



**University of
Applied Sciences
St. Pölten**

Statute of the USTP – University of Applied Sciences St. Pölten

**Part 02 – Study Law
Admission Regulations**

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I. Scope of Application

§ 1. (1) The Rules of Procedure of the Board are an integral component of the Statute of the St. Pölten University of Applied Sciences (USTP) and shall be adopted by mutual agreement of the Board and the Provider (see § 10 FHG¹).

(2) The Rules of Procedure apply to all study programmes and continuing education programmes of the USTP accredited in Austria and constitute the basis of the educational relationship between the Student and the Provider (USTP).

II. Admission Procedure and Admittance



2.1. Admission Procedure for Degree Study Programmes

2.1.1. General Information

§ 2. (1) An admission procedure has to be carried out, in any case, if the number of applicants for a study programme exceeds the number of available study places (§ 11 FHG).

(2) The admission procedure has to be based on performance-related criteria that correspond to the educational requirements of the respective study programme.

(3) If possible from an organisational point of view, admission interviews should be conducted with all applicants and considered in the ranking process.

(4) When it comes to bachelor degree programmes, the applicants are to be divided into groups with different educational backgrounds. At least one of these groups has to consist of applicants with relevant professional qualifications. The number of study places has to be distributed between the applicant groups on a pro rata basis (see § 4 (4), 11 (1) FHG).

(5) The applicant evaluations which form the basis of the ranking are to be documented in a verifiable and transparent manner.

(6) The applicants do not have to pay fees for the implementation of the admission procedure (§ 11 (2) FHG).

(7) There is no limit concerning the possible repetitions of admission procedures for study programmes of universities of applied sciences (however, see § 11 Examination Regulations).

(8) The process of admission is divided into the following steps:

1. Electronic registration for the admission procedure;
2. Implementation of the admission procedure;
3. Evaluation of results;
4. Notification of result

2.1.2. Group of Persons and Career Changers

§ 3. (1) Candidates wishing to apply for admission to a programme of the USTP need to undergo the admission procedure.

(2) "Career changers" are students/applicants who have already attended but not completed a similar, equivalent study programme at another university (of applied sciences) and have now decided to

¹ University of Applied Sciences Act, orig. version Federal Law Gazette 340/1993 as amended in Federal Law Gazette I 177/2021

switch universities and apply for a study place at the USTP outside the general application deadlines.

- (3) Entering a study programme is possible only at the beginning of a semester.
- (4) Changing over from another university is possible in case that
 - 1. the career changer fills a vacancy left by a dropout,
 - 2. the career changer already successfully completed an admission procedure at a university of applied sciences or other university for a relevant or equivalent study programme within the past two years, and
 - 3. they complete an additional admission interview with the Academic Director.
- (5) The decision is up to with the Academic Director.
- (6) When it comes to the recognition of proven knowledge acquired at another university of applied sciences, reference is made to the corresponding provisions in this Statute as well as § 12 FHG. In this way, it may be possible to enter the study programme at a higher semester.

2.1.3. Electronic Registration for the Admission Procedure

§ 4. The applicants are to register within the application period by completing an electronic form available on the USTP website ("online application").

2.1.3.1. Registration Period

§ 5. The registration deadlines of the individual degree study programmes are announced on the website of the USTP.

2.1.3.2. Post-Registration

§ 6. (1) If the number of registered applicants for a study programme remains lower than the number of study places after expiration of the registration period,

- 1. the applicants who have registered in due time are admitted to the study programme, provided that they fulfil the technical admission requirements and have positively completed the admission procedure, and
 - 2. the responsible Academic Director may determine a deadline for post-registration for vacant study places on the USTP website.
- (2) If the number of applicants is lower than the number of available study places after the end of the completed admission procedure, another deadline for post-registration for remaining study places may be announced on the USTP website.

2.1.3.3. Required Documents

§ 7. (1) Applicants have to upload electronic copies (scans) of the following documents when registering for a bachelor or master degree programme:

- 1. Passport and CV
- 2. Evidence that the student has already acquired the respective technical qualification or is currently in the process of acquiring it
- 3. Evidence of the necessary language skills
- 4. Documents specific to the study programme (letter of motivation, etc.)

