



Regulation on the Admission Procedure prior to the Admission to English-language Master's Degree Programmes

The Rectorate of the University of Klagenfurt, acting in accordance with § 63a (8) Universities Act (Federal Law Gazette I 120/2002 as applicable, hereafter: UG), and after seeking the opinion of the Senate, hereby issues the following regulation:

§ 1 Degree programmes and number of new students

The number of new students per academic year shall be set as follows for the degree programmes listed below, all of which are taught exclusively in English:

Degree Programme	Number of new students
International Management	35
Media and Convergence Management	35
Game Studies and Engineering	35

The limit set for the respective defined number of new students may be exceeded slightly.

§ 2 General principles and responsibilities

- (1) Admission to English-language Master's degree programmes as stipulated in § 1 shall be carried out in accordance with the admission procedure defined below, which shall be conducted separately for each of the degree programmes listed.
- (2) The admission procedure shall be carried out once in each academic year for studies scheduled to commence in the following winter semester, and shall apply to all prospective students for the Master's degree programmes listed in § 1, irrespective of their nationality.
- (3) The deadlines applicable to the admission procedure for each respective degree programme are published on the website (<https://www.aau.at/en/study/studying-at-aau/applying/entrance-examination/>) of the University of Klagenfurt.
- (4) The competent Programme Director shall mandate an Admissions Committee for the respective degree programme, comprised of at least three suitably qualified persons, which is tasked with conducting the evaluation of prospective students. The meetings of the Admissions Committee shall be attended by a qualified expert from the Admissions and Examinations Department.

- (5) The Programme Director is entitled to carry out the procedure specified in § 3 in several staggered stages. In this case, the deadlines for the separate stages and the number of places to be awarded at each stage must be announced in advance. The number of places to be awarded at each stage must be defined in such a way that the sum equals the total number of places as stipulated in § 1.

§ 3 Details of the admission procedure

- (1) The respective Master's degree programmes commence in every winter semester. The application can be lodged within the application deadlines published according to § 2 (3). The written application documents must be uploaded to the website of University of Klagenfurt.
- (2) Members of the Admissions Committee shall examine the application documents with respect to completeness as well as conformity with formal criteria (§ 5) and personal requirements (§ 6).
- (3) Following the examination of the application documents, a list of prospective students is drawn up, whom the Committee members regard to be suitable for the respective degree programme. These prospective students are subsequently invited to take part in a personal interview with members of the Admissions Committee, where applicable. If required, the personal interview can be conducted as a video conference (e.g. Skype).
- (4) Based on the evaluation of the submitted documents and of the personal interview, the Admissions Committee shall draw up a list, ranking the prospective students according to their qualification. This list shall be forwarded to the Rectorate.
- (5) The Admissions and Examinations Office, acting in consultation with the Programme Director and the Rectorate, shall inform the prospective students about the outcome of the admissions procedure.
- (6) The Programme Director is entitled to stipulate, no later than at the beginning of the application period or the application period for the first stage (see § 2 (5)), that the requirement to attend a personal interview (see para. 3) can be waived for all applicants in the relevant admissions procedure.

§ 4 Further details on the individual steps of the procedure

- (1) **Submission of written application documents:** These must be uploaded to the website of University of Klagenfurt within the stipulated deadlines. In order to prove compliance with the formal criteria (§ 5) and the personal requirements (§ 6), following documents must be included in any case:
 - a) A letter of motivation in English, in which the prospective student explains why she/he is seeking admission to the respective Master's degree programme.
 - b) An up-to-date curriculum vitae in English, which must provide information on education, native language(s) and foreign language skills.
 - c) Proof of completion of a relevant or equivalent degree as stipulated in § 64 (3) UG (referred to as "elementary degree" hereafter). Prospective students who have not yet completed their degree at the time of application, are required to

provide evidence of their academic achievements in the form of a Transcript of Records and the associated curriculum in German or English.

- d) A list of the grades achieved for all examinations completed during the elementary degree.
- e) A certificate or other documentary evidence of the prospective student's proficiency in English.
- f) Documentary evidence of the prospective student's identity and nationality.
- g) In the case of an application for the Master's degree programme in International Management, additional proof must be provided confirming fundamental knowledge in Business Administration. Proof may be submitted as follows:
 - I. Examinations in Business Administration subjects at a recognised domestic or foreign post-secondary educational facility amounting to no less than 24 ECTS credit points, or
 - II. Completion of a test covering the basic principles of Business Administration, which is offered by the University of Klagenfurt. The test questions are based on the literature indicated there. For further information about the test, please refer to the website at www.aau.at/im.
- h) In the case of an application for the Master's degree programme in Media and Convergence Management, additional proof is required to confirm that 16 ECTS credit points have been achieved in subjects relating to communications science, engineering and economics. These credit points must have been earned at a recognised domestic or foreign post-secondary educational facility, with no less than 8 ECTS credit points being assigned to one of the specialist subject areas listed.

The documents cited lit. c - e must be uploaded in compliance with the respective applicable rules on certification. Documents issued in a language other than German or English must additionally be submitted in the form of a translation by a court-appointed interpreter, and must also comply with the respective applicable rules on certification.

