

Application Guidelines Master's in Mechatronics Academic Year 2012/13

Date: 8 May 2012

FH VORARLBERG
University of Applied Sciences

Fachhochschule Vorarlberg GmbH
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Application Procedure

Applicants for the master's degree programmes are required to submit the following documents:

- Application form with two recent passport sized photos with the name on the back (please make sure that you have completed the form correctly and have signed it)
- Letter of motivation
- Tabular curriculum vitae
- Copy of passport
- Copy of secondary-school leaving certificate
- Copy of bachelor's/master's/diploma degree certificate
- Copy of diploma supplement (if available)
- Copy of transcript of records
- Certified proof of proficiency in required languages

In their letter of motivation, candidates should state their reasons for applying for admission to a master's degree programme at Vorarlberg University of Applied Sciences. Before submitting your application, please make sure that you have enclosed all documents and certificates etc. that are relevant for your admission to the respective master's degree programme (e.g., copy of secondary-school leaving certificate, copy of bachelor's degree certificate, transcript of records, etc.)

Your signature on the application form indicates your agreement that all data relating to your person can, in compliance with the laws on data protection, be electronically stored and processed.

All master's degree programmes require proficiency in English at level B2 CEFR (Common European Framework) - please see "Self-Assessment Grid" at the end of this document. Applicants must provide certified proof of their English language proficiency. If no certificate can be provided, English language proficiency will be tested in the Language Media Centre of Vorarlberg University of Applied Sciences.

Admission Procedure

Applications should be received by Vorarlberg University of Applied Sciences no later than the deadline of 15 May and will be checked for compliance with the formal requirements for admission to a master's degree programme.

If the number of applicants exceeds the number of study places, an entrance examination will be conducted, which in most cases will comprise a structured interview. Candidates will be informed about the entrance examination and dates once their application has been processed.

Candidates will be notified about admission in writing by the end of June/beginning of July.

In order to reserve a study place that has been allocated to them, prospective students are required to remit a deposit of currently EUR 35,00 for the first semester. This fee (as amended from time to time) is equal to the amount of the membership fee for the Austrian Students' Association for two semesters. The Vorarlberg University of Applied Sciences administers the money and applies the Euro 35,00 to the Austrian Students Association to cover the students fee for the winter semester 2012/13 and the summer semester 2013.

If the study place has not been taken by the applicant the deposit remains with the Vorarlberg University of Applied Sciences to cover the processing fee.

Deadlines and Dates during the Academic Year 2012/2013

FH VORgeschmack - open day	24 March 2012
All Master's Degree Programmes: Deadline for receipt of applications (postmarked no later than the closing date)	15 May 2012
Master's in Mechatronics - Structured interviews of applicants	January to June 2012
Commencement of classes	Middle of September 2012

For further information please contact the degree programme office:

Mechatronics T: +43 (0) 5572 792 5000

B2 CEFR (Common European Framework) proficiency in English**Self-Assessment Grid**

		B2
UNDERSTANDING	Listening	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect
	Reading	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
SPEAKING	Spoken Interaction	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.
	Spoken Production	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
WRITING	Writing	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.

Information on the individual degree programmes can be found on our homepage www.fhv.at.