



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) _____

E-Mail _____ Phone/Fax _____

Date/Place of birth _____

Nationality _____ Passport Number _____

Social Insurance Number _____

Education

Information about your Secondary School Leaving Certificate (such as International Baccalaureate, high school certificate, A-Level)

Date (DD.MM.YYYY) _____ Country _____

Type of Secondary 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

*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 programme:

University/Univ. of Applied Sciences (FH) _____

Field(s) of Study _____

Year of Graduation _____

English 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>

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 and seminars on human rights 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

Have you completed an academic degree where English language was the medium of instruction?

no *Please proceed to next question!*

yes Name of University _____
Programme/Degree _____

Have you completed a test of English language proficiency? (e.g. TOEFL, IELTS or CAE)

yes no Name of Examination _____ Date taken _____
Location of Testing Centre _____ Score _____

Visa/Residence permit (if applicable)

Country of birth _____ Country of Citizenship _____
Passport number _____ City _____
Where will you make your Visa application? Country _____ City _____

For further information on procedures regarding application for visa and residence permit for Austria visit the following website:

<https://oead.at/en/to-austria/entry-residence-and-employment/>

Funding

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

How did you hear about this Postgraduate Programme?

- | | |
|---|---|
| <input type="checkbox"/> Print media/advertisements/magazines | <input type="checkbox"/> Social Media (Facebook/Twitter/Xing etc.) |
| <input type="checkbox"/> Website | <input type="checkbox"/> Online sources: |
| <input type="checkbox"/> Internet/search engines/platforms for continuing education | <input type="radio"/> masterstudies.com <input type="radio"/> findamasters.com |
| <input type="checkbox"/> Fairs/events | <input type="radio"/> llm-guide.com <input type="radio"/> euroeducation.net |
| <input type="checkbox"/> Leaflet, brochure, poster | <input type="radio"/> masterportal.eu <input type="radio"/> goinginternational.eu |
| <input type="checkbox"/> Student/Alumni of the University of Vienna | <input type="radio"/> other (please specify): _____ |
| <input type="checkbox"/> Alumniverband | |
| <input type="checkbox"/> At recommendation of: _____ | |
| <input type="checkbox"/> Others: _____ | |

Please sign this application form and attach copies of all documents listed below. If scanned and e-mailed, we accept only complete applications with all documents in one single pdf-document in the following order:

Application checklist (supporting documents)

1. Letter of motivation
2. CV
3. Academic transcripts including final grades*
4. Copy of your University diploma/degree certificate* (min. 120 ECTS) OR proof of relevant work experience (5 years)
5. Copy of valid passport
6. Excerpt (2-10 pages) of written work in English (in the form of an academic essay, published article, or any other recognised piece in writing about any topic)
7. Proof of English language proficiency (for non-native speakers who did not graduate from an English-language programme)**

Optional/Additional:

8. Letter(s) of recommendation

* If a legalisation is required or the type of legalisation depends on the country your documents were issued in. A list of required legalisations per country can be found here: <http://slw.univie.ac.at/en/studying/legalisation/>. For a positive admission it is obligatory to legalise the documents before application.

** further details available on our website: <http://www.postgraduatecenter.at/en/programs/international-affairs-business/human-rights/application/eligibility-and-requirements/>

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

University of Vienna
Vienna Master of Arts in Human Rights
Georges Younes, M.Sc
Hörlgasse 6/8
1090 Vienna
Tel + 43 1 4277 10828
humanrights@univie.ac.at

Application deadlines:

Round 1: 05 March 2019
Round 2: 05 April 2019
Round 3: 05 May 2019
Open round: from 06 May 2019

Declaration

I hereby apply for the Postgraduate Programme Vienna Master of Arts in Human Rights (Master of Arts, 4 semesters, full time) starting in the winter term 2019/20. The tuition fee for the Programme Vienna Master of Arts in Human Rights is € 20,600 (incl. students' union fee for 4 semesters). For additional semesters (beyond the standard period of study) the regulation of the University of Vienna applies. In the Postgraduate Programme Vienna Master of Arts in Human Rights two semesters of tolerance are 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. Travel, accommodation, insurance, visa (for applicants without an EU citizenship) 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 programme is subject to the applicant's qualification, motivation, timely application and limited places (max. 30 students). The basis is the curriculum as published in the [University Gazette](#) in its respective valid edition.

After the selection process and once I receive the positive admission statement by the Scientific Director of the Programme, I have 4 weeks to accept or reject the admission offer. After 4 weeks of non-communication (opt-out mechanism), the offer is considered to be accepted. Rejection of the admission statement in the given timeframe is free of charge. If I am not contacted within 3 weeks after the interview I will actively approach the Programme Management by e-mail addressed to humanrights@univie.ac.at.

Once the admission offer is accepted, my application is binding and I will take full responsibility bearing the tuition fee of € 20,600. After the acceptance of the university's offer by the student the first instalment of € 2,600 is due immediately. It covers the administrative fee and is not refundable. The spot is secured once the administrative fee is paid. The second instalment of € 12,000 is due by 1 September 2019 and the third instalment of € 6,000 is due by the beginning of the third term (September 2020). Invoices will be sent out in due time by the Programme Management.

Upon acceptance of admission and payment of the first instalment, I am granted to defer my entry by one year. Reasons for deferring are only accepted by providing a valid reason in written form.

Cancellation of the application has to be submitted in writing no later than 2 July 2019 (approx. 12 weeks before the start of the Programme):

- after the final acceptance of the student and before 2 July 2019, the cancellation fee amounts to € 2,400.

- If an application is not cancelled in due time (by 2 July 2019), the cancellation fee amounts to 50% (€ 10,300) of the tuition fee.

The tuition fee will not be refunded if the applicant withdraws after 2 July 2019.

In case I am required to apply for a visa and residence permit, I am herewith declaring that I will take care of all necessary arrangements in a timely manner before the start of the course. I am aware that the time between my visa application and the receipt of the Austrian visa and residence permit can take up to several months.

The Scientific Director reserves the right to cancel the Programme 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 Scientific Director reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

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 _____

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

Date, Place _____

Signature _____