

BRINGT BESONDERES ZUSAMMEN



University of Applied Sciences Burgenland Statutes

Admission Regulations - General Provisions

Version 1.8

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Entered into force on 26.04.2022 by resolution of the scientific board and in agreement with the provider. ¹

Preamble

This document contains the general provisions regulating admission to degree programmes and courses at University of Applied Sciences Burgenland. In the individual accreditation applications or re-accreditation applications of the respective degree programmes or courses, special provisions going beyond this and dealing with the special features of the individual degree programmes or courses may be listed. These admission regulations comprise an overall presentation in which valid provisions of other sources, such as provisions of the Fachhochschulgesetz (University of Applied Sciences Act), are also cited (see notes in the footnotes).

I. General principles

I.1 The degree programmes and higher education courses of University of Applied Sciences Burgenland are accessible to persons regardless of gender, social origin, ethnicity, religion or belief, age, sexual orientation and citizenship, provided that the academic requirements are met.²

I.2 Applicants pay no fees in the course of the admission procedure.³

I.3 Students who have been excluded from the degree programme due to a negative assessment in the last permissible repetition of an examination may not be re-admitted to the same degree programme.⁴ Graduates of a degree programme may not be re-admitted to the same degree programme.

I.4 Admission procedures for degree programmes and courses at University of Applied Sciences Burgenland can be repeated without any limitation.⁵ Applicants who went through the admission procedure in an earlier academic year and did not start the study programme or were not admitted due to the ranking have to go through the admission procedure again.

I.5 Preferential consideration or discrimination in the admission procedure on the basis of an application in an earlier academic year (waiting list) is not permitted.

2. Jurisdiction

2.1 Decisions in connection with the admission procedure are the responsibility of the respective programme director or course director.⁶

2.2 Applicants for admission have the possibility to appeal to the scientific board against decisions made by the programme director or the head of the course programme.⁷

¹ Decision of the Scientific board on 26.04.2022 (Minutes of the 77th Ordinary Session), agreement reached on 26.04.2022 (AN 11_22, Annex 34 to the Minutes of the 77th Ordinary Session).

² cf. FHG § 4 (1)

³ cf. FHG § 11 (2)

⁴ cf. FHG § 18 (5)

⁵ cf. FHG § 11 (4)

⁶ cf. FHG § 10 (5) Z.4

⁷ cf. FHG § 10 (6)

3. Number of available admission slots

3.1 The starting point for determining the number of available admission slots (Aufnahmeplätze, APZ) of a degree programme is the total number of study slots (Gesamtplatzzahl, GPZ) stated in the last valid reallocation notice.

3.2 In principle, it is permissible to fill study slots in UAS degree programmes that become vacant as a result of students dropping out.

3.3 At an admission date, the planned number of admission slots for a UAS degree programme results from the difference between the total number of places minus the expected number of students in higher semesters within the standard duration of studies (i.e. with full entitlement to federal or regional funding). In addition, the planned number of admission slots can be exceeded to such an extent that the total number of slots is exceeded by a maximum of 10%.

3.4 Based on the planned number of admission slots of a UAS degree programme, the actual number of admission slots (APZ) shall be determined in agreement between the scientific board management and the competent management of UAS Burgenland, after hearing the programme director and the department head, taking into account the effects on the quality of the degree programme and the financial, personnel, spatial, material and organisational resources required for it. The actual number of available slots is determined by the closing date for applications for the degree programme in question and is announced in an appropriate form.

3.5 As a rule, university degree programmes do not have a limit on the number of slots available. If such a limit exists, the actual number of available slots is determined in accordance with the regulations for UAS degree programmes.

4. Prerequisites for admission

4.1 The prerequisites for admission for UAS degree programmes or courses are laid down in the accreditation applications or re-accreditation applications and are published on the homepage of University of Applied Sciences Burgenland. They are based on provisions listed in the respective valid version of the Fachhochschulgesetz (University of Applied Sciences Act).

4.2 The latest possible date for meeting prerequisites for admission to universities of applied sciences course or degree programme that begin in the winter semester is 15 November of the calendar year in which the programme is taken up. Applicants who do not (yet) fulfil the prerequisites for admission at this point in time can be admitted as extraordinary students after approval by the programme director, the department head and the scientific board. As soon as the student fulfils the prerequisites for admission, he/she is transferred to the status of a regular student. If the prerequisites for admission are not met within the first year of study, the student drops out. In this case, however, it is possible to reapply for a place on the programme and to go through the admission procedure again after fulfilling the prerequisites for admission.

4.3 Graduates of University of Applied Sciences Burgenland degree programmes may be admitted as associate students to attend individual courses, provided that their degree was obtained no longer than six years ago and that by completing the courses they can achieve a higher qualification in the professional profile of the degree programme completed.

Admission requires the approval of the programme director in charge of the courses that are to be attended as well as the approval of the corresponding department head. Admission is granted by decision of the scientific board after the other approvals have been granted.

