STUDENT APPLICATION FORM

„INTERNATIONAL JOINT MASTER’S PROGRAMME IN CULTURAL SOCIOLOGY“

**APPLICATION FOR THE UNIVERSITY OF GRAZ AS ENTRANCE UNIVERSITY**

**1st APPLICATION DEADLINE for all students: 15.05.2019 – receiving date!**

**2nd (additional) APPLICATION DEADLINE only for EU-students: 01.09.2019 – receiving date!**

PLEASE READ the "Information on the Admission Process" on the last page of this form before completing it. Incomplete applications will NOT be considered. Please send the filled-in form and all relevant documents by post (snail mail) to:

**University of Graz**

**Office of International Relations**

**Joint and Double Degree Administration**

**Universitätsplatz 3**

**A - 8010 Graz**

**AUSTRIA**

|  |
| --- |
| **RANKING for mobility university** **(1 = first choice, 3 = last choice)** |
| **Masaryk University (Czech Republic)** |       |
| **University of Trento (Italy)** |       |
| **University of Zadar (Croatia)** |       |
| **APPLICANT’S PERSONAL DATA** |
| **Family Name(s)** |       |
| **First Name (s)** |       |
| **Gender** |       |
| **Date of Birth** |       |
| **Place of Birth** |       |
| **Nationality** |       |
| **CONTACT DETAILS** |
| **Mailing Address** | Street, No. |       |
|  | ZIP Code, City |       |
|  | Country |       |
| **Email Address** |       |
| **Phone Number** |       |

|  |
| --- |
| **ACADEMIC BACKGROUND** |
| **Undergraduate Studies** | Subject(s) studies |       |
| Degree/Qualification earned |       |
| Date of enrolment |       |
| Date degree awarded |       |
| Name of the University (incl. country and website) |       |
| BA Thesis topic (in English) |       |
| Minimum length of study of your study programme | Years:      | ECTS credits:      | Other credit points (please specify):      |
| **LANGUAGE COMPETENCE** |
| Native language |       | Main language of instruction at university/college |       |
| English | Certificate      | Score/Grade/Level      | Date      |
| *Other languages* |
| Language | **Croatian** | **Czech** | **German** | **Italian** | **Other** | **Other** |
| Level (according to the CEFR) |       |       |       |       |       |       |
| Certified by/when (if applicable) |       |       |       |       |       |       |
| **FURTHER INFORMATION****How did you hear about the International Joint Master’s Programme in Cultural Sociology?** |
| Through one of the organizing universities | [ ]  Graz [ ]  Masaryk [ ]  Trento [ ]  Zadar |
| Through your home university/institution | [ ]   |
| Through Internet search | [ ]   | Other (please specify) | [ ]   |

|  |
| --- |
| **ENCLOSURES** *(Please tick off documents enclosed.)**All documents, except for copies of the passport ID page and diploma/degree certificate must be submitted* ***in English****.* |
| **PLEASE READ the "Information on the admission process" on the last page of this form. Incomplete applications will NOT be considered!** |
| Application Form (in original) | [ ]  |
| Personal Motivation Letter (in original) (max. 2 pages) | [ ]  |
| Curriculum Vitae | [ ]  |
| Copies of diploma certificate /degree certificate (+ English translation, if applicable) | [ ]  |
| 1 academic letter of recommendation (from a staff member of the previous study programme) | [ ]  |
| Transcript of records / Diploma Supplement (if applicable) | [ ]  |
| Copy of passport (ID page with photograph) or identity card (only EU) | [ ]  |
| Certificate of English language proficiency (C1) (not older than 2 years)\* | [ ]  |
| Certificate of German language proficiency (C1) (not older than 2 years)\*, \*\* | [ ]  |

 \*Please check the list of acceptable certificates on the programme’s website: <https://www.jointdegree.eu/cs>

 \*\*If the certificate of German language proficiency cannot be provided at the time of application, the certificate must be
 provided for the admission process at the latest.

DECLARATION

I hereby affirm that the information I have provided in this application and its enclosures is to the best of my knowledge true and complete. I also agree to my personal data being shared within the partner universities of the International Joint Master’s Programme in Cultural Sociology (University of Graz, Masaryk University, University of Trento, and University of Zadar) involved in the organization of my master programme.

Place, Date Signature

(DD/MM/YYYY)

**DATA PROTECTION REGULATION**

The Cultural Sociology (CS) Consortium (University of Graz, Masaryk University, University of Trento, and University of Zadar) takes data protection very seriously and treats your personal data confidentially and in accordance with the legal requirements. This Data Protection Declaration is designed to inform you, as an applicant for the International Joint Master in Cultural Sociology (CS), in accordance with Articles 12 and 13 of the General Data Protection Regulation (GDPR), on the purpose, legal basis, and your rights regarding the processing of personal data by the CS Consortium.

