

## **Directive by the Office of the Rector of the University of Veterinary Medicine, Vienna on the restrictions on admission to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways and on the admissions procedure in the academic year 2024/2025**

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The Office of the Rector of the University of Veterinary Medicine, Vienna — pursuant to the opinion expressed by the Senate and pursuant to § 63a para. 8 in connection with § 63 of the Universities Act (Universitätsgesetz – UG, Federal Law Gazette I No. 120/2002 in the current version — agreed on the following directive on the admissions procedure for and on the restrictions on admission to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways:

### **Preamble**

At the University of Veterinary Medicine, Vienna, the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways is offered exclusively in the English language. Pursuant to § 63a para. 8 UG, for master's degree programmes that are offered only in a foreign language, the Office of the Rector can determine the number of incoming students and set forth admissions procedures governing acceptance.

Thus, pursuant to the opinion expressed by the Senate, the Office of the Rector stipulates the following admissions procedure prior to enrolment:

### **General Provisions**

#### **Scope of Application**

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**§ 1.** (1) The rules relating to the admissions procedure apply to all applicants to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways at the University of Veterinary Medicine, Vienna. All applicants, irrespective of their nationality, seeking admission to this programme have to complete the admissions procedure. The admission of applicants takes place exclusively at the beginning of the 2024/2025 academic year.

(2) The awarding of study places shall be based on an admissions procedure prior to enrolment in accordance with § 63a para. 8 UG.

**§ 2.** (1) For enrolment, the successful completion of admissions procedure prior to enrolment is mandatory, in addition to requirements for the general and special university entrance qualification pursuant to §§ 64 UG.

(2) Pursuant to § 64 para. 3 UG, admission to a master's degree programme requires the completion of a bachelor's degree programme in a relevant subject, another degree programme in a relevant subject of at least the same level of higher education at a recognized domestic or foreign post-secondary educational institution, or a degree programme defined in the curriculum of the master's degree programme.

## **Number of places**

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§ 3. The number of incoming students shall be set at 15 for the 2024/2025 academic year.

## **Admissions Procedure**

### **General provisions**

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§ 4. (1) The awarding of study places shall be based on an admissions procedure, whose prerequisite shall be participation in the online application process (§ 5). The points relevant for ranking shall be determined according to the number of points achieved on the aptitude test (§ 7).

(2) The admissions procedure shall take place once a year prior to the start of the winter semester. Enrolment in the master's programme shall take place only during the 2024/2025 winter semester following successful completion of the admissions procedure and after the other requirements for admission (§§ 63ff UG) have been fulfilled.

(3) Any and all costs incurred by applicants in connection with participation in the admissions procedure shall be borne entirely by the applicants and shall not be reimbursed.

### **Online Application**

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§ 5. (1) Applicants shall be required to apply for a study place exclusively online by means of a web-based form on the website of the University of Veterinary Medicine, Vienna within the application period from 4 March 2024 to 21 May 2024 defined by the Rectorate. Other application methods (e.g. via email, fax, telephone or the like) are not permitted and will not be taken into account, with the same applying to online applications submitted prior to or after the application period. There shall be no extensions of the application period.

(2) Applicants may apply to only one of the master's degree programmes at the University of Veterinary Medicine, Vienna.

(3) In their online applications, applicants are required to include general (personal) information, along with a valid email address. For the purposes of statistics and evaluation, information about applicants' parents will also be collected. Online applications that are incomplete, untruthful, not in compliance with the instructions for filling out the form or received

outside of the application period are invalid and will not be taken into consideration; the same applies to prohibited and particularly to fraudulent multiple applications. Requests for improvements shall not be granted.

(4) In as far as direct communication with the applicant is required by the University of Veterinary Medicine, Vienna in the course of the admissions procedure, this shall take place exclusively through the email address indicated in the online application or via the application management.

## **Fees**

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**§ 6.** (1) Applicants shall be required to pay an application fee in the amount of 50 euros. This fee is to be received by 27 May 2024. No extensions shall be granted.

(2) In the event that fees received cannot be allocated to an applicant (e.g. no or an incorrect payment reference, or due to a bank error), or if a lower amount is received, the applicant shall be excluded from the admissions procedure. Amounts which are not received within the deadline shall lead to the applicant being excluded from the admissions procedure and shall be reimbursed by the University of Veterinary Medicine, Vienna.

(3) If applicants, despite a successful online application, do not show up for the aptitude test (§ 7) or if the admissions process is discontinued as set forth in § 7 para. 2, there shall be no entitlement for a refund of the application fee.

## **Aptitude Test**

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**§ 7.** (1) The aptitude test shall be administered exclusively in the English language and shall consist of 60 subject-specific questions pertaining to the course of studies. The test duration is 70 minutes. One or half a point is awarded for each correctly answered subject-specific question. A question cannot be completed with minus points.

