University
of Applied Sciences
for Business & Society
BFI Vienna

Guideline
Application & Admission

Master's degree programmes I UAS for Business & Society

Everything you need to know about the admission procedure

Application & deadlines I Preparation I Admission test & interview I Study fees I Start of studies

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Hello!

We are pleased that you intend to apply or have already applied to the University of Applied Sciences for Business & Society BFI Vienna. This comprehensive overview guides you through the admission procedure from your registration in the application portal to your admission to your chosen degree programme.

If you have any further questions, please contact our info point:
Email: info@hwg.at
Phone: +43 1 720 12 86

We wish you much success in the admission procedure!

Your UAS for Business & Society

1. Timeline

2. Application deadlines

The application portal is open for you from **1 October**.
All information about the application deadlines can be found on our website.

3. Registration on the application portal

Check & Act

After registering on our application portal, you will receive your personal **access code by email**. Remember to check your spam folder if you have not received your access details immediately.

Applications submitted via third parties are not permitted.

Should your personal data change during the admission procedure, please contact our info point at info@hwg.at or +43 1 720 12 86.

4. Deposit

If you have met your **admission requirements** in a **non-EU or non-EEA country** and if you are **a third-country national**, you will be charged a deposit of **EUR 200,-** during the submission of your application. This deposit will count towards your tuition fee for the first semester if you are admitted to one of our degree programmes. If you decide not to study at UAS for Business & Society, we will refund your deposit after the admission procedure is completed in autumn (in November). For more information, please refer to the general terms and conditions.

Please note that the payment must be received in our bank account **before the application deadline, otherwise your application cannot be considered.** If you transfer the deposit using a payment method other than a credit card, this may take a few days.

5. Application for your desired degree programme

Check & Act

Use your access data to log in to the application portal again. Now you can select your desired degree programme – several are also possible. Please complete all fields and upload the required documents. All mandatory documents are marked in red. If documents relevant for admission are still missing at the time of application (e.g. your bachelor or diploma certificate), then upload your last available educational document (e.g. current transcript of records). Please indicate in your CV when you expect to receive the access-relevant certificate and submit it via the application portal as soon as you receive it.

Important: This generally applies to applications with educational documents from EU/EEA countries.

Required documents for applications to master's degree programmes:

- ✓ CV
- ✓ Passport photo
- ✓ Passport
- ✓ Secondary school leaving certificate [1] **or**
  university entrance qualification exam [1] **or**
  subject-relevant apprenticeship diploma plus certificate of a vocational school [1] **or**
  graduation from a school for intermediate vocational education (BMS) [1]
- ✓ Bachelor or diploma certificate [1]
- ✓ Transcript of records [1]

[1] Complete document and colour scan, please.

Once you have completed all the data on the application portal and uploaded your documents, please submit your application. This step must be done separately for each degree programme you have chosen in the **menu item "Overview"**.

5.1. Application status

Check your application status in the application portal under the **menu item "Overview"**:

Application received: Your application has been sent successfully.

Application being processed: Your application will be processed by our staf . The processing time may vary depending on completeness of your documents and the volume of applications we receive.

Admitted to the admission test (appointment booking from February): If you submitted your application between **October and February**, it is (provisionally) complete, and you meet the admission requirements, or we have informed you that additional documents are required (e.g. completion of your studies is pending). You will receive further information on the admission test by email from **mid-February** onwards.

Admitted to the admission test: If you submitted your application between **February and May,** and it is (provisionally) complete, you meet the admission requirements, or we have informed you that additional documents are required (e.g. completion of your studies is pending). You will receive further information on the admission test shortly.

Admission test completed: You have taken the admission test and have been included in our ranking for study place allocation.

Study place conf rmation: We will conf rm your study place by email. As soon as the education contract is sent to you (see chapter 9), your status on the application portal changes to "Study place conf rmation".

5.2.Applicants with foreign documents & international degrees

Please have any documents not issued in German or English translated into one of these two languages by an **authorized translator** and upload the translation to the application portal together with the original document. Depending on the country, where your documents were issued, dif erent legalisations may be required. The Legalisation List for Higher Education of The Austrian Federal Ministry of Women, Science and Research provides detailed information on the required legalisation for your documents.

For specif c admission requirements related to foreign school leaving or degree certif cates, or international certif cates, please contact our Admission Of ce. We will inform you if supplementary exams are required. Supplementary exams must be taken in addition to the admission test before the start of the degree programme at UAS for Business & Society. For more information, please refer to the general terms and conditions.

Required language level
For our degree programmes of ered in German, you require German language skills at CEFR-**level C1** and English language skills at level **B2**.

For the degree programmes of ered in English you require English language skills at CEFR-**level C1**. German language skills are not required.

Your language skills will be assessed during the admission test. If necessary, supplementary exams in German or English may be prescribed.

5.3. Applicants with special need

A barrier-free access to the institution and our degree programmes is very important for us. If you want us to accommodate your special needs during your admission procedure, please remember to contact Darina Fencl-Mescic (Teaching and Learning Center) in time.

5.4. Bridging courses

If you generally meet the admission requirements but lack **a few ECTS credits** you can make up for these in selected bridging courses. If this applies, the degree programme ECTS coordinator will invite you to register for one or more bridging courses.

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6. Your master's admission procedure

The admission procedure for master's degree programmes consists of an online admission test followed by an oral part, which may be an interview, presentation or in another suitable format.