Purpose, scope and legal basis of data processing:

We process your personal data: *First Name, Last Name, Academic Title, Date of Birth, Nationality, Gender, Postal Address, Email Address, Phone Number, Academic Degree, Study Path (name of institution and country where you obtained your degree; subjects studied; thesis topic; dates of enrolment and completion; language of instruction), Mother Tongue and further Language Skills* indicated in the (online) application form and application documents for the International Joint Master in Cultural Sociology (CS) on the basis of:

* your consent given in the (online) application for the International Joint Master in Cultural Sociology.
* the legitimate interest of the CS Consortium with regard to quality assurance as well as for public relations and statistical purposes.

Duration of storage:

Your data will only be stored as long as necessary to comply with the relevant legal requirements to fulfill the above-mentioned purpose. In any case, your data will be stored as long as statutory retention periods or statutory limitation periods for litigation exist.

Transmission of your personal data:

Your data will only be processed within the CS Consortium (University of Graz, Masaryk University, University of Trento, and University of Zadar) as necessary to effect the above-mentioned.

In case of an additional mobility at any other Higher Education Institution, your data will also be transmitted to the respective mobility university.

Your rights:

Where the processing of your personal data is concerned, you have the following rights at all times with regard to the University of Graz as coordinator of the programme; these rights can be exercised by emailing: jointdegrees@uni-graz.at

* the right of access to the personal data in question (Article 15, GDPR),
* the right to rectification (Article 16, GDPR) or erasure (Article 17, GDPR) or restriction of processing (Article 18, GDPR),
* the right to data portability (Article 20, GDPR),
* the right to object (Article 21, GDPR),
* the right to withdraw consent (Article 7(3), GDPR), which shall not affect the lawfulness of processing based on consent before its withdrawal,

You also have the

* right to lodge a complaint (Article 77, GDPR),

which should be addressed to the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: +43 1 52 152-0, email: dsb@dsb.gv.at, as the relevant regulatory authority.

Our contact details:

Our contact details are: University of Graz, Office of International Relations, Universitätsplatz 3, 8010 Graz, email: jointdegrees@uni-graz.at

Our data protection officer can be contacted at: dsba@uni-graz.at

**Information on the Application and Admission Process**

All documents, except for copies of the passport ID page and diploma/degree certificate must be submitted in English.

1st APPLICATION DEADLINE for all students: **15.05.2019 – receiving date!**

2nd (additional) APPLICATION DEADLINE only for EU-students: **01.09.2019 – receiving date!**

Please send the filled-in form and all relevant documents by post (snail-mail) to:

**University of Graz**

**Office of International Relations**

**Joint and Double Degree Administration**

**Universitätsplatz 3**

**A - 8010 Graz**

**AUSTRIA**

This application is the first step in a **two-steps-application procedure**, as admission to the entrance institution involves supplementary requirements, usually of a procedural kind. Upon acceptance of your candidacy by the General Programme Board you will be informed about the procedure for admission at the University of Graz. Acceptance by the Joint Master’s Programme facilitates but does not in itself guarantee admission to the entrance institution!

|  |
| --- |
| **Mobility University**Please choose your mobility university for the obligatory mobility semester.You have to rank the partner universities numerically: 1 indicates your favourite university, 2 your second choice, 3 your third choice. You may only use each number ONCE in the ranking! |
| **Contact Details**Mailing Address: All communication connected with your application and admission process of the master’s programme will go to the address you provide in this section or to your email address. Any changes in your contact details must be communicated immediately.Email: Please give an email address you regularly use! |
| **Language Competence**All students must have full command of the German and the English language. If your first language is not German and/or not English or you have not been educated mainly in German and/or in English, you must demonstrate a high level competence in German and English by producing evidence as listed on the programme’s website (<https://www.jointdegree.eu/cs>) for the University of Graz in German and English. |
| **Enclosures**You are required to provide all documents **in English** or with a certified English translation! Where the degree is not yet conferred, you must present **proof of your status** (e.g. confirmation of enrolment) and can present the degree certificate at a later date. If the degree is completed after the deadline for application but before the start of the programme, a candidate might be provisionally accepted. **Final admission will be contingent** on the completion of the degree before matriculation at the entrance university.Language Certificates: Only the original certificates will be accepted during the admission procedure. For the application a copy will be sufficient. Please note that the certificate must not be older than 2 years. |