5. The applicants have to upload authorised translations of foreign-language certificates. Foreign certificates have to include the necessary diplomatic authentications.

2.1.3.4. Verification of Data and Documents

§ 8. (1) After the registration has been completed, the USTP checks the entered data and uploaded documents.

- (2) Incomplete information or documents prevent a valid registration.

2.1.3.5. Invitation to the Admission Procedure

§ 9. (1) Applicants whose information and documents are complete receive an invitation to the admission procedure via email.

- (2) When it comes to third-country citizens, the USTP may, if applicable, send an according letter facilitating entry for the purpose of participating in the admission procedure.
- (3) Persons who wish to be admitted to a bachelor degree programme on the basis of *relevant professional qualification* are informed about additional exams that are necessary for the successful admission.
- (4) Persons who wish to be admitted to a bachelor degree programme with a *foreign school-leaving certificate* are informed about additional required exams.
- (5) Persons who have completed a study programme which is basically equivalent to a UAS bachelor degree programme and wish to be admitted to a UAS master degree programme are informed about required additional exams.
- (6) Persons who wish to be admitted to a bachelor degree programme on the basis of the technical admission requirement *university entrance qualification (Universitätsreife)* and would like to brush up their basic knowledge before starting a technical bachelor degree programme are informed about additional exams.

2.1.4. Implementation of the Admission Procedure

§ 10. The dates of the admission procedure are announced on the USTP website or in the online application tool.

§ 11. (1) The admission procedure usually consists of the following stages:

1. Assessment of the documents uploaded within the framework of the registration and/or
 2. One or several tests and/or
 3. Admission interview
- (2) Further study programme-specific information regarding the respective admission procedure is announced on the USTP website once the dates for the admission procedure are published.
 - (3) The USTP is to design the admission procedure in such a way that the following provisions are covered in particular:
 1. Review of the performance-related criteria relevant for the educational requirements of the respective study programme;
 2. Guarantee of accessibility for non-traditional applicants; ensuring that the admission procedure does not involve any kind of discrimination

- (4) Admission interviews may be carried out in the form of video conferences. Applicants are to be notified of this in due time.

§ 12. (1) The results are analysed after the end of the admission procedure.

- (2) When it comes to the results, the applicants are notified electronically about whether

1. they have passed the admission procedure,
2. they have been added to the waiting list
3. or they have not passed the admission procedure.

- (3) The Study Contract is sent along with the notification of the positive decision (awarding of a study place).

§ 13. (1) Applicants are to be granted access to the assessment and evaluation documents if they request it within three months after the announcement of the results.

- (2) Questions concerning the applicants' personal suitability are exempt from the right to access these documents.

2.2. Admission to Degree Study Programmes

2.2.1. Study Contract

§ 14. (1) The legal relationship between Students and the USTP is regulated by private law.

- (2) On the basis of the General Study Conditions, which are available on the USTP website, the Study Contract regulates the following areas in particular pursuant to, e.g., consumer protection law:

1. Contract partners,
2. Study programme,
3. Tuition fee,
4. Rights and obligations of the students,
5. Rights and obligations of the USTP,
6. Termination of the Study Contract,
7. Withdrawal from the Study Contract

- (3) It is up to the Provider to determine the concrete content of the educational contract.

2.2.2. Conclusion of the Contract

§ 15. (1) After the applicants have been notified that they have passed the admission procedure and have been awarded a study place, the Study Contract is made available to them in the online application tool. This Contract is concluded between the St. Pölten University of Applied Sciences and the student by checking the relevant box within 14 days. The Study Contract is the prerequisite for admission to the respective study programme. Once the Study Contract has been accepted, a confirmation of admission is sent out. As of this point, the student is admitted to the degree programme as a degree programme student.

- (2) In case the applicant does not accept the Study Contract within the specified period, the study place may be awarded to the next person on the waiting list.

2.2.3. Withdrawal from the Contract

§ 16. (1) The students may withdraw from the contract without paying the tuition fee within 14 days after its conclusion. The withdrawal form (Annex – Withdrawal Form) is to be used for this purpose.

- (2) Once this period has expired, withdrawal from the contract is no longer possible. However, students may terminate the contract at the end of every semester.

