Guidelines on the entrance examination for students without high school certificate ('Studienberechtigungsprüfung')

Decided on **15 October 2026** by the University Senate.

§1 General principles

(1) Applicants without proof of a secondary leaving certificate, GED or equivalent can apply for admission to a study program entrance examination for the following BBA, BSc, and BA study programs offered at Modul University Vienna if they meet the criteria outlined in §§ 2-4 of this guideline:

a. BBA in Tourism and Hospitality Management
b. BBA in Tourism, Hotel Management and Operations
c. BSc in International Management
d. BSc in International Management with Professional Experience
e. BSc in Applied Data Science
f. BSc in Human Resources Management
g. BA in International Relations & Sustainability

(2) The entrance examination for students without high-school certificate at Modul University Vienna only qualifies for the studies in (1) at Modul University Vienna.

(3) Amendments to these guidelines are proposed by the Dean of the Undergraduate Study Programs and decided by the University Senate of Modul University Vienna.

§2 Eligible candidates for the entrance examination for students without high school certificate

(1) Candidates must be able to demonstrate relevant previous education or experience in the field of the intended study program by fulfilling at least one of the following criteria:

a) Proof of completed vocational training of at least two years
b) Professional activity (at least 6 months)
c) Internship (min. 200 hours)
d) Successful completion of at least 11 years of primary and secondary school education

(2) Applications must be submitted to the Admissions Department and include:

a) Name of the study program and a complete set of application documents (except high school certificate) according to the respective study regulation
b) Evidence of the relevant previous education or experience in the field of the intended study program
c) Proof of English language proficiency in accordance with the English language admission requirements applicable to the intended study program.

(3) The University may recognize equivalent evidence of English language proficiency in accordance with its applicable admissions policies and Study Regulations. Successfully passed examinations at other universities are transferable to the entrance examination if they are equivalent in terms of content, outline, methods, and performance. Upon application by the candidate, the Dean of the Undergraduate Study Programs decides if

examinations at other universities are transferable. A maximum of two examinations can be transferred; at least three examinations must be taken at Modul University Vienna.

§3 Entrance examination for students without high school certificate

Admission to the Foundation Program

(1) A candidate who fulfills the requirements for admission to the Studienberechtigungsprüfung shall be admitted to the Foundation Program for the purpose of completing the required entrance examinations.

Required Subject Examinations

(2) Candidates shall successfully pass the following Foundation Program subjects:

a) English for Business II;
b) Foundations of Mathematics;
c) Student Success and Well-being; and
d) two additional subjects selected from:
   i. Economics and Geography
   ii. Basics of Computer Programming;
   iii. Introduction to Sociology
   iv. Fundamentals of Business Administration;

(3) Notwithstanding paragraph (2)(d), the Dean of the Undergraduate Study Programs may require a specific subject where this is necessary to demonstrate appropriate preparation for the candidate's intended bachelor study program.

English Language Requirements

(4) Candidates shall satisfy the English language requirements applicable to the Studienberechtigungsprüfung and their intended bachelor study program. Where the applicable Foundation Program Study Regulations provide for an exemption from English for Business II on the basis of demonstrated English language proficiency, such exemption shall also satisfy the corresponding English language requirement for the purposes of the Studienberechtigungsprüfung.

Test-Out Examinations

(5) Candidates who meet the eligibility requirements for test-out examinations under the Foundation Program Study Regulations may satisfy an applicable subject requirement under paragraph (2) by successfully completing a test-out examination.

(6) A successful test-out examination shall have the same effect for the purposes of the Studienberechtigungsprüfung as successful completion of the corresponding Foundation Program course.

(7) Test-out examinations shall be conducted in accordance with the Examination Regulations of Modul University Vienna.

Written Essay

(8) In addition to the subject requirements specified above, each candidate shall successfully complete a written essay in English on a general topic related to the intended study program. The essay shall assess the candidate's ability to:

a) understand and address a general academic topic;

b) develop and communicate a coherent argument;
c) critically reflect on the topic; and
d) express ideas clearly and appropriately in written English.

(9) Candidates shall be provided, sufficiently in advance of the written essay, with the information necessary to prepare for the examination. This information shall include:
a) the applicable course learning outcomes;
b) the scope of examinable content;
c) relevant required or recommended learning resources;
d) the form and duration of the examination;
e) the assessment criteria and passing standard; and
f) any other requirements necessary for successful completion of the examination.

(10) The essay shall be assessed as "pass" or "fail" by a faculty member designated by the Dean of the Undergraduate Study Programs. The examination requirements, assessment criteria, and other relevant examination information shall be communicated to candidates in advance.

Retake Examinations

(11) A student who does not successfully pass a test-out examination must complete the respective course in accordance with the Foundation Program curriculum. An unsuccessful test-out examination shall not constitute a failed examination attempt in the respective course.

(12) A student who does not successfully pass a Foundation Program course required under this section shall be entitled one opportunity to retake the course.

(13) A candidate who fails the written essay required under this section shall be entitled to one retake opportunity.

(14) The conduct of retake examinations shall otherwise be governed by the Examination Regulations of Modul University Vienna.

§4 Completion of the entrance examination and admission to a Bachelor's study program

(1) The Studienberechtigungsprüfung is successfully completed when the candidate has satisfied all subject and examination requirements prescribed under § 3.

For the purposes of this paragraph, a requirement may be satisfied through:

a) successful completion of the respective Foundation Program course;
b) recognition of an equivalent examination in accordance with § 2;
c) an applicable English language exemption; or
d) successful completion of an applicable test-out examination.

(2) Upon successful completion of all requirements of the Studienberechtigungsprüfung, the Academic Office shall issue a certificate confirming successful completion. The certificate shall substitute for the secondary school leaving qualification required for admission to the bachelor study program specified on the certificate and shall be valid only for the applicable study program or programs at Modul University Vienna.

(3) Proof of successful completion of the Studienberechtigungsprüfung shall be submitted to the Admissions Department no later than one week before commencement of the bachelor study program. The candidate may thereafter complete the admission process and enter into the applicable study contract.

(4) Appeals concerning decisions or examination results under these Guidelines shall be governed by the Examination Regulations and Student Code of Conduct of Modul University Vienna.

The University Board of Modul University Vienna publicly announces these Examination Regulations, which take effect on 15 February 2027