General Admission Requirements for Undergraduate/Graduate Programs

September, 2020

1. Introduction

WVPU aligns its admission regulations with that of its parent, Webster University, providing broad consistency of admission criteria across Webster University's global network of campuses and extended sites. Application deadlines are posted on the website. Where they exist, limits on the maximum intake for any program are published on the website.

General and program-specific admission regulations and procedures are specified in the General Admission Requirements for Undergraduate/Graduate Programs section of the respective study program regulation.

The following are the general admission requirements for candidates seeking admission to one of Webster Vienna Private University's (WVPU) accredited degree programs.

2. General admission requirements for undergraduate programs

The following are the general requirements that qualify candidates for admission to WVPU's undergraduate study programs.

2.1. Proof of completion (or expected completion) of secondary school diploma programs or examinations accredited nationally or international university preparatory program diplomas such as the International Baccalaureate Diploma Programme (IBDP) at schools authorized to implement this standardized program (See the Non-exhaustive list of nationally accredited qualifications as an example).

   a. Minimum Secondary School Grade Point Average (GPA) of 2.5 based on a 4-point scale or its converted equivalent in international educational systems.

2.2. Proof of English language proficiency. All applicants whose first language is not English must provide proof of their English proficiency.

   a. Transcripts showing attendance for the previous four years at a secondary school taught in English, or

   b. The following tests suffice as proof of English efficiency:

Table 1: English efficiency test scores, undergraduate degree programs

Test	Minimum Score
TOEFL (iBT)	80
IELTS Academic	6.0
Password English Language Testing	53
Pearson / PTE Academic	53
iTEP	3.7
ACT - composite score	23
WAEC English Exam	B3
Cambridge Advanced Certificate (CAE only)	A, B, C; 169
International Baccalaureate Diploma Program (IBDP)	HL English A: 4 HL English B: 5 SL English A: 5 SL English B: 6
GCE / A Level English exam	B
SAT Evidence-Based Reading and Writing Section	450
GTEC (CBT Exam)	1201

2.3. Documents to be submitted. All candidates must submit:

  a. An online application form (http://webster.ac.at/apply-now).

  b. A copy of the biographical page of the applicant's valid passport.

  c. Secondary school transcript with courses, final grades / results from the last three school years, and graduation date. For applicants who are about to graduate, transcript of grades from the last school years may be considered for provisional admission.

  d. Certified English translations of all academic documents not issued in English.

  e. Proof of English language proficiency.

  f. One recommendation letter or completed recommendation form.

  g. Original essay / personal motivation statement in English of at least 300 words.

2.4. An Admission Committee led by the Head of Admissions decides on the final admission to the study program once the candidate has submitted a complete application.

  a. The Admission Committee may be joined by representatives from the Office of the Director and the respective departments.

  b. The Admission Committee may request an interview (in person, online, or by telephone) with the applicant to be joined by the applicant's program department head in order to clarify questions raised during the application process and to further check his/her knowledge of English.

  c. The Admission Committee may decide to provisionally admit students until official transcripts or other required documents have been delivered.

2.5. Minors require the approval of a legal guardian.

2.6. Transfer students must meet all the requirements listed above plus have minimum Grade Point Average (GPA) of 2.5 or its equivalent from a nationally accredited higher educational institution.

    a. If attendance is at least one academic year, this requirement completely supersedes the requirement to present secondary school transcripts.

3. General admission requirements for graduate programs

The following are the general requirements that qualify candidates for admission to WVPU's graduate study programs.

3.1. Proof of completion (or expected completion) of a bachelor's (Cycle 1, EQF Level VI) degree from a nationally accredited higher educational institution (See the Non-exhaustive list of nationally accredited qualifications for examples).

    a. Minimum Grade Point Average (GPA): 2.5 on a 4-point system or its equivalent in their accredited undergraduate or bachelor's degree program.

3.2. Proof of English language proficiency. All applicants whose first language is not English must provide proof of their English proficiency.

    a. Transcripts showing attendance for a bachelor degree taught in English, or

    b. The following tests suffice as proof of English efficiency:

Table 2: English efficiency test scores, graduate degree programs

Test	Minimum Score
TOEFL (iBT)	80
- writing score	22
IELTS Academic	6.5[1]
Password English Language Testing	65
Pearson / PTE Academic	53
iTEP	3.9
Cambridge Advanced Certificate (CAE only)	A, B;176
GTEC (CBT Exam)	1201

3.3. Documents to be submitted. All candidates must submit:

    a. An online application form (http://webster.ac.at/apply-now).

    b. A copy of the biographical page of the applicant's valid passport.

    c. Complete bachelor's degree transcript with courses, final grades / results from all school years and graduation date (if applicable); for applicants who are about to graduate, transcript of grades may be considered for provisional admission.

    d. Certified English translations of all academic documents not issued in English.

    e. Proof of English language proficiency.

    f. One recommendation letter or completed recommendation form.

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[1] The Admissions Committee may accept candidates with an IELTS Academic score of 6.0 together with a positive outcome of a faculty interview to confirm English proficiency.

g. Original application essay in English on a topic related to the degree program.

h. Updated Curriculum Vitae / resume with work experience in English.

3.4. Satisfactory interview with faculty / academic department head of the applicant's degree program.

3.5. An Admissions Committee led by the Head of Admissions decides on the final admission to the study program once the candidate has submitted a complete application.

a. The Admission Committee may be joined by representatives from the Office of the Director and the respective departments.

b. The Admission Committee may request further interviews (in person, online, or by telephone) with the applicant to be joined by the applicant's program department head in order to clarify questions raised during the application process and to further check his/her knowledge of English.

c. The Admission Committee may decide to provisionally admit students who require additional prerequisite courses.

d. The Admission Committee may decide to provisionally admit students until they have completed an additional set of pre-requisite courses that will not count toward the applicant's degree program.

3.6. Transfer students must meet all the requirements listed above plus have minimum Grade Point Average (GPA) of 2.5 or its equivalent from a nationally accredited higher educational institution.

a. If attendance is at least one academic year, this requirement completely supersedes the requirement to present secondary school transcripts.

4. Appeal procedure

In the event that an applicant is rejected admission to a program, the applicant may appeal the decision by requesting exceptional consideration in the form of a written letter to the Head of Admissions, who will discuss the matter with the respective academic department head, Associate Director, and Director. Applicants may be exceptionally admitted upon their unanimous approval.

5. Amending the admissions requirements

Minimum admission requirements are reviewed on an annual basis and may be subject to change. Changes to those requirements can only be made by decision of the Executive Board following consultation with the University Senate and approval of the University Council and General Assembly.