

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

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/de/lehre/allgemeines/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).

**General university entrance qualifications (§ 64 UG 2002<sup>1</sup>):** Entitlement to be accepted for study at a university, normally by means of school leaving certificate (Matura or Abitur) or other documents (examination to confer entitlement to study, entitlement to enter a profession ...)

Please note: The German certificate “Fachhochschulreife” does not satisfy the requirements of the general university entrance qualifications.

**Special university entrance qualifications (§ 65 UG 2002 and §§ 2 and 4 UBVO<sup>2</sup>):** Additional examinations in biology and Latin

**Substitution for biology:** Applicants who have taken “**biology**” as a compulsory subject after the 8<sup>th</sup> school level/ class do not have to take the additional examination (biology is not required on the school leaving certificate and it is also not necessary for the course to have been taken until its conclusion).

**Students may not be admitted without proof that they have studied biology.**

**Substitution for Latin:** Applicants who have successfully completed a course involving at least ten weekly hours of “Latin” do not have to take the additional examination. The additional examination in Latin may also be taken directly at the University during the first year of study.

*Please note: The Vetmeduni Vienna accept additional examinations in the corresponding subjects that have been passed at other Austrian universities.*

For admission to and information on the organization of additional examinations, please contact the city or provincial education authority.

## **§ 2 Admittance procedure for study places for the 2010/2011 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.**

<sup>1</sup> The 2002 Universities Act

<sup>2</sup> The 1998 Decree on Entitlement to Study at a University

**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.**

**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** of the certificate from your **penultimate** school level/ class.

*For information on assessment and substitute qualifications, please see below.*

- d **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.**

- e cv

- f Reason for application

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?

*Please note: The fact that you own or care for pets does not constitute sufficient justification for the choice of study or profession.*

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.

**Applicants for the Master's Study of Biomedicine and Biotechnology** must have sufficient understanding of natural sciences, which is why there is no requirement for them to submit copies of the marks they obtained at school (§ 3 para. 2c; the text concerning the procedure includes an error in the cross-reference. The text should read: "The supporting documents mentioned in point 3 under b) above (school certificate) are not required....")

#### **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 your 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 PC and last approximately 80 minutes. The test is in two parts. The first one contains questions relating to the demands of study and profession. A profile developed by experts will be compared with yours and the level of consensus will determine your score for this part of the test (the points table is given in the text relating to the procedure).

The second part includes a total of 60 (3 x 20) questions relating to the fields of chemistry, physics and biology. Each correct answer receives one point. Five of the 20 questions relating to chemistry are formulated mathematically, as are five of the 20 physics-related questions.

The questions relate to **basic knowledge** of the disciplines, not to material that is tested in the school leaving certificate (Matura or Abitur).

Because the questions relate to basic knowledge that is to be found in all appropriate textbooks, we cannot recommend particular books or courses to help you prepare for the test.

The aptitude test at the Vetmeduni Vienna does not correspond to the aptitude tests used in human medicine but has been developed independently.

*Please note: In the meantime there are an increasing number of private individuals offering courses that purport to prepare people for the aptitude test. Sometimes the courses pass on incorrect information, occasionally even in the announcements, so for both financial and factual reasons the University explicitly **does not recommend** them.*

In addition to your identity document you will need to take a writing utensil (ball-point pen or similar) to the test in case you wish to make any notes.

Notebooks, calculators and similar materials are not permitted.

**c) Assessment of the certificates:**

The authenticated copies of certificates submitted when the test is taken will be evaluated based on the marks given for German, Physics, Chemistry, Biology and Mathematics (the points table is given in the text relating to the procedure).

To ensure that all candidates are treated equally, the only notes to be taken into account will be those on the end-of-year certificate for the **penultimate** school year.

If your certificate for the penultimate school year **does not contain a mark for Biology, Chemistry or Physics** but

- you continued to take these subjects in the final class and completed the course and
- you have not yet obtained your school leaving certificate (Matura or Abitur: if you already have a school leaving certificate, please submit it together with your certificate from the penultimate school year),

you should request confirmation from your school, ideally containing a current assessment of your performance in the subject in question according to the school's system of marks. A confirmation of this kind may also be taken into account in the assessment by means of the system described above.

Applicants who have passed the **General university entrance qualification** or additional examinations to the school-leaving examination (e.g. a vocational diploma) may submit the certificates for the individual subjects, if they are already available. In any case, a declaration that the applicant is eligible to take the General university entrance qualification or has already taken this examination should be included with the application documents (again in authenticated copy).

Applicants who have already obtained a vocational diploma should submit the appropriate certificate.

d) The **aptitude test for the Master's Course in Biomedicine & Biotechnology** consists only of the scientific questions. This test is to be taken in writing. The contents of the test will be communicated by e-mail after the deadline for receipt of online registrations. As for the other courses, the test dates will be announced on our Home page.

**5) Preliminary ranking lists and direct award of study places**

Preliminary ranking lists will be prepared for each course based on the results of the aptitude test and on the documents submitted in support of the applications. 75% of the places on each course will be awarded in descending order of marks; the remaining 25% will be allocated following additional interviews.

#### **6) Interviews**

Interviews will take place at fixed times. Invitations to attend them will be issued via our Home page immediately after publication of the preliminary ranking lists, at the latest by mid-June.

The interviews will take place in weeks e27, 28, 29 and 30 and will be held by a selection committee.

**For procedural reasons it is not possible for an interview to be postponed.**

#### **7) Final ranking lists**

Following the interviews, the final ranking lists will be published via our Home page.

### **§ 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](mailto:zulassung@vetmeduni.ac.at)