

Explanation of the procedure for application to study at the Vetmeduni Vienna

Master of Science in Biomedicine & Biotechnology

The present document contains explanations on the regulations governing the application procedure. We hope you find it helpful in the preparation of your application.

The explanations are to be taken in conjunction with the text about the procedure, which made be found on our Home page: <http://www.vetmeduni.ac.at/zulassung>

This page also includes any new provisions and any additional information that may be issued during the procedure (please update your browser [Internet-Explorer: Ctrl+F5] to ensure that you do not miss any current information).

Explanations of individual provisions

§ 1 General

(1) and (2): Since 2005 the University of Veterinary Medicine, Vienna (Vetmeduni Vienna) has employed a multi-step procedure to allocate study places. No students may be accepted without taking this procedure. All study places in the subjects mentioned are therefore allocated in accordance with this procedure.

Study places are allocated only once per year, in the winter semester.

The provisions of the application procedure apply to all applicants.

*Applicants who have **started to study veterinary medicine at another institution** must also submit to the same procedure for allocation of places.*

The procedure takes places in several compulsory stages:

1. online application
 2. aptitude test and submission of supporting documents and if appropriate
 3. participation in discussions to select students
- (3)** If you do not yet have a school leaving certificate (Matura or Abitur) at the time of the selection procedure you may nevertheless take part. You do not need to submit your general university entrance qualifications (see below) until your formal admission in summer (August).

Courses already completed at other institutions (even those relating to other subjects) may be recognized **once you have been offered a place** if they are of equivalent standing (if you wish, you may obtain the necessary forms on demand following completion of the selection procedure, in advance of your admittance).

§ 2 Admittance procedure for study places for the 2012/2013 academic year

2) Online application: The first step of your application is the online registration. Your data will be gathered and you will be entered into the applicant database.

You may only apply for **a single course of study**.

You will be assigned a registration number during the online registration. Please use this number at all stages of the procedure. **Record the number immediately as you will need it to log in to your data later.**

Please note: Your data will be entered into the system the first time you press the "Continue" button.

Tip: If you leave the registration procedure without completing it, you may amend or complete the data you have entered at any time up to the deadline for submitting applications. You will need your registration number and the password you choose to enter the system. In your own interest – and in ours – please only register once.

Applications are only accepted via the online system.
Participation in the procedure is only possible if the deadline for applications is respected.

The **order in which registrations are received** is not related to the allocation of dates for the aptitude test.

Once your online registration is complete you will automatically receive an **e-mail confirmation** containing all data you have entered. Check the contents and correct any mistakes by logging in with your registration number and password.

Please ensure that you enter your e-mail address correctly (e-mail addresses always include one "@"), as this represents our means of communication with you. Please ensure that your mailbox is not full and check your mails regularly to make sure you do not miss any deadlines.

Please note:
If you see the following error message, or something similar, on the final page of the registration, you have entered your e-mail address incorrectly:

```
ORA-20000: Fehler: ORA-29278: Transienter SMTP-Fehler: 450 4.1.2 :  
Recipient address rejected: Domain not found
```

Log in again with your registration number and password and correct your e-mail address.

If there are any changes to your contact details (e-mail address, postal address etc.) during the application procedure, please inform us in writing. If you choose to inform us via e-mail, please note that for security reasons we will only accept changes sent to us from the mail address you gave in your online registration.

3) aptitude test and submission of supporting documents

(Test procedure and method of assessment, see Point 4 below)

The precise dates of the aptitude test will be announced via the Homepage of the Vetmeduni Vienna a few days after the deadline for submission of applications. **For administrative reasons the tests may not be postponed.**

You must bring a valid photo identification with you.

During the aptitude test your **application documents** will be collected.

These include:

a **An authenticated copy** (information on authentication is given below) of proof of identity (i.e. passport, identity card, driving license,...).

b **An authenticated copy** (information on authentication is given below) of proof of nationality.

Please note: Proof of nationality is effected by an official document that contains your nationality, e.g. passport, proof of citizenship, identity card (if this includes mention of the nationality).

Please note: Your birth certificate does NOT represent proof of nationality as it does not mention your nationality.

