

Regulations as outlined by the Rectorate of Johannes Kepler University Linz in regard to Admission Restrictions to the Bachelor's Degree Program in International Business Administration at Johannes Kepler University Linz (UK 033/514) during the 2021/2022 Academic Year

Pursuant to § 71b of the 2002 Austrian Universities Act (UG), Federal Law Bulletin I No. 120/2002, as last amended in the Federal Law Bulletin I Issue 3/2019, and after conferral with the Senate, the following regulations are hereby enacted:

I. Scope of Applicability

§ 1. This regulation applies to all first-time applicants applying for admission to the Bachelor's degree program International Business Administration at the Johannes Kepler University Linz (UK 033/514) during the 2021/2022 academic year.

II. Establishing Admission Restrictions; Number of Program Places

§ 2. Admission to the Bachelor's degree program International Business Administration at the Johannes Kepler University Linz (UK 033/514) is restricted by an admission procedure prior to enrollment as outlined in § 71b of the 2002 Austrian Universities Act (UG).

§ 3. 80 places in the program are available to first-year students in the Bachelor's degree program in International Business Administration at the Johannes Kepler University Linz (UK 033/514) during the 2021/2022 academic year.

III. Admissions Procedure

1. Structure for the Admissions Procedure; Omission of Individual Stages

§ 4. (1) In general, the admissions procedure consists registering electronically, completing the electronic survey to determine the reasons of intent and motivation for choosing this particular academic degree program, and submitting a written essay. The entire admissions procedure is to be conducted in English.

(2) If the number of officially registered applicants does not exceed the number of available study places in the degree program, the additional requirements as outlined in the admissions procedure will not be conducted. Each officially registered applicant who fulfills the legal admission requirements shall be admitted to the program. Applicants will be informed accordingly by e-mail to the address provided during the registration procedure. Applicants will be required to submit an application for admission to the program for the 2021/2022 Winter Semester by August 9, 2021 at the latest, or apply for admission to studies for the 2022 Summer Semester within the general admission period and pay any required student and/or tuition fees. § Section 19 (2) shall apply mutatis mutandis.

(3) Additionally, in the event of Para. 2, applicants who have not officially registered may opt to register for the degree program online using a web form by August 9, 2021 (subsequent registration). Mutatis mutandis shall apply to Para. § 6 (4) and (5). If the number of total official registrations and official late registration does not exceed the number of study places in the degree program (as outlined in § 3 once the deadline expires), and taking the expiration of study places pursuant to the last sentence of paragraph 2 into account, all applicants with official late registrations are to be admitted to the program. Otherwise, applicants already officially registered at the Johannes Kepler University Linz - or at another university for studies in a corresponding degree program and who have uploaded confirmation of existing registration for studies in a corresponding field of study at the time of subsequent registration

– are to be given priority over applicants who do not fulfill this requirement. Within each of the two groups, priority is to be given in accordance to a timeline basis. Applicants granted a place in the program in accordance with the above conditions are to be notified immediately by e-mail (to the address provided during the later registration process). Applicants must submit an application for admission to studies for the 2021/2022 Winter Semester by August 23, 2021, at the latest or an application for admission to studies for the 2022 Summer Semester within the general admission period and pay any required student fee and/or tuition fees. § Section 19 (2) and Section 20 shall apply mutatis mutandis. Information in regard to the option of subsequent registration, the consequences thereof, and the website through which subsequent registration takes place is to be posted accordingly on the Johannes Kepler University Linz homepage.

(4) A written essay must not be submitted if the number of applicant's taking the survey in order to determine the reasons of intent and motivation for choosing this particular academic degree program does not exceed the number of places available in the program (according to the requirements as outlined in § 9). Each applicant who has complied with the survey to determine the reasons of intent and motivation for choosing this particular academic degree program (in a way that meets the requirements of § 9) and fulfills the legal admission requirements will be accepted to the program at the university. Paragraph 2, penultimate and last sentence, and paragraph 3 shall apply mutatis mutandis.

§ 5. (1) Only the procedural rules as outlined in this regulation are to apply to the admissions procedure.

(2) Any costs incurred by prospective applicants as part of the admission procedure are not eligible for reimbursement.

2. Online Registration

§ 6. (1) In order to move forward in the admissions procedure (electronic registration), applicants must fill out a web form in order to register to enroll online within the designated registration period.

(2) The period in which prospective applicants may register to enroll will begin on April 6, 2021 and end at midnight on May 20, 2021. A deadline extension is not permitted.

