

FAQ ABOUT THE APPLICATIONS PROCEDURE

v2022

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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 study at FHWien der WKW?

Applicants who do not have a general higher education entrance qualification (allgemeine Hochschulreife) but who have completed an Austrian BMS (vocational school) 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 or Swiss "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. You do not have to provide a proof of employment.

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. 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.

9. Do I have to choose two priorities?

No,

You can apply for two degree programs, however applying for two programs is not a requirement.

10. How does the computer-based test work?

Bachelor

The standardized computer-based test covers the following areas:

- ✓ Logical-deductive reasoning
- ✓ Numerical reasoning
- ✓ Verbal reasoning
- ✓ Knowledge of the English language

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 subtests will properly test your skills. The total test duration is max. 1 hour and 30 minutes. Including the introductory part and identity verification, a maximum of 2 hours and 30 minutes is required.

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 total test duration is max. 2 hours. Including the introductory part and identity verification, a maximum of 3 hours is required.

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](#)

Please note: these examples are only intended to give you a general impression of the kinds of tasks you may encounter. This does not mean that you will then be asked exactly these types of questions in the admissions test.

12. May I use a calculator?

Calculators or other electronic aids are not permitted for the IT-based tests for **Bachelor's degree programs!**

For the **Master's degree programs**, a calculator is permitted for the Master's program "Financial Management and Controlling". Other electronic aids are not allowed!

13. How many points do I have to get?

Calculators or other electronic aids are not permitted for the IT-based tests for **Bachelor's degree programs!**

For the **Master's degree programs**, a calculator is permitted for the Master's program "Financial Management and Controlling". Other electronic aids are not allowed!

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

No,

Even if you are applying to two programs, you only need to send your documents once.

15. 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.

16. Can I submit my application personally?

Yes,

You can submit your application personally during the opening times of the Service Point, if possible due to the current Covid situation. Please check our website in advance for more information.

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

No,

You do not need to provide a certificate proving your language ability.

18. 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.

19. 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.

20. 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.

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

Online registrations are valid for one year only. In case of a new application in the following year, a complete online registration must be carried out again.

22. 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.

23. 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 the following link:

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

24. I previously studied. Can I receive transfer credits for courses I previously completed?

Courses that you successfully completed at a university or a university of applied sciences 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. An application has to be made at the beginning of a 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

The opening hours can be found here [Service Point](#).