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Instructions for Online Applications to the Selection Procedure for the 2024/25 Academic Year

February 15, 2024

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1. Create account/register for VetmedOnline

Employees and students of the University of Veterinary Medicine, Vienna can skip Point 1 of this document ("Create account/register for VetmedOnline"). The applications of these individuals can be activated via their business card/application view using the **"My applications"** feature. Students and employees can therefore start at Point 3 of this document ("Degree applications").

The following browsers are supported: Microsoft EDGE, Google CHROME, Apple SAFARI and Mozilla FIREFOX. Please check that your browser is up-to-date. The images were generated using a test system and may therefore vary slightly from those you see on your system. We recommend registering and applying for a degree programme on a PC or a laptop.

The link to VetmedOnline is: https://online.vu-wien.ac.at/

You need to set up an account before you can apply for a degree programme.

1.1. Home page

In order to register for the 2024/2025 selection procedure, please go to "Continue without registration". You will then be forwarded to a new page.



You need a VetmedOnline account in order to register. Please select "Register".

• **Registration** for an account takes place on the following page:



	vetmed online		
To apply for the add	Registration for applicants nession procedure 2023/2024 you need a VelnedOntive Ac Errgat assumm? The University in Ventrary Medicine Venna? Then the	culum: <u>Regaration</u>	Contration
	For inquiries please ask <u>VetBot</u> or write an e-mail.		
	Encycl password as an external Person? About this system (German only)		

https://online.vu-wien.ac.at/VUWonline/wbselbstregPerson.register

The registration link is active from 04.03.2024, 10:00 CEST until 21.05.2024, 23:59 CEST.

1.3. Registration for VetmedOnline

- Please enter your data and check that these are correct!
- If you are already studying or have in the past studied at another Austrian university or at the Vetmeduni, please enter your matriculation number. This simplifies the processing of your registration.
- Click on "Confirm data". The following screen will open:
- Now click on "**Submit data**". This completes the registration procedure.
- After completing the registration procedure, you will receive an activation link sent to the email address you entered. It can take up to 5 minutes for the activation link to be sent.

Registration	n for VetmedOnline	
Master data		
First name	Maria	
Last name	Mustermann	
Gender	female 🗸	
Date of birth	01.01.2000	
Maiden name		
Account data		
Email add	dress maria.mustermann@gmail.com	
Preferred lang	john.doe@example.com guage English V	
Degree program	imme data	
Are you regist	tered or have you been registered at an Austrian university? No 💙	
Confirm data	>	

Registration	for VetmedOnline	
Master data		
First name	Maria	
Last name	Mustermann	
Gender	female	
Date of birth	01.01.2000	
Maiden name		
Account data		
Email ad	dress maria.mustermann@gmail.com	
Preferred language Englisch		
Degree program	mme data	
Are you registered or have you been registered at an Austrian university? No		
Back Subn	nit data	

1.4. Activation link and defining a password

- Please copy the activation link contained in the email into your browser.
- You will be asked to define a password.

You can register with the username allocated by VetmedOnline OR the email address entered during the registration procedure.

Please select a secure password!

Required criteria:

- a minimum of 8 and a maximum of 40 characters,
- only lower case characters,
- at least 3 letters,
- at least one number,
- at least one special character (i.e. other than the numbers and letters),
- the password must not contain your first name, family name, username or your date of birth.

Once you have selected your password you can then log in to VetmedOnline using the "Complete registration" button.

1.5. Summary

Your registered email address is also your means of logging in!

If you click on "Continue", you will be logged into VetmedOnline and can apply for a degree programme using the "My applications" feature.

1.6. No activation link received

- There can be several reasons why you do not receive an email with an activation link:
 - Please check your spam folder.
 - The email address may have been entered incorrectly.
 - Perhaps your inbox is full and you can't receive any more emails.
 - Your registration may not have been fully completed.

If none of the above apply, please contact: Zulassung@vetmeduni.ac.at

1.7. Application by former students or employees of the Vetmeduni

Former students or employees should contact us directly via <u>Zulassung@vetmeduni.ac.at</u>. If you are a former student, please advise us of your matriculation number. If you are a former employee of the Vetmeduni, please quote your date of birth. You will receive an activation link after these data have been checked.

2. Reset password (only for external persons)

• In order to reset your password you need the email address you used to register (this step only applies to external persons).

Password help	
Please enter your email-address:	
Identification	
personal email address	
	Continue
NDV-	NDU-

An email has been sent to the email address m.test@gmail.com.Please check your inbox shortly.

