



## APPLICATION FORM – INTAKE: 1. OCTOBER 2022

### Personal Data

Pronouns:  they/them/theirs  she/her/hers  he/him/his  other \_\_\_\_\_

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

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

Academic Degree(s): \_\_\_\_\_

Date of Birth (DD.MM.YYYY)/ Place & Country of Birth: \_\_\_\_\_

Nationality / Passport Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address (Street, Street no., Apt. no, Postal Code, City, Country): \_\_\_\_\_

\_\_\_\_\_

Postal address for correspondence (only if different from home address): \_\_\_\_\_

\_\_\_\_\_

### 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 Applied Arts Vienna?  yes  no

Have you studied at another Austrian University?  yes\*  no

\* Please declare your Austrian Student Registration Number: \_\_\_\_\_

Completed study programme/field(s) of study: \_\_\_\_\_

Name of University: \_\_\_\_\_

Date of graduation/expected date of graduation: \_\_\_\_\_

## English Language Proficiency

English language proficiency according to the Common European Framework of Reference for Languages (CEFR):

<https://www.coe.int/en/web/common-european-framework-reference-languages>

A1  A2  B1  B2  C1  C2  native

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 or IELTS)

no Planned Name of Examination: \_\_\_\_\_

Planned Date of Examination: \_\_\_\_\_

Planned Location of Testing Centre: \_\_\_\_\_

yes Name of Examination: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Location of Testing Centre: \_\_\_\_\_

Score: \_\_\_\_\_

## Visa/Residence permit (if applicable)

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-and-residence/>

## 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?

### Online Sources

- Masterstudies.com     humanrightscareers.com  
 Masterportal.com     Studyportals.com  
 Other portals (please specify): \_\_\_\_\_

Social Media (Facebook, Instagram, Xing, etc.)

Search Engines, platforms (please specify): \_\_\_\_\_

**Other:** \_\_\_\_\_

### Print Media

- magazine, newspaper  
 leaflet, brochure, poster

### Networks and other Sources

- Alumni association  
 University of Applied Arts Vienna

fair/event

at recommendation of: \_\_\_\_\_

## Application Checklist (supporting documents)

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

1. Application Form
2. Motivation Letter
3. CV

### Administrative Documents

4. Copy of valid passport
5. Academic transcripts including final grades\*
6. Copy of your University diploma/degree certificate\* (min. 120 ECTS) OR proof of relevant work experience (5 years)
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
9. Scholarship Letter

\* Documents must be either in **German or English** and if applicable **fully legalised or legalised by apostille**. The type of legalisation depends on the country the documents were issued in. A list of the required legalisation types per country can be found in the section "Info for foreign applicants" – "Documents: Legalisation and translation" - here: [http://dieangewandte.at/application\\_fromabroad](http://dieangewandte.at/application_fromabroad)

Please send your application to: [applied.humanrights@uni-](mailto:applied.humanrights@uni-)

Address for applications sent by postal mail:  
University of Applied Arts  
Vienna Master of Arts in Applied Human Rights  
Manfred Nowak  
Oskar Kokoschka Platz 2  
1010 Vienna, Austria

# Declaration

I hereby apply for the Postgraduate Programme Vienna Master of Arts in Applied Human Rights (Master of Arts, 4 semesters, full time) starting in the winter term 2022/23. The tuition fee for the Programme Vienna Master of Arts in Applied Human Rights is € 22,500 (incl. students' union fee for 4 semesters). In the Postgraduate Programme Vienna Master of Arts in Applied 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 admission offer by 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 and all elements of this declaration are binding through my signature below. Rejection of the offer 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 [applied.humanrights@uni-ak.ac.at](mailto:applied.humanrights@uni-ak.ac.at).

Once the admission offer is accepted, my application is binding and I will take full responsibility bearing the tuition fee of € 22,500. After the acceptance of the Programme's offer by the student, an official acceptance letter will be issued and the first instalment of € 3,000 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 € 13,000 is due by 1 September 2022 and the third instalment of € 6,500 is due by 1 September 2023. Invoices will be sent out in due time by the Programme.

Upon acceptance of admission and payment of the first instalment, I am granted to defer my entry by one year in case of unexpected life changes affecting my physical and/or psychological ability to undertake a postgraduate programme, such as grave illness, pregnancy, accidents, death of a close relative and financial loss. Reasons for deferring are only accepted in written form.

*If you have received a part tuition-fee waiver, only the remaining costs apply. If you have received a full tuition-fee waiver, you are exempt from the incurring fees.*

Cancellation of the application has to be submitted in writing no later than 1 June 2022:

- after the final acceptance of the student and before 1 June 2022, the cancellation fee amounts to € 6,000.
- if an application is not cancelled in due time (by 1 June 2022), the cancellation fee amounts to 100% of the tuition fee.
- any paid tuition fee, regardless of the amount will not be refunded if the applicant withdraws after 1 June 2022.

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 Head of Programme reserves the right to cancel the Programme for compelling reasons before its start. In this case, all tuition fees paid are refunded. The Head of Programme reserves the right to make necessary changes to the curriculum, to change the venues and make organisational changes at short notice. The Head of Programme 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 Applied Arts 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 Applied Arts Vienna at: University of Applied Arts Vienna, Oskar-Kokoschka Platz 2, 1010 Vienna, or by sending an e-mail to [applied.humanrights@uni-ak.ac.at](mailto:applied.humanrights@uni-ak.ac.at). The University of Applied Arts 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: \_\_\_\_\_