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CAMPUS 02 University of Applied Sciences – General Admission Regulations

§ 1 Scope

- (1) The present general admission regulations are valid for all CAMPUS 02 degree programmes. They govern the framework conditions of the admission procedure to be carried out under the responsibility of the heads of the degree programmes. § 8 paragraph 6 line 4 and § 11 of the University of Applied Sciences Studies Act (*Fachhochschulgesetz* – hereafter “FHG”) as well as the sections relevant to admission of the Universities of Applied Sciences Accreditation Regulations of the Board of the Agency for Quality Assurance and Accreditation Austria in their current valid form constitute the legal basis of these regulations.
- (2) Within the framework of applications for accreditation submitted to the Board of the Agency for Quality Assurance and Accreditation Austria and/or within the framework of applications for updating degree programmes which are submitted to the University of Applied Sciences Board (hereafter “application(s)”), the heads of the degree programmes are authorised and required to address complements, specifications and details related to the degree programmes in accordance with the present admission regulations and to publish the same on the intranet.
- (3) The present admission regulations are equally valid both for full-time and extra-occupational degree programmes unless specific exceptions are foreseen below.
- (4) For admission procedures regarding certificate programmes for further education § 14 applies.

§ 2 Available admission places

- (1) The heads of the degree programmes are to determine the number of available admission places per degree programme and per organisational form in agreement with the Executive Board as regards each academic year for which they are looking to accept students.
- (2) The determination of foreseen available admission places must be finalised at the very latest one day before the first day of the relevant admission deadline of the respective degree programme. The number of foreseen available admission places is to be published on the CAMPUS 02 website.

§ 3 Admission procedure: setting objectives, realisation, documentation

- (1) In the event that the number of foreseen applicants for a degree programme or for any organisational form of a given degree programme is higher than the number of available admission places, an admission process is to be carried out for the degree programme and/or organisational form in question in accordance with the present admission regulations.

- (2) Whilst respecting § 11 of FHG, the admission process should ensure that the best-suited applicants from each application group are admitted.
- (3) The orderly submission of an application is a prerequisite for being accepted. The application deadlines are in all cases to be published on the website.
- (4) The admission process is to be structured in such a way that:
 - a) exclusively criteria related to performance and personality and their weighting foreseen both in the present general admission regulations and in the latest valid application of the degree programme are applied.
 - b) the results of all stages of the admission process are documented in a manner ensuring that they are transparent and verifiable in terms of content and time.
- (5) Documents pertaining to the admission procedure (application documents, admission test results, admission interview records, result sheets for each student, and ranking lists, amongst others) are to be stored until the start of the third semester of the academic year group in question.
- (6) All documents pertaining to the admission process are confidential.

§ 4 Application groups

- (1) In applications regarding Bachelor degree programmes, the heads of the degree programmes are to define application groups depending on educational background. For degree programmes run as multiple organisational forms, the application groups are to be defined for each organisational form separately whereby it is permissible to define the same application groups for all organisational forms.
- (2) When defining application groups, at least one is to be included for applicants with relevant professional qualifications which is understood to notably include those who have graduated from a secondary technical and vocational school or who have successfully completed training in the dual system (final apprentice certificate exam). In their applications, the heads of the degree programmes are to specify which secondary technical and vocational schools and which apprenticeship certificates and/or other qualifications are recognised as being relevant to the degree programme in question. Specification may also take the form of subject areas and/or specialisation subjects required to be passed as part of the vocational training. In such instances, the minimum training in the relevant subject areas and/or specialisation subjects is to be expressed in hours. Furthermore, in their applications the heads of the degree programmes are to specify whether and which additional exams are to be passed by the application group in question.
- (3) The application groups are to be spread equally across the available admission places and degree programmes / organisational forms. For that reason, the percentage share of each application group vis-à-vis the total number of applicants for the degree programme and/or organisational form is to be determined. The available admission places per degree programme and per organisational form are, as a principle, to be allocated to the application groups in accordance with those percentage shares, rounded up to full admission places.

§ 5 Procedural steps of the admission process

- (1) The admission process consists of the following procedural steps:
 - a) Online application by applicants
 - b) Admission Test
 - c) Analysis of the application documents and educational profile to date
 - d) Personal interview conducted by an admission committee
 - e) Admission decision taken by the head of the respective degree programme

- (2) All the procedural steps cited in paragraph 1 above are to be applied to every applicant. In the event that the number of applicants exceeds 2.5 times the number of available admission places for a given degree programme / organisational form, a negative admission decision can already be taken as per e) of paragraph 1 for the number of applicants exceeding 2.5 times the available places once procedural steps a) to c) of paragraph 1 above have been completed in the order given above based on those procedural steps. A negative admission decision as per e) of paragraph 1 can in such a case be taken before further procedural steps are carried out in the event that in the intelligence structure tests in accordance with § 7 paragraph 1 a) less than 60% of the maximum achievable score is attained. If this measure is implemented, that cut-off mark is to be used for all applicants in that application group for the academic year in question.

