas. You pay reduced or no student fees for study semesters at these universities. As a 'free mover', you select your preferred university and apply independently. In most cases you will be charged student fees.

**Q: What is a double degree? Do all degree programmes at UAS BFI Vienna offer double degrees?**

A: As a student at our university, you have the opportunity to study for a double degree and enhance your international career chances as a result. On a double degree programme, you complete part of your degree at your selected partner university and, with only a limited period of additional study, receive degrees from both universities –

- an Austrian degree from UAS BFI Vienna and
- a degree from the partner university.

How your studies abroad are recognised is clearly set out and guaranteed in a contractual agreement.

Visit our [website](#) to find out what double degrees are currently offered.

**Q: It is not possible for me to spend a whole semester abroad. Will I still be able to study abroad?**

A: The university is committed to enabling part-time students and students with family commitments to gain international experience. We therefore also offer short student mobility options. Alongside conventional one-semester exchanges, students can also gain international experience by participating in international weeks where they meet and work with students from other European countries.

**Q: I am currently employed. Will I have to do a traineeship?**

A: If you have a job that is relevant to your degree programme, you may be able to complete the traineeship – which is compulsory under the University of Applied Sciences legislation – at your current place of work. Your job must involve a high degree of personal responsibility and you must be working in a profession for which your degree programme prepares students. It is possible to fulfil these requirements by completing a suitable job rotation programme at your current place of work.

**Q: Can I do my traineeship abroad?**

A: Students at UAS BFI Vienna can complete their traineeships abroad. Funding is available for students who do their traineeships in another European country under the Erasmus+ programme.