

# Bulletin

of the University of Innsbruck

---

Academic year 2023/2024

Issued on November 29, 2023

10th edition

---

## Contents

University of Innsbruck Bulletin November 29<sup>th</sup> 2023, Issue 10, No. 223 (Regulation of the Admission Procedure to the Master's Programme in Peace and Conflict Studies)

Note: The following bulletin is a consolidated version. It is legally non-binding and for informational purposes only. The legally binding versions are found in the University of Innsbruck Bulletins (in German).

## **University of Innsbruck Bulletin November 29<sup>th</sup> 2023, Issue 10, No. 223 (Regulation of the Admission Procedure to the Master's Programme in Peace and Conflict Studies)**

The Rectorate of the University of Innsbruck has issued, pursuant to § 63a para. 8 Universities Act 2002, BGBl. I No. 120/2002 as amended, the following regulation after receiving the opinion of the Senate:

### **§ 1. Scope of validity**

(1) This regulation shall apply to all applicants pursuant to § 51 para. 2 Z 14a UG for the Master's Programme Peace and Conflict Studies from the winter semester 2024/2025 regardless of their nationality.

(2) The following are excluded from this regulation

1. applicants who have already been admitted to the university course "**Peace, Development, Security and International Conflict Transformation**" and have acquired at least **30** ECTS-Credits within the framework of this university course.
2. applicants who have been admitted to the Master's Programme **Peace and Conflict Studies** for a maximum of two semesters due to transnational, EU, state or university mobility programs ("incoming students").

### **§ 2. Number of study places**

The number of first-year students who are admitted per academic year after successfully completing the admission procedure is set at 30 according to § 63a para. 8 UG.

### **§ 3. Structure and language of the admission procedure; commission**

(1) The multi-stage admission procedure prior to admission to the Master's Programme Peace and Conflict Studies consists of the registration, in the course of which a letter of motivation must be submitted, the written admission test and the oral admission interview.

(2) The admission procedure takes place once per academic year, before the start of the winter semester.

(3) The admission procedure shall be conducted in English.

(4) The Vice-Rector for Student Affairs and Teaching shall appoint a committee consisting of three persons, and appoints a person with *venia docendi* as chairperson. The Associate Dean of Study for the Master's Programme Peace and Conflict Studies must be a member of the commission.

### **§ 4. First stage of the admission procedure - electronic registration**

(1) Applicants must register during the registration period using the electronic form in LFU:online of the University of Innsbruck and upload a letter of motivation. They create an account with their e-mail address in LFU:online and receive validated access to the student portal. A form filled out untruthfully is invalid and will not be considered.

(2) The registration period for the admission procedure is published on the homepage of the University of Innsbruck. The electronic registration form is available in the LFU:online student portal of the University of Innsbruck during the registration period.

(3) The letter of motivation according to para. 1 must not exceed 5000 characters (including spaces) and clearly state which competences the applicant has in terms of diversity and internationality for the Master's Programme and which motives led to the application. In addition, the applicants must also explain what interests and expectations they have with regard to the Master's Programme Peace and Conflict Studies. After completing this step, the cost contribution must be paid.

(4) Applicants are required to pay a fee of Euro 50.

(5) The fee must be paid in accordance with the payment options provided in LFU:online. If the fee is not received within the registration period, the applicant will be excluded from the admission procedure.

(6) Once the fee has been paid and the letter of motivation has been uploaded, the registration process is completed. Applicants will be assigned a unique, anonymized identification code. In the LFU:online student portal the confirmation of the registration including the identification code and the registered study programme can be downloaded and printed out at any time.

(7) A completed registration is mandatory for participation in the further stages of the admission procedure.

#### **§ 5. Second stage of the admission procedure - admission test (written)**

(1) Applicants who have successfully completed the registration process will be invited to take the admission test.

(2) The admission test consists of knowledge and comprehension questions relevant to the course of study. The examination material will be published on the homepage of the University of Innsbruck at least four months before the date of the entrance test. The entrance test is not an examination within the meaning of §§ 72 ff UG; therefore the provisions of §§ 72 to 79 UG do not apply.

(3) The entrance test is conducted online in written form. The date for the admission test will be published on the website of the University of Innsbruck.

(4) A fully completed admission test is in any case a prerequisite for the invitation to the admission interview.

(5) The commission shall rank the results of the admission test. The ranking shall be based on a points system. Up to a maximum of 50 of the best-ranked applicants are invited to the admission interview. Among those ranked equally, the decision is made by drawing lots. The criteria of the points system and the permitted aids for taking the admission test are to be announced on time on the website of the University of Innsbruck.

(6) An applicant has the right to choose a different test method if he or she can prove that he or she has a prolonged disability that prevents him or her to take the written admission test in the prescribed form and the objective and requirements of the entrance test are not affected by a different method.

#### **§ 6. Conducting the entrance test (written)**

(1) As part of the invitation to the written entrance test, the exact date, time and technical time and the technical medium to be used must be announced.

(2) Immediately before the start of the written entrance test, the identity of each applicant must be checked. In any case it is necessary for each applicant to log in with the personal access data. Additional identity checks may be required, for example the presentation of an official photo ID held up to the camera.

