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**Regulation governing the special admission procedure for the  
Master's degree programmes in  
Game Studies and Engineering, International Management and  
Media and Convergence Management  
at the University of Klagenfurt (GIM-REG)**

Pursuant to Section 63a Para. 8 of the Universities Act (Federal Law Gazette I 120/2002 in its current and valid version, hereinafter: UG) after consultation with the Senate, the Rectorate hereby orders the following:

**Section 1 Degree programmes and number of new students**

- (1) The number of new students per academic year for Master's degree programmes offered exclusively in English and listed below is set as follows:

<b>Degree programme</b>	<b>Number</b>
International Management	35
Media and Convergence Management	35
Game Studies and Engineering	35

- (2) A slightly higher intake above the fixed number of new students is permissible.

**Section 2 General information and competent authorities**

- (1) Admission to the Master's degree programmes conducted in English that are listed in Section 1 takes place in accordance with the special admission procedure set out below, which is carried out separately for each of the degree programmes listed.
- (2) The special admission procedure takes place once per academic year for programmes commencing the following academic year and is applicable for all applicants for the Master's degree programmes stated in Section 1, irrespective of their nationality.

- (3) The special admission procedure deadlines for the respective degree programmes are published on the university's website (<https://www.aau.at/en/study/studying-at-aau/applying/entrance-examination/>).
- (4) The Programme Director responsible appoints an admissions committee comprised of at least three appropriately qualified persons for each respective degree programme to assess the applicants. A contact person from the Admissions and Examinations Office shall participate in the meetings of the admissions committee.
- (5) The Programme Director is authorised to implement the procedures laid down in Section 3 in several tranches over different stages. In this case, the deadlines for the individual tranches and the number of places to be allocated in each tranche shall be stated in advance. The number of university places to be allocated in each tranche shall be determined in such a way that, in total, the number of places determined in accordance with Section 1 is reached.

### **Section 3 The stages of the special admission procedure**

- (1) The respective Master's degree programmes start each winter semester. A start of studies in the summer semester is possible if in accordance with the stipulation in Section 8, Paragraph 2. The written application documents must be uploaded onto the University of Klagenfurt's website by the deadlines announced in Section 2, Paragraph 3.
- (2) The application documents are checked by members of the admissions committee for completeness, as well as for fulfilment of the formal criteria (Section 5) and personal requirements (Section 6).
- (3) Following the examination of the application documents, a list of applicants deemed by the committee to be suitable for the respective degree programme is drawn up. These applicants may then be invited for a face-to-face interview with members of the admissions committee. If required, the face-to-face interview can also be conducted via video conferencing.
- (4) Based on the assessment of the submitted documents and the face-to-face interview, the admissions committee compiles a list in which applicants are ranked according to their qualifications. This list is passed on to the Rectorate.
- (5) In consultation with the Programme Director and the Rectorate, the Admissions and Examinations Office informs applicants of the outcome of the special admission procedure.
- (6) The Programme Director is authorised, before the start of the registration period or the registration period for the first tranche (see Section 2, Paragraph 5) at the latest, to waive the face-to-face interview (see Paragraph 3) for all applicants in the special admission procedure in question.

### **Section 4 Detailed regulations concerning the individual steps of the procedure**

- (1) **Submission of written application documents:** These must be uploaded onto the University of Klagenfurt's website before the specified deadlines. As proof of the formal criteria (Section 5) and personal requirements (Section 6), the following documents must always be attached:

1. A letter of motivation in English, in which the applicants describes why they would like to be admitted to the respective degree programme.
  2. An up-to-date CV in English which must include details of education, first languages(s) and foreign language skills.
  3. Degree certificate from a related or equivalent programme of study in accordance with Section 64, Paragraph 3 UG (hereinafter referred to as 'undergraduate degree'). If applicants have not yet completed the undergraduate degree at the time of application, they must submit proof of academic achievements in the form of a transcript of records and the corresponding curriculum in German or English.
  4. A list of the grades achieved in the examinations taken as part of their undergraduate degree programme.
  5. A certificate or proof of the applicant's English language skills.
  6. Proof of the applicant's identity and nationality.
  7. In the case of applications for the Master's degree programme in International Management, proof of basic skills in business management is an additional requirement. Proof shall be provided as follows:
    - a) Examinations at a recognised national or international post-secondary educational institution in business subjects amounting to a minimum of 24 ECTS credits, or
    - b) Completion of a test on the fundamental principles of business management, which is offered by the University of Klagenfurt. The test questions are based on the literature indicated. Further information on the test can be found on the homepage [www.aau.at/im](http://www.aau.at/im).
  8. In the case of applications for the Master's degree programme in Media and Convergence Management, there is an additional requirement for proof of 16 ECTS credits in communication, technical or economic subjects, acquired at a recognised national or international post-secondary educational institution, where a minimum of 8 ECTS credits must originate from one of the above-mentioned departments.
  9. If there are doubts about the authenticity of documents or the identity of the applicant, further evidence can be requested, for instance, an assessment interview can be held.
- (2) The documents listed in Paragraph 1, points 3, 4 and 9 must be uploaded in compliance with the applicable legalisation requirements. If these documents were not issued in German or English, there is an additional requirement to submit them in the form of a translation by a court-sworn interpreter, once again following the applicable legalisation requirements.
- (3) The **assessment of the written application documents** includes the examination of the formal criteria according to Section 5 and the personal requirements according to Section 6 to be carried out by the admissions committee appointed by the Programme Director. In the case of a favourable

opinion from the admissions committee, the applicant may be invited to a face-to-face interview (see Section 3, Paragraph 6).

