



# 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) \_\_\_\_\_

E-Mail \_\_\_\_\_ 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.

### 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) \_\_\_\_\_

## 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

## Current Employment

Name of Employer \_\_\_\_\_

Address of Employer (Street, Street no., Apartment no., \_\_\_\_\_

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

Phone/Fax \_\_\_\_\_ 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

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## Declaration

I hereby apply for the certificate course *Cultural Management* starting in winter term 2019/20. The tuition fee for the certificate course *Cultural Management* (15 ECTS) is € 2,950. 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 (€ 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 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.

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

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

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

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

Tel. +43-1-4277-10816

Fax. +43-1-4277-9108

[cultural.management@univie.ac.at](mailto: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](mailto: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** \_\_\_\_\_