

## **Guidelines on the entrance examination for students without high school certificate for entry to BBA THM, THMO, BSc IM and BSc IMPE study programs ('Studienberechtigungsprüfung')**

Decided by the University Senate on January 27, 2021

### **§1 General principles**

- (1) Applicants without proof of a secondary leaving certificate, GED or equivalent can apply for admission to a study program entrance examination for following BBA and BSc study programs offered at Modul University Vienna if they meet the criteria outlined in §§ 2-4 of this guideline:
  - a. BBA in Tourism and Hospitality Management
  - b. BBA in Tourism, Hotel Management and Operations
  - c. BSc in International Management
  - d. BSc in International Management with Professional Experience.
- (2) The entrance examination for students without high-school certificate at Modul University Vienna only qualifies for the studies in (1) at Modul University Vienna.
- (3) Amendments to this guideline are proposed by the Dean of the Undergraduate School and decided by the University Senate of Modul University Vienna.

### **§2 Eligible candidates for the entrance examination for students without high school certificate according to § 63 (1) lit 1 UG BGBl. I Nr. 120/2002**

- (1) Candidates registering for the study program entrance examination must be at least 20 years old and an EU/EWR/CH/UK citizen.
- (2) Candidates must be able to demonstrate relevant previous education or experience in the field of the intended study program by fulfilling one of the following criteria:
  - a) Proof of completed vocational training of at least two years
  - b) Professional activity (at least 6 months)
  - c) Internship (min. 200 hours)
  - d) Successful completion of at least 11 years of primary and secondary school education
- (3) Applications must be submitted to the Admissions Department and include:
  - a) Name of the study program and a complete set of application documents (except high school certificate) according to the respective study regulation
  - b) Evidence of the relevant previous education or experience in the field of the intended study program
  - c) Proof a B2 English level for all applicants who first language is not English: IELTS band score 5.5 (no sub-score below 5.0); TOEFL Internet Based Test 65 points; Duolingo online exam 85 points. If an applicant proves that he/she has completed at least two years of secondary or higher education in the English language or has passed another language proficiency test with scores at least equivalent to the above, exceptions may be granted. If the applicant provides any other proof of language proficiency, the validity will be at the discretion of the Admissions Department.
- (4) Successfully passed examinations at other universities are transferable to the entrance examination if they are equivalent in terms of content, outline, methods, and performance. Upon application by the candidate, the Dean of the Undergraduate School decides if examinations at other universities are transferable. A maximum of two examinations can be transferred; at least three examinations must be taken at Modul University Vienna.

### **§3 Entrance examination for students without high school certificate**

- (1) A candidate that fulfills all criteria for admission will be admitted to the Foundation Program of Modul University Vienna and must successfully pass four subjects of the Foundation Program:
  - a) Mathematics,
  - b) Fundamentals of business administration,
  - c) Geography and economics,
  - d) English.
- (2) In the second half of the semester, but not later than one month before the end of the semester, the candidate will also pass a written essay about a general topic in relation to the chosen study program in which the candidate should demonstrate that he/she is able to express him/herself in a clear and concise manner. The candidate must prove that he can grasp and reflect on a general topic. The essay will be written in English and graded with “pass” or “fail” of one faculty member decided by the Dean. The total duration of the examination will be 4 hours.
- (3) If a candidate fails an examination, he/she will be offered one retake opportunity. A second retake opportunity must be approved by the Dean of the Undergraduate School.

### **§4 Completion of the entrance examination and admission to a Bachelor's study program**

- (1) Upon successful completion of all examinations required by the study entrance test, the student will receive a certificate by the Academic Office which will substitute the secondary school leaving certificate required for the admission to the Bachelor study programs. The certificate will include a note that it is only valid for the chosen study program offered by Modul University Vienna.
- (2) The proof of the completion of the study entrance test is to be presented, at the latest, two weeks before the commencement of the studies to the Admissions Department. Only then will the new student sign a study contract for the chosen study program offered by Modul University Vienna.
- (3) Decisions by the Dean related to the transfer of credits (§ 2 (5)) and to granting a second retake examination (§ 3 (3)) are final and cannot be appealed. Any other decisions made by university officials in the process of conducting an entrance examination can be appealed following the principles outlined in the Examination Regulations and Student Code of Conduct of Modul University Vienna.