2.2.4. Review of Technical Admission Requirements

2.2.4.1. Deadlines/Date for the Review of Technical Admission Requirements

§ 17. After the contract has been concluded, the students are sent a date for the review of the complete technical admission requirements on the basis of the original documents (invitation to enrolment) by means of electronic message.

2.2.4.2. Required Documents

§ 18. (1) The students have to bring originals or certified copies of the following documents to the assigned enrolment date:

1. Passport for identification
 2. Evidence of the necessary language skills
 - a. German language skills and/or
 - b. Other necessary language skills
 3. Proof of technical admission requirements (no later than by the BIS registration)
 4. Evidence of any positively completed additional examinations prescribed pursuant to § 4 (6) FHG
- (2) The applicant has to present authorised translations of foreign-language certificates. Foreign certificates have to feature the necessary diplomatic authentication.

2.2.4.2.1. Passport

§ 19. (1) The applicants have to prove their identity in person by presenting a valid passport.

(2) If the applicant can credibly demonstrate that a passport cannot be presented within a reasonable period of time or only with great difficulty, the USTP may accept another proof of identity:

1. A passport which has been expired for no more than five years,
 2. Proof of citizenship,
 3. Driving licence,
 4. Identity card, or
 5. Asylum application card in accordance with the Asylum Act or the Settlement and Residence Act (NAG)
- (3) If the applicant can demonstrate that they cannot present any of the above-mentioned documents for identification within a reasonable period of time or only with great difficulty, they require an identity witness (Identitätszeug*in).

2.2.4.2.2. Language Skills

§ 20. If a study programme requires proficiency in a certain language, the students have to provide the respective evidence (§ 4 (4) FHG).

2.2.4.2.3. German Language Skills

§ 21. (1) If proficiency in the German language is required for a study programme offered at the USTP, students have to provide evidence of German language skills at level B2 or higher (Common European Framework of Reference for Languages, CEFR).

(2) The following documents in particular are recognised as evidence of sufficient German language skills:

1. Schools and accredited post-secondary educational institutions:
 - a. German as subject of the school-leaving examination
 - b. Completion of a German-speaking secondary school
 - c. Completion of compulsory schooling until 9th grade at a German-speaking school
 - d. Completion of a study programme of at least three years in German at an accredited post-secondary educational institution in Austria or abroad (university, private university, university of applied sciences, teacher training college)
 2. Certificates:
 - a. Austrian German Diploma (ÖSD) – certificate B2
 - b. Goethe-Institut: Goethe certificate B2
 - c. Pre-studies programme (e.g., of the universities of Vienna and Graz, Montanuniversität Leoben, USTP) – supplementary exam in German (Ergänzungsprüfung Deutsch)
 - d. Certificate of a university language exam for German (in accordance with § 28 of the Federal Act on the Organisation of Universities and their Studies – AHStG, Federal Law Gazette no. 177/1966, as amended)
 - e. Exam in German as a foreign language (test DaF), with at least level 4 in all parts
 - f. German Language Diploma of the Conference of Ministries of Culture in the Federal Republic of Germany ("second stage")
 - g. German language examination for university entrance for foreign applicants (DSH)
 - h. Language centre of an Austrian university, university of applied sciences, private university, teacher training college – B2
- (3) In individual cases (e.g., if the German language was part of the curriculum but not a subject in the school-leaving exam), the USTP may – after obtaining the necessary expert opinions, if applicable
1. recognise other certificates, or
 2. determine the student's German language skills within the framework of an admission procedure.

2.2.4.2.4. Evidence of Other Necessary Language Skills

§ 22. If a study programme requires a certain knowledge (usually at level B2) of any other languages, the applicants have to provide evidence thereof by presenting the appropriate certificates (e.g., school-leaving exam, Matura).

2.2.4.2.5. Diplomatic Authentication and Translation

§ 23. (1) Foreign certificates are to feature the necessary diplomatic authentication.