(3) At the beginning of the written admission test, each applicant must declare in lieu of an oath that they will take the written entrance test alone and independently and that no aids other than those permitted will be used. This grants access to the written entrance test.

(4) If the independent performance of the examination is monitored by video camera, each candidate shall adjust the camera in such a way that the supervisor has a view of both the candidate and the area in front of the screen.

(5) If, in the course of the correction and assessment of written work, irregularities are discovered which suggest the use of unauthorized aids, the applicant concerned will be informed and given the opportunity to comment within five days. If the allegations cannot be credibly refuted, the entrance test shall be deemed not to have been completed.

(6) A completed entrance test is mandatory for the ranking and the invitation to the admission interview.

### **§ 7. Third stage of the admission procedure - admission interview (oral)**

(1) The aim of the admission interview is to rank the applicants based on the written admission tests and the letters of motivation of the applicants.

(2) The admission interviews are carried out online by the committee. The dates for the admission interviews are published on the website of the University of Innsbruck. Any permitted aids must be submitted in time before the admission procedure, at the latest from the date on which the invitation to the admission interviews is issued, on the website of the University of Innsbruck.

(3) An applicant has the right to choose a different test method if he or she can prove that he or she has a prolonged disability that prevents him or her to take the admission interview in the prescribed form and the objective and requirements of the admission interview are not affected by a different method.

### **§ 8. Carrying out the admission interview (oral)**

(1) As part of the invitation to the admission interview, the exact date, time and technical medium to be used has to be announced.

(2) At the beginning of the admission interview, each applicant must declare in lieu of an oath that the admission interview is carried out alone and independently and that no aids other than those permitted will be used.

(3) Immediately before the start of the admission interview, each applicant must pan around the room once with the camera so that it can be checked that no unauthorized aids are present. If there is reasonable suspicion of the use of unauthorized aids, this procedure must be repeated at the request of the chairperson.

(4) The chairperson of the commission must verify the identity of the applicants before the admission interview begins. For this purpose, the applicants must present an official photo ID, the confirmation of registration including identification code and the confirmation of online registration for the Master's Programme Peace and Conflict Studies into the camera. If the applicant refuses to identify him/herself, if the identity of the applicant cannot be established for other reasons, or if there are reasonable doubts about the identity of the applicant, the chairperson is authorised to prohibit the applicant in question from attending the admission interview.

(5) Applicants who arrive late may be excluded from the admission interview by the chairperson. If important reasons can be made credible and/or if it can be made credible that the applicant is not responsible for the delay, the admission interview can be repeated in a timely manner.

(6) If the admission interview is canceled by an applicant, the admission interview shall not be taken into account. If important reasons can be substantiated, the admission interview can be repeated in a timely manner.

(7) In case that the applicant disturbs the process and the admission interview, behaves in an improper manner, in particular by insulting or threatening members of the committee, the chairperson is entitled to finish the admission interview and exclude the applicant from the admission procedure.

(8) If the chairperson notices that a student applicant uses unauthorised aids during the admission interview, the admission interview shall be not be considered.

(9) The chairperson of the committee shall keep a record of the results of the admission interview.

(10) A completed admission interview is mandatory for the ranking in the admission procedure.

### **§ 9. Result of the admission procedure, repetition of the admission procedure**

(1) Applicants are ranked on the basis of the written admission test and the study-relevant competencies listed in the letter of motivation by means of a points system and the result of the admissions interview by the commission. The relevant criteria are published on the website of the University of Innsbruck. According to this ranking, as many applicants are allocated a study place according to this ranking so that the number of study places is utilised.

(2) Study places that subsequently become available will be allocated according to the ranking.

(3) A draw shall be made to decide between those ranked equally.

(4) The result of the ranking will be announced to the applicants by e-mail. The personal result is available after the announcement for the applicants in LFU:online.

(5) Applicants who are not admitted to the Master's Programme Peace and Conflict Studies after the admission procedure may participate in one of the subsequent admission procedures. None of the parts of a previous admission procedure will be taken into account for a new participation.

(6) If fewer than 30 applicants register for the Programme, only an admission interview will take place deviating from § 3 para. 1, to which the applicants will be invited. In this case, the applicants are not ranked.

### **§ 10. Admission**

(1) The admission of applicants to the Master's Programme Peace and Conflict Studies shall be made within the admission period for the respective winter semester of the academic year for which the admission procedure has taken place. Later admission is only possible after successful completion of a new admission procedure.

(2) Admission requires the fulfillment of all requirements according to §§ 63 ff UG. This applies also to the groups of persons named in § 1 para. 2.

### **§ 11. Responsibility**

The Vice-Rector for Student Affairs and Teaching of the University of Innsbruck is responsible for carrying out the admission procedure.

## **§ 12. Coming into force**

(1) This regulation comes into force on the day after its publication in the University of Innsbruck Bulletin.

(2) The regulation of the Rectorate on the admission procedure prior to admission to the Master's Programme Peace and Conflict Studies at the University of Innsbruck, published in the University of Innsbruck of February 8, 2023, 19th issue, no. 297, shall cease to be in force upon entry into force of this regulation.

For the Rectorate

Prof. Dr. Bernhard Fügenschuh

Vice-Rector for Student Affairs and Teaching

---