

This is a translation of the official German document
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**Regulation governing the special admission procedure for the Bachelor's
degree programme in International Business and Economics at the
University of Klagenfurt**

As per Section 71b Para. 4 of the Universities Act (Federal Law Gazette I 120/2002 in its current and valid version, hereinafter: UA) the Rectorate hereby orders the following after consultation with the Senate:

Section 1 - Scope of application

- (1) This regulation applies to all applicants for the Bachelor's degree programme in International Business and Economics from the winter semester 2021/2022 onwards, regardless of their nationality.
- (2) The following groups are exempt from this regulation:
 1. Applicants who have previously been admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt;
 2. applicants seeking temporary admission, in accordance with Section 63 Para. 5 Clause 1 of the UA, on to the Bachelor's degree programme in International Business and Economics, as part of a transnational EU, state or university mobility programme;
 3. applicants who have already completed 90 ECTS credits in subject-relevant courses at the University of Klagenfurt or another recognised post-secondary educational institution as part of a programme of study conducted in English in the area of 'management and administration / business and administration / management and economics'.

Section 2 - Number of student places

- (1) There are 50 places available on the Bachelor's degree programme in International Business and Economics in each academic year.
- (2) This quota may be exceeded by a limited number of places.

Section 3 - Registration

- (1) Applicants must register for the special admission procedure online via the University of Klagenfurt's website, without exception.
- (2) The date of the online examination and the registration period will be announced on the University of Klagenfurt's website.
- (3) Registered applicants will receive confirmation of their registration by email. In the event that applicants subsequently register at another university within a clearing process, this confirmation serves as proof that they have previously registered with the University of Klagenfurt.
- (4) At the end of the registration period, the number of registered applicants will be published on the University of Klagenfurt's website.
- (5) If the number of applicants registered at the end of the registration period does not exceed the number of places defined in Section 2, the special admission procedure is not required. Applicants will be informed of this immediately by email and sent confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, registered applicants shall be admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.
- (6) If, at the end of the registration period, the number of registered applicants falls below the number of places defined in Section 2, a clearing process is organised as set out in Section 4 in order to fill up the remaining places.

Section 4 - Clearing

- (1) Applicants must also apply for clearing online via the University of Klagenfurt's website, without exception. In order to successfully apply for clearing, applicants must upload the document confirming that they have previously registered for a relevant programme of study at another university. Clearing applications will be ranked according to the date on which they are received, up until the advertised number of places is reached. Applicants will receive confirmation by email that their application for clearing has been received.
- (2) The start date for any clearing period will be published on the University of Klagenfurt's website. Applicants can apply for clearing up until the number of places defined in Section 2 has been reached or, at the latest, until the end of the extension period for the following summer semester.

- (3) Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, applicants registered as part of the clearing process shall be admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1. The document required under paragraph 1 must be presented upon admission to the University of Klagenfurt.

Section 5 - Special admission procedure

- (1) The special admission procedure takes place once each academic year prior to the start of the relevant winter semester. The special admission procedure for the Bachelor's degree programme in International Business and Economics comprises multiple elements, namely a personal statement and an online examination.
- (2) The personal statement must be submitted in English. Guidelines about format and content, in particular the topics to be covered, will be published on the University of Klagenfurt's website in good time.
- (3) The online examination will be conducted in English. The examination materials will be made available on the University of Klagenfurt's website at least four months before the date of the examination.
- (4) The Vice-Rector for Education will decide on applications for alternative examination methods as per Section 59 Para. 1 Clause 12 of the UA.
- (5) The online examination will not be held if the number of applicants that meet the requirements set out in paragraph 2 above does not exceed the number of places available per academic year for the Bachelor's degree programme in International Business and Economics, as defined in Section 2. These applicants will be informed immediately by email that the examination is not required and will be sent confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, applicants are admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.

Section 6 - Conducting the online examination

- (1) The examination will be held online. Specific provisions regarding the online examination will be published on the website of the University of Klagenfurt in good time.
- (2) To participate in the online examination, applicants must have a desktop computer or laptop and a stable Internet connection.
- (3) The online examination must be taken by the applicants independently, without the help of other persons or other unauthorised aids.

