

Decree of the Rectorate of the University of Veterinary Medicine Vienna for the admission restrictions applied to the Master's programmes offered by the University of Veterinary Medicine, Vienna in the 2012/2013 academic year

The Rectorate of the University of Veterinary Medicine Vienna, after consulting the Senate, has issued the following decree for the admission restrictions applied to the studies offered by the University of Veterinary Medicine Vienna pursuant to Sect. 124b in conjunction with Sect. 63 Universitätsgesetz (UG - Law on University Studies), Federal Law Gazette I No. 120/2002, as amended, which was approved by the University Council on 17 November 2011:

1. General

(1) Students are admitted to the fields of studies listed below and offered by the University of Veterinary Medicine Vienna in the winter semester 2012/13 only in the winter semester 2012/13 for the entire study year 2012/13:

- Master's programme "Biomedicine and Biotechnology"
- Master's programme "Interdisciplinary Master in human-animal interactions"
- Master's programme "European Master of Comparative Morphology"

Apart from the possession of general and special university entrance qualifications, as defined by the UG 2002, the successful completion of an admissions procedure is required. Pursuant to Sect. 64(5) UG 2002, the admission to a Master's programme also requires the completion of a Bachelors course in the field of study in question at either a university or a university of applied sciences (Fachhochschule) or the completion of a similar course of studies at an accredited national or foreign post-secondary educational establishment.

(2) Applications to the University of Veterinary Medicine Vienna are processed pursuant to Sect. 124b(1) UG 2002 through an admissions procedure.

(3) The general university entrance qualification requirement (in particular the degree certificate) does not need to be fulfilled at the time of the online application, but at the time of formal admission to the course of study chosen (see Sects. 3 and 4).

(4) Costs incurred by the applicants in connection with the participation in the admissions procedure, must be borne by the applicants themselves.

2. Admissions Procedure for a University Place for the Academic Year 2012/2013

(1) Number of available places

The following number of places will be available:

- Master's programme "Biomedicine and Biotechnology" 15
- Master's programme "Interdisciplinary Master in Human-Animal Interactions" 20
- Master's programme "European Master of Comparative Morphology" 15

(2) Online application

Participation in the admissions procedure starts with the application for a university place, with only one application per applicant being admissible.

Applications for a place at the university may only be filed online by means of a web form between 1 February 2012, 11:00 a.m., and 15 March 2012, 11:59 p.m. (time limit for applications). The web form is available at the website of the University of Veterinary Medicine Vienna. In addition to general information, also the course of study chosen (Biomedicine and Biotechnology, Interdisciplinary Master in Human-Animal Interactions, European Master of Comparative Morphology) must be indicated in this application.

For communication purposes, the applicant must indicate his or her e-mail address. Any correspondence with applicants, such as requests for correction, will be conducted through the e-mail address indicated by the applicant in his or her online application!

Note: An application is only valid if it has been filed within the time limit for applications!

(3) Aptitude Tests and Filing of Applications

All applicants who have filed online applications must make a personal appointment where an aptitude test will be held and the application documents accepted.

a) The dates on which the aptitude tests will be held will be announced on the website of the University of Veterinary Medicine Vienna at least two weeks after the end of the time limit for online applications. The participant must show a valid identity card or any other official ID before the beginning of the test.

Applicants not being able to produce an official ID will not be admitted to the test.

Announced dates are binding and may not be postponed by the participants.

b) Certified copies of the following application documents must be submitted on the date of the aptitude test:

1. Official proof of identity (valid passport, driving licence, etc.)
2. Proof of citizenship (valid passport, certificate of citizenship etc.)

3. Any proof of previous academic or vocational qualification (traineeships, courses, activities, special knowledge and skills etc.)

The non-submission of documents in certified form will be considered as a breach of a formal requirement in the cases of par. 1 and par. 2; in the case of par. 3, the documents will not be included in the assessment of the application.

In addition, the following documents must be submitted:

4. Curriculum vitae
5. Letter of motivation

Applicants must take the aptitude test on the dates set, submit all application documents stated above in a formally correct form and comply with any requests for correction to further participate in the admissions procedure!

(4) Assessment

a) Aptitude test

The aptitude test consists of two parts:

- I. Technical questions in the fields of study chosen
- II. Questions asked in the form of an interview regarding the ideas of the candidate about the fields covered by the course of study chosen by him or her

The second part of the aptitude test may also take part separately from the first part, in particular as regards the dates on which both parts of the test must be taken.

The number of candidates admitted to the second part of the test may be limited to at least three times the university places available. In the case of a limitation, admission of candidates to the second part of the test will depend on the results achieved by them in the first part of the aptitude test and the results of the assessment of their application documents.

The interview boards shall be appointed by the Vice Rector for Teaching and Clinical Veterinary Medicine and consist of at least two persons each.

The aptitude test is not an exam for the purposes of Sects. 72 et seq. UG. Sects. 72 to 79 UG do not apply.

b) Application documents

Assessment of application documents with respect to:

- I. Completeness of documents
- II. Previous academic and vocational qualification

0 to 21 points are assigned to the application documents.

(5) Rankings and Processing of Applications

a) The ranking of applications is based on the total of points achieved pursuant to Sect. 2(4) a) and b) of the admissions procedure.

b) Applicants are assigned to university places in descending order of the total of points achieved by them on the basis of the university place capacity of the courses of study offered.

c) Applicants that participated in the admissions procedure, but were not assigned to a university place, will be put on a waiting list. If university places are not used pursuant to Sect. 3, these places will be assigned to applicants on the waiting list, each in descending order of the overall score achieved.

(6) Partiality

If there are doubts about the impartiality of a person involved in the admissions procedure, the person concerned shall inform the Vice Rector for Teaching and Clinical Veterinary Medicine thereof, who shall provide for appropriate alternative measures before implementation of the respective procedural step.

3. Use of University Places

Applicants who are assigned to a university place in accordance with the present provisions, will be notified of the progress of their applications by e-mail or by post sent to the addresses indicated in the admissions procedure. The notification also includes information about the next formal steps necessary to be taken and therefore required in the admissions procedure.

If a university place assigned to an applicant is not used personally by implementing the next formal steps in the admissions procedure within a period of ten calendar days after being requested to do so, the claim to the assigned university place will expire and the next applicant in the list will be admitted pursuant to Sect. 2(5)(c).

A withdrawal from an assigned university place after admission or payment of the tuition fee, provided such fee has been collected, does not entitle the applicant to a refund of the same.

4. Requirements for Admission

(1) Requirements for admission

Only applicants can be admitted to Master's programmes to whom a university place has been assigned on the basis of the results of the admissions procedure. Applicants will be admitted, within the time limit set for using the university place within the general admission period for the winter semester 2012/13, by the Admission Office of the University of Veterinary Medicine Vienna, Veterinaerplatz 1, 1210 Vienna. At the same time, the requirements and documents will be verified (see also the information about the general requirements for admission on the websites of the University of Veterinary Medicine Vienna). Admission is furthermore governed by the provisions of the Universitätsgesetz 2002, as amended, and by the respective curriculum.

(2) Admission of equally ranked applicants

If applicants are equally ranked, a sex that is underrepresented in a course of study will be given priority in the admissions procedure. If applicants still remain equally ranked after that, a decision will be made by lot.

5. Submission of new applications

Applicants who were not assigned to a university place may submit new applications in subsequent years.