



The Rectorate's regulations for the admission procedure pursuant to § 63a para. 8 Universities Act (UG) for the English Master's programmes of NAWI GRAZ

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The Rectorate's regulations for the admission procedure pursuant to § 63a para. 8 Universities Act (UG) for the English Master's programmes of NAWI GRAZ

Having received the statement by the University Senate, the Rectorates of University of Graz and Graz University of Technology have approved an admission procedure for applicants to the English master's programme of NAWI GRAZ pursuant to § 63a para. 8 UG.

Area of applicability

§ 1. (1) The regulations for the admission procedure shall apply for all applicants to the master's programmes at University of Graz and Graz University of Technology stated below:

1. Master's programme „Advanced Materials Science“
2. Master's programme „Biotechnology“
3. Master's programme „Chemical and Pharmaceutical Engineering“
4. Master's programme „Environmental System Sciences / Climate Change and Environmental Technology“
5. Master's programme „Geosciences“
6. Master's programme „Mathematics“
7. Master's programme „Physics“
8. Master's programme „Technical Chemistry“
9. Master's programme „Technical Physics“

(2) Applicants are admitted in the respective academic year if they fulfil the admission requirements defined here and in the UG.

§ 2. The provisions for the admission procedure shall not apply for:

1. students who have completed the degree programmes entitling them to be admitted to the master's programmes stated in § 1 para. 1, 1 – 9 at University of Graz or Graz University of Technology.
2. students who have already been admitted to the master's programmes at University of Graz or Graz University of Technology stated below without a time limit within the meaning of § 63 para. 5 UG:

For the master's degree programme:	Was already admitted to the Master's degree programme at University of Graz and Graz University of Technology:
Advanced Materials Science	Advanced Materials Science
Biotechnology	Biotechnology / Biotechnologie
Chemical and Pharmaceutical Engineering	<ol style="list-style-type: none"> a. Chemical and Pharmaceutical Engineering b. Technical Chemistry / Technische Chemie

Environmental System Sciences / Climate Change and Environmental Technology	“Environmental Systems Sciences / Natural Sciences-Technology” / “Environmental System Sciences / Climate Change and Environmental Technology” / “Umweltsystemwissenschaften / Naturwissenschaften-Technologie“
Geosciences	Geosciences / Erdwissenschaften
Mathematics	<ul style="list-style-type: none"> a. Mathematics b. Allgemeine Mathematik c. Numerische Mathematik und Modellierung d. Finanz- und Versicherungsmathematik e. Technische Mathematik: Operations Research und Statistik f. Technomathematik g. Mathematische Computerwissenschaften
Physics	<ul style="list-style-type: none"> a. Physik / Physics b. Technische Physik / Technical Physics
Technical Chemistry	Technical Chemistry / Technische Chemie
Technical Physics	<ul style="list-style-type: none"> a. Physik / Physics b. Technische Physik / Technical Physics

Number of study places

§ 3. The study places per academic year for newly admitted students to the master’s programmes stated in § 1 para. 1 are regulated as follows:

Master’s programme	No
Advanced Materials Science	12
Biotechnology	15
Chemical and Pharmaceutical Engineering	12
Environmental System Sciences / Climate Change and Environmental Technology	12
Geosciences	15
Mathematics	30
Physics	12
Technical Chemistry	15
Technical Physics	12

Admission procedure

§ 4. (1) Before being admitted to the master’s programmes stated in § 1 para. 1, an admission procedure shall take place. For each of the master’s programmes stated in § 1 para. 1 a separate admission procedure shall take place. These admission procedures consist of a written application (§ 5)

and a ranking by the selection committee (§ 7). The final authorisation for admission therefore requires that the applicant obtained a study place for the respective academic year according to the ranking (§ 11 para. 4) and that the prerequisites of §§ 63 et seqq. UG are fulfilled.

(2) It is not possible to admit applicants to the master's programmes stated in § 1 para. 1 who do not fulfil the application criteria (§ 5) or who do not achieve the score (§ 11 para. 5 subpara. 2) required for a study place and/or cannot provide proof that they fulfil the admission requirements of §§ 63 et seqq. UG and/or cannot provide proof of knowledge of English according to the Regulation of the Rectorate concerning Admission to Degree Programmes within the admission period.

(3) Even if the admission requirements named in para. 1 are fulfilled, there is the possibility that conditions will be imposed pursuant to § 64 para. 5 UG. These may also include courses offered only in German if no subject-related course is offered in English.