- (2) Applicants are to take note of the "Beglaubigungsliste Hochschulwesen" (authentication list for universities) which is available on the website of the Federal Ministry of Education, Science and Research.
- (3) In principle, the original certificate should already be complete with all necessary authentication seals so that these can be translated together with the certificate. The translation has to be firmly attached to the original certificate or a certified copy thereof.
- (4) If the translation has been produced by a court-certified translator officially registered in Austria, it requires no additional authentication.
- (5) Translations of foreign certificates carried out abroad also have to come from court-certified translators officially registered in the respective country. When it comes to authentication regulations, they are to be treated the same as foreign original certificates, which means they are subject to the authentication modalities of the country where the translation was produced. However, as the country where the translation was produced does not necessarily have to be the country where the original certificate was issued, it is possible that different authentication regulations may apply to the original certificate and the translation.

2.2.5. Technical Admission Requirements – Bachelor Degree Programme

§ 24. The technical admission requirements for a bachelor degree programme at a university of applied sciences are

1. the general university entrance qualification, or
2. a relevant professional qualification, in accordance with the accreditation certificates.

2.2.5.1. General University Entrance Qualification

§ 25. The general university entrance qualification has to be proven by one of the following documents:

1. An Austrian school-leaving certificate (Matura) or a certificate for the Berufsreifeprüfung (BRP),
2. Another Austrian certificate of qualification for a certain group of study programmes at a university, teacher training college, or university of applied sciences,
3. A foreign certificate equivalent to one of the above-mentioned Austrian certificates based on an international agreement, a nostrification, or a decision by the Academic Directors of the Austrian university of applied sciences study programme (this has to be decided for each individual case),
4. A certificate providing proof of the successful completion of a study programme of at least three years at an accredited Austrian or foreign post-secondary educational institution².

² The definition of a "post-secondary educational institution" is based on § 4 (4) FHG: "This term refers to an educational institution which carries out study programmes with a scope of at least six semesters, admission to which is subject to the general university entrance qualification in the sense of the university of applied sciences study act, and which is recognised as a post-secondary educational institution based on the legal provisions of the country where it is located." (translated from German)

2.2.5.1.1. Austrian School-Leaving Certificate (Matura), Berufsreifeprüfung BRP (§ 4 (5 (1)) FHG)

§ 26. The following certificates in particular are considered proof of the general university entrance qualification pursuant to § 4 (5 (1)) FHG:

1. School-leaving and diploma examination certificates³:
 - a. School-leaving certificate (Matura) of a general secondary school (AHS)
 - b. School-leaving and diploma examination certificate of a vocational secondary school (BHS):
 - i. Secondary technical and commercial (including handcraft) school (HTL)
 - ii. Business school (HAK)
 - iii. Secondary school for economic professions (HLW)
 - iv. Institute for elementary pedagogy (BAfEP), formerly Institute for kindergarten pedagogy (BAKIP)
 - v. Institute for social pedagogy (BASOP)
2. Certificate of completion of the Berufsreifeprüfung (BRP; completion of all modules) in accordance with the BRP law

2.2.5.1.2. Certificate of University Entrance Examination (§ 4 (5 (2)) FHG)

§ 27. (1) The following certificates of university entrance examinations (completion of all modules) constitute proof of the general university entrance qualification in the sense of § 4 (5 (2)) FHG:

1. Certificate of university entrance qualification from a university (in accordance with § 64a University Act)
 2. Certificate of university entrance examination from a teacher training college (in accordance with university entrance qualification law and the Higher Education Act)
 3. Certificate of university entrance examination from a university of applied sciences
- (2) A certificate of university entrance examination in the sense of § 8c School Organisation Act is no valid proof in this context.

2.2.5.1.3. Foreign Certificate (§ 4 (5 (3)) FHG)

§ 28. (1) The general university entrance qualification can be proven by a foreign certificate which is equivalent to one of the Austrian certificates in accordance with § 4 (5 (1-2)) FHG

1. based on an international agreement,
2. a nostrification (§ 75 School Education Act), or

³ Federal law from 25 July 1962 on the organisation of schools (Schulorganisationsgesetz) Federal Law Gazette no. 242/1962; federal law on the regulation of teaching and education at the schools governed by the Schulorganisationsgesetz (Schulunterrichtsgesetz - SchUG) Federal Law Gazette no. 472/1986; decree of the Federal Minister for Education, Art and Sports from 19 July 1989 on the structure of certificate forms (Zeugnisformularverordnung) Federal Law Gazette no. 362/1989; decree of the Federal Minister for Education and Art from 31 July 1979 on examinations for external students (Externistenprüfungsverordnung) Federal Law Gazette no. 362/1979.