(3) The website on which the registration procedure is to take place must be published on the Johannes Kepler University Linz homepage by no later than mid-March 2021.

(4) When completing the registration procedure, applicants must provide general personal information (such as their first name, last name, nationality, date of birth, home address and postal address) as well as information in regard to their educational background (including the month and year prior education was completed), any gainful employment, as well as their parents' educational background, occupation, and current professional position(s) as outlined in Section 18 (6) of the Education Documentation Act (*Bildungsdokumentationsgesetz*), as well as a regularly accessed e-mail address.

(5) Any information provided for the application and registration procedure considered incomplete, false, not in accordance with the formal requirements, and/or not submitted before the deadline will be not be considered and will thus be disregarded. No request to add, alter, or submit additional information will be made.

(6) Applicants will receive information pertaining to their registration status by no later than May 27, 2021, by e-mail and to the e-mail address provided by the applicant during the registration procedure.

3. Electronic Survey for Reasons of Intent/Motivation to Choose this Degree Program

§ 7. Applicants who have formally registered in accordance with the conditions as listed above are eligible to take the electronic survey to give grounds as to why they have chosen to apply to this academic degree program.

§ 8. (1) As part of the Moodle course, applicants are required to upload an application video in English in accordance with additional content as specified in the Moodle course and respond to questions as to why they want to enroll in the Bachelor's degree program in International Business Administration, why they believe they are well-suited to enroll in the intended degree program, as well as what their medium to long-term professional goals are. Independently uploading or otherwise submitting the application video outside of the Moodle course is not permitted. In order to verify the applicant's identity, a copy of the applicant's passport must be uploaded via the same Moodle course. Independently uploading or otherwise submitting a copy of the applicant's passport outside of the Moodle course is not permitted.

(2) The link to the Moodle course via which the application video is to be uploaded will be communicated to applicants by no later than May 27, 2021, via the e-mail address provided during registration.

(3) The opportunity to upload the application video and a copy of the applicant's passport ends on June 10, 2021, at midnight. Extending the deadline is not permitted.

§ 9. The application videos are to be reviewed in order to ensure applicants meet the content requirements, the language skill requirements, and have coherently and comprehensibly expressed intent for choosing this degree program.

4. Essay

§ 10. (1) Applicants who upload an application video in a way that meets the requirements as outlined § 9 are eligible to proceed to the next step of the admission procedure which involves writing an essay.

(2) After evaluation of the application videos, applicants will receive notification to the e-mail address provided during registration as to whether or not they are entitled to continue with the admissions procedure. The e-mail notification is to be sent by no later than June 17, 2021.

§ 11. Applicants entitled to continue in the admissions procedure in accordance with § 10 para. 1, are required to upload an essay online in English as part of a Moodle course in accordance with additional content specifications as outlined in the Moodle course. The essay in particular will assess text comprehension, the ability to write an argumentative text, and the use of language. The material to prepare for writing the essay will be published on the Johannes Kepler University Linz homepage by no later than mid-February 2021. Independently uploading or otherwise submitting the essay outside of the Moodle course is not permitted.

§ 12. The link to the Moodle course (which also serves as the link to upload the required essay) will be sent to the applicants by e-mail no later than June 17, 2021 to the address provided during registration.

§ 13. (1) The Moodle course will be available to each applicant for a continual 72-hour period between June 18, 2021 and July 1, 2021 in order submit required information as well as to write and upload the essay. The 72-hour period begins once the applicant has logged into the Moodle course for the first time. If the essay is not uploaded within the 72 hours following the initial log-in, the applicant will be excluded from continuing on with the admissions procedure. Extending the 72-hour period by, for example, logging into the Moodle course again, is not permitted.

(2) As part of the Moodle course and in accordance with a pre-defined procedure, each applicant must confirm that he/she has written the essay independently and without drawing on the use of unauthorized aids, such as third-party/external assistance. Failing to provide the corresponding confirmation will result in being unable to upload the essay and the applicant is to be excluded from moving forward with the admissions procedure. Should it become apparent further ahead during the admissions procedure that an applicant's essay was written by drawing on the use of unauthorized aids, such as third-party/external assistance, the essay will not be taken into account when determining the results and the applicant will be excluded from moving forward in the admissions procedure.

5. Essay Evaluation; Ranking List

§ 14. After evaluating the essay, each applicant's respective outcome will be determined in the form of a score, based markedly on the criteria of text comprehension, the ability to write an argumentative text, and the use of language.

