

# Specialization Process

**MyMatch is the central system for the allocation of specializations\*.**

**This document outlines the process and steps for specialization coordinators within the selection and matching process.**

\*SBWL / specialization / complementary subject / specializations

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## Registration and Applicants

- Students register for specializations via my@WU within the registration period.
- Up to a specified deadline, students can indicate their preferences and define how many specializations they want to start with. (See schedule)
- After the registration deadline, participant lists are available in LV-Admin and in the specialization program query.

**Changes to specialization places must be reported before the start of registration to [spezialisierung@wu.ac.at](mailto:spezialisierung@wu.ac.at).**

## Participant Lists

The following lists are available:

- [LV-Admin](#): Applicants, study program, columns for evaluation and ranking
- [Abfrage Spezialisierungsprogrammen](#): additional information (e.g. registration time, GPA, criteria)

If you don't have access to them, please contact [spezialisierung@wu.ac.at](mailto:spezialisierung@wu.ac.at).

## Evaluation and Ranking

You will continue to evaluate applicants based on your existing admission criteria (e.g., grade point average, tests, interviews, first-come, first-served).

You are required to create a **ranking of all relevant applicants (1–999)**. (*No value may be assigned twice.*)

The following applies:

- Students with a ranking are eligible for admission or for placement through the Academic Progress Quota (SFK).
- **NT “ohne Erfolg teilgenommen” (not successfully completed):** Students who scored less than 40% on the placement test or in the admissions process.
- **NA “nicht angetreten” (did not attend):** Students who did not participate in the admissions process.

Students with the **grades “NT” and “NA”** are **not considered** during the matching phase or in the SFK allocation process.

**Important!** Please do not make any binding commitments to students, as final placement is determined solely by the matching process. Even if you have given students high priority, they may not get a spot in your specialization due to the consideration of their preferences.

## Uploading Results

[Anmeldung](#) | [Teilnehmer/innen](#) | [Termine](#) | **[Noten](#)** | [Grunddaten](#) | [Planpunkte](#) | [zurück zur Übersicht](#) | [Suchmaske](#) | [Abmelden](#)

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[Noten anzeigen](#) | [Noten eingeben](#) | **[Import](#)** | [Prüfungsprotokolle](#) | [Listendruck](#)

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113 Teilnehmerinnen und Teilnehmer

**Excel-Tabelle hochladen:**  
 Tragen Sie das Ranking der Studierenden (Zahl von 1-999) sowie die "ohne Erfolg teilgenommen (NT)" beurteilten bzw. "nicht angetretenen (NA)" Studierenden in die [Teilnehmer\\*innen-Liste](#) ein und laden Sie diese hier hoch.

Im "Einstieg in die Spezialisierung" darf niemand ohne Ranking oder Beurteilung in der Liste verbleiben. Bitte prüfen Sie die Datei vor dem Hochladen sorgfältig. Bitte erstellen bzw. schließen Sie keine Prüfungsprotokolle für den Einstieg in die Spezialisierung. Dies erfolgt automatisch durch die Prüfungsorganisation im April bzw. November.

Keine Datei ausgewählt.

The final list of participants must be uploaded to the system by the deadline ([see schedule](#)).

LV-Admin → Einstieg in die Spezialisierung → Noten → Import → Excel-Datei hochladen

## Matching-Phase (MyMatch)

MyMatch handles the assignment entirely automatically.

The following factors are taken into account:

- Your rankings
- student preferences
- available capacity

The system assigns students based on their order of preference and availability until the final goal is reached. The results (PT) are then finalized, and all students are automatically notified at the same time.

### **What happens behind the scenes?**

The modified deferred acceptance algorithm used is an internationally established method for the fair and stable allocation of spots. The following process is fully automated, without any external manual intervention.

1. A student's agent first attempts to secure a spot in the highest-ranked specialization/combination.
2. The specializations consider applicants according to their rankings and initially allocate their available spots to the highest-ranked students.
3. If a student does not receive a spot, the agent automatically attempts the next-ranked specialization/combination.
4. In doing so, the specializations always provisionally reserve the highest-ranked students from their current pool of applicants. If a higher-ranked applicant becomes available later, the system can adjust existing provisional allocations accordingly.
5. This can free up spots in other specializations, which are then reallocated.
6. This process repeats automatically until no better allocation is possible.
7. Only then are all results finalized and the students notified simultaneously.

### **What MyMatch ensures:**

- Every student receives the best possible allocation based on their own preferences and the specializations' rankings.

- For the same preferences and rankings, MyMatch always delivers the same stable result—the allocation is therefore not random.
- No one loses a spot to someone ranked lower. In other words: In the final result, there is no case in which a student would prefer to switch to a different specialization and that specialization would also prefer to admit that person.
- Open spots are utilized optimally, provided there are suitable applicants for them.
- Honest preferences lead to the best result—strategic ranking offers no advantage.

## FAQs

### **Can students improve their chances through strategic ranking?**

No. The system already optimally accounts for actual preferences. Those who do not state their true preferences may even receive a worse result as a result.

### **Can program directors still make their own decisions?**

Yes. The programs continue to determine their own admission criteria and continue to create their own ranking of applicants. All top-ranked students will, of course, receive an offer first. MyMatch merely coordinates and automates waitlist management.

### **Can existing admission criteria be retained?**

Yes. Existing criteria such as GPA, entrance exams, interviews, letters of motivation, or first-come-first-served can still be used. The only requirement is that a clear ranking of applicants is available in the end.

## Study Progress Quota (SFK)

At least 5% of the spots will continue to be allocated through the academic progress quota.

Allocation is handled centrally based on academic progress and urgency for students who:

- participated in the process,
- achieved at least 40%,
- but were unable to secure a spot.

Remaining spots will also be allocated centrally via the SFK. Students who were rated **NT** or **NA** in the ranking are not eligible for allocation via the SFK.

Admitted students and the specialization coordinators will be notified of the allocation via email.

## Registration Phases and Allocation

### First Registration Phase

Students must register for at least one course in their assigned specialization according to the schedule (waitlist entries do not count as active registrations). If registration is not completed by the deadline, the assigned spot will be lost. Affected students will not be able to obtain any further spots this semester—neither in another specialization nor through remaining spots or the academic progress quota. It is not possible to actively defer assigned spots.

- Specialization coordinators will not assign or transfer spots retroactively. Vacant spots will be filled centrally as part of the academic progress quota.
- Students who receive a spot through the academic progress quota and do not use it will be excluded from the quota in the future.
- The Vice-Rectorate for Teaching and Students reserves the right to take further measures in the future if students fail to use their allocated spots.

### Second Registration Phase

Any remaining spots after the first registration phase will be allocated centrally as part of the academic progress quota before registration for the second phase begins.

The students affected, as well as the program coordinators, will be notified by email via [spezialisierung@wu.ac.at](mailto:spezialisierung@wu.ac.at) (see schedule).

***If you have any questions or are unable to access the systems, please contact:***  
[\*\*\*spezialisierung@wu.ac.at\*\*\*](mailto:spezialisierung@wu.ac.at)