- (3) Requirements as per § 4 paragraph 3 are to be respected even as regards negative admission decisions prior to the completion of all procedural steps.

§ 6 Responsibilities of the heads of the degree programmes

The heads of the degree programmes are to ensure the proper running of the admission process and are responsible for taking admission decisions (§ 11). Decisions on excluding an applicant from the admission process (§ 12 paragraph 1) are to be taken by the heads of degree programme in agreement with the Head of the University of Applied Sciences Board.

§ 7 Admission test for Bachelor degree programmes

- (1) All Bachelor degree programme applicants are required to take an admission test for Bachelor degree programmes that corresponds to the latest scientific level and is evaluated with psychological test procedures in the following test areas:
 - a) Intelligence structure
 - b) Personality structure

- (2) Each of the test procedures used serve to evaluate the following criteria in particular:

Test area	Criteria
Intelligence structure	Fluid intelligence Crystallised intelligence Visual processing Quantitative thinking
Personality structure	Emotional stability Extraversion Openness

	Meticulousness Agreeableness
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- (3) The heads of degree programme can define the criteria relevant for the degree programme in question for the test area “intelligence structure” in the application in agreement with the Head of the University of Applied Sciences Board.
- (4) The admission test can also be taken online.

§ 8 Admission test for Master degree programmes

- (1) All Master degree programme applicants are required to take an admission test for Master degree programmes that corresponds to the latest scientific level and is evaluated with a psychological test procedure in the following test area:

Personality structure in professional contexts.

- (2) The heads of the degree programmes can foresee further tests in their applications in agreement with the Head of the University of Applied Sciences Board. Tests on subject-specific admission criteria and/or those within the framework of subject-relevant prior training on acquired skills are permitted in any case.
- (3) Each of the test procedures used serve to evaluate the following criteria in particular:

Test area	Criteria
Personality structure in professional contexts	Resilience Extraversion Flexibility Team-orientation Meticulousness
Specialist skills	Specialist skills which are considered as admission criteria for the relevant Master degree programme

- (4) The admission test can also be taken online.

§ 9 Analysis of application documents and education profile to date

- (1) Within the framework of the application process the following documents are to be submitted by applicants as well as any other further information relevant to the decision process:
 - a) CV
 - b) Certificates with grades and documents which confirm the general university entrance qualification or the subject-relevant professional experience
 - c) Motivation letter setting out the motivation reasons behind the application to the degree programme, interest in the professional area, and a personal assessment of the practical value of the content taught during the degree programme.
- (2) In their applications, the heads of the degree programmes can define further documents to be provided in the application, including:

- a) Supplementary school certificates
 - b) Proof of other training and further education
 - c) Employment certificates or interim reports
 - d) Other documents concerning training to date
- (3) Moreover, as regards candidates applying for extra-occupational and cooperative organisational forms for working professionals, the heads of the degree programmes can request further documents as application documents in their applications, including notably:
- a) Details of the current employer
 - b) Description of professional functions and duties performed to date
 - c) Recommendation and a supporting letter from the employer
- (4) Applicants for Master degree programmes are furthermore to provide certificates and documents proving the successful completion of a subject-relevant university of applied sciences Bachelor degree programme or of a degree programme of equal weighting from a recognised national or foreign post-secondary education establishment. In their applications the heads of the Master degree programmes are to define subject relevance by specifying the minimum number of ECTS credits for the core subject areas required to have been successfully completed in the previous degree programme.
- (5) The analysis of the application documents and the criteria to be applied serve to evaluate the following admission criteria:
- a) Performance capacity, performance orientation and motivation
 - b) Meticulousness
 - c) Capacity for written expression
 - d) Interest in the professional area of the degree programme
 - e) Relevance and level of prior training to date
 - f) Relevance and duration of professional experience, particularly for extra-occupational organisational forms
 - g) Support from the employer, particularly for extra-occupational organisational forms

§ 10 Interview by an admission committee

- (1) The oral personal interviews are to be carried out by an admission committee.
- (2) The committee is to be made up of at least two people, whereby the head of the relevant degree programme, or their representative for this purpose, and a psychologist are obligatory members of the committee.
- (3) A change in the people sitting on the committee during the admission procedure of any one given academic year of a degree programme and/or organisational form is as a principle to be avoided in the interest of striving for the greatest possible objectivity.
- (4) For reasons of confidentiality, the admission committee interview is not public.
- (5) The admission interview serves on the one hand to concretise and expand on findings regarding the admission criteria gained from the analysis of the application documents and admission test in accordance with §§ 7 paragraph 2, § 8 paragraph 3 and § 9 paragraph 5. On the other hand, the following additional admission criteria are to be evaluated:
 - a) Personal appearance
 - b) Verbal communication skills

(5) The admission interviews can also be conducted as video conference.

