

# Regulation on the admission procedure for regular study programmes at the Karl Landsteiner University of Health Sciences

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## 1. General

The general conditions regarding admission procedures at Karl Landsteiner University of Health Sciences (KL) are regulated in section 7.2 of the statute.

The more detailed provisions set out below refer to the regular degree programmes offered. These comprise (status: 2021/22 academic year):

- Bachelor's degree in Medical Science,
- Master's degree in Human Medicine
- Bachelor's degree in Psychology
- Master's degree in Psychology

At the beginning of each academic year, the appointment periods and deadlines for the following academic year's admission procedures are announced via the KL website. Registration is only possible online within the respective admission procedure's application periods via the applicant tool, which can be accessed via the KL website.

In addition to submitting a complete online application, participation in the admissions process requires the timely payment of a set processing fee. After the fee has been received, the submitted documents will be processed. If the admission procedure's specified participation requirements are met, an invitation to participate and, if necessary, an appointment allocation will be made.

After the respective admission procedure (see points 2. and 3.) has been conducted, a ranking is drawn up based on the results achieved by the applicants, sorted in descending order starting from the highest result achieved. Applicants will be offered the available study places in the following academic year according to the ranking and will receive a draft of the education contract as well as an overview of the outstanding documents, should any admission requirements still have to be submitted at this point in time. The applicant can accept or reject the application within the specified period. In the case of rejection, the offer to accept a study place will be made, analogously, to the next-ranked applicant. The withdrawal periods are regulated in the GTCs.

## 2. Detailed description of the admission procedures

### Medical Science Bachelor Study Programme

The admission process for the Medical Science Bachelor Programme is a multi-stage admission process.

The first part takes place in writing and is held online. Information about the structure and preparatory documents can be found on the website of the KL.

The second part is oral-practical, in the form of "multi-stational mini-interviews" (several short interview stations). The best-ranked applicants from the written part will be invited to the interviews. As a guideline, invitations are extended to roughly double the number of applicants than places available in the next academic year.

The results of the written and oral parts are combined and result in the ranking described in 1.

### Human Medicine Master Study Programme

All graduates of the Medical Science Bachelor Study Programme at KL have the opportunity to start the Human Medicine Master Study Programme immediately and without an additional admission procedure, provided that appropriate proof of knowledge of the German language is available (native language or level C1 of the GER).

In addition, applicants with significant previous knowledge (a successfully completed study programme equivalent to the Bachelor Degree in Medical Science at a recognized domestic or foreign post-secondary educational institution with a minimum of 180 ECTS credits) can apply for a study place under the lateral entry admission procedure (see point 3).

### Psychology Bachelor Study Programme

The admission process for Psychology Bachelor Study Programme takes the form of personal interviews. The interviews are conducted along a structured guideline. The individual content sections are assigned a point system, which is used to calculate an overall score. The results yield the ranking as described in point 1., according to which study places are offered.

### Psychology Master Study Programme

All graduates of the Psychology Bachelor Study Programme at KL have the opportunity to start the Psychology Master Study Programme immediately and without an additional admission procedure.

In addition, applicants with significant previous knowledge (a successfully completed study programme equivalent to the Bachelor Degree in Psychology at a recognized domestic or foreign post-secondary educational institution with a minimum of 180 ECTS credits) can apply for a study place under the lateral entry admission procedure. (See point 3).

## 3. Lateral entry procedure

Applicants with previous knowledge are offered the opportunity to apply for a place in a higher semester. After receiving the application and payment of the set processing fee, a recognition check of the submitted documents is carried out. The examination result is used to determine whether, in principle, the prerequisites for entry into a higher semester are met. If not, the lateral entry procedure thus ends. If the prerequisites are in principle met, a multi-stage admission procedure follows, consisting of an optional written part ("supplementary examination") and an obligatory personal interview.

## Lateral entry Medicine

For a lateral entry into the studies of medicine, the general admission requirements for the studies of medicine apply. Detailed information on the prerequisites, exam-relevant achievements and possible results of the recognition exam are available on the KL website. The number of places on the study programme is based on the number of places available in the higher semester.

If the number of applicants who have passed the admission procedure exceeds the number of available study places in the respective semesters, the rectorate decides on the allocation of the available study places based on the available documents and the results of the admission procedure.

## Lateral entry Psychology

The general admission requirements of the studies of psychology apply to lateral entry into the Psychology Programme.

The admission procedure is carried out through personal interviews. Based on the analysis of this intensive interview, the candidates with the best qualifications are identified.

If the number of applicants who have passed the admission procedure exceeds the number of available study places in the respective semesters, the rectorate decides on the allocation of the available places based on the available documents and the results of the admission procedure.

## 4. Offer of a study place, acceptance of study place, contract mailing and subsequent submissions

After successfully completing the admission procedure and receiving an offer of a study place, applicants have a period within which to accept or reject this offer. If the offer of a study place is accepted through a unilaterally signed contract and the General Terms and Conditions being mailed, the applicant will receive a notification of the tuition fee for the coming semester and the ÖH fee.

After payment has been received, an admission invitation is made. In the course of the admission invitation, the applicant receives a message with the information of all necessary original documents and the link to a list of possible admission dates, from which they can freely accept one. The applicant must attend the admission appointment themselves and in person.

## 5. Approval and conditional approval

In the course of the admission process, the originals of the documents submitted during the admission procedure are reviewed, and a final check of all admission requirements is carried out. In the event that not all of the approval requirements are met, if the outstanding requirements can be provided in the foreseeable future, conditional approval will be granted, a deadline for them to be provided will be agreed upon, and attached to the contract as an addendum. Furthermore, the countersigned original of the education contract is handed over to the applicant.

If the admission requirements are met (at least conditionally), the applicant is then enrolled. In this case, the applicant is assigned a matriculation number and the status changes from applicant to student.