



Cultural Management

Certificate Course

Start: October 2017

Application form & Application for Admission

Personal Data

Sex female male Academic Degree(s) _____

First Name _____

Last Name _____

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

Postal Code, City, Country) _____

Postal address for correspondence (only if different from home address)

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

Postal Code, City, Country) _____

Email _____ Phone/Fax _____

Date/Place of birth _____

Nationality _____ Passport Number _____

Social Insurance Number _____

Education

Information about your Secondary School leaving certificate

Date (DD.MM.YYYY) _____ Country _____

Type of school leaving certificate _____

Please provide a copy of your high school leaving certificate.

Information for study

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!*

English Proficiency

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

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?

Leaflet, brochure, poster

Recommendation by: _____

Other: _____

Print media, advertisement

Facebook

Online sources:

Website Postgraduate Center

other (please specify): _____

Declaration

I hereby apply for the Certificate Course Cultural management starting in winter term 2017/18. The tuition fee for the *Certificate Course Cultural management* is € 2,300. 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 (max. 18 students), time of application, the applicant's qualification and motivation.

A free cancellation of the application has to be submitted in writing and within 2 weeks after the notification of admission. After this period and not later than 6 weeks before the start of the Certificate Course the cancellation fee will be 10% of the tuition fee (€ 230,-). 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 Leadership Team 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 Leadership Team reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

Application supporting documents

1. Letter of motivation
2. Copy of your University diploma OR proof of relevant work experience (5 years)
3. Copy of passport

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.

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

University of Vienna - Postgraduate Center
Zertifikatskurs "Cultural Management"
Dario Unterdorfer, MA
Spitalgasse 2, Hof 1 (Campus)
1090 Vienna

Tel. +43-1-4277-10811
Fax. +43-1-4277-9108
cultural.management@univie.ac.at

I hereby agree that my data can be stored electronically for the purpose of application and that I will receive mail for information purposes; I have the right to object to such mail at any time. My data will not be disclosed to any third party.

Date, Place

Signature