

FAQ ABOUT THE APPLICATIONS PROCEDURE

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1. Which admissions requirements must be fulfilled?

Bachelor

- ✓ Link: [Requirements for our Bachelor's degree programs](#)

Master

- ✓ Link: [Requirements for our Master's degree programs](#)

2. I do not have a Matura; can I take the "Studienberechtigungsprüfung" at FHWien der WKW?

Applicants who either do not have a general higher education entrance qualification (**allgemeine Hochschulreife**) or who can prove that they have subject relevant expertise, or who have completed an Austrian BMS (vocational school) and applicants who have completed the German, Dutch or Swiss "Fachhochschulreife" or the Swiss "Berufsmatura" can take a Zusatzprüfung (an additional examination) in the subject areas of German, English and Mathematics. If they pass they can apply to study at FHWien der WKW.

Information about this Zusatzprüfung (additional examination) and preparatory courses can be found [here](#) (in German).

3. Is the German "Fachhochschulreife" sufficient for my application?

Applicants who have successfully completed the German, Dutch or Swiss "Fachhochschulreife" or the Swiss "Berufsmatura" can take the Zusatzprüfung (additional examination) in the subject areas of German I, English II and Mathematics I. If they pass they can apply to study at FHWien der WKW.

Link: [Studieren ohne Matura](#) (in German)

4. Is having a job a mandatory requirement for applying for a part-time degree program?

Our part-time degree programs give students the opportunity to study and have a career at the same time, as classes are held in the evenings and on weekends. Proof of employment must be provided during the application process. If no proof is provided during application it is still possible to apply, however proof of employment

will then be requested by the degree program whilst you study. Proof of employment can consist of a written confirmation or a blacked out pay check.

5. When do I have to present my degree by (high school diploma/ Matura, BA degree)?

The date for fulfilling all admissions requirements can be found under the section “Deadlines & Dates”.

Link: [Deadlines & Dates](#)

6. Can I apply before receiving my Bachelor’s degree/diploma?

Please provide proof from your university with the provisional date of your final examination, as well as your consolidated transcript with your application documents.

7. I do not yet have/do not have a Matura or high school diploma - Which documents should I send in?

Please send us your last end of year report or confirmation of registration, including the confirmed date for the entrance examination. Please write this date on the application form.

8. I have been called up (for military service/civil service) this year, can I still apply?

No, in this case it is not possible to apply to FHWien der WKW.

9. Can I apply to a degree program in both study variants?

Example: for a degree in corporate communication both full-time and part-time.

Yes.

10. Do I have to apply to two-degree programs?

You can apply for up to two degree programs, however applying for two programs is not a requirement. You must complete an application form for each degree program you decide to apply for.

11. How can I prepare myself for the admissions test?

Sample examination questions can be found on our homepage by clicking on the following

Link: [Sample \(examination\) questions for potential Bachelor's students](#)

Link: [Sample \(examination\) questions for potential Master's students](#)

12. How does the computer-based test work?

Bachelor

The standardized computer-based test covers the following areas:

- ✓ Understanding of mathematical logic
- ✓ Verbal intelligence/creativity
- ✓ English

We want to know how much potential you have. For this reason, we increase the difficulty of the test depending on your ability. This gives us a more precise picture of your potential and your talent. In turn, the nine subtests will properly test your skills. The maximum length of the computer-based test is 2 hours and 45 minutes.

Master

The admissions test for a Master's degree program consists of 30 business studies related questions and - depending on the degree program - up to 30 specific degree program related questions in multiple-choice format.

Reading suggestions to help applicants prepare for the admissions test can be found on the relevant website page for the degree program by clicking on Application_Admissions Procedure.

The maximum length of the test is 1 hour and 30 minutes.

13. May I use a calculator?

No, no external resources are permitted. We will provide paper and pens.

14. How many points do I have to get?

This depends on the amount of points gained by the best applicant and/or on the number of applicants that we can legally accept.

15. Do I have to send in all the documents twice if I want to apply for two degree programs?

Yes.

A completed application with all required documents is necessary for each chosen degree program; these can be sent in to the Service Point or handed in personally during their opening times. Please note, applications must be handed in in an envelope.

16. Can I choose the date for the admissions test?

Once you have sent us your completed application documents, you will receive an e-mail asking you to log in. You can then choose your test date depending on the available options. Please choose a date that suits you (test dates are offered on a first come – first served basis).

For organizational reasons we cannot offer additional test dates outside of the deadlines specified under the section [“Deadlines & Dates”](#). We ask that you choose a test date from the dates that are still available.

17. Can I submit my application personally?

Yes,

You can submit your application personally during the opening times of the Service Point

18. The classroom language is not my first language - do I need to present a language certificate?

You do not need to provide a certificate proving your language ability, because one part of the Bachelor's admissions procedure is designed to test your language comprehension.

19. I might want to swap between studying full-time and part-time or vice versa - is this possible?

This question should be discussed with the relevant head of department.

20. Can I apply this year even if I don't complete my high school studies until next year?

No.

Applications and admissions tests are only valid for the year you are applying for. You will have to repeat the whole applications process (including sending in the necessary documents for your application) if you decide to apply the following year.

21. Do I have to send in a copy of my Matura or high school diploma as part of my application to study a Master's degree program?

Yes. Proof of the gained admissions requirements for the previous academic degree program (for example a high school diploma or a university entrance examination) is required.

22. I registered last year and I cannot log in anymore.

Online registrations are valid for one year only. You must carry out the online registration process again if you want to apply for the following year. Please note that your application documents can only be archived for a year.

23. I am currently doing civil service and won't be finished until September. Can I still apply?

It is possible to shorten your civil service by taking two weeks holiday.

You will need permission from the head of your chosen degree program if you cannot be present at the beginning of the degree program (degree programs begin on different dates).

24. Can I change the priority of my degree program choices after applying?

Changing your degree program choices is only possible if you contact the Service Point before the admissions test takes place.

25. I graduated from high school many years ago, is it necessary for me to partake in a preparatory course?

The provision of preparatory courses are only for applicants without any kind of high school diploma. We therefore recommend the refresher courses at FHWien der WKW. You can find more information by clicking on one of the following links:

[Brush-Up-Courses for BA/MA/MBA](#)

26. I previously studied at a university. Can I receive transfer credits for completed courses?

Courses that you successfully completed at a university in the last four years can be recognized. Recognition depends on the degree program and on how similar the content and scope of the courses are to their equivalents at FHWien der WKW. This is only possible at the beginning of the semester when you are an enrolled student at FHWien der WKW.

MISCELLANEOUS REQUESTS

**I still have a question that has not been answered in your FAQ.
How can I contact the University of Applied Sciences for Management &
Communication?**

Please contact the Service Point,
on servicepoint@fh-wien.ac.at.
or call us on +43 1 476 77-5744

Daily from Monday to Friday from 8:00 am to 7:00 pm.