

Medical University of Vienna
Certificate Course Sleep Coaching
Spitalgasse 23
A-1090 Vienna

e-mail: zk-schlafcoaching@meduniwien.ac.at

Application for admission to the Certificate Course SLEEP COACHING

Personal data

Surname _____

First name _____

Academic degree / title _____

Date of birth _____

Sex M (male) F (female)

Citizenship _____

Home address (street,
number) _____

Postal code, place, country _____

e-Mail _____

Phone _____

Austrian insurance number
(if available) _____

Registration number from an
Austrian University *(if available)* _____

Further education

We ask you to provide a documentation as full and continuous as possible of your previous education by adding meaningful documents (please, no originals) to be able to consider your application accordingly within the admission procedure.

Education

Type and country of school-leaving
examination _____

Date of school-leaving examination _____

Academic education (university / college)

University / college & field(s) of study	date – year of graduation
_____	_____
_____	_____
_____	_____

Further education (additional)

Professional experience

Current employer

Type of activity / position
(since)

Address employer

Phone

e-Mail

Further employers

Employer

Type of activity

from - to

Employer	Type of activity	from - to
<hr/>	<hr/>	<hr/>
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(Postal) address for service - documents

Postal address – study documents

home address

address of the employer

Billing address

home address

address of the employer

Others:

The following documents are to be enclosed with the application:

- Curriculum vitae (in tabular form)
- Certificates (copies, such as e.g. school-leaving certificate)
- Proof of awarding academic degree(s) / title(s)
- Letter of motivation
- (Recent) passport photo
- Passport or ID-card (copy)

Terms of payment

The fees for the university course amount in total: € 4.500,-

This amount is payable in 3 partial payments on the following dates^{*)}:

- € 1.500,- up to three weeks before admission to the program
- € 1.500,- at the beginning of the 2nd and 3rd semester

Travel, accommodation and subsistence costs are not included in the course fee.

^{*) unless explicitly otherwise agreed with the programme director.}

Declaration

1. Data protection

- 1.1 I accept that the personal data I have provided above will be processed for organisational and administrative purposes.
- 1.2 I also accept that my name and address information will be communicated to fellow students, teaching staff and persons responsible for academic services.
- 1.3 I agree that my name and photographic material in which I appear may be used for MedUni Vienna marketing activities.

I may at any time withdraw this consent by giving notice in writing to the programme director.

2. Photographic material

- 2.1 I agree to being filmed while participating in course events, and I give my permission for the films and recordings created in this way to be used, without mention of my name, by MedUni Vienna for teaching and research purposes without restrictions as to time, place or context, and in particular as audio-visual materials in password-protected online learning management systems (e.g. Moodle). There is no right to compensation for the use of these materials.

I may at any time withdraw this consent by giving notice in writing to the programme director.

How did you find out about this university course?

- | | |
|--|---|
| <input type="checkbox"/> Webpage - MedUni Vienna, Postgraduate | <input type="checkbox"/> Other electronic media (such as e.g. search engines) |
| <input type="checkbox"/> Webpage - university course | <input type="checkbox"/> Print media / advertisements |
| <input type="checkbox"/> Personal recommendation | <input type="checkbox"/> Fair |
| | <input type="checkbox"/> Folder |

Other sources: _____

By signing below, I confirm the accuracy and completeness of my statements and taking note of the attached terms (of payment and cancellation) conditions.

Date: _____

Signature: _____

Terms and conditions for continuing education courses at the Medical University of Vienna
Bulletin of the Medical University of Vienna for the 2013/14 academic year, vol. 13, no. 15, dated 6 March 2014

1. Application

- 1.1 These terms and conditions apply to all postgraduate continuing education courses organised by the Medical University of Vienna (MedUni Vienna). By applying to participate in such courses, participants signify that they accept and agree to these terms and conditions.
- 1.2 These terms and conditions apply for all new participants who join such courses after the publication of these terms and conditions.

2. Application, admission

- 2.1 Application for admission to a continuing education course is made in writing, using the application form available via the internet or from the University's postgraduate continuing education office. Application is for admission to the entire course in question, except where published special regulations for particular courses provide otherwise. The application should be addressed to the programme director and must be received within the period specified on the web page for the applicable course. Exceptions must be agreed with the programme director. On submission of the application form, the application becomes binding on the applicant; however, this does not give the applicant the right to participate in the course.
- 2.2 The application for admission is checked to establish whether the applicant satisfies the curriculum requirements for admission to the course in question. Applicants who satisfy the curriculum requirements will be considered for admission subject to the availability of places on the course. The programme director is entitled to select the participants admitted to the course on the basis of any applicable course-specific selection process, and, immediately after completion of the selection process, to reject applications without giving reasons. Notification of admission to the course or rejection of an application will be given in writing in a timely manner.
- 2.3 Expenses incurred in connection with the application and selection processes will not be reimbursed by MedUni Vienna.

