



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

VO 94000 AVME 108E-04

Graz University of Technology
Rechbauerstraße 12
A-8010 Graz
Tel.no. +43 (0) 316 873 / 0

Created	Reviewed	Approved
<i>Higher Education and Programme Development</i>	<i>Senate</i>	<i>Decision of the Rectorate</i>
2021-02-24	2021-03-08	2021-03-23

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

Having received the statement by the University Senate, the Rectorate of Graz University of Technology has approved an admission procedure for applicants to the master's programmes listed in §1 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 Graz University of Technology stated below:

1. Master's programme „Biomedical Engineering“
2. Master's programme „Biorefinery Engineering“
3. Master's programme „Computer Science“
4. Master's programme „Geotechnical and Hydraulic Engineering“
5. Master's programme „Information and Computer Engineering“
6. Master's programme „Production Science and Management“
7. Master's programme „Software Engineering and Management“

(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 – 7 at Graz University of Technology.
2. students who have already been admitted to the master's programmes 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:
Biomedical Engineering	Biomedical Engineering
Biorefinery Engineering	<ol style="list-style-type: none"> a. Biorefinery Engineering b. "Environmental Systems Sciences / Natural Sciences-Technology" / "Environmental System Sciences / Climate Change and Environmental Technology" / „Umweltsystemwissenschaften / Naturwissenschaften-Technologie“ c. Technical Chemistry / Technische Chemie d. Chemical and Pharmaceutical Engineering
Computer Science	<ol style="list-style-type: none"> a. Computer Science / Informatik b. Software Engineering and Management / Softwareentwicklung-Wirtschaft

	c. Information and Computer Engineering / Telematik
Geotechnical and Hydraulic Engineering	<ul style="list-style-type: none"> a. Geotechnical and Hydraulic Engineering / Bauingenieurwissenschaften – Geotechnik und Wasserbau b. Bauingenieurwissenschaften – Umwelt und Verkehr (Bauingenieurwissenschaften – Infrastruktur) c. Bauingenieurwissenschaften – Konstruktiver Ingenieurbau d. Wirtschaftsingenieurwesen – Bauingenieurwissenschaften (Wirtschaftsingenieurwesen – Bauwesen)
Information and Computer Engineering	<ul style="list-style-type: none"> a. Information and Computer Engineering / Telematik b. Computer Science / Informatik c. Software Engineering and Management / Softwareentwicklung-Wirtschaft
Production Science and Management	Production Science and Management
Software Engineering and Management	<ul style="list-style-type: none"> a. Software Engineering and Management / Softwareentwicklung-Wirtschaft b. Computer Science / Informatik c. Information and Computer Engineering / Telematik

3. Students who have completed one of the degree programmes from the list of degree programmes exempted from the admission procedure published in the Gazette of Graz University of Technology, if they apply for admission to the master's programme "Biomedical Engineering" (§ 1 para. 1 subpara. 1), to the master's programme "Computer Science" (§ 1 para. 1 subpara. 3), to the master's programme "Information and Computer Engineering" (§ 1 para. 1 subpara. 5) or to the master's programme "Software Engineering and Management" (§ 1 para. 1 7). The list is regularly updated by the responsible Dean of Studies and published in the University Gazette. For the respective admission procedure, the version published with the deadline of 30 April shall apply. The list is additionally announced on the website of the faculty.

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
Biomedical Engineering	20
Biorefinery Engineering	15
Computer Science	30
Geotechnical and Hydraulic Engineering	30

Information and Computer Engineering	30
Production Science and Management	30
Software Engineering and Management	30

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:
Biomedical Engineering	a. natural sciences basics; b. computer science basics; c. engineering basics, and d. biomedical basics
Biorefinery Engineering	a. basics of natural sciences; b. basics of engineering sciences; c. general, inorganic, organic, analytical and physical chemistry, and d. computer-based data processing
Computer Science	a. mathematical basics; b. software development; c. information processing, and d. theoretical and applied computer science

Geotechnical and Hydraulic Engineering	<ul style="list-style-type: none"> a. mathematical basics; b. mechanical basics; c. construction; d. structural engineering basics; e. hydraulic engineering, and f. geotechnics
Information and Computer Engineering	<ul style="list-style-type: none"> a. mathematical basics; b. software development; c. electrical engineering and electronics, and d. theoretical and applied information technology
Production Science and Management	<ul style="list-style-type: none"> a. fundamentals of mechanical engineering; b. technology, design / development methodology, materials, manufacturing processes, and c. foundations of economics
Software Engineering and Management	<ul style="list-style-type: none"> a. mathematical basics; b. software development; c. information processing, and d. management and economy

The Rectorate makes a decision on the equivalence based on the expert assessment by the Deans of Studies for the respective master's programmes of 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.

The applicant must assign the individual completed academic work to the previously mentioned "knowledge in the areas" in a form. The completed form must be attached to the application documents.

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.
5. Copy of passport or ID card as proof of identity.

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 – 7) makes a decision on the applications.

(2) The selection committee consists of three 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 1–7 at Graz University of Technology.
- b) Two teachers from the subject area of the respective master's programmes listed in § 1 para. 1 line 1 –7

2. Non-voting members:

- a) Two students from the subject area of the respective master's programmes listed in § 1 para. 1 line 1 – 7.

(3) The members of the Working Group for Equal Opportunities of Graz University of Technology 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, they 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. b are nominated by the Dean of Studies responsible for the respective master's programmes listed in § 1 para. 1 line 1 – 7 of Graz University of Technology

(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 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 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) If deemed necessary, 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 50%.

Decision

§ 12. 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. (1) These regulations shall come into effect on the day following its announcement in the University Gazette and shall be applied for the first time for the admission procedure to the master's programmes specified in § 1 para. 1 for the winter semester 2022/23.

(2) The following regulation shall expire on May 1, 2022: The Rectorate's regulations for the admission procedure pursuant to § 63a para. 8 Universities Act (UG) for the English Master's programmes, published in the Gazette of Graz University of Technology on March 25, 2020, 12b., 91.

For the Rectorate:

Kainz