

FAQ ABOUT THE APPLICATIONS PROCEDURE

v2023/24

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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, this can also be a “Berufsreifeprüfung” or “Studienberechtigungsprüfung”) 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?

No, a German or Swiss Fachhochschulreife” is not sufficient. In Austria a general higher education entrance qualification (“allgemeine Hochschulreife”) is required to apply for a Bachelor's degree program. However, it is possible that 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.

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

- 6) I have not yet completed my Bachelor's/Diploma degree - what documents do I need for my application?

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/do not yet have a Matura – what documents do I need for my application?

Please enclose your last end of year report or confirmation of registration, including the confirmed date for the entrance examination. Please write this date in your application in the online application tool.

- 8) Can I submit my application via my smartphone?

We strongly recommend that you apply via a laptop or tablet, as the application form in the online application tool has not yet been optimized for smartphones.

- 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) What is the maximum number of degree programs I can apply for?

You can apply for a maximum of two Bachelor's degree programs and two Master's degree programs.

11) 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.

12) How can I prepare myself for the admissions test?

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

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

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.

13) 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!

14) How many points do I have to get?

There is no fixed score that you have to achieve. Whether your score is sufficient for admission depends on how many other applicants have done better. We can only allocate a fixed number of study places.

15) Do I have to upload the application documents for two degree programs twice?

Yes.

If you are applying for two degree programs, you must upload your documents for each application.

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

Once you have uploaded 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?

No.

The application documents can only be submitted (uploaded) via the online application tool.

18) 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.

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 program.

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 uploading the necessary documents for your application in the online application tool) if you decide to apply the following year.

21) Do I have to upload 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. In case of a new application in the following year, a complete online registration must be carried out again.

23) Can I still change my chosen degree program if I have already uploaded my application documents in the online application tool?

If the application for a degree program is no longer desired, it must be canceled and a new one created. However, this is only possible until the end of the application deadline. Please contact the [Service Point](#).

24) 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](#)

25) 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 & CONTACT

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 by e-mail: servicepoint@fh-wien.ac.at

or call us: +43 1 476 77-5744

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