

This is a translation of the official German document
*Verordnung über das Aufnahmeverfahren vor der Zulassung für das Bachelorstudium
International Business and Economics an der Universität Klagenfurt*
(APPENDIX 3 to the university bulletin issue 6, no. 36.3 - 2024/25, 04.12.2024)

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**Regulation governing the special admission procedure prior to admission
to the Bachelor's degree programme in International Business and
Economics at the University of Klagenfurt**

As per Section 71b Para. 4 of the Universities Act (Federal Law Gazette I 120/2002 in its current and valid version, hereinafter: UA) the Rectorate hereby orders the following, after consultation with the Senate:

Section 1 - Scope of application

- (1) This regulation applies to all applicants for the Bachelor's degree programme in International Business and Economics.
- (2) The following groups are exempt from this regulation:
 1. Applicants who have previously been admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt and whose admission has lapsed for one of the reasons specified in Section 68 Para.1 Clause 1 or 2 of the UA;
 2. applicants seeking temporary admission, in accordance with Section 63 Para. 5 Clause 1 of the UA, as part of a transnational EU, state or university mobility programme;
 3. applicants who have already successfully completed the special admission procedure for the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt, and have passed the prescribed supplementary examinations in the "preparatory course program for supplementary examinations" within two semesters, calculated from the date on which the special admission procedure was carried out, in order to provide proof of general university entrance qualification, and are seeking admission no later than for the winter semester of the academic year following the year of the special admission procedure.

Section 2 - Number of student places

- (1) There are 50 places available on the Bachelor's degree programme in International Business and Economics in each academic year.
- (2) This quota may be exceeded by a limited number of places.

Section 2a - Conditions of participation and fee

- (1) Participation in the special admission procedure is subject to proof of having achieved the general university entrance qualification according to Section 64 Para. 1 UA, the timely registration for the special admission procedure, and the payment of a fee.
- (2) Applicants shall contribute to the costs incurred in the course of the general admission procedure by means of a fee to be determined annually by the Rectorate. The fee may not exceed three times the student fee pursuant to Section 38 Para. 2 of the Student Union Act (Federal Law Gazette I No. 45/2014 as amended).
- (3) The level of the fee for participation in the special admission procedure as well as the payment deadline will be published on the website of the University of Klagenfurt. The payment period is a set period and shall not be extended or reprieved.
- (4) The full amount must be paid within the specified period using the ePayment service provided by the University of Klagenfurt. The information required for this purpose will be provided within the application portal during registration.
- (5) If the fee payment is not deposited in the account within the specified period of time or if it cannot be attributed to the applicant, the applicant shall be eliminated from the special admission procedure.
- (6) Without exception, fees cannot be refunded once paid. Fee payments that cannot be attributed and duplicate payments will not be refunded.

Section 3 - Registration

- (1) Applicants must register for the special admission procedure online via the University of Klagenfurt's website, without exception.
- (2) The date of the online examination and the registration period will be announced on the University of Klagenfurt's website.
- (3) Registered applicants will receive confirmation of their registration. In the event that applicants subsequently register at another university within a clearing process, this confirmation must be presented as proof that they have previously registered with the University of Klagenfurt.
- (4) At the end of the registration period, the number of number of binding registrations will be published on the University of Klagenfurt's website.
- (5) If the number of applicants registered at the end of the registration period does not exceed the number of places defined in Section 2, the special admission procedure is not required. Applicants will be informed of this immediately by email and sent confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, registered applicants shall be admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.
- (6) If, at the end of the registration period, the number of registered applicants falls below the number of places defined in Section 2, a clearing process is organised as set out in Section 4 in order to fill up the remaining places.

Section 4 - Clearing

- (1) Applicants must also apply for clearing online via the University of Klagenfurt's website, without exception. In order to successfully apply for clearing, applicants must upload the document confirming that they have previously registered for a relevant programme of study at another university. Clearing applications will be ranked according to the date on which they are received, up until the advertised number of places is reached. Applicants will receive confirmation that their application for clearing has been received.
- (2) The start date for any clearing period will be published on the University of Klagenfurt's website. Applicants can apply for clearing up until the number of places defined in Section 2 has been reached or, at the latest, until the end of the admission period for the following summer semester.
- (3) Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, applicants registered as part of the clearing process shall be admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1. The document required under paragraph 1 must be presented upon admission to the University of Klagenfurt.

Section 5 - Special admission procedure

- (1) The special admission procedure takes place once each academic year prior to the start of the relevant winter semester. The multi-level special admission procedure for the Bachelor's degree programme in International Business and Economics consists of the submission of a personal statement and an online examination.
- (2) The personal statement must be written in English and without using large language models (e.g. ChatGPT), translation or style improvement software. The use of unauthorised aids will result in exclusion from the remainder of the special admission procedure. Guidelines about format and content, in particular the topics to be covered, will be published on the University of Klagenfurt's website in good time.
- (3) Participation in the online examination is subject to the successful completion of the first part of the special admission procedure according to Para. 2. The online examination will be conducted in English. The examination materials will be made available on the University of Klagenfurt's website at least four months before the date of the examination.
- (4) The Vice-Rector for Education will decide on applications for alternative examination methods as per Section 59 Para. 1 Clause 12 of the UA.
- (5) The online examination will not be held if the number of applicants that meet the requirements set out in paragraph 2 above does not exceed the number of places available per academic year for the Bachelor's degree programme in International Business and Economics, as defined in Section 2. These applicants will be informed immediately by email that the examination is not required and will be sent confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, applicants are admitted on to the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.