Password help

- Click on the following link to reset your password: <u>https://online.vu-</u> wien.ac.at/VUWonline/pl/ui/\$ctx/!wbAev.selfPwdResetIdentifyIdent?pStep=
- Please enter your email address and click on "Continue".
- You will receive an email enabling you to reset your password.

Username	xyz
Alternative login option - your verified email address	m.test@gmail.com
Account valid until	30.Januar 2024
Password changed on	
Service	Status
CAMPUSonline	1
Licer account has been cre	ated
User account has been cre	eated.

vetmeduni 🋞

3. Applying for a degree programme

3.1. VetmedOnline: business card

• As soon as you have successfully completed the registration procedure and have logged in to VetmedOnline, you will see your business card.

The "My applications" feature is already active and can be accessed via business card/application view in the case of employees and students of the University of Veterinary Medicine, Vienna.

- Simply click on "My applications".
- This will route you to the general information page for starting a degree programme.
 Several categories allow you to access relevant information if you click on the information button.
- Click on "Continue".

3.2. Selecting a degree programme

The following degree programmes can be selected:

- Diploma Programme in Veterinary Medicine (UI209),
- Bachelor's Programme in Biomedicine and Biotechnology (UI 033 658),
- Interdisciplinary Master's Programme in Human-Animal Interactions (UI 066 222),
- Master's Programme in Comparative Biomedicine (UI 066 681),
- Master's Programme in Precision Animal Health (UI 066 224) and

E-Mai	marta.musterfrau@gmail.com	
Homepage		could be displayed here



cent or more to house	Select degree programme		
Select degree programme Visional data	Type of studies	Bedela progenine	~
estal address (at place of studies)	Degree programme	UI 033 658 Bachelor's programme; Diemedicine and Dietechnology	*
gher exhapsion enformer		Further information	
utheater	Type of admission	Admission Procedure	

- Lateral Entry into Veterinary Medicine (UI299Q prerequisite being evidence of 90/120 ECTS in a veterinary medicine degree).
- Only one application is permitted for a diploma or bachelor's degree or for a master's degree programme at the Vetmeduni.
- Click on "<u>Further information</u>" to find out all the details about the admissions procedure for the relevant programme.
- Click on "Continue".

3.3. Personal data

Please note that on this input screen you will not be able to edit the first name, family name, date of birth and gender used during the registration procedure.

- Please enter only an <u>Austrian social</u> <u>security number</u> in the Social Insurance No.-field. Leave this field empty if you do not have an Austrian social security number.
- If you enter Austrian as your nationality, an Austrian social security number is mandatory. This consists of a 10-digit number which includes your date of birth and can be found on your e-card.

itart of mobility period	Personal data			
Seid digree pogame Pensol data Pensol atala Penson timo adavis Higher education entance gualecter	Matriculation number First name Ma Surname Te Social security no.	rkus t		
	Date of bith 01 Gender m Place of bith Country of bith Pl	01.2000	~	
	Maiden name 1st nationality Au 2nd nationality Pi	dria rase select	~	

Austrian nationals without an Austrian social security number will be required to enter another

nationality as an alternative (e.g. their current country of residence, such as Italy) in order to be able to continue with the application procedure.

If you enter incorrect details, please contact an employee in the admissions department (Zulassung@vetmeduni.ac.at).

3.4. Correspondence address/home address

- Please enter your correspondence address (delivery address/study address).
- If the correspondence address and your home address are identical, please activate the checkbox.
- The post code (sort code), city and country fields are mandatory.
- Click on "Continue".

INLINE APPLICATION		Help Suppo
Start of mobility period	Postal address (at place of studies)	
Select degree programme	Correspondence address (competer address)	
Personal data	conceptingence address (semester address)	
Postal address (at place of	Mail delivery c/o	
tudies)		
	Street and number	
ligher education entrance	Postal Code/City	
ualification	Country/State Please select 🗸	
	Region Please select V	
	Telephone number	
	Temporary email	
	My postal address (at place of studies) is identical with my permanent home	address.

- If the correspondence address is not identical and the checkbox is not activated, you will be requested to enter a home address (e.g. your home address in Italy or your current correspondence address in Vienna).
- If your home address differs from your correspondence address, please enter your home address.
- Please also provide a telephone number to facilitate communication.

3.5. University entrance qualifications

• Please enter your highest academic qualification which makes you eligible to study at a university.

