

ADMISSIONS GUIDE

FOR INTERNATIONAL DEGREE SEEKING

STUDENTS

October 2016



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1. GENERAL INFORMATION

The University of Applied Sciences Upper Austria (UAS Upper Austria) is a national leader in its field. We offer internationally recognized, practice-oriented degree programmes at four locations in the heart of Upper Austria. Our degree programmes have a strong international outlook and orientation, in terms of both language of tuition and the subjects taught. As part of our commitment to develop international links, we maintain contacts with some 200 partner universities around the world.

One of our major focuses is the national economy, and our research and development centers are continually developing cutting edge products for a wide range of practical applications. This solid combination of theory and practice has brought us national and international acclaim.

The degree programmes offered at Universities of Applied Sciences in Austria differ from traditional university programmes because they are more vocationally oriented and include practical professional training in terms as integral parts of the curriculum. The intake of students per degree programme and year is limited; therefore an admission procedure is required.

2. STUDYING IN HAGENBERG

Hagenberg is located approximately 20 km north-east of the city of Linz. The Hagenberg campus of the UAS Upper Austria is part of the "Softwarepark Hagenberg", which also hosts several university research departments and software companies. With its unique combination of education, research and business, Hagenberg has established itself as a dynamic center of computing and software development with an international reputation.

The School of Informatics, Communications and Media offers a wide range of degree programmes in the field of Information Technology.

Strong ties to the IT industry, modern infrastructure and equipment as well as a dedicated teaching staff ensure a high-quality, practice-oriented education with excellent career opportunities.

3. LIVING IN AUSTRIA

Austria is a beautiful country with a great cultural heritage, located in the heart of Europe. It is the home of Mozart, Klimt and Freud. Austria's snow-capped mountains, crystal-clear lakes and rivers and historic cities like Vienna and Salzburg attract tourists from all over the world. The standard of living is one of the highest worldwide.

Austria is always top ranked in the annual financial report of the United Nations Development Programme (UNDP). Austria stands for

- a high level of quality in education,
- a high social security,
- a reliable health care for all,
- a low crime rate.

The national language is German, but most people speak at least some English.



3.1 UPPER AUSTRIA

The state of Upper Austria is located in the northern part of Austria and combines natural beauty with a thriving economy. Upper Austria is one of Europe's leading regions in education, technology and employment. The economy is very much export orientated - in fact, more than 25 % of Austria's total exports originate here.

Upper Austria is one of the 9 regional states in Austria, located in the northern part of the country, between Munich and Vienna, Prague and Salzburg. The region offers a highly-developed cultural life and urban infrastructure as well as a long history and breath-taking natural scenery.

Historical highlights such as the oldest salt mine in the world in the UNESCO world heritage region of Hallstatt stand alongside ultra-modern attractions such as the Ars Electronica Center, the world-renowned museum of the future in Linz. The Lentos Museum of Modern Art, also located next to the Danube, is another key destination for visitors to Linz.

With the romantic city of Steyr, which is over a thousand years old, and the city of Wels, which has Celtic origins and today is an internationally-known location for trade fairs, the region is a stage for modern culture and exciting events. Hagenberg is an idyllic town in the hilly landscape of the Mühlviertel. The picturesque setting of the Hagenberg Castle combined with the most modern technology of the Softwarepark gives the town its unique flair.

Upper Austria also has a great variety of food and drink to offer: the speciality dishes and independently brewed beer make Upper Austria truly a tasty place to live and study!

4. STUDYING AS A REGULAR DEGREE SEEKING STUDENT

After having established a sound reputation both regionally and nationally, the UAS Upper Austria now focusses on positioning internationally. In order to support our internationalization policy, the state of Upper Austria does not require regular students who meet the entrance requirements to pay tuition fees.