- (4) Applicants are invited to a **face-to-face interview** via email. It is conducted between the applicant and members of the admissions committee in English. Applicants are expected to provide information on the following topics as part of the interview:
1. Brief outline of CV;
  2. Presentation of main contents of the undergraduate degree programme;
  3. Explanation of reasons why the applicant would like to pursue the Master's degree programme in question;
  4. Explanation of reasons why completing the Master's degree programme in question would be beneficial to the applicant's future.

Additional topics may be discussed, depending on questions from the admissions committee or the applicant.

- (5) Based on the assessment of the submitted documents and the face-to-face interview where applicable, the admissions committee compiles the list of rankings in accordance with Section 3, Paragraph 4. The ranked individuals are proposed to the Rectorate by the Admissions and Examinations Office for admission to the degree programme, based on the number of university places available.
- (6) Applicants are notified about the outcome of the special admission procedure by the Admissions and Examinations Office. A provisional place is awarded to ranked individuals up to the number of places available, which the applicants accept in accordance with Section 8, Para. 1. Once all the university places have been allocated in accordance with the procedure in Section 7, Paragraphs 1 and 2, the remaining applicants will be informed that their applications have been rejected.

## **Section 5 Formal criteria for admissions**

- (1) The formal criteria for admission are the following:
1. A related or equivalent undergraduate degree as stipulated in the respective curriculum, amounting to at least 180 ECTS credits. 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 link the determination of equivalence with examinations that are to be taken during the respective Master's degree programme.
  2. Proof of English language skills at level C1 of the Common European Framework of Reference for Languages (CEFR).
- (2) The English language skills required must be supported by one of the items of proof listed below. The certificates mentioned under Item 1 must not be older than two years at the time of the application for admission:

## 1. Certificates:

- a) TOEFL iBT (minimum score: 100);
- b) Cambridge English: Certificate in Advanced English (CAE) or C1 Advanced (minimum scale score: 180, minimum level Grade C) or higher;
- c) IELTS (minimum overall band score: 7);
- d) GMAT or GRE: The points value must be above the average of the respective year's participants in the area of "Verbal Skills".

## 2. Qualifications:

- a) Completion of a study programme conducted in English and lasting at least two years at a recognised post-secondary educational institution;
  - b) Austrian higher secondary school leaving certificate or its equivalent in English with marks of Good (2) or better, and a minimum of 8 ECTS credits (for the Master's degree programme in Game Studies and Engineering) or of 15 ECTS credits (for the Master's degree programmes in International Management and Media and Convergence Management) from courses with English as the language of instruction and examination at a recognised post-secondary educational institution. English course examinations must achieve average marks of Good (2) or better; any corresponding international education is to be equated as equivalent;
  - c) English language skills of applicants with English as their mother tongue or applicants who have spent considerable time in English-speaking countries (e.g. semester abroad, academic year abroad, employment, etc.) are to be proven by means of relevant documents (evidence of employment, proof of residency, etc.) with an indication of the time spent there.
3. If proof of English language skills is not provided by means of the documents listed in points 1 and 2, the admissions committee can conduct an assessment interview with the applicant to establish the existing language proficiency. This interview can also be conducted via video conferencing.

## Section 6 Personal requirements for university admissions

The personal requirements include, in the first instance, the applicant's motivation for seeking admission to the respective Master's programme. The admissions committee assesses the applicant's motivation by looking at the letter of motivation, where applicants must set out their ambition, objectives and perspectives in relation to the Master's degree programme to which they are seeking admission and must explain why they have chosen the University of Klagenfurt as an educational institution. Interpersonal and intercultural skills are also taken into consideration when it comes to ranking the applicants. In addition, performance potential is assessed on the basis of previous study achievements during the undergraduate degree.

### **Section 7 Confirmation of university place**

- (1) Applicants have seven days, from the day on which they are sent confirmation of their provisional place, to confirm that they accept their place via the online application portal (acceptance of the offer of a place).
- (2) 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.

### **Section 8 Admission to the Master's degree programme**

- (1) In principle, university admission of applicants takes place during the admission period (in accordance with Section 61 UG) for the winter semester following the special admission procedure.
- (2) For both the Master's degree programmes in Media and Convergence Management and Game Studies and Engineering, admission for the summer semester following the special admission procedure is possible within the admission period (in accordance with Section 61 UG) if the number of places available as defined in Section 1 is not exhausted in the winter semester.
- (3) The original version of the documents listed in Section 4, Paragraph 1, points 3 to 6 and 9 must be presented during enrolment. With regard to the documents listed in Section 4, Paragraph 1, points 3, 4 and 9, Section 4, Paragraph 2 also applies.

### **Section 9 Repeated participation in the special admission procedure**

There is no limit to the number of times the special admission procedure can be repeated. Applications from prospective students that are not considered in an earlier tranche, can remain open for consideration in subsequent tranches of the same special admission procedure.

### **Section 10 Entry into force and expiry of regulations**

- (1) The regulation enters 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 Admission Procedure prior to the Admission to English-language Master's Degree Programmes at the University of Klagenfurt published in the university bulletin of 11/12/2019, special issue 8, no 40.2 shall expire.