



APPLICATION FORM – INTAKE: OCTOBER 2023

Personal Data

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

First & Middle Name (*must match passport*): _____

Last Name (*must match passport*): _____

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 a Vienna Master scholarship

I have applied/will apply for an external scholarship (please specify): _____

How did you hear about this Postgraduate Program?

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

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

Please send your application to: applied.humanrights@uni-ak.ac.at

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 Program Vienna Master of Arts in Applied Human Rights (Master of Arts, 4 semesters, full time) starting in the winter term 2023/24. The tuition fee for the Program Vienna Master of Arts in Applied Human Rights is € 24,500 (excl. students' union fee for 4 semesters). In the Postgraduate Program 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 (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 program 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 Program, 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 time frame is free of charge. If I am not contacted within 3 weeks after the interview, I will actively approach the Program Management by e-mail addressed to 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 € 24,500. After the acceptance of the Program's offer by the student, an official acceptance letter will be issued and the first installment of € 4,000 is due immediately. It covers the administrative fee and is not refundable. The spot is secured once the administrative fee is paid. The second installment of € 13,000 is due by 1 September 2023 and the third installment of € 7,500 is due by 1 September 2024. Invoices will be sent out in due time by the Program.

Upon acceptance of admission and payment of the first installment, 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 program, 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 2023:

- after the final acceptance of the student and before 1 June 2023, the cancellation fee amounts to € 6,000.
- if an application is not cancelled in due time (by 1 June 2023), 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 2023.

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 Program reserves the right to cancel the Program for compelling reasons before its start. In this case, all tuition fees paid are refunded. The Head of Program reserves the right to make necessary changes to the curriculum, to change the venues and make organizational changes at short notice. The Head of Program reserves the right to vary or reverse any decision regarding admission or enrollment 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. 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: _____