§ 11 Admission decision taken by the heads of the degree programmes

- (1) All individual results from the procedural steps in accordance with § 5 paragraph 1 b) to d) are to be expressed in points.
- (2) In their applications, the heads of the degree programmes are to define the percentage weighting for each student for each individual assessment in the individual procedural steps as regards the overall mark, whereby the procedural steps in accordance with § 5 paragraph 1 terms b) and c) are weighted at a minimum total of 65%. Whilst doing so the heads should orientate themselves in the sense of the exemplary result presentation of applicants. In the event that there is a differentiation between the analysis and test procedures and/or weighing, depending on the organisational forms and/or the application groups, this presentation is to be recorded in the applications in the required number.
- (3) The heads of the degree programmes are to produce a ranking list for all Master degree programmes and a ranking list per application group for Bachelor degree programmes. The ranking per application group is produced based on the overall mark expressed in percent in which only the individual assessments in the procedural steps as per § 5 paragraph 1 items b) to d) are included in accordance with the chosen weighing as per paragraph 2 above.
- (4) The admission decision is solely based on the ranking lists which are to be finally determined by the heads of the degree programmes once the admission procedure has come to an end.
- (5) The admission decision is either "accepted" or "rejected". Every applicant is informed of the admission decision in writing.
- (6) It is permitted for an admission decision to be taken as regards individual applicants who have completed the procedural steps as per § 5 paragraph 1 a) to d) prior to the completion of the overall admission procedure if it will almost certainly be determined that the student(s) in question would be accepted or rejected, as appropriate, even after the publication of the final ranking lists. In such instances the requirements as per § 4 paragraph 3 are to be respected. In this case, average values from past admission procedures can be used to determine the percentages per application group (cf. § 4 para. 3).
- (7) Applicants with a chance of being accepted onto the degree programme based on the admission procedure underway based on the interim ranking can be informed that they have been put onto a waiting list for the relevant academic year. Such arrangements are replaced immediately after the final allocation of admission places for the relevant academic year by means of the communication of the admission decision.
- (8) In the event that study places are not taken up by accepted applicants, they shall be offered to applicants who are next in line on the relevant ranking list.
- (9) The applicant must be granted access to the assessment and evaluation documents if he*she requests this within three months of the announcement of the result. Questions concerning personal suitability are excluded from the right of inspection. A complaint pursuant to § 10

para. 6 FHG must be submitted by applicants to the Head of the University of Applied Sciences Board no later than 14 days after the start of the first course.

§ 12 Exclusion from the admission process

- (1) Making use of means not permitted during the admission test, failing to follow the instructions of the supervisor and gross disrespectful and improper behaviour shall lead to the exclusion of the applicant from the admission process.
- (2) In particularly serious cases of gross disrespectful and improper behaviour, the applicant may, by a resolution of the University of Applied Sciences Board, be permanently excluded from applying to CAMPUS 02.

§ 13 Reapplying and change of degree programme

- (1) Preferential consideration within the framework of the admission process on the grounds of an application submitted for an earlier academic year is not permitted.
- (2) Applicants who have applied in a former academic year for a given degree programme at CAMPUS 02 and who apply for the same or a different degree programme at CAMPUS 02 are required in principle to once again complete all the procedural steps of the admission process as per § 5 paragraph 1. The results of the admission test carried out within the framework of a previous admission procedure can, as long as they have not been deleted due to data protection reasons, upon agreement between the applicant in question and the head of the relevant degree programme, be included in the evaluation of a future admission process in the event that the admission test is identical. In such instances the applicant in question is excluded from taking the relevant admission test within the framework of future admission processes.
- (3) Paragraph 2 above is valid for CAMPUS 02 students wishing to move to a different CAMPUS 02 degree programme.
- (4) The admission procedure for a degree program can be repeated without limitations. Repeated participation in the admission procedure of the same academic year is excluded.

§ 14 Admission procedure for certificate programmes for further education

- (1) In the event that the number of foreseen applicants who fulfil the admission criteria for a certificate programme for further education is higher than the number of available admission places for the respective certificate programme, an admission process is to be carried out under the responsibility of the Head of the Certificate Programme.
- (2) The criteria established for the admission decision as well as the individual steps of the admission process are to be defined in the application for the introduction of the certificate programme for further education and made accessible to foreseen applicants in an appropriate manner.

§15 Coming into force and interim regulations

The present admission regulations come into force on 11.03.2021.

Annex: An example of the presentation of an applicant's results

Degree programme: Bachelor degree programme in Financial Accounting & Management Accounting

Organisational form: full-time

Application group: 2

Applicant's name: **A. N. Other**

Procedural step	Maximum no. of points available	Points gained	Result in % of the maximum no. of points available	Weighting of partial result in %	<u>Weighted partial result in %</u>
b) Admission test					
Intelligence structure	100	53	53 %	25 %	<u>13,3 %</u>
Personality structure	100	44	44 %	15 %	<u>6,6 %</u>
c) Analysis of the application documents and of the training profile to date	100	75	75 %	30 %	<u>22,5 %</u>
d) Examination panel interview	100	88	88 %	30 %	<u>26,4 %</u>
Total	500	308		100%	<u>68,8 %</u>