6.1. Choosing your admission test date

Check & Act

As soon as we have checked your application and you meet the admission requirements, we will invite you to the admission test. Your status under the **menu item "Overview"** will change to **"Admitted to the admission test"** for the respective degree programme(s). The test takes place on several dates in the summer semester. From mid-February onwards, we will inform you by email that you can now book your test date **yourself** within seven days.

Please note: This deadline may be shortened if you have only applied by the end of the application period. Again, you can book your test date via the application portal under the **menu item "Admission test"**, where you can also see your booked date (for each degree programme).

In order to book an appointment for the admission test, you must first provide information on the educational qualifications of your parents or caregivers in a parental role under the **menu item "Personal data"** on the application portal. This information will be sent to Statistics Austria. UAS for Business & Society is legally obliged to collect this data from its applicants for the Federal Ministry of Women, Science and Research before they take the admission test and to forward it accordingly.

Cancellation or change of test date is not possible. Please contact our info point at info@hwg.at or +43 1 720 12 86 in good time if you need to postpone an already fixed date for urgent reasons.

If you have not booked a date for the admission test within the specified period, we regret that we will not be able to consider your application any further and you will be excluded from the admission procedure.

6.2.Access details for your admission test & your sample test

Check & Act

Within **24 hours** of booking your appointment for the admission test, you will find your access data for the online test portal in a green box under the **menu item "Admission Test"** on the application portal. You can use these to log in at any time and take a sample test. This serves to check the technical functionality, does not reflect any questions from the admission test and will not count towards its result. We highly recommend that you complete the sample test.

All information regarding the technical requirements for both the sample and admission test can be found here. You will need a **laptop or PC with a camera and microphone** (tablets and mobile phones are not compatible) and the **Chrome browser**. If required, IT support is available on the day of your admission test at support@e-learning-consulting.com or +43 1 361 97 67 17.

6.3.How to prepare for your admission test

Check & Act

For optimal preparation, you can find individual study materials for the admission test for each of our master's degree programmes on our website starting at the end of January. Participation in courses from external providers is not required.

Once you have taken the test, you will be informed by the degree programme about **time, duration, content** and **format** of the second (oral) part of the admission test. The online admission test is assessed at **40%**, the oral part at **60%**.

6.4. Taking the admission test

Check & Act

On the day you choose for the admission test, you will have **24 hours** to complete all parts of the test, starting at **00:00** and ending at **23:59 (local time Vienna)**. This gives you maximum f exibility to take the test with as little stress as possible. Once a test section has been started, you can no longer interrupt it. However, you may take breaks between individual test sections. Please note that we can only rank you for a study place if you have completed all required test sections. Please ensure that the camera of your laptop or PC is turned on during the test and that you are clearly visible and recognizable.

Should you have any **technical problems** during the admission test, IT support is available from **09:00 to 17:30 (local time Vienna)** at support@e-learning-consulting.com or +43 1 361 97 67 17. In your own interest, please report all technical problems to IT support immediately.

All applicants who have taken the written test will then be invited to the oral part.

6.5. Admission interview

After the admission test, the oral part takes place as an **interview**, a **presentation** or in **another suitable format**. You will receive all details and requirements in timely manner. The total number of points achieved in both test parts determine your place in the ranking list for a study place.

After both parts of the admission test have been evaluated, your status on the application portal will change to **"Admission test completed"**.

7. Information & advisory

We of er a wide range of information and advisory services for you: from (online) info sessions on our bachelor and master programmes, to individual counselling appointments, all the way to on-campus events. This allows you to explore our degree programmes, experience campus life, and address all your questions directly to lecturers or students.

8. Study place conf rmation or place on the waiting list

We inform our best applicants at an early stage that we would like to of er them a place on the degree programme (**mid-April or mid-May**). Even if you do not receive a study place conf rmation, you still have a chance to study at the UAS for Business & Society: The f nal ranking will be made at the **end of June/beginning of July,** and all applicants will be informed by email about their admission or a place on the waiting list at the latest by then. Please give us quick feedback if you accept an of ered place or if we can pass it on to other applicants on the waiting list.

9. Your education contract

Check & Act

Your education contract including all attachments as well as information on transferring the tuition fee and the Austrian Students Union fee ("ÖH-Beitrag", see chapter 10) will be emailed to you a few days after your study place conf rmation. Your status on the application portal will change to **"Study place conf rmation"**. After signing your education contract, please scan it in its entirety and upload it via a link provided by us.

Your place will be secured when the signed education contract is uploaded, and the tuition fee is paid within **14 days**.

10. Tuition fee & Austrian Students Union fee

The tuition fee amounts to **EUR 363.36** per semester and currently the Austrian Students Union fee („ÖH-Beitrag") stands at **EUR 26.20** per semester. This applies to Austrian as well as to international students. Participation in the admission procedure incurs no fees. If you have been prescribed one or more supplementary exams as part of the admission process, the examination fee must be paid prior to taking the exam(s). For more information, please refer to the general terms and conditions.

11. Starting your studies

You will receive all details regarding **enrolment, student account** and the **f rst semester** (start of studies, timetable etc.) from your programme coordinator in good time before the start of studies via email. The winter semester starts in **early September** for career-parallel degree programmes and in mid-September or **early October** for full-time degree programmes.

You must bring and present your **original admission certif cates** (e.g. e.g. bachelor certif cate or diploma supplement) to your f rst administration meeting. Please note that (certif ed) copies are not suf cient. You will also receive your **student ID card** here. International certif cates must be presented to the Admission Of ce. You will be contacted via email regarding this during the summer.

12. Data protection & Imprint

Information on the processing of your personal data is available in the application portal of the UAS for Business & Society Vienna or here.

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