

## **How to apply for the Data Science Master's degree program at the University of Salzburg?**

### **A. Basic rules**

For the M.Sc. program in Data Science, there is a qualitative selection process administered by an admissions committee at the Department of Artificial Intelligence and Human Interfaces, within the Faculty of Digital and Analytical Sciences.

A limited number of students is admitted to the program each year. If you pass the qualitative selection process, you can then formally apply to the University.

- After having been accepted by the departmental committee, the formal admission process is administered by the "Office of Admissions" (= "Studienabteilung"). This process may take up to two months. We therefore advise you to start the formal admission process as soon as possible.
- While one can formally apply online using electronic copies of all the relevant documents, you will need to present hard copies of your documents to the "Office of Admissions" after arriving in Salzburg. Only then will you receive your student-number and ID-card and be able to complete the enrollment process.
- The admissions procedure is essentially the same for EU and non-EU students, with two exceptions mentioned in step 2 and step 5 below.

### **B. The application process step by step**

#### **Step 1: Qualitative selection process**

For the qualitative selection process, you must provide a scan of the following documents to the admissions committee at [datascience@plus.ac.at](mailto:datascience@plus.ac.at):

- A curriculum vitae (CV), listing your postal and email addresses, your educational history, your language skills, and any relevant academic accomplishments (in English). If your Bachelor's degree is not in Computer Science, Mathematics, or Statistics, make sure to explain how your technical qualification is equivalent to one of these degrees.
- Copy of passport.
- Proof of English proficiency.
- Bachelor's diploma (in English).
- Diploma supplement or transcript of records including course titles, credit hours, and grades, and, if it might be unclear, information on the grading system (in English). An official transcript will have to be submitted before admission is formally granted.
- A Letter of Motivation, describing your motivation, objectives, and expectations, as well as a reflection on a specific topic (max. 1,000 words, in English). The specific topic changes regularly. For the current period, the specific topic is as follows:
  - Imagine you would like to improve the digital and data science skills among members of the local community where you grew up. How would you go about this? Consider an initial time frame of three years, and also define how you would measure the success of your activities. If you have been involved in

such initiatives yourself already, make a point to elaborate. Be specific, but don't exceed the word limit.

- The letter of motivation shall contain the following *Statement of Authorship*:  
“I hereby declare that this letter of motivation, including the reflection on the specific topic, is entirely my own work and that any additional sources of information, including text-generating tools, have been duly cited. I understand that failure to declare any sources of information or help for the letter of motivation may have the consequence that I am required to withdraw from the M.Sc. program.”
- All documents should be assembled in a single PDF file with a title in the following format: LastNameFirstNameApplication.pdf. Please assemble the components in the following order: 1) CV, 2) Passport page, 3) Language proficiency proof. 4) Diploma, 5) Courses and grades (or transcript), 6) Letter of Motivation incl. reflection on specific topic.
- All scans of documents have to be clear and legible in order to be considered.
- Due to the high volume of applications we are receiving, applications that are not submitted in the correct format or contain illegible scans or improper language run the risk of being rejected without a detailed screening.
- Non-EU students should submit their applications at least 7 months before the beginning of the semester in which they would like to start their studies.

## **Step 2: Formal admission process**

You will be notified if you have passed the qualitative selection process administered by the departmental admissions committee.

In case of a positive decision, your application documents will automatically be forwarded to the university “Office of Admissions”, and “Office of Admission” will further proactively get in touch with you regarding any additional documents that you should submit (e.g. high school diplomas). You will also receive from “Office of Admissions” an application form to be filled out.

Please note:

Depending on the country of origin of your study program, foreign documents have to be legalized in a certain way. The “Office of Admissions” will inform you which steps you'll have to take in your specific case.

## **Step 3: Confirmation by the university and further inquiries**

The “Office of Admissions” will formally check your submitted documents and will inform you whether they need additional documents. If everything is in order, you will receive your “Letter of Acceptance” – the formal notification that you fulfill the admission requirements and that you are entitled to start with your master program.

## **Step 4: Get more information from the International Relations Office**

The International Relations Office is a service facility of the University of Salzburg that supports international students and scholars with information and organizational help, e.g. about student housing, scholarships, social and cultural activities etc.

Check out their website at: <https://www.plus.ac.at/international-relations-department/international-relations-office/?lang=en>

### **Step 5: Enrolling in the Data Science M.Sc. program**

In order to finally enroll in the Data Science M.Sc. you still need to complete some registration steps that are described here:

<https://www.plus.ac.at/studium/studierende/important-information-for-new-students/?lang=en>

<https://www.plus.ac.at/studium/vor-dem-studium-3/terminvereinbarung-fuer-die-persoenliche-einschreibung/?lang=en>

Online preregistration for Fall starts at the beginning of July. Online preregistration for Spring starts at the beginning of January.