




FACULTY OFFICE

Guide to Initial Enrolment

After the Admission Exam: You will receive a written communication from the faculty office as to if you have passed the entrance exam, including an invitation to the initial enrolment.

 **Change of Address:** Before enrolment: per E-Mail to studium@bruckneruni.at
After enrolment to be updated by student on bruckneronline:
Business Card/Current/Home Address

Registration Period: see website: <https://www.bruckneruni.at/en/study-programmes/faqs/enrolment/>





Initial Enrolment: **in person and only after you have received the written invitation from the Faculty Office**

Student Consultation: by the Student Representation in front of the Faculty Office


Nicht vergessen auf:


- Immatrikulationsblatt - filled out with your information:
Download via <http://www.bruckneruni.at/Studium/Formulare-Downloads> > Erstinskription / Immatrikulation
- Valid passport + copy of passport (no copying possible in faculty office)
- High School Diploma (if existing):
German or english version + copy
- Tuition Fee paid

Afterwards you will receive:

-  Admission Contract: to be signed on the spot or, in the case of minors, by legal representation
-  Access Information/PIN-Code for bruckneronline + Webmail:
only valid for 150 days!
-  Curriculum
-  Student ID - Brucknercard: the photo for your ID is taken directly in the Faculty Office

Enrolment: Enrolment is completed after the **receipt of your tuition fee.**

 An additional administrative fee of 50€ is to be paid for late enrolment. Exception: Entrance Exams in September

 Registration for your core subject is carried out by the Faculty Office

Supplementary Subject - Piano: check curriculum if required

- after passing entrance exam, students can register in the Faculty Office for their first semester
- Coordinator: Mag. Mitterschiffthaler

After Enrolment / Receipt of Enrolment Confirmation Email:

- Redeem PIN-Code:** To access your bruckneronline account – see document received at enrolment. In case of loss, please contact the faculty office for a new code.
- Confirmation of Enrolment:** can be printed online through bruckneronline (Business Card/Registration Documents), see bruckneronline guide
- Course Registration:** by student using bruckneronline: search in bruckneronline for the name of the course according to the curriculum
 - except for core subject and the supplementary subject piano, which are carried out by the Faculty Office
 - **Pay attention to the requirements of the Introductory and Orientation Period (Studieneingangsphase – STEOP)!**
Must be completed in the first two semesters of all bachelor degrees. In the case of overlapping classes, please attend the course required for continuation of your studies.



Required amount of ECTS-Points after the end of the 1st Year: 30, see <https://www.stipendium.at/english-information/>.

You can also complete courses from later semesters (except for core subjects).

- **Recognition of Prior Studies:**

Send your application for accreditation per E-mail to Prof.

Kraxberger: g.kraxberger@bruckneruni.at and include all necessary documents

- **Proof of Language Skills for Non-Native German Speakers:**

At the latest by the beginning of your third semester, it is required to demonstrate sufficient proficiency in the German language by providing a language certificate:

Required Level according to Common European Framework of Reference for Languages (CEFR):

Artistic Degrees: Bachelor & Master: A2

Teaching Degrees: Bachelor & Master: B1



Guide to bruckneronline: <http://www.bruckneruni.at/Services/Online-Services/Anleitungen>



More Detailed Information: <https://www.bruckneruni.at/de/studium/rund-ums-studium/inskription/>