

Directive by the Office of the Rector of the University of Veterinary Medicine, Vienna on the restrictions on admission to the Master's Programme "Interdisciplinary Master in Human-Animal Interactions" and on the admissions procedure in the academic year 2024/2025

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 Interdisciplinary Master in Human-Animal Interactions:

Preamble

The Master's Programme Interdisciplinary Master in Human-Animal Interactions is offered exclusively in the English language at the University of Veterinary Medicine, Vienna. 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

§ 1. (1) The rules relating to the admissions procedure apply to all applicants to the Master's Programme Interdisciplinary Master in Human-Animal Interactions 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

§ 3. The number of incoming students shall be set at 20 for the 2024/2025 academic year.

Admissions procedure

General provisions

§ 4. (1) The awarding of study places shall be based on an admissions procedure. This consists of a written application (§§ 6 and 7), an interview (§ 5 para. 3) and a ranking prepared by a selection committee (§ 5 para. 5).

(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) Pursuant to para. 1, the selection committee shall consist of three members of the teaching staff of the master's programme appointed by the Vice-Rector for Study Affairs and Clinical Veterinary Medicine.

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

Admissions procedure in detail

§ 5. (1) Online applications (§ 6) and the uploading of application documents (§ 7) must take place within the defined deadlines.

(2) Application documents received within the deadline shall be reviewed by the selection committee with regard to their being complete and complying with the formal and personal prerequisites.

1. The following apply as formal criteria for admission to the programme:
 - a) 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, and
 - b) adequate English language skills at a level of at least B2 as defined by the Common European Framework of Reference for Languages.

2. The personal preconditions for admission to the programme include the motivation, objectives and perspectives associated with the programme applied for and set out in the personal statement accompanying the application (§ 7 para 1. item 1). Any existing research experience shall also be taken into account. Potential performance based on previous academic achievements shall also be considered.

(3) Those applicants who the selection committee decides, based on its review, essentially fulfil the formal criteria, including the necessary language and scientific skills, will be invited to attend a structured interview. This interview is intended to assess in detail the existence of the necessary language skills and fulfilment of the scientific criteria.

(4) The interviews shall take place in the period from 10 to 21 June 2024. Pursuant to para. 3, applicants shall be informed about their being invited to an interview by means of an announcement on the website of the University of Veterinary Medicine, Vienna. The interview may take place in the form of a video conference and shall be held in English. At the beginning of the interview, the selection committee shall be required to establish the identity of the applicant. The key content-based aspects of the interview will be recorded by the selection committee in minutes.

(5) The selection committee shall prepare a ranking of applicants based on the results of the admissions procedure. This ranking forms the decision-making basis for the awarding of study places and admission to the programme (§ 9).

A total of 100 points, assigned as follows, are awarded in the course of this ranking:

- a) 30 points for previous academic success:

The following points, weighted based on ECTS credits, are awarded for the grade average:

- 1.00 – 1.50: 30 points
- 1.51 – 2.00: 25 points
- 2.01 – 2.50: 20 points
- 2.51 – 3.00: 15 points
- 3.01 – 3.50: 10 points
- 3.51 – 4.00: 5 points;

- b) 30 points for the personal statement:

The following criteria are each awarded between 0 and 6 points:

- Study and any research experience,
- interest in the profile of the master's programme,
- the student's personal interest in the contents of the programme,
- the sought-after career goal,
- relevant professional experience during or after the student's first degree;

- c) 40 points for the structured interview:

During the interview, applicants have the opportunity to verbally explain and establish their particular suitability and motivation in the context of the programme and their career plans.

Between 0 and 40 points will be allocated based on these corresponding with the expectations of the master's programme.

Online application

§ 6. (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.

Application documents

§ 7. (1) The following documents are to be uploaded using the application management by 21 May 2024:

1. A structured personal statement in English (with a maximum of 500 words) including the following contents:
 - Details of previous study and any research-based experience,
 - an explanation of the applicant's interest in the profile of the master's programme,
 - details of the applicant's interest in specific contents of the programme,
 - details of the applicant's career plans and
 - any relevant professional experience during or after the student's first degree.
2. A detailed CV in English based on the European Europass format (recommended).
3. Evidence of 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 pursuant to § 64 para. 3 UG.

If a degree course has not been completed at the time of the application, evidence is to be provided of academic performance to date in the form of a transcript of records and the related curriculum submitted in English or German.

4. A summary of the grades obtained in the course of exams during the foundation degree (transcript of records).
5. Evidence of adequate English language skills at a level of at least B2 as defined by the Common European Framework of Reference for Languages.

This evidence can be provided in the form of the following internationally recognized language certificates or diplomas:

- a) TOEFL: ibt (internet-based): at least 87 points;
- b) IELTS: Overall Band Score: 6.5;
- c) Cambridge English First Certificate (FCE) – Level B2;
- d) Cambridge Certificate in Advanced English (CAE): Level B2;
- e) Evidence of language skills at Level B2 confirmed by a university language centre.

The successful completion of a school-leaving examination in the subject English at a recognized domestic or foreign educational institution shall be considered to be lasting evidence of the necessary language skills in as far as the educational provisions of the country issuing this school-leaving certificate require a level of B2 in order to pass. If this level cannot be determined directly from the school-leaving certificate, a relevant confirmation is to be provided by the school's administration department.

6. An official identification document with photo (a valid passport, driver's license, etc.) in order to establish the identity of the applicant.

(2) The documents defined under § 7 para. 1 item 3 and 4 are to be uploaded within the application deadline taking the required certification requirements into account (see also the information on the certification requirements on the websites of the University of Veterinary Medicine, Vienna). In as far as the documents have not been issued in German or English, a translation undertaken by a court-sworn translator is to be provided.

Fees

§ 8. (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.

Ranking and Acceptance

§ 9. (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. In the event that fewer than 20 applicants meet the formal requirements and have the necessary language and scientific skills as defined by § 5, the ranking as defined by § 5 para. 5 can be omitted and all applicants submitting their applications within the deadline, meaning those that have uploaded their complete application documents within the submission period, shall receive a study place.

(2) Applicants shall receive written notification via email sent to the email address provided regarding the outcome of the admissions procedure and the allocation of a study place. This notification also includes the next formal steps, which are necessary for admission purposes and therefore also represent preconditions.

(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 § 9 para. 1.

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

§ 10. (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 (refer here also to the information about general admission terms and conditions on the websites of the University of Veterinary Medicine, Vienna). 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

§ 11. 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 (§ 5 para. 5) 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

§ 12. 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