

FAQ MSc Program - Biomedical Engineering

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Dear students,

This document is based on a summary of the most common questions concerning the MSc program biomedical engineering, compiled by former Dean of study Dieter Pahr and BME students (thanks!). The idea of this document is to provide information and answers to the most frequent asked questions. Before contacting the deanery with questions regarding the BME program you are advised to read through this document. Should you have further questions after reading through this document, feel free to contact us.

All the best and successful studies!

Philipp J. Thurner
Dean of studies BME, 01.10.2014

I'd like to study for a master in biomedical engineering (BME) at TU-Vienna, how should I proceed?

1. First of all you need a bachelors degree. It is **NOT** possible to enrol prior to being awarded such a degree!
2. As part of your bachelors degree you need to have at least 30 ECTS of natural science/engineering lectures (mathematics, physics, chemistry, electrical and/or mechanical engineering) in a balanced manner.
3. If you come from an external University (other than TU-Vienna) you have to decide on one major topic (A, B, C, D) – details are in the study handbook (Studienplan) available at the homepage of TU-Vienna (www.tuwien.ac.at/lehre/).
4. If you fulfil pt. 1)-2) and know which major topic you would like to select (pt. 3)) please go to the homepage of the student office "Studienabteilung" (www.tuwien.ac.at/dle/studienabteilung) – all information on how to apply for enrolment are given there. If you have any questions with respect to the application process, please clarify this directly with the student office.
5. Finally, hand in all documents in order to apply for enrolment to the master program at the students office.
6. After 4-6 weeks you should receive an administrative decision – only this document has a legal nature.

Please note: Information via emails/telephone/personal meetings with the student organization or dean of study do **NOT** have a legal nature and are only informative.

Is the language of study English or do I need some German language skills?

Most of the lectures are in English language. Nevertheless, the study Program is not 100% taught in English language – why?

- If you come from an external University (other than TU-Vienna) you might have to do additional lectures. These lectures are in German and, thus, you need some basic knowledge of the German language in this case.
- The lecturers have to provide "English Support". This means, for example, that the lecture could be held in German but the lecturer provides you English literature and you can ask the lecturer if he/she is willing to do the exam in English. But lecturers do not have to deliver courses 100% in English.

Therefore, it is recommended that you have some basic German knowledge as well as very good English language skills of course. Please note also that all legal documents (administrative decisions, plan of study, etc.) are in German due to the Austrian law.

How does the application procedure for the master work?

1. Internal students: TU-Vienna students (there are only a few acceptations like architecture): They are accepted automatically.
2. External students: The student's office (www.tuwien.ac.at/dle/studienabteilung) is collecting the applications and checks if the bachelor degree from your university is accepted. If your degree is NOT accepted your application is rejected.
3. If your degree is accepted, the documents are forwarded automatically to the dean of study and he checks whether you are accepted from the educational point of view. First, it is checked whether you have 30 ECTS in the field of natural science in a balanced manner and, second, it is checked whether additional lectures have to be done by the student. This decision is sent to the student's office usually within a few working days.
4. The student's office prepares all documents and sends you an official letter which tells you if you are accepted or not and if you have to do additional lectures. These lectures have to be done during the master study and it is meaningful, but not mandatory, to do them at the beginning of a master study.

This procedure takes usually 4-6 weeks. During the holidays or at the beginning of each semester it might take even longer. Please apply early enough!

I came from outside TU Vienna and selected a major topic during the application. Can I switch the major topic?

No, you have been accepted only for one major topic. You need to re-apply for another major topic. Only students with a bachelor from TU-Vienna are allowed to switch the major topic.

Who is responsible for what in the master study BME?

At the moment there are several different departments/people/commissions involved. Depending on your question you should select the proper one:

1. Student's Office (www.tuwien.ac.at/dle/studienabteilung):
 - gives you basic information about which documents are needed
 - communicates with the students during the application process
 - checks if your bachelor degree is accepted
 - prepares all official documents
 - manages administration issues (grades,...)
 - has daily office hours

2. Study commission (STUKO)
 - Develops/modifies/releases the plan of study (Studienplan).
 - The STUKO is not contacted by students directly. This is done via the HTU (see below).

3. Dean of Study:
 - checks the scientific background during application
 - answers questions to the plan of studies after the application, executes the plan of studies
 - decides in case of “special” cases where the plan of studies provides no specific rule
 - handles Erasmus affairs (“Ansuchen”)
 - handles changes of courses (“Anrechnung”)
 - has weekly office hours

4. Student Organization (bme.htu.at):
 - communicates interests of students to the STUKO and the dean of study
 - informs the students about general study issues from a student perspective
 - prepares auxiliary material for students (translations, ...)

Unfortunately there is no official student secretary or something similar. In the Austrian systems students have to be self organizing. First, read carefully the plan of study, related www pages, etc and after that contact one of the above departments/people depending on your issue.

I did lectures at TU-Vienna in my previous studies which are required for BME, what should I do?

Please note we are talking here about lectures which you did at the TU-Vienna (not outside) and are of the same type, ECTS, content as required for BME (usually these are the same lectures as needed for BME but done before you study BME).