For Diploma Programme in Veterinary Medicine and Bachelor's Programme in Biomedicine and Biotechnology: secondary school leaving exam, foreign



secondary school leaving exam, IB diploma (foreign country), European school leaving examination (foreign country),

Master's Programmes: (foreign) post-second. educational institution

0

Applicants who have attained **entry qualifications other than in Austria** must select one of the following types of educational institution:

25	Foreign secondary school leaving
	exam
31	Foreign post-second. educ. inst.
46	IB diploma (foreign country)
48	European school leaving
	examination (foreign country)

Applicants for a **master's programme** should indicate in the relevant field whether their **previous degree programme was completed at an Austrian or a foreign university**:

30	Austrian post-second. educ. inst.
31	Foreign post-second. educ. inst.
32	Diploma/master's programme at an Austrian university of applied sciences
33	Austrian accred. private university
34	Austrian university of education
40	Master's/diploma study programme at another Austrian university
41	Master's/diploma study programme at own university

The issuing state can only be edited if one of the above programmes has been selected.

Prior degree programme not successfully completed



If you do not have a bachelor's degree certificate, please enter 21.05.2024 in the field "Date of certificate".

3.5.1. School leaving exam or prior degree programme not successfully completed

Applicants for the Diploma Programme in Veterinary Medicine (UI 209), the Bachelor's Programme in Biomedicine (UI 33 658) and for the Master's Programme in Comparative Biomedicine (UI 066 681) are advised to upload their university entrance qualification or transcript of records of their previous studies to the applicant's portal by 20.08.2024. If you do not have a corresponding certificate by your personal enrolment date, please contact <u>Zulassung@vetmeduni.ac.at</u>.

If you do <u>not have</u> a secondary school leaving certificate at the time of application, please enter 20.08.2024 as the date of your university entrance qualification.

Applicants for the lateral entry in the Diploma Programme in Veterinary Medicine (UI 299Q) must upload proof of the 90 ECTS credits taken within the framework of an equivalent degree programme in veterinary medicine by the end of the application deadline (21.05.2024). At the time of enrolment, proof of 120 ECTS credits must be submitted.

Applicants for the Master's Degree Programmes in Human-Animal Interactions – IMHAI (UI 066 222) and Precision Animal Health (UI 066 224) must upload proof of previous studies in the applicants' portal by the end of the application deadline (21.05.2024). If no degree has been obtained by the end of the application deadline, proof of academic achievements must be submitted in the form of a transcript of records (for the Master's Programme in Precision Animal Health, please include a weighted grade point average) and the corresponding curriculum in German or English.

3.6. Uploading documents

The following documents can be uploaded/have to be uploaded in connection with applications:

Programme	Document	Deadline
Bachelor's/Diploma	School leaving certificate	CAN be
Programme	Official photo ID	uploaded
		until
		20.08.2024
Master's Programme	Official photo ID	CAN be
in Comparative	Evidence of the completion of a relevant	uploaded
Biomedicine	bachelor's degree programme (if available)	until
		20.08.2024
Master's Programme	Personal statement	
in IMHAI	CV	
	Evidence of the completion of a relevant	HAVE TO
	bachelor's degree programme (if available)	BE
	A summary of the grades obtained in the course	uploaded
	of exams during the foundation degree (transcript	by no later
	of records) and related curriculum	than
	Evidence of English language skills B2	21.05.2024
	Official photo ID	
Master's Programme	Personal statement	
in Precision Animal	CV	
Health	Essay	HAVE TO
	Evidence of the completion of a relevant	BE
	bachelor's degree programme (if available)	uploaded
	A summary of the grades obtained in the course	by no later
	of exams during the foundation degree (transcript	than
	of records) with a weighted grade average and related curriculum	21.05.2024
	Evidence of English language skills B2	
	Official photo ID	
Lateral Entry into	Evidence of the required 90 ECTS credits	HAVE TO
Veterinary Medicine	completed as part of an equivalent degree	BE
,	programme in veterinary medicine	uploaded
	Evidence of German language skills at level C1	by no later
		than
		21.05.2024
		CAN be
	Evidence of the required 120 ECTS credits	uploaded
	programme in veteringny medicing	until
		20 08 2024
	Official photo ID	20.00.2024



Please note the following:

- Only PDF documents with a maximum file size of 5 MB can be uploaded.
- If this limit is breached, please try to reduce the resolution/quality of your scanned documents. Freeware is available for this.
- It is only possible to upload one document at a time. Documents consisting of more than one page must be compiled to form a single document.
- If you upload an incorrect certificate, this can be corrected later refer to Section 4.2 Edit uploaded document.
- The application for the Diploma and Bachelor's Programme as well as for the Master's Programme in Comparative Biomedicine is also possible without uploading documents. Documents CAN be uploaded by the specified deadline.
- When applying for the Master's Programmes Human-Animal Interactions

 IMHAI and Precision Animal Health as well as for the lateral entry into Veterinary Medicine, the relevant documents MUST be uploaded by the end of the application deadline (21.05.2024).
- You can view the uploaded document under "Current document".