3. a decision of the Academic Director of the Austrian university of applied sciences study programme (this has to be decided for each individual case).
- (2) Applicants are to take note of the *Zulassungsempfehlung ausländische Reifezeugnisse* (admission recommendation for foreign school-leaving certificates) which is available on the website of the Federal Ministry of Education, Science and Research.
- (3) In case foreign certificates are not equivalent to an Austrian school-leaving certificate in terms of content and requirements, it is up to the Academic Director to decide which additional exams the applicant has to take in order to establish equivalence with the Austrian certificate and to be admitted to the study programme.

2.2.5.1.4. International Agreement

- § 29.** (1) A certificate from a country which has concluded a *bilateral agreement* concerning the equivalence of university qualification certificates with Austria constitutes evidence of general university entrance qualification (without any further requirements) provided that it also allows admission to a university in the country of issue.
- (2) A certificate from a member country of the *Convention on the Recognition of Qualifications concerning Higher Education in the European Region* ("Lisbon Recognition Convention"), Federal Law Gazette III no. 71/1999, is proof of a general university entrance qualification provided that it also allows admission to a university in the country of issue.
- (3) In case of significant differences compared to the Austrian general admission requirements, the USTP as the receiving institution may make admission contingent upon the completion of additional examinations. However, the criteria for the assumption of significant differences should be handled restrictively and additional requirements should be limited to the strictly necessary extent.
- (4) The decision what "significant differences" between educational backgrounds means in individual cases rests with the responsible Academic Director. It is recommended to consider the following criteria in particular:
1. System in the country where the certificate was issued
 2. System in Austria
 3. Duration of the education
 4. Educational content
- (5) A certificate from a member state of the European Convention on the Equivalence of Diplomas, Federal Law Gazette no. 44/1957, is to be treated in line with the "Lisbon Recognition Convention" pursuant to the provisions of the former convention.
- (6) The relevant recommendations available on the website of the Federal Ministry of Education, Science and Research are to be observed.

2.2.5.1.5. Recognised (Nostrified) School-Leaving Certificate

§ 30. A foreign certificate which is deemed equivalent to one of the Austrian certificates listed in § 4 (5 (1-2)) FHG by virtue of nostrification pursuant to § 75 School Education Act constitutes evidence of the general university entrance qualification according to § 4 (5 (3)) FHG.

2.2.5.1.6. Individual Decision – Academic Director

§ 31. (1) A certificate which is not equivalent to a corresponding Austrian certificate on the basis of a bilateral or multilateral agreement or a nostrification pursuant to § 75 School Education Act can still constitute evidence of general university entrance qualification in case that

1. it is one of the certificates that allow admission to a university according to the system in the country of issue and
 2. the responsible Academic Director decides that it is equivalent to an Austrian school-leaving certificate.
- (2) In the case-by-case decision, recommendations of the Federal Ministry of Education, Science and Research as well as databases (e.g., www.anabin.de) are to be considered in particular.

2.2.5.1.7. Certificate of a Completed Study Programme (§ 4 (5 (4)) FHG)

§ 32. A certificate of completion of a study programme of at least three years at an accredited Austrian or foreign post-secondary educational institution constitutes evidence of the general university entrance qualification within the meaning of § 4 (5 (4)) FHG.

2.2.5.2. Relevant Professional Qualification

- § 33.** (1) In case the educational objective of the respective study programme requires it, new students with a relevant professional qualification (e.g., vocational secondary school, apprenticeship certificate, certain educations in the health professions, qualification to attend a university of applied sciences) have to pass additional examinations (§ 4 (7) FHG).
- (2) At the request of the Provider, the Academic Director determines the designations of the relevant professional qualifications and the additional examinations for the proposed study programme or in individual cases within the framework of the accreditation for qualifications not regulated in the accreditation certificate.
- (3) New students with a relevant professional qualification have to pass the prescribed additional examinations either before the beginning their studies or by a determined date during their studies – in any case, however, before the start of the second year of study (C-FHV, Federal Law Gazette II no. 172/2020 as amended), at the latest before the beginning of the third year of study (§ 4 (8) FHG).
- (4) The additional examinations and the qualifications necessary for them may be taken or acquired at adult education institutions which are state-recognised as grant recipients,
1. in state-organised continuing education programmes,
 2. at private industrial master colleges with public status, or
 3. at institutions offering university of applied sciences study programme.