There are 2 important cases.

1. You did not use these lectures to get the bachelor degree (usually it means that you finished your Bachelor with more than 180 ECTS in the European system).
 - You can use these lectures for the master study BME (Note, only if they are required for BME)
 - Visit the dean of study if there is a need to change the “Studienkennzahl”.
 - In other words you finish the master also with 120 ECTS but you did already lectures before which you did not “use” in another study.

2. You need these lectures to get the bachelor degree.
 - The rule: You must choose other lectures instead of them. At the end you finish the master with at least 120 ECTS.
 - In this case you have to select other lectures. Details how to select are in the individual plan of studies.
 - Visit the dean of study if things are unclear. Otherwise you have to hand in the additional documents at the end of your study.

I did lectures outside TU-Vienna which are similar to lectures in the plan of study. Can I use them?

Please note we are talking here about lectures which you did outside TU-Vienna which are similar to lectures in the plan of study for BME (correct ECTS or more, same type VO, LU, ..., very similar content).

There are 2 important cases.

3. You did not use these lectures to get the bachelor degree (usually it means that you finished your Bachelor with more than 180 ECTS in the European system).
 - In principle you can use these lecture for the master study BME (Note only if they are required for BME)
 - Please come to the office hours of the dean of study, he/she will check if this lecture is similar to the one

in the plan of studies, and will do the so-called “Anrechnung”.

4. You need these lectures to get the bachelor degree.
 - The rule: You must choose other lectures instead of them. At the end you finish the master with at least 120 ECTS.
 - In this case you have to select other lectures. Details how to select are in the individual plan of studies.
 - Please come to the office hours of the dean of study he/she will clarify what to do.

I did lectures outside TU-Vienna, which do not show up in the plan of study. Can I use them?

A preliminary is that you did not use these lectures to get the bachelor degree (usually it means that you finished your Bachelor with more than 180 ECTS in the European system) or you did these lectures during your master study BME at an other University. Note that you could use these lectures as free electives or soft-skills if they fulfill the rules given in the plan of study without asking the dean of study.

I finished all lectures and my master thesis. Now I am ready for the master exam – what should I do?

Please contact the deans office “Dekanat” which is responsible for you. This responsibility is based on you selected major topic:

- A...Faculty of Mechanical and Industrial Engineering
- B...Faculty of Electrical Engineering and Information Technology
- C...Faculty of Mathematics and Geoinformation
- D...Faculty of Physics

It is also possible to go to the deans office of your master thesis supervisor if he/she or you feel more comfortable with this.

I finished a bachelor study outside Austria and want to study BME. How do I proceed?

Please note, that applicants without an Austrian certificate of eligibility for university entrance have to submit a written application for admission for this master (can be done via letter or in person at the student’s office). All required documents have to be included as to be seen on:

http://www.tuwien.ac.at/en/services/department_for_studies_and_examinations/the_conditions_for_admission_of_foreigners/

Once you have received the notification for admission, you have to pre-register online. The last step is to come to the student’s office in person. Here the admission for the master is finalized and you will be immatriculated.

I got an Erasmus place, what do I have to do?

Students of the master study BME are encouraged to do part of there study at other universities outside Vienna e.g. within the framework of an Erasmus program. The major administration is done by the international office at TU-Vienna. You have to fill out an Erasmus agreement, which has to be signed by the dean of study who confirms the equivalence of the lectures with respect to the plan of study in Vienna. Therefore, you need to plan your stay i.e. prepare a list of lectures including an official description (similar to our TISS) you like to do abroad which are equivalent to lectures form you plan of study here in Vienna. After that you come to the dean's office who checks the equivalence and signs the corresponding form. Please choose always more lecture than you needed in case lectures are canceled. Please also inform your dean of study immediately (via email) if you decide to do other lectures instead of those the dean confirms. After you return from you stay abroad please go again to the Dean's office to get the finally signatures.

How do I find a project for my specialization?

It is your own responsibility to find a topic and an advisor for your project specialization. The persons who are allowed to give you a grade for you specialization are listed in TISS.

Here are some tips:

- Look up homepages of institutes of interest
- Ask a professor whose subjects/projects you find interesting
- If the project you want is led by a professor not in your specialization, you have to ask a professor from your specialization (TISS list) whether he will officially recognize your project work.

How do I find a master's thesis?

- Look in TISS (Diplomarbeitsbörse)
- Ask a professor whose subjects/projects you find interesting
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What about tuition / student fees?

Usually students from the European Economic Area Countries are treated differently from students from other countries. The pertaining laws may change frequently. Therefore, this information is not provided here and should be research elsewhere.

Can I start in the spring term?

Yes, you can start in the spring term. The master does not have a mandatory chronological curriculum. The content of some lectures is based on other lectures from the fall term, but no lecture has a mandatory prerequisite. However, there is a helpful exemplary curriculum which could serve as a rough guideline (last pages of http://www.tuwien.ac.at/fileadmin/t/dekzent2/MWB/Master_Biomedical_Engineering.pdf). Generally it is useful to complete the basic courses (Life Sciences and Core Subjects) in the beginning.