The programme director, the department head and the scientific board decide at their own discretion, taking into account the efficiency and quality of the teaching. An application for admission as an extraordinary student to attend individual courses must be submitted to the head of the scientific board.

5. Admission procedure

5.1 Participation in the admission procedure requires a timely and complete registration on the side of the interested parties.

5.2 The application deadline for admission to UAS Burgenland Bachelor's degree programmes starting in the winter semester is 31.03 of the corresponding calendar years.

5.3 The application deadline for admission to UAS Burgenland Master's degree programmes beginning in the winter semester is generally 31.05 of the corresponding calendar years. In UAS Burgenland Master's degree programmes, up to 50% (rounded figure) of the available admission slots can be awarded to applicants who achieve more than 80% of the maximum number of points to be attained in the admission procedure on 31.03 of the respective calendar year. If this possibility is taken up, all applications up to (and including) 31.03 are to be considered equally and thus have to go through the admission procedure. These admission slots will be allocated according to a corresponding ranking. Applicants who have been selected in this preliminary procedure will be informed of their acceptance immediately after the results are available. Applicants who have not been selected in this preliminary procedure will take part in the admission procedure on an equal basis with those who have been selected by the application deadline.

5.4 If, by the application deadline, the number of valid applications for a UAS degree programme that have been submitted in due time and in full exceeds the number of actually available admission slots, an admission procedure shall be started.⁸ If, by the closing date for applications, the number of valid applications for a programme have been submitted in due time and in full does not exceed the number of actually available admission slots, no admission procedure must be started and all applicants shall be awarded a study slot. In order to make decisions as early as possible, individual steps of the admission procedure can also be started before the application deadline. Irrespective of this, however, all applications received by the application deadline are to be treated equally. Preferential treatment of applications received earlier is not permitted, with the exception of the preliminary procedure mentioned in 5.3. With the exception of the preliminary procedure mentioned in 5.3, the final ranking and notification of applicants shall be drawn up after the application deadline and after the admission procedure has been duly completed.

5.5 Interested persons who apply for admission, fulfil the prerequisites for admission (or are on an equal footing according to 5.8) and, if the number of interested persons exceeds the actual number of available admission slots, undergo the intended admission procedure shall be considered as applicants.⁹

5.6 Participation in the admission procedure requires the timely and complete submission of all documents required for the admission procedure. If required documents are not submitted despite a single written deadline, applicants may be excluded from the admission procedure.

5.7 An admission procedure shall be carried out in any case if the number of applicants for a degree programme exceeds the number of available slots (actually available admission slots).¹⁰

5.8 Due to the fixed application deadline at the end of March or at the end of May, it is possible that interested persons do not yet fulfil the prerequisites for admission by the application deadline, but can potentially do so by the end of the deadline for fulfilling the prerequisites for admission (e.g. pupils in their final year of schooling who have not yet taken their school-leaving examination). These interested parties are on an equal footing with applicants with regard to the admission procedure.

⁸ cf. FHG § 11 (1)

⁹ This means that an interested person is not considered an applicant merely by sending in the application documents or by registering for the admission procedure. An interested person must - if the number of interested persons exceeds the number of study places for beginners - actually participate in the admission procedure in order to be counted as an applicant (cf. Regulation of the Board of the Agency for Quality Assurance and Accreditation Austria on the provision of information on study programmes, FH BIS Regulation, version 30.7.2012).

¹⁰ cf. FHG § 11 (1)

5.9 According to organisational possibilities, admission interviews will be held with all applicants and taken into account in the ranking.¹¹ If there is a high number of applicants, admission interviews shall be conducted with at least twice the number of applicants compared to the number of available slots. Group interviews are permissible. In the case of group interviews, applicants have the opportunity, at their own request, to answer individual questions in the form of a one-on-one interview following the group interview. This has no influence on the evaluation. Applicants will be informed of this possibility by the interviewer at the beginning of the group interview. The admission interviews of the respective admission procedure are conducted on the basis of an interview guideline, which ensures equal treatment of all applicants of the respective admission procedure and provides an overview of the process for all commission members. Admission interviews can also be conducted using electronic media, preferably imaging media.

5.10 Applicants will be informed in due time about the date of the admission interview and, if applicable, about dates of further procedural steps requiring the on-site attendance of the applicants. An inadequately justified absence from the admission interview or other procedural steps requiring the on-site attendance of the applicants may result in exclusion from the admission procedure.

5.11 The admission procedure provides for a multi-dimensional evaluation to rank the applicants. According to the result of the rankings, the allocation of the actually available admission slots takes place. Applicants who have been awarded a place receive a letter of acceptance. Ranked applicants who have not been awarded a place will be placed on a waiting list according to the ranking and will receive a written notification accordingly.

5.12 In the event that originally allocated places become vacant, they will be allocated according to the waiting list and the applicants who have now been admitted will be informed accordingly. Applications received after the application deadline can only be considered if there is no (longer a) waiting list. In this case, the admission slots still available will be allocated to the applications submitted in full after the application deadline according to the order in which they were received (first-come-first-served principle).

