



Application form & Application for Admission

Personal Data

*Sex female male diverse Academic Degree(s) _____

First Name _____

Last Name _____

Home Address (Street, Street no., Apt. no, _____

Postal Code, City, Country) _____

**Personal Data as specified in passport/id-card*

E-Mail _____ Phone _____

Date/Place of birth _____

Nationality _____ Passport Number _____

Social Insurance Number _____

Education

Previous Studies

Have you studied at the University of Vienna? yes no

Have you studied at another Austrian University? yes no

*Austrian registration number _____

**In case you studied already at an Austrian University it is necessary to name/to declare your Austrian registration number!*

Completed Study Programs:

(Attach separate sheet if necessary)

University/Univ. of Applied Sciences (FH) _____

Field(s) of Study _____

Year of Graduation _____

Extracurricular Activities _____

(Attach separate sheet if necessary)

Language Proficiency

German A1 A2 B1 B2 C1 C2 native

English A1 A2 B1 B2 C1 C2 native

European language levels: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr.iehtml>

If English is **not your native language**, please fill in the following section:

Do you consider your knowledge of English to be at a sufficient level for attending courses taught in English?

for actively taking part in discussions yes more or less no

for understanding lectures yes more or less no

for reading and analysing texts yes more or less no

for writing an academic paper or a master thesis yes more or less no

Current Employment

Name of Employer _____

Address of Employer (Street, Street no., Apartment no., _____

Postal Code, City, Country) _____

Phone _____ E-Mail _____

Position _____

Employed Since _____

In Current Position Since _____

Please provide a detailed list of all your previous employments in your CV.

Funding

- I will bear the costs myself (supported by myself/my family)
- I am fully sponsored by my employer (please attach evidence)
- I am fully sponsored by my home government/university (please attach evidence)
- I have applied/will apply for an external scholarship (please specify and attach evidence) _____

How did you hear about this Certificate Course?

- Print media/advertisements/magazines
- Website
- Internet/search engines/plattforms for continuing education
- Fairs/Events
- Employer
- Alumniverband
- Newsletter
- Student/Alumni of the University of Vienna
- Social Media (Facebook/Twitter/Xing etc.)
- At recommendation of: _____
- Others: _____

Preferred Contact Address

- Private address Professional address

Declaration

I hereby apply for the certificate course *Cultural Management* starting in winter term 2022/23. The tuition fee for the certificate course *Cultural Management* (15 ECTS) is € 3.100,-. For additional semesters (beyond the standard period of study) the regulation of the University of Vienna applies. In the certificate course *Cultural Management* one semester of tolerance is granted with no additional fees. For each following semester an additional tuition fee (inkl. students' union fee) is to be paid. The tuition fee is exempt from value-added tax. Travel, accommodation and subsistence expenses are not covered by the tuition fee. All bank charges incurred for remitting the tuition fee are borne by the applicant.

The admission to the certificate course is subject to available places, time of application, the applicant's qualification and motivation. The basis is the proposal approved by the Rectorate of the University of Vienna.

Cancellation of the application has to be submitted in writing and within two weeks after the notification of admission. After this period and no later than six weeks before the start of the certificate course the cancellation fee will be 10% of the tuition fee (€ 310,-). If an application is cancelled after this period the cancellation fee amounts 100% of the tuition fee. The tuition fee is not refunded if the applicant drops out of the certificate course.

The Postgraduate Center reserves the right to cancel the certificate course for compelling reasons before its start. In this case, all tuition fees paid are refunded. The Scientific Director reserves the right to make necessary changes to the curriculum, to change the venues and make organisational changes at short notice.

The Postgraduate Center reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

Please attach copies of the following documents to this application form:

1. CV
2. Letter of motivation (1 page)
3. Copy of your University diploma OR proof of relevant work experience and copy of school leaving certificate
4. Copy of passport

Please sign this form and send your complete application by e-mail to:

University of Vienna - Postgraduate Center
Certificate Course "Cultural Management"
Mag. Salome Manolas
Spitalgasse 2, Hof 1 (Campus)
1090 Vienna

Tel. +43-1-4277-10816
cultural.management@univie.ac.at

I agree to the processing of my personal data mentioned above by the University of Vienna for the purpose of information mailings. My personal data will not be transferred to third parties. My personal data will be erased as soon as the purpose of the processing activity has been fulfilled and if no other statutory storage period applies. I hereby declare that I have been informed and am fully aware of my rights as a data subject (right to be informed/right to rectification/right to erasure, etc.) pursuant to articles 12-21 of the General Data Protection Regulation. I hereby declare that I am giving my consent freely. I have also been informed that I have the right to withdraw my consent at any time informally with future effect, and without any negative consequences for me. I can withdraw my consent by contacting the University of Vienna at: University of Vienna, Postgraduate Center, Campus of the University of Vienna, Spitalgasse 2, courtyard 2, 1090 Vienna, or by sending an e-mail to info@postgraduatecenter.at. The University of Vienna and any processors will erase all relevant personal data stored as soon as they receive my withdrawal of consent.

Date, Place _____

Signature _____

My application is herewith binding and I declare that the information given on this application form is true and complete. By signing this form, I agree that I have read and understood all the information provided in this application form.

Date, Place _____

Signature _____