§ 15. The evaluation will result in creating a rank order list, ranking the applicants according to the total number of points achieved on the essay. In regard to applicants who have the same total number of points, a drawing will determine if the applicant is to be given a spot in the program.

§ 16. The 80 available spots in the program (§3) are to be offered to the first 80 applicants listed on the rank order list (§15).

§ 17. The outcome in accordance with § 14 is to be communicated to applicants by e-mail no later than July 19, 2021, to the e-mail address provided by the applicant at the time of registration. At the same time, applicants will be informed as to whether or not they have been accepted to the program based on the results of the admissions procedure.

IV. Admission to the Program

§ 18. (1) Admission to the Bachelor's degree program International Business Administration at the Johannes Kepler University Linz (UK 033/514) stipulates that the applicant has been accepted to the program for the respective academic year based on the rank order list (§ 15) and fulfills all legal requirements for admission.

(2) If, during the course of the admissions procedure, it becomes apparent that an applicant was not accepted to the program due to a compilation error in the rank order list (§ 15), and would have been accepted to the program had the error not occurred, the applicant is to be admitted to the program once the other statutory admission requirements are fulfilled.

V. Forfeiting a Program Spot; Moving Up in the Waiting List

§ 19. (1) Applicants who have been allocated a spot in the program for the corresponding academic year based on the rank order list (§ 15) must submit an application for admission to the degree program for the Winter Semester 2021/2022 or an application for admission to the degree program for Summer Semester 2022 within the general admission period and by no later than August 9, 2021, as well as pay any required student fees and/or any required tuition fees.

(2) If the application and/or tuition fees as outlined in Para. 1 are not paid in due time, or if the request for admission to the degree program has been denied due to being unable to fulfill the official admission requirements, the applicant's place in the program is to be surrendered.

§ 20. (1) If a place in the program opens as an applicant has surrendered a spot in the program (§ 19) or has submitted a withdrawal in writing, the open spot in the program is to be offered

to next applicant at the top of the rank order list (§ 15) who has not yet been offered a spot in the program.

(2) Applicants offered a place in the program in accordance with para. 1 are required to submit an “Application for Admission to Studies” within the time period as designated in the acceptance letter to the program and pay any student and/or tuition fees that apply.

(3) If the application is not submitted and/or tuition fees not paid within the deadline as outlined in subsection 2, or if admission to the program has been denied due to not meeting that mandatory admission requirements, the open place in the program is to be surrendered and Section 20 shall once again apply.

VI. Overbooking

§ 21. (1) In an effort to fill all of the available spots in the Bachelor's degree program in International Business Administration at Johannes Kepler University Linz (UK 033/514) in accordance with § 3, the Rectorate may offer up to ten applicants a spot in the program if these applicants were not accepted to the program in accordance with §§ 14 to 17, providing that the corresponding capacities are available and taking empirical values regarding the drop-out rates during the first year of the program into account.

(2) In regard to selecting applicants offered a place in the program in accordance with subsection 1 and their admission to the program, surrendering that particular spot in the program and selecting the next applicant from the rank order list §§ 16 to 20 shall apply mutatis mutandis under the condition that the applicants concerned may also be notified of a place in the program after the point in time as specified in § 17. If deemed necessary, notification in this case is to also specify an admissions time period deviating from the time period as outlined in § 19(1).

VII. Applying in the Admissions Procedure Again

§ 22. Applicants not admitted to the program during one particular academic year can complete the admissions procedure again during subsequent academic years. Applications submitted by these applicants are to be processed and handled in the same way as applicants taking part in the admissions procedure for the first time.

VIII. Concluding Provisions

§ 23. (1) The Rectorate at the Johannes Kepler University Linz is responsible for implementing the admissions procedure for the Bachelor's degree program International Business Administration at the Johannes Kepler University Linz (UK 033/514).

(2) If, and to the extent that may be necessary as a result of mandates taken to contain the spread of COVID-19 ("Coronavirus"), particularly in lieu of postponing the date for the central school-leaving examination, the Rectorate may determine by decree that deadlines set forth in this regulation are to be extended accordingly and that deadlines may be postponed correspondingly to a later date.

§ 24. Insofar as this regulation refers to announcements on the Johannes Kepler University Linz homepage, the corresponding contents are to be made available online at the address <http://www.jku.at/aufnahmeverfahren>.

§ 25. This regulation is legally in effect the day after publication in the Johannes Kepler University Linz' official bulletin.

For the Rectorate

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