Our regular degree seeking students must strictly follow the curriculum, including a Bachelor's/Master's theses plus oral Bachelor's/Master's exams. Course attendance is mandatory and the students have to do a considerable amount of self-study and project work. Special emphasis is put on practice oriented learning.

5. ADMISSION REQUIREMENTS

To qualify for one of the Master's degree programmes offered at UAS Upper Austria, you must have completed a relevant Bachelor's degree of at least 6 semesters or a comparable higher education at university level (min 180 ECTS credits) at a recognized post-secondary institution.

Required documents for an application for a Master's degree programme:

- curriculum vitae (in tabular form and in the language of your selected degree programme),
- statement of purpose / motivation letter,
- complete secondary school certificate of general university entrance qualification (legalized and translated incl. stamps and signatures),
- diploma of your Bachelor's degree programme / university diploma (legalized and translated incl. stamps and signatures),
- transcript of your Bachelor's degree programme (legalized and translated incl. stamps and signatures),
- birth certificate,
- passport.

6. GENERAL INFORMATION ON THE MASTER'S DEGREEPROGRAMME INTERACTIVE MEDIA

6.1 ADDITIONALLY REQUIRED FOR INTERACTIVE MEDIA

- **60 ECTS credits in informatics**

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| Qualification: | Master of Science (MSc) |
| Duration: | 4 semesters (120 ECTS credits) |
| New admissions: | 24 per year |
| Mode of study: | full-time |
| Prerequisites of study: | Completion of a related Bachelor's degree (e.g. in the fields of media technology, media informatics, computer science or software engineering) with IT-related elements worth at least 60 ECTS credits, or comparable university level education. Good proficiency in English. |

7. ADMISSIONS PROCEDURE

We want to encourage ambitious and highly motivated international students to apply for this Master's degree programme at: <https://bewerbung.fh-ooe.at/>.
Please note that we only consider applications which are sent in time and in a completed version!

7.1 APPLICATION DEADLINES

For EU, EEA applicants:

Application Deadline: 2017-06-30

For applicants of third countries:

Application Deadline: 2017-03-31

A GRE revised General Test is required! Check the following link for further information:

<http://www.ets.org/gre>

Test registration codes: When registering for the GRE revised General Test, use the following code to ensure your scores are sent to the University of Applied Sciences Upper Austria:
9775 - U Applied Sciences Upper Austria

Send your application as soon as possible! The visa process can take up to 4–6 months!

7.2 ADMISSIONS PROCEDURE – STEP BY STEP

- Step 1** Please complete your online application and upload the required documents. Please note that you must submit your translated and legalized documents by email. Apply online at: <https://bewerbung.fh-ooe.at/>
- Step 2** Only your complete application file will be verified individually by our professors according to the entry requirements. We will inform you via email if you fulfil the entry requirements. If so you will take part in the admission process.
- Step 3** **For applicants of third countries a GRE test is required!** For EU, EEA-applicants a GRE test is highly recommended. Please note that your test scores have to be available until 2016-03-31 at the latest.
- Step** The next step in your admission process will be an interview via Skype with two professors of our department. You will be asked about your motivation and interest for this Master's degree programme. Furthermore, you will be interviewed on your educational background and your professional skills.
- Step 5** After you have completed the entire admission process, you will be informed about the result as soon as possible. The notification will be sent by email.

8. LEGALIZATION OF DOCUMENTS

Documents from foreign countries have to pass a legalization process in order to be recognized in Austria unless the country is exempted from legalization.

Attention: In case of admission (and only then), international applicants will have to provide legalized documents (by the Austrian diplomatic representation) in German or English!

The following required documents have to be legalized for the admission process:

- Secondary school certificate (legalized and translated incl. stamps and signatures),
- Diploma of your Bachelor's degree programme / university diploma (legalized and translated incl. stamps and signatures),
- Transcript of your Bachelor's degree programme (legalized and translated incl. stamps and signatures),
- Birth certificate (legalized and translated incl. stamps and signatures).

