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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: 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 Master's degree programmes in Game Studies and Engineering, International Management and Media and Convergence Management, regardless of their nationality.
- (2) The following groups are exempt from this regulation:
 1. Applicants who have previously been admitted on to the respective Master's degree programme at the University of Klagenfurt and whose admission has lapsed for one of the reasons specified in Section 68 Para.1 Clause 1 or 2 of the UA;
 2. applicants seeking temporary admission, in accordance with Section 63 Para. 5 Clause 1 of the UA, as part of a transnational EU, state or university mobility programme;
 3. applicants who have been nominated for the Master's degree programme in International Management by La Rochelle Business School within the framework of the double degree programme;
 4. applicants who have successfully completed the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt and who are seeking admission to the Master's degree programme in International Management or the Master's degree programme in Media and Convergence Management. Section 10 shall apply.

Section 2 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:

Degree programme	Number
International Management	35
Media and Convergence Management	35
Game Studies and Engineering	35

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

Section 3 General information and competent authorities

- (1) Admission to the Master's degree programmes conducted in English that are listed in Section 2 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.
- (3) The special admission procedure deadlines for the respective degree programme are published on the university's website (<https://www.aau.at/en/study/studying-at-aau/applying/entrance-examination/>).
- (4) The procedure laid down in Section 5 shall be conducted in several phased tranches. The deadlines for the individual tranches and the number of places to be allocated in each tranche shall be published on the website of the University of Klagenfurt. 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 2 is reached.
- (5) 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.

Section 4 Conditions of participation and fee

- (1) Participation in the special admission procedure is subject to proof of having achieved the general university entrance qualification according to Section 64 Para. 3 UA, the timely registration for the special admission procedure along with the required documents, and the payment of a fee.
- (2) Applicants shall contribute to the costs incurred in the course of the general admission procedure by means of a fee to be determined annually by the Rectorate. The fee may not exceed three times the student fee pursuant to Section 38 Para. 2 of the Student Union Act (Federal Law Gazette I No. 45/2014 as amended).

- (3) The level of the fee for participation in the special admission procedure as well as the payment deadline will be published on the website of the University of Klagenfurt. The payment period is a set period and shall not be extended or reprieved.
- (4) The full amount must be paid within the specified period using the ePayment service provided by the University of Klagenfurt. The information required for this purpose will be provided within the application portal during registration.
- (5) If the fee payment is not deposited in the account within the specified period of time or if it cannot be attributed to the applicant, the applicant shall be eliminated from the special admission procedure.
- (6) Without exception, fees cannot be refunded once paid. Fee payments that cannot be attributed and duplicate payments will not be refunded.

Section 5 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 10 Para. 2. The application documents must be uploaded to the registration portal of the University of Klagenfurt by the deadlines announced in Section 3 Para. 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 7) and personal requirements (Section 8).
- (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 (see Section 6 Para. 4) with members of the admissions committee. If required, the face-to-face interview can also be conducted via video conferencing.
- (4) In the event that a face-to-face interview is conducted, the Vice-Rector for Education will decide on applications for alternative examination methods as per Section 71b Para. 7 Clause 5 of the UA.
- (5) Based on the assessment of the submitted documents and the face-to-face interview where applicable, the admissions committee compiles a list in which applicants are ranked according to their qualifications. This list is passed on to the Rectorate.
- (6) In consultation with the Programme Director and the Rectorate, the Admissions and Examinations Office informs applicants of the outcome of the special admission procedure.
- (7) The Programme Director is authorised, before the start of the registration period or the registration period for the first tranche (see Section 3 Para. 4) at the latest, to waive the face-to-face interview (see Para. 3) for all applicants in the special admission procedure in question.

Section 6 Detailed regulations concerning the individual steps of the procedure

(1) **Submission of application documents:** These must be uploaded to the registration portal of the University of Klagenfurt before the specified deadlines. As proof of the formal criteria (Section 7) and personal requirements (Section 8), the following documents must always be attached:

1. Depending on the Programme Director's specifications, a letter of motivation or audio-visual motivation piece in English, in which the applicant describes why they would like to be admitted to the respective degree programme. The Programme Director must specify which type of motivation document is required before the start of the registration period by publishing details on the website.
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 Para. 3 UA (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 (transcript of records).
5. A certificate or proof of the applicant's English language skills pursuant to Section 7 Para. 2.
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 or academic achievements completed at a recognised domestic or foreign 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 on the website of the University of Klagenfurt. Further information on the test can be found on the homepage 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 domestic or foreign post-secondary educational institution, where a minimum of 8 ECTS credits must originate from one of the above-mentioned fields of study.
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 Para. 1, Clauses 3, 4 and 9 must be uploaded in compliance with the applicable legalisation requirements. If the documents listed in Para. 1 were not issued in German or English, there is an additional requirement to submit translations by a court-sworn interpreter. These are also subject to the legalisation rules applicable to the issuing state.
- (3) The **assessment of the application documents** includes the examination of the formal criteria according to Section 7 and the personal requirements according to Section 8 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 5 Para. 3).
- (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.
 1. Applicants are expected to provide information on the following topics as part of the interview:
 - a) Brief outline of CV;
 - b) Presentation of main contents of the undergraduate degree programme;
 - c) Explanation of reasons why the applicant would like to pursue the Master's degree programme in question;
 - d) Explanation of reasons why completing the Master's degree programme in question would be beneficial to the applicant's future.
 2. 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 5 Para. 5. 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 9, Para. 1. Once all the university places have been allocated in accordance with the procedure in Section 9 Paras. 1 and 2, the remaining applicants will be informed that their applications have been rejected.

Section 7 Formal criteria for admissions to the degree programme

- (1) The formal criteria for admission are the following:
 1. An equivalent Bachelor's degree programme specified in the respective curriculum or another relevant degree programme of at least the same level of higher education, completed at a recognised domestic or foreign post-secondary educational institution. In order to compensate for any significant subject-related differences, supplementary examinations may be prescribed, which must be successfully completed by the end of the second semester of the Master's degree programme;

2. Proof of English language skills at level C1 of the Common European Framework of Reference for Languages (CEFR);
 3. Proof of the identity and nationality of the applicant.
- (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) School leaving certificate from a school where teaching and exams are conducted in English;
 - b) Completion of a study programme conducted in English and lasting at least two years at a recognised post-secondary educational institution;
 - c) 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. These course examinations must be graded with an average mark of Good (2) or better; any corresponding foreign education is to be regarded as equivalent;
 - d) 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.
 2. English certificates:
 - a) TOEFL iBT (minimum score: 100);
 - b) IELTS (minimum overall band score: 7);
 - c) Cambridge English: Certificate in Advanced English (CAE) or C1 Advanced (minimum scale score: 185, minimum level Grade B) or higher;
 3. If proof of English language skills is not provided by means of the documents listed in Items 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. The confirmation of a successfully conducted assessment interview may not be older than two years at the time of application. Section 4 Para. 4 shall apply.

Section 8 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 motivation document, 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 9 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 10 Admission to the Master's degree programme

- (1) As a rule, university admission of applicants takes place during the admission period (in accordance with Section 61 UA) for the winter semester following the special admission procedure.
- (2) For the two 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 also possible within the admission period (in accordance with Section 61 UA).
- (3) The original version of the documents listed in Section 6 Para. 1, points 3 to 6 and 9 must be presented during enrolment. With regard to the documents listed in Section 6 Para. 1, points 4, 5 and 9, Section 6 Para. 2 also applies.

Section 11 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 12 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 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), published in the university bulletin dated 15 December 2021, issue 7, no 30.5, shall expire.