

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

## **Regulation of the Rectorate on the admission procedure pursuant to § 64 para. 6 UG for the master's programme in Building Science and Technology (E 066 444)**

(online 28.9.2015)

On 30 January 2013, after consulting the Senate, the Rectorate of TU Wien decided to change the regulation on the admission procedure for the master's programme in Building Science and Technology pursuant to § 64 para. 6 in conjunction with § 63 UG.

The changes to the content particularly affect the provisions concerning the selection committee and the application periods. Concerning the editorial aspects, the numbering was changed. For the sake of better legibility, the full text of the regulation including changes is published.

### **Contents**

Preamble

§ 1 Scope of application

§ 3 Number of study places

§ 4 Admission procedure

§ 5 Application criteria

§ 6 Application period

§ 7 Selection committee

§ 10 Procedure

§ 11 Credit scheme

§ 13 Decision

§ 14 Entry into force

### **Preamble**

At TU Wien, the master's programme in Building Science and Technology is offered exclusively in English pursuant to the curriculum (MBL. No. 15-2012 of 29 June 2012 as amended).

Concerning master's programmes which are exclusively offered in a foreign language, the Rectorate can determine the number of students and regulate the admission by means of an admission procedure pursuant to § 64 para. 6 Universities Act 2002 – UG (BGBl. I No. 120 as amended).

In its meeting on 26 June 2012, the Rectorate of TU Wien determined the following admission procedure for the master's programme in Building Science and Technology:

### **Scope of application**

**§ 1.** The regulation on the admission procedure applies to all applicants for the master's programme in Building Science and Technology (E 066 444) at TU Wien. Applicants are admitted at the beginning of the respective academic year only.

**§ 2.** The provisions on the admission procedure do not apply to:

1. students who are admitted to the master's programme in Building Science and Technology at the time of the entry into force of the regulation on the admission procedure for the master's programme in Building Science and Technology (MBL. No. 16/2012 of 4 July 2012) and who continue their studies (§ 62 UG);
2. students who are admitted to the master's programme in Building Science and Technology at the time of the entry into force of an amendment of the regulation on the admission procedure for the master's programme in Science and Technology and who continue their studies (§ 62 UG).

### **Number of study places**

**§ 3.** The number of students admitted to the master's programme in Building Science and Technology is 35 per academic year.

### **Admission procedure**

**§ 4.** (1) Before being admitted to the master's programme in Building Science and Technology, an admission procedure must be passed. This procedure comprises a written application (§ 5) and the ranking determined by the selection committee (§ 7). The admission is therefore based on the prerequisite that the applicant was assigned a study place for the respective academic year according to the ranking (§ 12 para. 4) and fulfils the requirements of §§ 63 et seqq. and 91 UG.

(2) It is not possible to admit students who do not fulfil the application criteria (§ 5) or who do not reach the credit points (§ 12 para. 5) required for a study place.

## Application criteria

**§ 5.** (1) The following documents in English shall be attached to the written application in order to prove the fulfilment of the application criteria:

1. Completion of a bachelor's programme in the following field of studies:

- a) Architecture (033 243) or
- b) Civil Engineering (033 265) or
- c) Mechanical Engineering (033 245) or
- d) Media Informatics (033 532) or
- e) Medical Informatics (033 533) or
- f) Software & Information Engineering (033 534) or
- g) Technical Informatics (033 535) or
- h) another relevant and equivalent bachelor's, master's or diploma programme successfully completed at a recognised foreign or Austrian postsecondary educational institution.

The Dean of Studies decides whether the bachelor's, master's or diploma programme is relevant. There is not entitlement to the application of § 64 para. 5 UG in conjunction with the regulation of the Senate of TU Wien on admission to master's programmes at TU Wien (MBL. No. 194-2005 in the version of MBL. 105-2006 of 8 May 2006).

2. Submission of a written curriculum vitae including the description of relevant, subject-related work experience (3 A4 pages maximum).

3. Description of the specific motivations behind the application for the master's programme in Building Science & Technology) (in the form of a cover letter, 2 A4 pages maximum).

4. Evidence of the knowledge of the English language at level B2 of the Common European Framework of Reference for Languages in the form of internationally accepted certificates: CAE (at least 45 points), FCE (at least C), TOEFL iBT (at least 87 points) or IELTS (at least 5.5). Native English speakers do not have to provide this evidence. The Dean of Studies decides whether evidence is required.

5. Further evidence of academic suitability by means of internationally accepted examinations (preferably GRE test – see <http://www.ets.org/gre/>).

(2) The documents certifying the successful completion of one of the study programmes stated in para. 1 subpara. 1 shall be submitted as originals or certified copies. Documents in foreign languages shall be submitted together with a German or English translation by a certified translator.