In regard to the legalization process you have to deal with one of the following options:

- 8.1 Exemption from any legalization – Countries with bilateral agreements
- 8.2 Apostille – Countries that are contracting states to “The Hague Convention”
- 8.3 Full diplomatic legalization

Ad 8.1 Exemption from any legalization – Countries with bilateral agreements

This country has concluded a bilateral agreement with Austria in regard to exemption from legalization. Consequently, none of the required documents that are relevant for the application process need legalization. All relevant documents required for the application process that are not in German or English have to be translated.

Ad 8.2 Apostille – Countries that are contracting states to “The Hague Convention”

All relevant documents required for the application process do need legalization in form of the Apostille. The Apostille specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states. It is an international certification comparable to a notarization in domestic law.

The Apostille is issued by competent authorities in the contracting country.

http://www.hcch.net/index_en.php?act=states.listing

The diplomatic representation of a foreign country in Austria is under no circumstances authorized to do it.

The Apostille has to be placed on the **original document** itself or on an allonge and certifies, thereby, the authenticity of the signature, the function of the person who has signed the document, and where appropriate, the originality of the seal or stamp on the document.

All relevant documents required for the application process that are not in German or English have to be translated. Please see the link below for further information:

http://wissenschaft.bmwf.gv.at/fileadmin/user_upload/wissenschaft/naric/english/legalization_list2013.pdf

Ad 8.3 Full diplomatic legalization

All relevant documents required for the application process need full diplomatic legalization, since this country currently does not have any agreements with Austria. **The legalization has to be placed on the original document.**

The documents first have to pass the internal legalization procedure within the country in which they have been issued (this procedure is different in each country but the last authority definitely has to be the Ministry of Foreign Affairs of the respective country) and then the documents have to be attested by the responsible Austrian authority in the respective country.

All relevant documents required for the application process that are not in German or English have to be translated. Please see the link below for further information:

http://wissenschaft.bmwf.gv.at/fileadmin/user_upload/wissenschaft/naric/english/legalization_list2013.pdf

9. VISA AND RESIDENCE PERMIT REGULATIONS

Parts of the content of this chapter have been taken from www.oead.at. However, we cannot assume any liability for the up-to-dateness, completeness or accuracy of the content.

Please see the following link: www.oead.at

9.1 Nationals of EU / EEA Citizens

If you are a national of an EU/EEA country or Switzerland you **need no visa and enjoy freedom of domicile** (*Niederlassungsfreiheit*). If you have sufficient financial means to finance your stay in Austria and a valid health insurance, you only need a valid travel document (passport or identity card) for entry to and residence in Austria.

If you are going to stay in Austria for **more than 3 months** you have to register with the municipal authority (Magistrat, Bezirkshauptmannschaft) within 4 months of your stay and you will receive a **confirmation of registration** (fee: 15 euros; additional fees may occur).

For this **registration** you need the following documents:

- Completed and signed application form,
- Valid identity card or passport,
- Proof of a health insurance covering all the necessary costs, e.g. European Health Insurance Card, insurance policy;
- Proof of sufficient financial, e.g. by means of a saving account or a bank account, traveller's cheques;
- Students also need a confirmation of admission by the university.

9.2 Nationals of other countries:

You have to apply for the residence permit in person at the competent Austrian representative authority (embassy, consulate-general) abroad **before** travelling to Austria. The application will be forwarded to Austria by the representative authority and processed by the competent Austrian authority.

Since you have to await the decision in your home country you should **apply at least 3 months** before the intended entry to Austria.

If the Austrian authority decides to grant you the permit, the representative authority will inform you and issue a **residence visa D** for entry to Austria. You have to apply for this visa within 3 months of getting the information. You then have to collect the residence permit in Austria within 6 months of getting the information, in any case within the validity period of the visa.