Application criteria

§ 5. The following documents shall be enclosed with the written application in electronic form:

1. Proof of the successful completion of a subject-related bachelor's, master's or diploma programme or of another equivalent degree programme at a recognised Austrian or foreign institute of higher education, for which knowledge in the following areas is given special attention when assessing the equivalence of the degree programme:

Study programme:	Knowledge in the areas:
Advanced Materials Science	a. Scientific principles b. i) General, inorganic, organic analytical and physical chemistry, or ii) Experimental physics, material science, theoretical physics, or iii) Process engineering, plant and process technology, or iv) Mechanics, practical mechanics, construction, technology, or v) Systems science, physics, chemistry, process engineering, environmental physics c. Solid state physics or chemistry
Biotechnology	a. general and organic chemistry, b. biochemistry and biotechnology; c. molecular biology and genetics, and d. educational experience of experiments in biochemistry, molecular biology, microbiology and biotechnology
Chemical and Pharmaceutical Engineering	a. natural sciences basics; b. general, inorganic, organic, analytical and physical chemistry; c. technical chemistry, and d. materials science basics
Environmental System Sciences / Climate Change and Environmental Technology	a. Natural sciences basics; b. System sciences c. i) General, anorganic, organic, analytic or physical chemistry, or ii) Experimental physics, composition of matter, theoretical physics, or iii) Process engineering, equipment and process technology, or iv) Geosciences
Geosciences	a. Natural sciences basics; b. Geology and petrology c. Mineralogy, petrology and geochemistry d. Hydrogeology and engineering geology
Mathematics	a. analysis (with a total scope similar to the modules analysis I and II of the curriculum for the bachelor's degree programme in Mathematics; b. algebra, linear algebra and discrete mathematics; c. probability theory and statistics, and

	d. numerical mathematics and optimisation
Physics	a. Theoretical Physics (with a total scope similar to the modules H and G of the curriculum for the bachelor's degree programme in Physics) b. Mathematics (with a total scope similar to the modules C and E of the curriculum for the bachelor's degree programme in Physics) c. Experimental Physics (including basic and advanced laboratory courses) and Atomic Physics d. d) Molecular and Solid-state Physics
Technical Chemistry	a. basics of natural sciences; b. general, inorganic, organic, analytical and physical chemistry; c. technological chemistry, and d. basics of materials sciences
Technical Physics	a. Theoretical Physics (with a total scope similar to the modules H and G of the curriculum for the bachelor's degree programme in Physics) b. Mathematics (with a total scope similar to the modules C and E of the curriculum for the bachelor's degree programme in Physics) c. Experimental Physics (including basic and advanced laboratory courses) and Atomic Physics d. Molecular and Solid-state Physics

The Rectorate makes a decision on the equivalence based on the expert assessment by the Deans of Studies or of the chairs of the Curricula Committees for the respective master's programmes of University of Graz and Graz University of Technology. The proof shall be submitted in German or English.

If applicants have not obtained a degree at the time of application, they shall submit proof of their academic work in the form of a transcript of records and the related curriculum in German or English.

2. Description of the specific motives for the application to the respective master's programme (cover letter in English, max. two A4 pages).
3. CV which also shows any subject-related work experience and extracurricular activities (in English, max. three A4 pages).
4. Proof of the general or special university entrance qualification within the meaning of §§ 64 and 65 UG.

Application periods

§ 6. (1) The application period for the admission procedure begins on 15 October (00:00 CET) and ends on 15 December (24:00 CET) each calendar year. If studies are begun in the winter semester of the following calendar year or the summer semester of the next but one calendar year, the complete set of documents pursuant to § 5 subpara. 1 to 3 must be submitted in electronic form within this period.

(2) Applicants whose applications are received after the end of the application period may not take part in the admission procedure. It is not possible to extend the application period.

(3) In the semester of the application Proof of the general university entrance qualification shall be submitted to the Rectorate by no later than 30 November for the winter semester and by no later than 30 April for the summer semester if the selection committee approves the application.

(4) In the semester of the application proof of knowledge of English according to the Regulation of the Rectorate concerning Admission to Degree Programmes shall be submitted to the Rectorate by no later than 30 November for the winter semester and by no later than 30 April for the summer semester if the selection committee approves the application.

Selection committee

§ 7. (1) A selection committee for the respective study programmes (§ 1 para. 1 line 1 – 9) makes a decision on the applications.