2.2.6. Technical Admission Requirements – Master Degree Programmes

§ 34. The technical requirements for a master degree programme at a university of applied sciences are

1. completion of a relevant bachelor degree programme at a university of applied sciences, or
2. completion of an equivalent study programme at an accredited Austrian or foreign post-secondary educational institution.

2.2.6.1. Relevant Bachelor Degree Programme at a University of Applied Sciences

§ 35. Applicants have to present the original certificate of completion of a bachelor degree programme at a university of applied sciences.

2.2.6.2. Equivalent Study Programme

§ 36. (1) Proof of completion of a study programme which

1. is equivalent to a relevant bachelor degree programme of a university of applied sciences and
 2. which was completed at an accredited Austrian or foreign educational institution
- constitutes the necessary technical admission requirement.
- (2) An accredited Austrian or foreign post-secondary educational institution is an educational institution which
1. carries out study programmes with a duration of at least six semesters,
 2. requires a general university entrance qualification in accordance with federal law as the basis of admission, and
 3. is recognised as a post-secondary educational institution based on the legal provisions of the country where it is located.
- (3) If equivalence is basically ensured and full equivalence requires only a few individual supplements, the Academic Director has the right to make the determination of equivalence contingent upon certain examinations that have to be taken during the respective master degree programme.

2.3. Admission to Continuing Education Studies

2.3.1. Admission Procedure for Continuing Education Studies

- § 37.** (1) The study plan of a continuing education programme may provide for an admission procedure pursuant to the principles laid down in § 11 FHG.
- (2) The attendance of individual courses requires no admission procedure.

2.3.2. Admission to Continuing Education Programmes

- § 38.** (1) Admission to non-degree study programmes is contingent upon proof the requirements defined in § 9 FHG and, when it comes to academic continuing education programmes, any additionally demanded admission requirements laid down in the programmes accreditation application.
- (2) Continuing education programmes can also be offered or carried out as joint study programmes or as jointly created studies.
- (3) If the applicant can provide evidence of the necessary additional admission requirements and, if applicable, successfully completes an admission procedure, they are admitted to the programme on the basis of an agreement under private law.
- § 39.** (1) Admission to a continuing education programme concluded with a bachelor's degree is contingent upon the general university entrance qualifications plus several years of relevant professional experience (see § 9 (6) FHG).
- (2) The prerequisite for admission to a continuing education programme that is completed with the academic degree of "Bachelor Professional" is either a relevant professional qualification or several years of relevant professional experience. If the curriculum requires it, additional examinations may be defined. The Board is free to determine which additional examinations are required for sitting the exams laid down in the curriculum of the continuing education programme.

- § 40.** (1) The prerequisite for admission to a continuing education programme concluded with a master's degree is the completion of a relevant bachelor degree programme at a university of applied sciences, the completion of another technically admissible study programme of the same educational level or higher at a recognised Austrian or foreign post-secondary educational institution, or a study

programme with a scope of at least 180 ECTS credits defined in the curriculum of the desired continuing education programme plus several years of relevant professional experience. Further criteria can be defined in case the curriculum requires it.

- (2) Additional exams may be prescribed to compensate for any technical differences. It is up to the Board to determine which additional exams are required for sitting the exams laid down in the curriculum of the continuing education programme.
- (3) When it comes to continuing education programmes that are completed with the academic degrees of “Master of Business Administration” or “Executive Master of Business Administration”, the curriculum may stipulate several years of relevant professional experience in terms of an admission requirement – provided that the conditions for admission, the scope and requirements are verifiably equivalent to the conditions for admission, the scope and requirements for several technically relevant foreign master degree programmes. Further criteria can be defined in case the curriculum requires it.

2.3.3. Admission to Individual Courses

§ 41. For the attendance of individual courses, the prospective student and the USTP conclude an agreement which has to list the courses in questions as well as the fees to be paid for them.