Exception: If you are allowed to enter Austria without a visa you can apply for your residence permit during your visa-free stay in Austria. The application, however, does not permit you to stay longer than your visa-free stay; therefore you should apply for the residence permit as soon as possible after coming to Austria without a visa.

The residence permit is issued in the form of a credit card-sized card with photo; it also serves as an ID document. You should carry your residence permit at all times in Austria or keep it in a place near you.

To apply you need the following documents:

- fully completed and signed application form for a residence permit for students (*Aufenthaltsbewilligung "Studierender"*),
- recent colour photograph,
- valid passport,
- birth certificate,
- notification of admission (*Letter of Acceptance*) of the university or University of Applied Sciences (Fachhochschule) or other educational institution,
- proof of sufficient financial means to finance your stay: students up to 24 years of age have to prove that they have at least € 462.60 per month, students of 24 years of age or older have to prove that they have at least € 837.63 per month [as of 2013] – these amounts have to be proved for a maximum of 12 months – e.g. by means of a savings account or a bank account at a bank (the account has to be accessible from Austria) or a (declaration of guarantee) of a person living in Austria or proof of purchase of traveller's cheques for the necessary amount or a confirmation of the award of a scholarship/grant;
- proof of accommodation in Austria: e.g. tenancy contract, assignment for the right of use of accommodation with private person (e.g. family member, flat share, friend, ...), accommodation contract of a student hall of residence,
- proof of a health insurance ("travel health insurance") valid from entry to the beginning of your studies in Austria or to the beginning of your student insurance. The application for student insurance with the Austrian national health insurance carrier (*Gebietskrankenkasse*) has to be proved upon request of the Austrian authority,
- police record/certificate of good conduct (where available).

Please note:

You have to submit all documents in original and in photocopy. All documents have to be legalized and documents in languages other than German have to be submitted together with a legalized German translation.

A fee of € 120,- is payable for the residence permit. € 80,- of this have to be paid when you apply at the representative authority. Another € 20,- for the collection of police identification data ("Personalisierungsgebühr"). The remaining € 20,- you have to pay when collecting your residence permit in Austria. Additional fees may occur.

10. FINANCES

In order to support the internationalization policy of the UAS Upper Austria, the state of Upper Austria currently does not require international degree seeking students who meet the entrance requirements and are enrolled in one of our regular study programmes to pay tuition fees. However, there is a student union fee of approx. € 20, – per semester and you also need to consider the costs of living.

11. COSTS OF LIVING

Please consider cost of living in Austria. Detailed information can be found at the OeAD homepage:
See the following link: www.oead.at

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| Accommodation costs (including heating and electricity) | € 310,- |
| Food | € 220,- |
| Study and personal requirements (books, culture, recreation) | € 270,- |
| Total | € 800,- |

12. SCHOLARSHIPS

For information about available scholarships in Austria please go to <http://www.grants.at/>.

13. ACCOMODATION

Please contact the local dormitory in Hagenberg:
<http://www.studentenwerk.at/english/studenten/hagenberg/>

14. ORIENTATION WEEK

Each Campus of the University of Applied Sciences Upper Austria offers an orientation week for international students before the actual start of the lectures. During these days, students are made familiar with the most important information, rules and regulations of the university. Furthermore, you will get to know your colleagues and professors and you are able to discuss your study schedule with your academic advisor. Attendance is mandatory.

15. FOR FURTHER INFORMATION PLEASE CONTACT

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| Head of Studies: | FH-Prof. DI Dr. Wilhelm Burger |
| Study Programme Coordinator: | Mag. Volker Christian |
| Administrative Assistants: | Mag. Katharina Berger-Holzer Elisabeth Mitterbauer |
| Interactive Media: | University of Applied Sciences Upper Austria School of Informatics/Communications/Media Softwarepark 11, 4232 Hagenberg/Austria Phone: +43 (0)50804-22802 Fax: +43 (0)50804-22199 Email: im@fh-hagenberg.at Web: www.fh-ooe.at/im |