



Application form & Application for Admission

Personal Data

*Gender female male non-binary 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 of birth _____

Nationality _____ Passport Number _____

Social Insurance Number _____

Education

Information about your Secondary School leaving certificate

Country _____

Type of school leaving certificate _____

Please provide a copy of your secondary school leaving certificate.

Previous Studies

Have you studied at the University of Vienna? yes no

Have you studied at another Austrian University? yes no

*Student ID number _____

Completed Study Programs:

(Attach separate sheet if necessary)

University/Univ. of Applied Sciences (FH) _____

Field(s) of Study _____

Date _____

(Attach separate sheet if necessary)

Language Proficiency

English A1 A2 B1 B2 C1 C2 native

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

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 _____

How did you hear about this Certificate Course?

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

Preferred Contact Address

Private address Professional address

Declaration

I hereby apply for the certificate course *Data Steward* starting in the winter semester 2022/23. The tuition fee for the certificate course *Data Steward* (15 ECTS-Credits) is € 2.950,- (incl. students' union fee for 2 semesters). For additional semesters (beyond the standard period of study) the regulation of the University of Vienna applies. One semester of tolerance is granted with no additional fees. For each following semester an additional tuition fee (incl. students' union fee) is to be paid. The tuition fee is exempt from value-added tax. The tuition fee does not cover any other expenses such as travel, accommodation or meals.

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.

The course fee is to be paid in full before the beginning of the course.

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 (€ 295,-). 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.

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

1. Motivation letter (1 page)
2. CV
3. Copy of passport
4. Copy of school leaving certificate / certificate of completion of apprenticeship
5. Academic degrees or any other graduation diplomas
6. Proof of relevant work experience (if you have not completed a Master's degree)
7. Optional: Letter of recommendation from you employer

Contact:

University of Vienna - Postgraduate Center
Certificate Course "Data Steward"
Mag. Karin Faktor
Vienna University Library
Spitalgasse 2, Hof 1 (Campus)
1090 Vienna

Tel. +43-1-4277-15329
datasteward@univie.ac.at

Please sign this form and submit it via the online application platform www.postgraduatecenter.at/datasteward-application

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
