Postgraduate Center

Application form & Application for Admission

Personal Data

*Sex	◯ female ◯ male ◯ diverse 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/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)

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	○ 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 _____

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

Declaration

I hereby apply for the certificate course *Digital Communication and Law* starting in the winter semester 2021/22. The tuition fee for the certificate course *Digital Communication and Law* (30 ECTS) is € 4,900. 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 (€ 490). 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.

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. Academic degrees or any other graduation diplomas
4. Copy of passport

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

University of Vienna - Postgraduate Center
Certificate Course
"Digital Communication and Law"
Dr. Markus Holzweber
Spitalgasse 2, Hof 1 (Campus)
1090 Vienna

Tel. +43-1-4277-10817 & -10856
comlaw@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. 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** _____