## Application period

**§ 6.** (1) The application period for the participation in the admission procedure starts on 1 February and ends on 20 May of each calendar year. All documents (in English) pursuant to § 5 must be submitted to the Department for studies and examination of TU Wien within this period of the calendar year in which the study programme in Building Science and Technology starts.

(2) Applicants whose applications are submitted after the expiry of this application period may not take part in the admission procedure. An extension of the application period is not permitted.

## Selection committee

**§ 7.** (1) A selection committee decides upon the applications.

(2) The selection committee consists of five members with voting right and three members without voting right and is composed as follows:

1. Members with voting right:

- a) Dean of Studies for the field of studies of Architecture
- b) four other members of the Faculty of Architecture and Planning who mainly teach in the master's programme in Building Science and Technology.

2. Members without voting right:

- a) one representative of the students in the study programme Building Science and Technology
- b) one representative of the students in the study programme Architecture
- c) one representative of the Working Group on Equal Opportunities

**§ 8.** (1) The members with voting right pursuant to § 7 para. 2 subpara. 1 are nominated by the Vice Rector for Academic Affairs and appointed for a period of three years maximum.

(2) The members without voting right pursuant to § 7 para. 2 subpara. 2 lit. a and b are nominated by the chairperson of the Student Union at TU Wien and appointed by the Vice Rector for Academic Affairs for a period of one year. For the duration of their activity in the committee, the member pursuant to § 7 para. 2 subpara. 2 lit. a must be validly admitted to the study programme in Building Science and Technology and the member pursuant to § 7 para. 2 subpara. 2 lit. b must be validly admitted to the study programme in Architecture at TU Wien. If the admission expires, the membership in the selection committee expires

as well. In this case, a substitute member shall be nominated and the substitute member shall be appointed by the Vice Rector for Academic Affairs for the rest of the term of office.

(3) The member without voting right pursuant to § 7 para. 2 subpara. 2 lit. c is nominated by the chairperson of the Working Group on Equal Opportunities and appointed by the Vice Rector for Academic Affairs for a period of one year.

(4) The appointment of the members is published in the University Gazette of TU Wien.

**§ 9.** The members must be nominated by 31 March of a calendar year. The selection committee is also properly composed and has a quorum if not all or none of the members without voting powers pursuant to § 7 para. 2 subpara. 2 were nominated.

## **Procedure**

**§ 10.** (1) After the expiry of the application period, the Dean of Studies summons a meeting of the selection committee.

(2) The selection committee shall have a quorum if the majority of the members with voting right is present.

(3) The resolutions of the selection committee shall be adopted by simple majority of the votes of the members with voting right.

(4) The members without voting powers have a right of petition, but no right to vote.

(5) The selection committee may call respondents to their meeting. Respondents do not have any rights of petition or rights to vote.

(6) The meetings of the selection committee are private.

(7) The members of the committee and the respondents are obliged to maintain secrecy.

## **Credit scheme**

**§ 11.** The respective performances are assessed on the basis of the submitted completed study programmes (graduation certificates) and the level of affinity with the subject Building Science & Technology is assessed on the basis of the completed subjects.

**§ 12.** (1) The applicants receive a maximum of 30 credits for the fulfilment of the application criteria pursuant to § 5 para. 1 subpara. 1 to 5.

(2) Concerning this matter, a credit system is applied according to which a total of 15 credits maximum can be awarded for the application criteria pursuant to § 5 para. 1 subpara. 1 to 3. For the application criteria pursuant to § 5 para. 1 subpara. 4 to 5, a total of 15 credits can be awarded as well.

(3) The credits for the application criteria pursuant to § 5 para. 1 are allocated according to the following scheme:

Subpara. 1: 3 credits

Subpara. 2: 7 credits

Subpara. 3: 5 credits

Subpara. 4: 8 credits

Subpara. 5: 7 credits

(4) The credit award and the resulting ranking of the applications are documented in the selection meeting. The applicants are entitled to inspect their documents.

(5) Applications for study programmes which do not correspond to § 5 para. 1 subpara. 1, insufficient knowledge of the English language pursuant to § 5 para. 1 subpara. 4 (non-achievement of level B2 of the Common European Framework of Reference for Languages) or less than 18 credits in total are exclusion criteria.

## **Decision**

**§ 13.** The applicants shall be informed in writing about the result of the admission procedure by no later than 31 July of the calendar year in which the study programme in Building Science and Technology starts. For the academic year 2012/13, this period ends on 31 August 2012.

## **Legal validity**

**§ 14.** This amended regulation shall enter into force with its publication in the University Gazette.

For the Rector's Office: The Rector:  
O.Univ.Prof. Dr. Sabine Seidler

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