Section 6 - Conducting the online examination

- (1) The examination will be held online. Specific provisions regarding the online examination will be published on the website of the University of Klagenfurt in good time.

- (2) To participate in the online examination, applicants must have a desktop computer or laptop and a stable Internet connection. Disclosure of any further standards that the applicants' technical devices must meet in order to participate in the examination will be published on the website of the University of Klagenfurt by the end of the registration period at the latest.
- (3) The online examination must be taken by the applicants independently, without the help of other persons or other unauthorised aids.
- (4) The exam invigilators must establish the identity of the applicants before the online examination commences. For this purpose, applicants must present an official photo ID at the start of the examination by holding it up to the camera when prompted to do so. If it is not possible to verify a candidate's identity by means of an official photo ID and if the candidate's identity cannot be proven beyond doubt by any other suitable means, the candidate concerned shall be excluded from the examination.
- (5) Throughout the examination, the camera set-up used by the candidates must allow permanent visual contact. Certain aids may be used in the online examination under specific circumstances; these will be announced in good time on the website of the University of Klagenfurt. The examiners are entitled to be shown around the candidate's room by means of panning the camera. This process can be repeated if there is any suspicion of unauthorised aids. If the invigilators determine that an applicant is attempting to pass the examination fraudulently by using unauthorised aids, the performance in the examination shall not be taken into account in the special admission procedure. If a technical problem occurs during the exam (interrupted transmission, loss of video/audio, etc.), the exam can be continued, provided the interruption was brief. Otherwise, the examination shall be deemed to have been abandoned and the second part of the special admission procedure cannot be completed.
- (6) Applicants who fail to attend the examination on time shall be excluded from the examination by the exam invigilators.
- (7) Applicants who disrupt the orderly conduct of the examination or fail to follow the instructions of the examiners may be excluded from the examination by the invigilators. The examination shall not be taken into account in the special admission procedure.
- (8) If an applicant terminates the online examination without good cause, the examination shall not be taken into account in the special admission procedure.
- (9) The online examination will not be held if the number of applicants that attend the examination is less than or equal to the number of places available per academic year for the Bachelor's degree programme in International Business and Economics as defined in Section 2 Para. 1. In this case, all applicants who attend the examination will be sent email confirmation of their place for the subsequent academic year. Provided that the general prerequisites set out in Sections 63 et seqq. of the UA are met, successful applicants will be admitted on to the Bachelor's degree programme at the University of Klagenfurt in accordance with the provisions defined in Section 9 Para. 1.

Section 7 - Results from the special admission procedure

- (1) Applicants will be ranked according to the number of points scored during the special admission procedure. Places will be awarded to applicants in this order until all available places for the Bachelor's degree programme in International Business and Economics have been filled as per Section 2. These applicants will be sent confirmation of their place for the subsequent academic year by email.
- (2) Applicants have 14 days, from the day on which they are sent confirmation of their provisional place, to confirm that they accept their place by email (Confirmation of Acceptance).

- (3) If no response is received within this time, the applicant will be deemed to have failed the admission procedure and the application will be rejected. Those applicants who do not receive an offer of a place will be informed that they have not passed the admission procedure.
- (4) Unsuccessful applicants may re-apply through one of the special admission procedures offered subsequently. In this case, they must complete the whole registration and special admission procedure once again. Neither the personal statement submitted nor the result of any examination taken during a previous special admission procedure will be taken into consideration if an applicant re-applies.

Section 8 - Proficiency in the English language

- (1) For the Bachelor's degree programme in International Business and Economics, English language proficiency at level B2 of the Common European Framework of Reference for Languages (CEFR) is required.
- (2) The required English language skills must be proven by one of the means of proof specified in the Rectorate's regulation on further proof of required language skills for admission to degree programmes.

Section 9 - Admission

- (1) Applicants will be admitted on to the Bachelor's degree programme in International Business and Economics in the subsequent academic year, during the admission periods for the relevant winter and summer semesters. Admission at a later date is only possible if applicants successfully re-apply through a further special admission procedure.
- (2) In order to be admitted on to the Bachelor's degree programme in International Business and Economics, the applicant must have been awarded a place to study as per Section 7 Para. 1 for the relevant academic year, be able to demonstrate proficiency in the English language as per Section 8 and meet the conditions as set out in Section 63 et seqq. of the UA.

Section 10 - Responsible authority

The Vice-Rector for Education at the University of Klagenfurt is responsible for running the special admission procedure.

Section 11 - Entry into force and expiry of regulations

- (1) This regulation will enter into force on the day following its publication in the university bulletin of the University of Klagenfurt and will be applied for the first time to the special admission procedure for the academic year 2025/26.
- (2) With the entry into force of this regulation, the regulation on the special admission procedure prior to admission for the Bachelor's degree programme in International Business and Economics at the University of Klagenfurt, announced in the university bulletin of 7 December 2022, issue 5, no 29.3, last amended by the announcement in the university bulletin of 6 December 2023, issue 5, no. 26.1 shall expire.