6. Criteria and weighting

6.1 For the admission procedure, performance-related criteria corresponding to the educational requirements of the respective degree programme or, as the case may be, course, and their weighting are laid down in the accreditation applications or re-accreditation applications.¹² These criteria and their weighting are non-discriminatory and are applied in the same way to all applicants of the respective admission procedure, regardless of the applicants' age, marital status, relationship, financial situation, lobby, ideology, pregnancy, religion, sexual orientation, addiction, gender, race, skin colour, political views, status or class. The assessment of the applicants of the respective admission procedure is carried out using an assessment scheme that is uniform for all applicants and available in writing, so the result of each individual assessment of the criteria are transparent.

6.2 In the case of Bachelor's degree programmes at universities of applied sciences, the application groups are organised along groups of different educational backgrounds, whereby at least one group is formed by applicants with relevant professional qualifications. The number of admission slots is divided proportionally among the application groups.¹³ The application groups formed according to previous education are specified in the accreditation applications or re-accreditation applications of the Bachelor's degree programmes at universities of applied sciences.

¹¹ cf. FHG § 11 (1)

¹² cf. FHG § 11 (1)

¹³ cf. FHG § 11 (1)

7. Documentation of the admission procedure

7.1 The evaluations of the candidates leading to the ranking are documented in a verifiable and comprehensible manner.¹⁴

7.2 The evaluations of the candidates to be documented will be kept for at least six months from the announcement of the ranking.¹⁵

8. Inspection and recourse

8.1 Documents relating to the admission procedure are in principle confidential.

8.2 Candidates shall be granted access to the assessment and evaluation documents on request within three months of the announcement of the result. Questions concerning personal suitability are excluded from the right of inspection.¹⁶

Note

In addition to references in the footnotes of this document, the following sources are referenced:

Admission procedures transparent and fair. Recommendations of the UASK working group Gender Mainstreaming and Diversity Management

Furthermore, reference is made to the provisions and regulations listed in the current version of the Fachhochschulgesetz (University of Applied Sciences Act). Reference is also made to the degree programme-specific regulations listed in the accreditation applications or re-accreditation applications.

¹⁴ cf. FHG § 11 (1)

¹⁵ cf. FHG § 11 (3)

¹⁶ cf. letter BMWFW-32.000/0119-WF/IV/11/2014 regarding "Documents for the admission procedure".

Overview of versions of the admission regulations that have entered into force

Version	Change to previous version	enacted on	suspended on
1.0	First version	No entry into force Decision of the Scientific board on 18.03.2015 (Enclosure 14 to the minutes of the 18th ordinary meeting, withdrawn for revision before reaching agreement with the conservator.	
1.1	Revised first version	11.10.2015 Decision of the Scientific board on 16.09.2015 (Minutes of the 21st Ordinary Session), agreement reached on 11.10.2015 (AN 30_15, Annex 20 to the Minutes of the 21st Ordinary Session).	10.11.2016
1.2	New version point 5.2	11.11.2016 Decision of the Scientific board on 28.09.2016 (Minutes of the 29th Ordinary Session), agreement reached on 11.11.2016 (AN 30_16, Annex 41 to the Minutes of the 29th Ordinary Session).	18.09.2018
1.3	Amendment point 5.2	19.09.2018 Decision of the Scientific board on 19.09.2018 (Minutes of the 44th Ordinary Session), agreement reached on 29.12.2018 (AN 13_18, Annex 16 to the Minutes of the 44th Ordinary Session).	04.12.2018
1.4	Revision, especially points 4.2, 5.2, 5.3, 5.4, 5.9, 5.12, 6.1	05.12.2018 Decision of the Scientific board on 05.12.2018 (Minutes of the 46th Ordinary Session), agreement reached on 29.12.2018 (AN 21_18, Annex 17 to the Minutes of the 46th Ordinary Session).	05.03.2019
1.5	Amendment First sentence, point 4.2	06.03.2019 Decision of the Scientific board on 06.03.2019 (Minutes of the 48th Ordinary Session), agreement reached on 11.11.2019 (AN 06_19, Annex 26 to the Minutes of the 48th Ordinary Session).	28.12.2019
1.6	Insertion point 4.3	29.12.2019 Decision of the Scientific board on 05.11.2019 (Minutes of the 54th Ordinary Session), agreement reached on 29.12.2019 (AN 23_19, Annex 34 to the Minutes of the 54th Ordinary Session).	15.12.2021
1.7	Adaptation to amended Fachhochschulgesetz (University of Applied Sciences Act), change in point 5.9	16.12.2021 Decision of the Scientific board on 14.12.2021 (Minutes of the 73rd Ordinary Session), agreement reached on 16.12.2021	25.04.2022

		(AN 21_21, Annex 10 to the Minutes of the 73rd Ordinary Session)	
I.8	Addition point I.3	26.04.2022 Decision of the Scientific board on 26.04.2022 (Minutes of the 77th Ordinary Session), agreement reached on 26.04.2022 (AN 11_22, Annex 34 to the Minutes of the 77th Ordinary Session)	