(2) The selection committee consists of four members with voting rights and corresponding substitute members and of two non-voting members with corresponding substitute members and is composed as follows:

1. Members with voting rights:
 - a) The Dean of Studies of the respective study programme listed in § 1 para. 1 line 1 – 9 at Graz University of Technology.
 - b) The Chair of the Curricula Committee of the respective study programme listed in § 1 para. 1 line 1 – 9 at University of Graz.
 - c) Two teachers from the subject area of the respective master's programmes listed in § 1 para. 1 line 1 – 9.
2. Non-voting members:
 - a) Two students from the subject area of the respective master's programmes listed in § 1 para. 1 line 1 – 9.

(3) For 1c, each university should nominate one member if possible.

(4) The members of the Working Group for Equal Opportunities of University of Graz and Graz University of Technology shall each have the right to participate in meetings of the selection committee in twos, as a maximum. They shall be invited to every meeting of the selection committee in a timely manner. After expiry of the application period, the Working Groups shall be notified of the applications received and given the possibility of viewing the application documents. The same provisions shall apply as for respondents

§ 8. (1) The members and their substitute members according to § 7 para. 2 are appointed for the relevant selection committee by the Vice Rector for Academic Affairs.

(2) The members and their substitute members according to § 7 para. 2 subpara. 1 lit. c are nominated by the Dean of Studies responsible for the respective master's programmes listed in § 1 para. 1 line 1 – 9 of Graz University of Technology, and by the Chair of the Curricula Committee of the respective study programme listed in § 1 para 1 line 1 – 9 of University of Graz.

(3) The members and their substitute members according to § 7 para. 2 subpara. 2 lit. a are nominated by the chairperson of the Student Union at University of Graz and Graz University of Technology in consultation with the responsible student representatives.

(4) The appointment of the members and of the substitute members shall be published in the University Gazette of University of Graz and Graz University of Technology.

§ 9. (1) The members and the substitute members shall be nominated by the beginning of the application period named in § 6 para. 1.

(2) At the request of the selection committees, the meetings of several degree programmes in related fields may be combined, particularly if a relevant number of parallel applications for several of these degree programmes have been submitted by applicants.

(3) If meetings are held jointly, the members of the other selection committees shall be considered as respondents pursuant to § 10 para. 4 when making decisions on applicants.

(4) If meetings are held jointly, care must be taken beforehand to ensure that the members of all participating selection committees are given access to the relevant application documents for the selection meetings.

Procedure

§ 10. (1) After expiry of the application period, the Dean of Studies and the chair of the Curricula Committee shall call a meeting of the selection committee.

(2) The selection committee shall have a quorum if at least three members are present.

(3) The decisions of the selection committee shall be made by majority vote (simple majority).

(4) The non-voting members shall have a right of petition, but no voting right.

(5) A respondent of the Registration Office responsible for the administration of the admission procedure shall participate in the meeting of the selection committee. Other respondents may also be consulted. Respondents do not have any right of petition or voting rights.

(6) The meetings of the selection committee shall not be open to the public.

(7) The members and substitute members of the selection committee as well as the respondents are obliged to maintain confidentiality.

Credit points scheme

§ 11. (1) Applicants shall obtain a maximum of 25 credit points in total for the fulfilment of the application criteria pursuant to § 5 subpara. 1 and 2.

(2) These maximum credit points for the fulfilment of the application criteria pursuant to § 5 subpara. 1 and 2 shall be assigned according to the following scheme:

- subpara. 1: 20 credit points
- subpara. 2: 5 credit points

(3) Half credit points may also be assigned, provided that the maximum credit points are not exceeded.

(4) The credit points assignment and the resulting ranking of the applications shall be documented in the selection meeting.

(5) Applications are subject to the following exclusion criteria:

1. degrees that do not correspond to § 5 subpara. 1, or
2. less than 14 credit points in total.

(6) For particular specialist achievements, especially scientific publications, the selection committee may award additional points.

(7) In the event of a tie regarding the points, the selection committee may assure a study place for more than the number of applicants indicated in § 3; the number may not, however, be exceeded by more than 10%.

Decision

§ 12. (1) The applicants are informed about the result of the admission procedure as well as the credit points obtained and about the number of credit points required for the respective academic year by no later than 1 March of the year following the application period.

Entry into Force

§ 13. These regulations shall come into effect on the date that they are announced in the University Gazette and shall be applied for the first time for the admission procedure for the master's programmes listed in § 1 para. 1 for the winter semester 2020/21.

For the Rectorate: The Rector