

Decree of the Rector's Council pursuant to § 63a (8) of the Universities Act 2002 (*Universitätsgesetz 2002*) on the selection procedure before admission to the Master's Degree Program on the Digital Economy



Pursuant to § 63a (8) of the Universities Act 2002 (*Universitätsgesetz, UG*), Federal Law Gazette (BGBl.) I no. 120/2002, last amended by federal law in the Federal Law Gazette I no. 20/2021, the following regulation has been made:

§ 1 – General information

- (1) Admission to the Master's Degree Program on the Digital Economy, which entered into force at WU (Vienna University of Economics and Business) on October 1, 2021, and is held entirely in English, shall be regulated by means of a selection procedure.
- (2) Admission granted to applicants to the Master's Degree Program on the Digital Economy after completing the selection procedure applies only to the academic year immediately following application. During the selection procedure before admission, the applicants' aptitude for the program will be determined by a panel of experts, based on the applicants' written applications.
- (3) Costs incurred by the applicants in the course of the selection procedure are non-refundable.

§ 2 – Scope

This decree applies to all applicants for the Master's Degree Program on the Digital Economy regardless of citizenship.

§ 3 – Admission date and number of places

- (1) The selection procedure for the Master's Degree Program on the Digital Economy shall take place starting in September of the preceding calendar year.
- (2) The number of available places per academic year shall be determined at 60. This is the number of places for which admission may be granted during the selection procedure.

§ 4 – Admission requirements and selection criteria

- (1) The following qualitative admission requirements apply:
 - a. A previous degree worth a minimum of 180 ECTS credits
 - b. Examinations in business administration and/or economics worth a minimum of 24 ECTS credits and
 - c. Examinations in information systems, mathematics, statistics and/or computer science worth a minimum of 16 ECTS credits
- (2) Applicants' aptitude for the program is the most important criterion for admission. Aptitude is judged based particularly on the following criteria:
 - Sufficient proficiency in English
 - Skills and knowledge in business administration and/or economics
 - Skills and knowledge in information systems, mathematics, statistics and/or computer science
 - Achievement potential

§ 5 – Application in writing

(1) The application period shall run from September of the preceding calendar year. Deadlines shall be made public on the website of WU (Vienna University of Economics and Business). The electronic application form for the Master's Degree Program on the Digital Economy shall be available online throughout the entire application period.

(2) Applicants shall be required to provide an email address on the online application form. This email address must be valid throughout the selection process and accessed regularly by the applicant.

(3) To document the admission requirements and selection criteria as stipulated in § 4, applicants must submit the following documents as uploaded PDF files, together with the completed electronic application form:

1. Certificates documenting completion of a previous degree worth a minimum of 180 ECTS credits
2. Certificates documenting the completion of examinations in business administration and/or economics worth a minimum of 24 ECTS credits
3. Certificates documenting the completion of examinations in information systems, mathematics, statistics and/or computer science worth a minimum of 16 ECTS credits
4. To provide proof of sufficient proficiency in English:
 - a. Valid certificates from one of the following: TOEFL 100, IELTS 7.0, TOEIC 800, Cambridge English: CAE (Certificate in Advanced English), CPE (Certificate of Proficiency in English), BEC Higher (Business English Certificate Higher), UNICert III, or
 - b. Documentation from an institute of higher education confirming the completion of a bachelor's program or a master's program of at least two years in duration in English, or
 - c. A document indicating that English is the applicant's first language, or
 - d. A certificate from a university language center confirming the applicant has achieved level C1 according to the Common European Framework of Reference for Languages
5. To provide proof of achievement potential:
 - a. A valid Graduate Management Admission Test (GMAT) result, or
 - b. Valid Graduate Record Examinations (GRE)
 - c. Two letters of recommendation written by a course instructor, an advisor or supervisor of an academic thesis, or the educational institution at which the course or courses were attended and/or the academic thesis was written, detailing the applicant's achievement potential
6. A CV and a motivation letter written in English detailing the reasons why the applicant would like to enroll in the Master's Degree Program on the Digital Economy

(4) All documents not originally issued in English or German must be accompanied by translations prepared by a court-certified translator.

§ 6 – Assessing aptitude

(1) A panel of experts consisting of at least three members of the academic staff who have completed at least a doctorate with a dissertation in one of the fields of information systems, mathematics, statistics, computer science, business administration, economics, or law will

assess the applicants' aptitude for the program on the basis of the applicants' written application. Panel members will be appointed for the duration of one selection period by the Vice-Rector for Academic Programs and Student Affairs. Decisions of the panel require a majority vote.

(2) When the documents stipulated in § 5 (3) have been submitted, the panel of experts shall determine the applicants' aptitude for the program based on the documents submitted to demonstrate the applicants' skills and knowledge pursuant to § 4 above and to document achievement potential. Selection criteria need not all be satisfied to the same extent, but should rather be assessed in the spirit of a flexible system.

§ 7 – Results of the selection procedure

(1) After completion of the selection process, offers for admission to the Master's Degree Program on the Digital Economy are extended to the most qualified applicants until the number of available places as stipulated in § 3 (2) is filled. Applicants who, based on their qualifications, would be eligible for admission but did not receive an admission offer because no more places were available, shall be informed of their position on the waiting list. All other applicants are eliminated from the selection procedure.

(2) The applicants shall be notified by email of the results of the selection procedure as stipulated in (1) above.

§ 8 – Confirming admission offers

(1) Each applicant who is extended an admission offer must confirm acceptance of this offer by email within 10 days of receipt of the offer, otherwise the admission offer becomes invalid.

(2) All applicants who submit confirmation of acceptance as stipulated in (1) shall receive written confirmation of admission.

§ 9 – Admission

(1) For admission to the Master's Degree Program on the Digital Economy, the applicant must be in possession of confirmation of admission as stipulated in § 8 (2) for the academic year in question and fulfill the qualifications specified in §§ 63 ff. and § 91 of the Universities Act 2002 as amended.

(2) In addition to the required documents specified in the Universities Act 2002 as amended, all documents submitted electronically during the selection process must also be submitted as original documents before admission, taking all valid legalization and certification requirements into account. All documents not originally issued in English or German must be accompanied by translations prepared by a court-certified translator.

§ 10 – Repeat participation in the selection procedure

Applicants who are not admitted to the Master's Degree Program on the Digital Economy after the selection procedure are permitted to apply in future selection procedures.

§ 11 – Jurisdiction

The selection process falls under the jurisdiction of the WU Vice-Rector for Academic Programs and Student Affairs.

§ 12 – Effective date

(1) This decree takes effect on the day after it has been published in the WU Bulletin (*Mitteilungsblatt*).

(2) Amendments of this decree as published in WU Bulletin no. 29 on March 24, 2021, take effect on the day following their publication.

On behalf of the Rector's Council
Edeltraud Hanappi-Egger
Rector