- (2) The **evaluation of the written application documents** comprises the examination of the formal criteria as stipulated in § 5 and the personal requirements according to § 6 by the Admissions Committee mandated by the Programme Director. In the case of a positive resolution by the Admissions Committee, the prospective student shall be invited to attend a personal interview.
- (3) The invitation to attend a **personal interview** shall be issued by e-mail. The interview shall take place between the prospective student and the members of the Admissions Committee, and shall be conducted in English. Within the scope of the interview, the prospective student is expected to offer statements on the following topics:
 - a) brief presentation of the curriculum vitae;
 - b) presentation of the main contents of the elementary degree;
 - c) reasons for seeking to enrol in the respective Master's degree programme;
 - d) reasons why completing the respective Master's degree programme appears useful for the prospective student's future;

The topics may be supplemented by questions raised by the Admissions Committee or by the prospective student.

- (4) Based on the evaluation of the submitted documents and of the personal interview, if applicable, the Admissions Committee shall draw up a list ranked in accordance with § 3 (4). The ranked list of persons is submitted to the Rectorate via the Admissions and Examinations Office as a proposal, with the recommendation to grant admission up to the number of available places.
- (5) The prospective students are informed about the outcome of the admission procedure by the Admissions and Examinations Office. The persons ranked up to the number of available places shall receive a provisional confirmation of a place at university, which only becomes a definite confirmation of a place at university with the acceptance of the offer as stipulated in § 7 (1). If all places have been awarded in accordance with the procedure described in § 7 (1 and 2), the remaining applicants shall be notified of the rejection of their application.

§ 5 Formal criteria for admission

- (1) The following formal criteria for admission apply:
 - a) Completion of a relevant or equivalent elementary degree (at least 180 ECTS credit points) specified in the respective curriculum. In the event that equivalence has been established in principle and only certain supplementary qualifications are required for full equivalence, the Rectorate shall be entitled to tie the determination of equivalence to examinations sat during the respective Master's degree programme.
 - b) Proof of English language proficiency at C1 Level of the European Framework of Reference for Languages.
- (2) English language proficiency must be documented by means of one of the following certificates or by corresponding confirmation:
 - a) TOEFL IBT®: Minimum score of 100,
 - b) CAE® (Cambridge ESOL): Minimum score grade C,
 - c) IELTS®: Band score between 7 and 9,
 - d) GMAT® or GRE®: The points value for "verbal skills" must be above the average score of the respective participants for the entire year,
 - e) Completion of a Bachelor's degree in English/American Studies,
 - f) School leaving examination in the subject English with a grade not below Good (2) and no less than 8 ECTS credit points (for the Master's degree programme in Game Studies and Engineering) or respectively 15 ECTS credit points (for the Master's degree programmes in International Management and Media and Convergence Management) earned in English courses at a recognised domestic or foreign post-secondary educational facility. The examinations sat as part of the English courses may not be rated worse than Good (2) on average; corresponding foreign education shall be considered equivalent,
 - g) English proficiency of prospective students with English as a native language or applicants who have spent long periods of time in English-speaking countries (e.g.

semester abroad, school year abroad, employment, etc.), to be proven by means of the appropriate documents (confirmation of employment, proof of residency, birth certificate, etc.), indicating the relevant time period.

§ 6 Personal requirements for admission

The personal requirements relate to the motivation, describing why the prospective student is seeking admission to the respective Master's degree programme. The motivation is sounded out by the Admissions Committee on the basis of the evaluation of the letter of motivation, in which the prospective student must present the drive, objectives and perspectives associated with the desired admission to the Master's degree programme and must further explain her/his reasoning for selecting the University of Klagenfurt as educational facility of choice. Interpersonal and intercultural skills are also taken into consideration when the prospective students are ranked. Moreover, the performance potential is assessed on the basis of the previous achievements produced during the elementary degree.

§ 7 Acceptance of the offer of a place at university

- (1) The prospective student must send an e-mail to confirm the acceptance of the offer of a place at university within 7 working days, with effect from the date on which the provisional confirmation of a place at university was issued (acceptance of the offer of a place at university).
- (2) If no reply is received within this period, the university place shall be awarded to the person ranked next on the list. She/he will be notified by e-mail, and is also required to reply within a period of 7 days to confirm the acceptance of the offer.

§ 8 Admission to the Master's degree programme

- (1) The enrolment for the degree programme is carried out by the prospective student during the admission period (acc. to § 61 UG) of the winter semester following the admission procedure.
- (2) At the time of enrolment, the documents listed in § 4 (1) lit. c - e must be provided as original documents and in compliance with the respective applicable rules on certification. Documents issued in a language other than German or English must additionally be submitted in the form of a translation by a court-appointed interpreter, and must also comply with the respective applicable rules on certification.

§ 9 Repeated participation in the admission procedure

The rejected applicant is entitled to submit a new application for admission in one of the subsequent admission procedures or the application may be maintained for the subsequent stages of the same admission procedure.

§ 10 Entry into force, termination

- (1) The regulation shall enter into force on the day after it is published in the Bulletin of University of Klagenfurt.
- (2) The following regulation shall terminate with the entry into force of this regulation:
Regulation issued by the Rectorate on the Admission Procedure prior to the Admission to English-language Master's Degree Programmes, announced in the University Bulletin dated 21.02.2018, Issue 10, No. 68.3.