3.7. Summary and submit application

ONLINE APPLICATION									Help	Support	
Start of mobility period Select degree programme Personal data Postal address (at place of studies) Higher dividually register data and the studies) Higher dividually certificator - Secondary school leaving certificator / University entrance qualification ID card or passport	Second	ary schoo	l leaving certificate / Ur	iversi	ity entrance qual	fication					
	Please upload the COMPLETE university entrance qualification until 20.08.2023.										
	Curre	ent docum	ant								
	File name Type File S			File S	ize D	ate					
	No document uploaded										
	New document										
	The You	The following document types are accepted: Portable Document Format (.pdf). You can upload only one file. File size limit: 5 MB.									
	File	Datei a	ONLINE APPLICATION					Help Suppor			
		Start of mobility period Start of mobility period Processi data Product address of phone of Auto Higher solucitation of Harris	atien	Secondary school Please upload the C Current document File name	eaving certificate ONPLETE universit C Type	- / Universit by entrance File Size	y entrance qualification qualitation und 20.08.20 Date	23			
		 Secondary school leaving cartificate / University entrance 	an Note	Certificate.pdf	application/pcf	4.8	22 03 2023 17:47 21	×			
			qualification ID rand or presepted		The following d You can uplead	only one file. Fil	ro accopto e size limit	Portable Document P 5 MD.	(ormat)	(.pdf).	
Cancel Preview					Fiel Datci au	within Keine	Nanci ausgi	wani			
							100	and I down a l			

 The last page is a summary of your application. Please make a note of your Application number in the header section as this will be required when you pay your application fee as explained under <u>Section</u>

4.1 Application fee.

• Click on "Submit" in order to submit your application.



Your application **will only be sent** if you have activated the checkbox and hit the **"Submit"** button!

3.8. Selection procedure survey

- Bachelor and diploma programmes: On behalf of the Federal Ministry of Education, Science and Research, you will be requested to complete a survey. This is of course anonymous.
- Master's programmes: You will be requested to complete a Vetmeduni survey. This is of course anonymous.

My Applicatio

ank you for your pre-registration! We	will contact you via a mail about furth	her steps soon.
icase take some time for the following) topics	
HS Survey		
Admission procedures at universitie	s are evaluated in accordance with the also fill out the following evaluation	the Universities Act. The Institute for Advanced Studies in Vienna (IH in form
Survey for Students		
\sim		

4. Applicants' portal

- You will be routed to the applicants' portal once you have submitted your application and completed the survey.
- This portal allows you to view the status of the various documents, to upload documents at a later point in time and also to exchange previously uploaded documents.

ser: 2-00030638						Operations Enternew application
Dograe prog	pramme		Submission of application	Admission	Enrolment	Operations
23 Bachelor's • Ty	programme; Biomedicine and Bi pe of admission: Admission Proced	otechnology fure	₽3 08 2023	0	· (
f the at a	Decements statish decisi may be associated statish decisi may be associated to the statistical Statistical decisional of Statistical decisional of Stat	e submitted the conflicted and conf	07 anter guardenten with 35 88 3073 202			

• The menu item "Documents" also provides payment details for the application fee.

4.1. Paying the application fee

- Please pay your application fee after submitting your application.
- This application fee must be received by the university by no later than 27.05.2024.
- Cocuments stated neerin must be submitted
 Application fee
 Information
 Please transfer the subjection fee in due time so that it reaches the following account by 31.05.2023 at the latest.
 The camment defence is your accidation number stating utim 1:2
 Name: Velenialment clinicity utim 1:2
 Name: Velenialment clinicity utim 1:2
 Name: Velenialment clinicity utim 1:2
 Description of the clinicity of the clinicity utim 1:2
 Description of the clinicity o
- The data related to the payment of the application fee can be found on the applicants' portal.
- Payment reference number: Your personal application number Your personal application number starts with 1-XXXXXXXXX (highlighted in yellow).

• Foreign bank transfers:

- Please check with your bank whether charges will be deducted from the transfer of the fee. In such a case, make sure that the fee is received in full.
- Under certain circumstances, the transfer may take several days.

As soon as the appropriate amount has been received correctly, the status will change to "OK". It may take several days to allocate your payment.

