University
of Applied Sciences
for Business & Society
BFI Vienna

Admission requirements
International Banking & Finance

1. Professional admission requirements

Graduates of a bachelor degree programme at a university of applied sciences or an equivalent degree course at a recognized domestic or foreign post-secondary educational institution (§ 4 (4) FHG) can apply for this master degree programme. Studies relevant to the master programme include

- studies in social sciences and economic sciences
- studies in natural science
- studies in engineering sciences
- law studies

For all educational qualifications, the following subject areas must have a required subject-relevant level (minimum number of ECTS points):

- Business administration and/or Economics: 6 ECTS
- Mathematics and/or Statistics: 6 ECTS

Applicants whose first language is not English must have English language skills at level C1 of the Common European Framework of Reference for Languages. English language skills are tested as part of the admission procedure.

2. Proof of subject relevance

Proof of the subject relevance of the above-mentioned disciplines required for admission can be inferred from the completion of courses in the context of postgraduate professional continuing education (e.g. MBA, MSc).

Proof of the subject relevance required for admission can be provided to the maximum extent defined below for each subject area by means of relevant vocational training or further training at a certified institution and/or by means of certified education or continuing education (in each case by a recognized certification body) or by means of relevant professional activity.

Proof is provided by means of a certificate/diploma obtained by means of performance assessment or, in the case of practical professional knowledge, by other evidence such as a reference by the employer and a description of the competencies.

If you would like to apply with informally and non-formally acquired skills, see point 3; please contact the Recognition Office at recognition@hwg.at.

3. Consideration of informally and non-formally acquired skills

The recognition of competencies acquired outside the university is generally the responsibility of the head of degree programme and must be carried out on an individual basis at the request of the applicant. Double recognition of qualifications or competencies upon admission is not possible. A renewed recognition of competencies that have already been taken into account on admission to the degree programme is not possible for courses in the curriculum (no double recognition).

3.1. Competencies from vocational education and training

The successful completion of education and continuing education courses at certified Austrian and foreign educational institutions can lead to recognition in accounting/controlling through the completed certified accountant exam. The certificate must not be older than five years.
The degree programme director decides on applications for recognition of domestic or foreign further education on a case-by-case basis. In order to provide proof, the application for recognition of qualifications acquired outside the university as well as the certificate must be submitted. If necessary, the degree programme director may request further evidence of the completed education/continuing education or the creation of a competence portfolio. The portfolio is assessed by the degree programme director as part of a recognition procedure. If necessary, further evidence (e.g. detailed descriptions of the learning outcomes, the scope of the course, etc.) may be requested or a validation/specialist interview may be held.

3.2. Competencies from relevant professional activity

Competencies from relevant professional activities can be taken into account in business administration/economics and mathematics/statistics up to a maximum of 3 ECTS credits each.

Professional relevance of professional activity:

- in **business administration** if at least five years of management activity with budget, target and personnel responsibilities can be proven, which includes knowledge in fields of competence defined in more detail by the degree programme director

- in **economics** if proof of at least five years' experience in a managerial position in research or an economics department can be provided, which includes knowledge in areas of competence defined in more detail by the degree programme director

- in **mathematics/statistics** if at least five years of work in the field of actuarial mathematics, financial mathematics or in the preparation of national accounts can be proven, which includes knowledge in fields of competence defined in more detail by the degree programme director

The applicant must provide proof of relevant professional experience in the subject. The competencies acquired in this way must be presented in a competence portfolio, documented with evidence and validated by the degree programme director on a case-by-case basis. If necessary, the degree programme director may request further evidence (e.g. work samples, presentations, publications, etc.) or conduct a validation/specialist interview.

The reasons for rejecting applicants who do not meet the admission requirements are documented, as are the reasons for accepting applicants (i.e. which and how admission requirements have been met).