3. Payment of course fees

- 3.1 Course fees are due and payable within 14 days of the date of the invoice, and no later than three weeks before the start of the course. Failure to attend the course or parts of the course does not entitle the participant to a reduction of the course fees. Where justified by individual circumstances, the programme director may make special exceptions.
- 3.2 The course fees include the costs of the standard study materials made available to the participants. The programme director may in addition recommend other necessary materials, resources or equipment which the participants must acquire for themselves.
- 3.3 Travel, accommodation and living expenses, as well as any other expenses of the participant are not included in the course fees.
- 3.4 Details of instalment payment schemes are available on the course web page. Individual payment arrangements may in special circumstances be agreed with the programme director. The course fees are zero rated for VAT inside the EU.
- 3.5 Compliance with payment terms is essential for participation in the course. Admission of a participant as a continuing education student by the Rectorate takes place only after the first invoice has been paid in full.
- 3.6 The participant undertakes to bear all MedUni Vienna's reminder and collection charges arising as a result of late payment or failure to pay.

4. Cancellation

- 4.1 Upon submission of the application form, the application becomes binding on the applicant (see clause 2.1). Cancellation of an application must be in writing. Recorded delivery is recommended. The effective date for the purpose of time limits and deadlines is the date of receipt in the postgraduate continuing education office.
- 4.2 In the event of cancellation of the application or discontinuation of the course the following cancellation charges are payable:
 - From the date of application up until four weeks before the start of the course: processing charge of EUR 250.00. In special circumstances the programme director is entitled to extend this minimum period of four weeks up to a maximum of eight weeks. The applicable time limit is stated on the relevant course's website. Up to four (or if applicable up to a maximum of eight) weeks before the start of the course, and in all events before the first day of teaching: processing charge of EUR 250.00 plus 10% of the total course fee.
 - Discontinuation during the first semester: 50% of the total course fee.
 - Discontinuation after the first semester: 100% of the total course fee.
- 4.3 If an appropriate replacement participant is found and does in fact participate in the place of the original participant and pay the course fee, then no cancellation fee will be charged; only a processing charge of EUR 250.00 is payable. A replacement participant cannot be accepted after the start of the course.
- 4.4 In the case of non-participation in individual blocks or parts of the course there is no entitlement to a proportionate refund, and the total course fee is payable.

5. Changes in the course programme or course delivery / changes in services

- 5.1 MedUni Vienna reserves the right to cancel the course for good reason (e.g. an inadequate number of participants) up to four weeks before its scheduled starting date, or to postpone the course until a later date. If the course is cancelled, the course fee is repaid in full. Cancellation does not give rise to any other claims.
- 5.2 The courses are planned with care and are subject to quality control and assurance, and are updated on an ongoing basis to reflect current developments. The contents of courses, where and when they take place, and teaching staff may consequently need to be changed or modified. Such changes do not give rise to any right to cancellation of course participation or reduction in course fees, or to claims for compensation.
- 5.3 In the event that a course event is cancelled or postponed due to sickness of teaching staff, force majeure or other unforeseen circumstances, MedUni Vienna is under no obligation to reimburse course participants their travel or accommodation expenses.

6. Copyright

The course contents and materials are the intellectual property of MedUni Vienna or the author or copyright owner and are made available to course participants for their personal use only. Unless otherwise specified in such materials, any use of the course materials over and above fair use (e.g. reproduction of individual copies of material for own use, quotation of individual passages from a published work, etc.) and any use in contravention of the provisions of copyright law requires the express written permission of MedUni Vienna or the authors or copyright owners of the materials.

7. Communications / personal data

- 7.1 Communication between MedUni Vienna, teaching staff and course participants requires the use of e-mail. Course participants undertake for the duration of the course to maintain an e-mail account to which information and course materials etc. can be sent and to check their e-mail accounts on a regular basis.
- 7.2 Changes in personal data must be communicated in writing without delay. In the event of failure to notify the University of a change, communications will be deemed to have been delivered to the participant when sent to the most recent e-mail address provided.

8. Liability / compensation

- 8.1 In the event of theft, loss or damage to property or goods brought to a course event (including valuable objects), MedUni Vienna accepts no liability of any kind whatsoever.
- 8.2 Any misuse of software or hardware made available in connection with a course may give rise to claims for damages by MedUni Vienna or by third parties.
- 8.3 MedUni Vienna shall only be liable only for damages resulting from wilful or grossly negligent actions by employees or other MedUni Vienna staff. Liability for ordinary negligence, consequential loss, damage to property, loss of earnings and damages resulting from claims by third parties is expressly excluded. This exclusion does not apply to liability for personal injuries under consumer protection law.

9. Exclusion from courses

In the interests of the teaching objectives of the course, MedUni Vienna is entitled to exclude participants from further participation in courses for good reason (e.g. unexcused absence, wilful disruption of teaching, delays in payment). Such changes do not give rise to any right to cancellation of course participation or to reduction in course fees, or to claims for compensation.

10. Jurisdiction and validity

- 10.1 Jurisdiction in all legal disputes in connection with these rules and regulations lies with the competent court in Vienna. Austrian law applies.
- 10.2 These rules and regulations take effect on publication.