



## Application form & Application for Admission

### Personal Data

\*Sex  female  male  non-binary Academic Degree(s) \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Address (Street, Street no., Apt. no, \_\_\_\_\_

Postal Code, City, Country) \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Date/Place of birth \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

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

### Education

#### 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

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

## Preferred Contact Address

- Private address                       Professional address
-

## Declaration

I hereby apply for the certificate course *Cultural Management* starting in October 2023. The tuition fee for the certificate course *Cultural Management* (15 ECTS-Credits) 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 acceptance. 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.

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

1. CV / Resume
2. Letter of motivation (1 page)
3. Copy of your University diploma OR proof of relevant work experience and a copy of your 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

Agnes Raschauer, Bakk. MA  
Spitalgasse 2, Court 1 (Campus), Entrance 1.14.1  
1090 Vienna

Tel. +43-1-4277-10838  
[culturalmanagement@univie.ac.at](mailto:culturalmanagement@univie.ac.at)

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**

\_\_\_\_\_

Instead of a handwritten signature, you can insert a valid electronic signature (e.g. a mobile signature via A-Trust, e-Tresor, PrimeSign). Please note that scans of your handwritten signature or signatures created digitally do not fulfill the requirements of a valid electronic signature and, therefore, cannot be accepted.