

Information on submitting an application for the award of a Bachelor's degree in Spatial Planning (033 240)

1) Submitting applications via TISS (completion of degree)

All compulsory courses (180 ECTS credits) as per the current curriculum must be completed in order to obtain the academic degree of *Bachelor of Science (BSc)*.

You should submit your applications for the award of your Bachelor's degree online under [Studienabschluss](#) ("degree completion") using your TU account. Edit your application accordingly and add your free-choice electives and transferable skills.

You can find the current transitional provisions at [Übergangsbestimmungen](#).

Check your personal details and, if anything needs to be changed, contact the Admission Office so that this can be done **before** your application is submitted.

If you have completed any courses for which you already have some form of recognition, e.g. recognition confirmations, Erasmus confirmations, HTU activities or evidence from other universities (free-choice electives) and that are **not** included in your transcript of records, these must also be e-mailed to burgeth@tuwien.ac.at **immediately after** submitting your application for the award of your Bachelor's degree so that they can be recorded.

If you have completed an internship and would like to have this credited towards free elective subjects (max. 6 ECTS), please contact the Vice Dean of Studies, Mr Kurt Weninger, at kurt.weninger@tuwien.ac.at. If you are approved, you will be issued with a corresponding certificate.

2) Processing your application for the award of your Bachelor's degree:

Once your application has been processed, you will receive an email about how to go on to register for a Master's Programme. If the documents were signed by the Dean of Studies responsible, you will be contacted by email regarding their collection. Processing time depends on how many applications are received but will generally be between one and two weeks. Processing may take longer during the lecture-free periods (semesters, summer, "bridge days" either side of public holidays, etc.).

3) Grace periods:

Applications for the award of Bachelor's degrees that are submitted in **MARCH** and **OCTOBER** are counted as having been made in the previous semester. This means that students who sit their Bachelor's examination (final examination date) within this period will not need to pay tuition fees for a whole new semester.

N.B.

If you sat the last course examination for your Bachelor's in March/October and are not expecting to receive your certificate until the end of March/October or in April/November, you will need to pay tuition fees in advance (otherwise you will be deregistered). You will then be able to claim these back from the Admission Office.

4) Collecting documents:

Fill in the following and bring them with you when you come to collect:

- The form entitled "Anmeldung zur Bachelorprüfung" (Registering for the Bachelor's examination) (enter date of collection)
- The "Statistics Austria" confirmation
- **A empty flap file (A4) for your documents**

You will be given the following documents:

- Two *Bachelor of Science (BSc)* confirmations (in German and English)
- A degree certificate in German
- A diploma supplement (transcript of records) in German and English

Please do not hesitate to contact me if you have any questions.

Office of the Dean of Studies for Architecture and Planning
Patricia Burgeth
burgeth@tuwien.ac.at
58801/25004



APPLICATION TO SIT THE
BACHELOR'S EXAMINATION IN
SPATIAL PLANNING
(033 240)

Surname and first names: _____

Student ID number: _____

Please enter your surname and first names in block capitals and your student ID number.

Bring this application and the Statistics Austria confirmation along during office hours and enter the date while you are there.

Please sign in the bottom right-hand corner to confirm that the documents have been handed over.

I have received the **documents**:

Date (documents received)

Signature



architektur +
raumplanung

STATISTICS AUSTRIA

The form entitled
“Survey on study-related stays abroad UHStat2”
must be filled in on the [Statistics Austria website](#)
in order to complete your Bachelor’s Programme.

If you did not spend any time abroad, you can indicate this on the questionnaire by ticking the appropriate box.

If you do not have an Austrian social security number, use the replacement code from your student record sheet (under “Sozialversicherungsnummer” (social security number)).

The Dean’s Office is required to collect the confirmation.

Thank you very much!

The Office of the Dean of Studies