(2) Scheduled to take place from July 15th to 19th, 2024, the aptitude test must be completed in person by applicants who submitted a successful online application by the deadline and paid the fee correctly (§ 6). Applicants are responsible to observe special travel regulations (especially quarantine regulations, timely visa application etc.). Any necessary postponements due to pandemic regulations will be announced on the website in time. Should the number of participants for the aptitude test be less than the number of places allocated for the master's programme (§ 3), the aptitude test may be cancelled. The aptitude test is not an examination in the sense of §§ 72ff UG.

(3) The subject matter for subject-matter-specific questions pertaining to the course of studies shall be posted on the website of the University and in the university gazette (Mitteilungsblatt)

of Veterinary Medicine, Vienna not later than 4 months before the aptitude test (§ 71b para. 7 item 3 UG).

(4) The aptitude test shall take place only on the dates announced in due course on the website of the University of Veterinary Medicine, Vienna. Applicants who show up late or do not show up at all on the dates announced shall be disqualified from the application procedure and admission to the master's programme will not be possible.

(5) Applicants must present official photo identification (valid passport, driver's license etc.) as proof of identity.

(6) The identity of the aptitude test participant must be determined prior to the start of the aptitude test via the official photo identification brought by the applicant. Should an unequivocal positive identification not be possible, invigilators shall not permit the applicant to participate in the aptitude test.

(7) Aptitude test participants who interfere with the orderly administration of the test may be warned by the test proctor and, in cases of severe or multiple infringements, may be excluded from the remainder of the test. In such a case, the applicant shall be disqualified from the admissions procedure.

(8) Applicants who attempt to influence their test results through dishonest means may be warned by the test proctor and, in cases of severe or multiple infringements, may be excluded from the remainder of the test. Dishonest means are, in particular, the use of prohibited resources, the use of cameras, mobile phones or other electronic devices during the test or continuing to work on a section of the test outside of the allotted time. Should aptitude test participants be excluded from the remainder of the test due to the employment of dishonest means or the employment of dishonest means be determined after completion of the aptitude test, the applicant shall be disqualified from the admissions procedure.

(9) If necessary, due to pandemic regulations, the written aptitude test can also be conducted in the form of a written online examination without the personal presence of the applicants.

## **Ranking and Acceptance**

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**§ 8.** (1) The number of points achieved by the applicant during the admissions procedure will be calculated and then used to form a ranking. The number of study places available shall be offered to those applicants with the highest number of points. In the event of equal rankings, priority shall be given to applicants of the gender, which is underrepresented. If equal rankings still exist as a result, lots shall be drawn.

(2) The announcement of the results of the admissions process shall occur at the same time as the publication of the rankings. Successful applicants (according to the stipulations) shall be notified in writing by email sent to the email-address disclosed during the admissions

process. This notification shall also include the formal steps that are necessary and thus required for admission.

(3) In the event that an allocated study place is not taken up within a period of 10 calendar days of the written request by means of performing the subsequent formal admission steps, any entitlement to the allocated study place shall expire. If the available study places are not taken up by the applicants, the Rectorate may carry out a move-up procedure.

The remaining places shall then be allocated in accordance with § 8 para. 1.

(4) Withdrawing from an allocated study place after admission or payment of the tuition fee, in as far as such a fee is collected, shall not form grounds for the reimbursement of the tuition fee.

**§ 9.** (1) Only those applicants who have received an offer of a study place as a result of the admissions procedure and meet the general admission requirements (§ 2) may enrol in the master's degree programme. Enrolment then takes place within the prescribed deadline for claiming a place in the framework of the general enrolment period for the 2024/2025 winter semester at the Student Services department of the University of Veterinary Medicine, Vienna, Veterinärplatz 1, 1210 Vienna. At this time, all the required conditions and documents necessary for enrolment will be examined. Apart from this, enrolment is subject to the curriculum as well as to the stipulations of the Universities Act 2002 in the version currently in force.

(2) Enrolment of applicants who have completed the admissions procedure and have not received a study place is not permitted.

## **Repeated Participation in the Admissions Process**

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**§ 10.** Applicants who have not received a study place in a given academic year or were not admitted to a master's degree programme may reapply for admission during the following academic year. Ranking (§ 8) will be determined exclusively by the result achieved through the admissions procedure in that particular academic year. If the admissions procedure is repeated, it must be completed in its entirety every time.

## **Entry into Force**

**§ 11.** This directive shall enter into force on the day after its publication in the university gazette (Mitteilungsblatt).

For the Office of the Rector:

Ao. Univ.-Prof. Dr. Petra Winter