

This is a translation of the official German document

(APPENDIX 1 to the university bulletin issue 5, no 29.1 - 2022/23, 07.12.2022)

This document is provided for informational purposes only and is not legally binding!

**Regulation governing the special admission procedure for the
Master's degree programme in Artificial Intelligence and Cybersecurity
at the University of Klagenfurt**

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 programme in Artificial Intelligence and Cybersecurity, regardless of their nationality. In accordance with Section 54d of the UA, the degree programme is also offered as a joint programme of study in cooperation with the Università degli studi di Udine.
- (2) The following groups are exempt from this regulation:
 1. Applicants who have previously been admitted on to the Master's degree programme in Artificial Intelligence and Cybersecurity 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 under Section 63 Para. 5 Clause 1 of the UA as part of a transnational EU, national, or university mobility programme;
 3. Applicants who have received a nomination from the Università degli studi di Udine for the Master's degree in Artificial Intelligence and Cybersecurity as part of the joint study programme.

Section 2 - Number of new students

- (1) The number of new students admitted to the Master's degree programme in Artificial Intelligence and Cybersecurity is set at 30 per academic year.
- (2) A slightly higher intake above the fixed number of new students is permissible.

Section 3 - General information and competent authorities

- (1) The admission to the Master's degree programme in Artificial Intelligence and Cybersecurity shall take place in accordance with the special admission procedure set out below.
- (2) The special admission procedure shall take place once per academic year for programmes commencing the following academic year.

- (3) The deadlines applicable to the special admission procedure 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 shall appoint an admissions committee comprised of at least three appropriately qualified persons 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 written 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 members of the admissions committee check the application documents for completeness and to determine fulfilment of the formal criteria (Section 7) and of the personal requirements (Section 8).

- (3) Following the examination of the application documents, the committee shall draw up a list of those applicants who are deemed to be suitable for the Master's degree programme in Artificial Intelligence and Cybersecurity. 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 shall compile 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 participating in the special admission procedure in question.

Section 6 - Detailed regulations concerning the individual steps of the procedure

- (1) **Submission of written 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 this 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. Relevant details concerning format and content, in particular the specific issues to be addressed by the applicant, will be announced in good time on the website of the University of Klagenfurt.
 2. An up-to-date CV in English which must include details of education, first language(s) and foreign language skills.
 3. A degree certificate from a related or equivalent programme of study in accordance with Section 64 Para. 3 of the UA (hereinafter referred to as 'undergraduate degree'). If applicants have not yet completed their undergraduate degree at the time of application, they must submit proof of their 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. 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, Items 3, 4 and 7 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 written 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 on the part of 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 respective applicant and members of the admissions committee in English. During the interview, applicants are expected to elaborate on the tasks that will be communicated to them by the admissions committee at least one week in advance. 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 shall compile 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 set out in Section 9 Paras. 1 and 2, the remaining applicants will be informed that their applications have been rejected.

Section 7 - Formal criteria for admission 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. Furthermore, the qualitative admission requirements specified in the curriculum must be fulfilled. 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 B2 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) Evidence of having passed the subject 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 where teaching and exams are conducted 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: 80);
 - b) IELTS (minimum overall band score: 6 & at least 5.5 per individual assessment area);
 - c) Cambridge English: First Certificate in English (FCE) or B2 First (minimum scale score: 169) or higher;
 - d) PEARSON PTE (only “Academic“; Minimum Academic Score: 59);
 - e) LanguageCert (only International ESOL Communicator, B2; Minimum: Pass; Written and Spoken)
 3. A document issued by an official authority confirming that the applicant’s first language is English.

Section 8 - Personal requirements for university admission

Personal requirements relate to the applicant’s motivation for seeking admission to this Master’s degree programme. The admissions committee shall assess 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 a university place

- (1) Applicants have 4 weeks, 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 4 weeks in which to confirm that they accept their place.

Section 10 - Admission to the Master's degree programme

- (1) Applicants shall be admitted to the degree programme in the academic year following the special admission procedure and within the admission deadlines (pursuant to Section 61 of the UA) applicable for the respective winter semester and the respective summer semester. Admission at a later stage can only be considered once applicants have successfully completed a new special admission procedure.
- (2) The original version of the documents listed in Section 6 Para. 1 Items 3 to 7 must be presented during enrolment. With regard to the documents listed in Section 6 Para. 1, Items 4, 5 and 7, 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) 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 governing the special admission procedure for the Master's degree programme in Artificial Intelligence and Cybersecurity at the University of Klagenfurt, announced in the university bulletin issue 7 no 30.4, dated 15.12.2021, shall expire.