Require	id documents (for adr	nesion)
Docus	nents stated herein t	nust be submitted
- (@	Application fee)
	-	
	Information	Please transfer the application fee in due time so that it reaches the following account by 31.05.2023 at the latest.
		The payment reference is your application number starting with "1."
		Name: Veterinärmedizinische Universität Wien
		IBAN: AT23 2011 1285 2634 6503
		BIC: GIBAATWWXXX
		Payment reference: 1-00004783
		Fee: 605
		Bank transfers from abroad:
		 Clarify with your bank whether expenses will be deducted when transferring the fee. In such a case, make sure that the application fee is received in full.
		Under certain circumstances, the transfer may take several days.
	Document templates	anot available
	Submit electronically	A Upload document
		You cannot uslead or edit the document. This document is executed by the Vetmeduni.
	Status	Ø ok
	-	

4.2. Edit uploaded document

- If a document has been assigned the status "Not OK", or you have uploaded an incorrect document, you can upload it again yourself.
- Documents stated herein may be submitted Secondary school leaving certificate / University entrance qualification UD card or passport
- If you want to upload a new document, please change the document name so that this can be identified by the system, e.g. to 'Corrected document' or 'DocumentName_1'.
- Open the incorrect document and select the menu option "Upload document".
- Select the correct file. The window will close if you select "Upload document".
- The new document will be uploaded and the status of the document will change again to "Received".

Inf	ormation 🛈 Please	upload the <u>COMPL</u>	ETE univers	ity entrance qualification	until 20.08.2023.
Document te	emplates 🁌 not avai	lable			
Submit elect		document	rument until 2	0 08 2023	
Current d	ocument Downloa	ad document			
	Document up	load			
	Please upload the <u>C</u>	OMPLETE universit	ty entrance of	qualification until 20.08.20	23.
	Current documen	t			
ne	File name	Туре	File Size	Date	
to	Certificate.pdf	application/pdf	4,8	24.03.2023 11:27:20	4
	New document				
	The following do You can upload	ocument types are only one file. File	e accepted: size limit:	: Portable Document F 5 MB.	Format (.pdf).
	File Datei aus	wählen Keine D	atei ausge	wählt	
	Cancel/Close				

4.3. View and edit your application

- Log in to VetmedOnline using your email address and password.
- Select the "My applications" feature to view your submitted application.
- Click on the magnifying glass to access the self-service screen where you will see the status of your application.

E-Mail	marla.musterfrau@gmail.com	Vour picture
Homepage	-	could be displayed here

4.4. Self-service status of the application

Please note that applications are processed as quickly as possible. This overview is intended to clarify your application status.

The magnifying glass feature allows you to see a summary of your application.

4.4.1. Submission of application

This feature allows you to see the status of your application and the payment of the application fee.
 Submission of application
 Status
 Received electronically
 The fee has been received and the application documents will be reviewed soon

Symbol	Status Name	Explanation
0	Received electronically	Application and/or application fee has been received. The application fee has been received and the application documents will be reviewed soon
•	Unknown	"Application documents": Documents not yet reviewed; application fee not yet received
	Under review	The documents are being reviewed
8	Withdrawn	The application has been withdrawn by the applicant

4.4.2. Status of the application documents

You will be informed by email when the status of a document changes.

Details are provided for every document.

Documents stated herein may be submitted

Secondary school leaving certificate / University entrance qualification

ID card or passport

Symbol	Status Name	Explanation		
3	Unknown	Document not yet reviewed		
Σ	Received	Document received		
	Not submitted	The document has not yet been uploaded.		
8	Not complete	The review of the documents has initially been completed. Additional information or correction required.		
0	ОК	The review of the document has been successfully concluded.		
	Under review	The documents are being reviewed		
U	• Not OK	 The review of the documents has initially been completed. Additional information or correction required. Possible explanations: An incorrect document has been uploaded A document is illegible A page is missing OK negative (document OK, certificate not OK) 		

The following table explains the possible status of the various document types:

4.4.3. Status of admission

The menu item **Admission** allows applicants to view the status of study place allocation.

Symbol	Explanation
?	"Admission": not yet performed; Study place not yet allocated/waiting list
	Study place allocated.
	Admission completed

ire		
Degree programme Status	Bachelor's programme; Biomedicine and Biotech Type of admission: Admission Procedure Or "Certificate check": Documents not yet reviewed Or "Admission": not performed yet	inology
Details		
	ure Degree programme Status Details	The programmes Bachelor's programmes: Biomedicine and Biotect · Type of admission: Admission Procedure Status @ "Centricate check". Documents not yet reviewed @ "Admission". not performed yet Details .