

## **Rectorial decree concerning the preregistration for Bachelor and Master programs according to section 60, subsection 1b of the 2002 University Law**

(Unofficial translation, not legally binding)

The Rectorate of the University of Vienna has stipulated the deadlines and the pre-registration procedure according to section 60, subsection 1b of the 2002 University Law (as amended in the BGBl I 13/2011) as follows:

**Section 1.** In order to be admitted to a Bachelor or Master program with no specific legal admission regulations, students have to preregister online as stated below. Prospective students that have not been enrolled at the University of Vienna before have to register through the website <https://erstanmeldung.univie.ac.at>. Students that are currently enrolled or have previously been enrolled at the University of Vienna have to register online via UNIVIS (<https://univis.univie.ac.at>).

**Section 2.** The preregistration period starts with the opening of admissions<sup>1</sup>. In the winter semester it ends on August 31, in the summer semester it ends on January 31.

**Section 3.** The preregistration procedure applies for all prospective students in the respective semester. For new registrations, changing of majors, admission to additional programs or readmissions to expiring programs, the preregistration procedure must be completed before the expiration of admissions. All other relevant admission requirements do not have to be presented at the time of preregistration but must be proved before the end of the admission period.

**Section 4 (1)** For the following groups of students the preregistration may be considered as complete after the deadline (as described in section 2), provided the respective regulations are kept within the admission period:

- a. Prospective students of Bachelor programs, for which the Rectorate has remitted specific regulations according to section 124b of the University Law;
- b. Prospective students of Master programs, for which the Rectorate has remitted specific regulations according to section 65, subsection 6 of the University Law;
- c. Prospective students that have completed the required additional exams to be admitted to a regular program in the course of a non-degree program at the University of Vienna;
- d. Students of other domestic or external educational institutions that want to complete part of their credits at the University of Vienna on the basis of university, governmental, European or international mobility programs;
- e. Students that have completed a Bachelor degree at the University of Vienna and want to start an eligible Master program at the University of Vienna in the respective semester;
- f. Students whose admission to a program at the University of Vienna has expired after the deadline due to their failure to pass exams at the latest possible date of retake (section 68,

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<sup>1</sup> Editor's note: for the winter semester 2011/12 the regular admission period is July 4 – October 14 2011, additional respite (during which the respective tuition fee is raised by 10%): October 15 – November 30 for Austrian, EU and EEA citizens; and July 4 – September 1 2011 for other non-EU and non-EEA external students.

subsection 1, subparagraph 3, University Law) and who want to start another program in the respective semester.

(2) Students of collectively arranged or inter-university subject combinations have to prove their preregistration at one of the participating universities or the fulfillment of specific legal requirements in order to be admitted.

**Section 5.** This decree becomes effective the day following the publication of the Official Gazette (June 10, 2011)

The Vice Rector:

S c h n a b l