Tip: An authenticated copy of your passport will satisfy both a) and b).

c **An authenticated copy** (information on authentication is given below) of evidence of any previous experience relevant to the intended study or employment.

Relevant previous experience includes any courses of study or work experience that could be relevant to the study or to the career towards which you are working.

Please note: You will only be credited for previous experience for which written documentation is provided in authenticated copy.

Your application should include **only authenticated copies** (no original documents).

Authentication is performed by courts, administrative authorities, notaries and similar bodies (= agencies and authorities), for school certificates often directly by the schools that issue them. The Vetmeduni requires a so-called "confirmation for official purposes" (*Bestätigungen für den Amtsgebrauch*), which confirms that the copy is identical in content to the original. The Vetmeduni does **not require** the so-called "international confirmations" (*Internationale Beglaubigungen*), which also confirm the authenticity of the original and can generally be issued only by the appropriate diplomatic authorities.

Authentication from savings banks, priests or (other) private institutions will not be accepted.

- d Curriculum Vitae (max. 2 pages, in tabular form)
- e Reason for application (text, max. 2 pages)

Your **reason for application** should explain what motivated you to apply for the course you have selected.

You should include answers to at least the following questions:

- What reasons led you to choose the course or the profession?
- Why did you choose to study the subject here?
- What previous experience do you have into possible future careers? or how do you envision your future?
- What other possibilities did you consider?

Applicants for the Diploma Course in Veterinary Medicine should also include in their reason for application the name of the module for further study (the *Vertiefungsmodul*) that interests them most. **The choice of module has no influence on the granting of places for study.**

There are no formal guidelines for preparation of the **cv** or the reason for application.

Collection of supporting documents during the aptitude test

Please note that during the aptitude test we only collect your supporting documents. We do not check that they are complete and correct until we come to examine the candidates.

Should we subsequently notice that documents are missing or do not satisfy the requirements, we shall send you an e-mail requesting the additional documents we require. You will generally be given two weeks to send any extra documents (although if a different period is specified this should be observed).

If you do not submit the documents at all or do not submit them on time, you will no longer be considered for a place.

Note: Please do not submit you documents in bulky binders but ensure that they are neatly "packed" (do not include loose sheets of paper).

4) Assessment

a) Procedure and content of the aptitude test:

The aptitude test is taken on a computer and contains about 57 scientific questions relating to the following fields:

- Molecular Biology
- Laboratory Animal Lore

The following literature is recommended to help you prepare for the test:

Molecular Biology

Alberts et al. ‚Molecular Biology of the cell‘, Part I-IV (5th edition)

Laboratory Animal Lore

„Tierpflege in Forschung und Klinik“ Weiss J. et al., 2009

Zutphen, Baumans, Beynen ‚Principles of Laboratory Animal Science‘ (1995)

In addition to your identity document you should take a writing utensil (ball-point pen or similar) to the test in case you wish to make any notes. Notepads, calculators and similar materials are not permitted.

Please ensure that you **arrive punctually** to take the test. Applicants who arrive after the start of the aptitude test will not be permitted to enter the room.

b) Invitation to the interviews

If there are 60 applicants or fewer, interviews (the second part of the test) will be held on the same day as the aptitude test. If there are more than 60 applicants, invitations to interview will be issued after the aptitude test; the 60 applicants who score highest in the aptitude test will be invited to interview. The dates for the aptitude test and interviews will be announced via our Home Page as soon as possible, at the latest two weeks after the close of online registration.

5) Final ranking lists

Following the interviews, the final ranking list will be published via our Home page. The places on the course will be according to the ranking list.

§ 3 Taking up of study places

As soon as the study places have been definitively allocated, and at the latest at the close of the entire selection procedure, the University will issue invitations to the successful candidates to take up their study places.

The invitation will be sent by e-mail and by post to the address you have given. It will include details of all further steps required for your admission to the University.

Places that are not taken up by the deadline given in the invitation will be allocated to candidates on the reserve list.

If you are allocated a place as a result of the “reserve” procedure, you will also be informed by e-mail and by post. The “reserve” procedure is generally finalized by the end of September. Our Home page contains information about it.

If you still have questions once you have read the text concerning the procedure and the present explanations, please feel free to contact us by e-mail under zulassung@vetmeduni.ac.at.