- (4) The exam invigilators must establish the identity of the applicants before the online examination commences. For this purpose, applicants must present an official photo ID at the start of the examination by holding it up to the camera when prompted to do so. If it is not possible to verify a candidate's identity by means of an official photo ID and if the candidate's identity cannot be proven beyond doubt by any other suitable means, the candidate concerned shall be excluded from the examination.
- (5) Throughout the examination, the camera set-up used by the candidates must allow permanent visual contact. Certain aids may be used in the online examination under specific circumstances; these will be announced in good time on the website of the University of Klagenfurt. The examiners are entitled to be shown around the candidate's room by means of panning the camera. This process can be repeated if there is any suspicion of unauthorised aids. If the invigilators determine that an applicant is attempting to pass the examination fraudulently by using unauthorised aids, the performance in the examination shall not be taken into account in the special admission procedure. If a technical problem occurs during the exam (interrupted transmission, loss of video/audio, etc.), the exam can be continued, provided the interruption was brief. Otherwise, the examination shall be deemed to have been abandoned and the second part of the special admission procedure cannot be completed.
- (6) Applicants who fail to attend the examination on time shall be excluded from the examination by the exam invigilators.
- (7) Applicants who disrupt the orderly conduct of the examination or fail to follow the instructions of the examiners may be excluded from the examination by the invigilators. The examination shall not be taken into account in the special admission procedure.
- (8) If an applicant terminates the online examination without good cause, the examination shall not be taken into account in the special admission procedure.
- (9) The online examination will not be held if the number of applicants that attend the examination is less than or equal to the number of places available per academic year for the Bachelor's degree programme in International Business and Economics as defined in Section 2 Para. 1. In this case, all applicants who attend the examination will be sent email confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, successful applicants will be admitted on to the Bachelor's degree programme at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.

Section 7 - Results from the special admission procedure

- (1) Applicants will be ranked according to the number of points scored during the special admission procedure. Places will be awarded to applicants in this order until all available places for the Bachelor's degree programme in International Business and Economics have been filled as per Section 2. These applicants will be sent confirmation of their place for the subsequent academic year by email.

- (2) Applicants have seven working days, from the day on which they are sent confirmation of their provisional place, to confirm that they accept their place by email (Confirmation of Acceptance).
- (3) If no response is received within this time, the place will be offered to the next applicant on the list. They are informed by email and will also have seven days in which to confirm that they accept their place. The procedure is repeated until the available places as defined in Section 2 have been exhausted. Those applicants who do not receive an offer of a place will be informed that they have not passed the admission procedure.
- (4) Unsuccessful applicants may re-apply through one of the special admission procedures offered subsequently. In this case, they must complete the whole registration and special admission procedure once again. Neither the personal statement submitted nor the result of any examination taken during a previous special admission procedure will be taken into consideration if an applicant re-applies.

Section 8 - Proficiency in the English language

- (1) For the Bachelor's degree programme in International Business and Economics, English language proficiency at level B2 of the Common European Framework of Reference for Languages (CEFR) is required.
- (2) The English language skills required must be supported by one of the items of proof listed below. The certificates mentioned under Item 2 must not be older than two years at the time of the application for admission:
 1. Certificates and qualifications:
 - a. Evidence of having passed English as part of the Austrian school leaving examination (provided in the form of an Austrian certificate of the final school year)
 - b. School leaving certificate from a school at which teaching and exams are held in English
 - c. Evidence of having passed the subject English as part of a school leaving examination (to be evidenced by providing an Austrian school leaving certificate or a school leaving certificate issued in an EU member state demonstrating level B2 [CEFR])
 - d. Austrian certificate testifying the right to study, including a pass in English at level B2
 - e. Qualification from a programme of study conducted in English and lasting at least two years at a recognised post-secondary educational institution
 2. English certificates:
 - a. TOEFL iBT (minimum score: 85);
 - b. IELTS (minimum overall band score: 6);
 - c. Cambridge English: First Certificate in English (FCE) or B2 First (minimum scale score: 160) or higher.

3. A document issued by an official authority confirming that the applicant's first language is English.

Section 9 - Admission

- (1) Applicants will be admitted on to the Bachelor's degree programme in International Business and Economics in the subsequent academic year, during the admission periods for the relevant winter and summer semesters. Admission at a later date is only possible if applicants successfully re-apply through a further special admission procedure.
- (2) In order to be admitted on to the Bachelor's degree programme in International Business and Economics, the applicant must have been awarded a place to study as per Section 7 Para. 1 for the relevant academic year, be able to demonstrate proficiency in the English language as per Section 8 and meet the conditions set out in Sections 63 et seqq. of the UA.

Section 10 - Responsible authority

The Vice-Rector for Education at the University of Klagenfurt is responsible for running the special admission procedure.

Section 11 - Entry into force and expiry of regulations

- (1) This regulation will enter into force on the day following its publication in the university bulletin of the University of Klagenfurt.
- (2) With the entry into force of this regulation, the regulation on the special admission procedure prior to admission for the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt, announced in the university bulletin of 11/12/2019, special issue 8, no 40.1 shall expire.