

Medical University of Vienna  
Postgraduate Programme Sleep Coaching – Academic Expert  
Spitalgasse 23  
1090 Wien  
E-Mail: [brigitte.holzinger@meduniwien.ac.at](mailto:brigitte.holzinger@meduniwien.ac.at)

## Application for Admission to the Postgraduate Programme Sleep Coaching – Academic Expert

### Personal data

Surname	<hr/>
First name(s)	<hr/>
Academic degree(s) / title(s)	<hr/>
Date of birth	<hr/>
Sex	<input type="checkbox"/> M (male) <input type="checkbox"/> F (female) <input type="checkbox"/> (D) diverse
Citizenship	<hr/>
Home address (street, number)	<hr/>
Postal code, city, country	<hr/>
E-Mail	<hr/>
Phone	<hr/>
Registration number from an Austrian University <i>(if available)</i>	<hr/>

### Further education

We kindly ask you to provide a documentation as full and continuous as possible of your previous education by adding meaningful documents (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  
(dd.mm.yyyy)

**Academic education (university / college)**

University / college & field(s) of study

date – year of graduation  
(dd.mm.yyyy)

**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  
(dd.mm.yyyy)



**(Postal) address for service – documents**

Postal address – study documents

☐

home address

☐

address of the employer

Billing address

☐

home address

☐

address of the employer

Others:

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For invoices to the employer, please provide the VAT number:

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**Language skills (level)\***

German

B2

☐

C1

☐

C2

☐

English

B2

☐

C1

☐

C2

☐

*\* according to the Common European Framework of Reference for Languages (CEFR)*

**The following documents must be enclosed with the application:**

- Curriculum vitae (in tabular form);
- Certificates (copies, e.g. school-leaving certificate);
- Notification of the award of the academic degree(s) / title(s);
- Letter of motivation;
- Passport or ID-card (copy).

**Terms of payment**

The fees for the postgraduate programme amount to € 14.500,- in total.

This amount is due in 4 installments on the following dates\*:

- € 3.625,- up to three weeks before the start of the postgraduate programme;
- € 3.625,- at the beginning of the 2<sup>nd</sup> and each subsequent semester.

Travel, accommodation and subsistence costs and other expenses of the participant are not included in the course fee.

*\*) unless otherwise agreed with the course management*



### Data protection

The data protection declaration for the administration of students at the Medical University of Vienna can be found via the following link: [www.meduniwien.ac.at/datenschutz/studierende](http://www.meduniwien.ac.at/datenschutz/studierende)

The data protection declaration for the administration of applicants at the Medical University of Vienna can be found via the following link: [www.meduniwien.ac.at/datenschutz/studienwerber](http://www.meduniwien.ac.at/datenschutz/studienwerber)

### Photographic material

- ☐ 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 program director.

### How did you become aware of this postgraduate programme?

- |   |   |
|---|---|
| <input type="checkbox"/> Webpage MedUni Vienna – Postgraduate | <input type="checkbox"/> Other electronic media (such as e.g. search engines) |
| <input type="checkbox"/> Webpage IBT                          | <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 “Rules for the participation in university courses and postgraduate programmes at the Medical University of Vienna” including terms (of payment) and (cancellation) conditions.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Rules for the participation in university courses and postgraduate programmes at the Medical University of Vienna**

Only the German version, "Durchführungsbestimmungen für Universitätslehrgänge und Postgraduelle Programme", published in the Bulletin of the Medical University of Vienna for the academic year 2024/2025, vol. 49, no. 67, dated 3 September 2025, is legally binding.

### **1. Scope**

- 1.1. These rules apply to all university courses and postgraduate programmes organised by the Medical University of Vienna. By applying to participate in such a university course or postgraduate programme, participants signify that they accept and agree to these rules. Within the framework of these rules the term "university course" shall include the "postgraduate programmes" of the Medical University of Vienna analogously.

### **2. Application for admission (registration), admission**

- 2.1. The application for admission (registration) to a university course has to be made in writing, using the application form (available on the website of the respective university course or via the Unit for Postgraduate Education and Training). The application is made for the entire university course, unless there are published special regulations for specific university courses. The application (registration) must be addressed to the programme director of the respective university course at the Medical University of Vienna or to the Unit for Postgraduate Education and Training and must be received within the period specified on the website for the applicable university course. Exceptions must be agreed with the respective programme director. The application (registration) becomes binding for the applicant upon submission of the application form. However, this does not entitle the applicant to participate in the university course.
- 2.2. The application for admission (registration) will be reviewed according to the admission criteria of the curriculum of the respective university course. If the respective admission criteria are met, applications will be considered according to the number of places available. The programme director is entitled to make a selection after any applicable course-specific selection process and to reject applications immediately after completion of the selection process without giving reasons. Notification of admission to the respective university course will be given in writing in a timely manner. Expenses incurred in connection with the application and selection processes will not be reimbursed by the Medical University of Vienna.

### **3. Payment of course fees**

- 3.1. The course fee is payable immediately upon receipt of the invoice, without deduction, but must be paid verifiably before the start of the course at the latest. In the event of non-participation in individual blocks or parts of the university course, there is no right to a pro rata refund; the entire course fee must be paid. In justified individual cases, special arrangements can be made by the respective programme director.
- 3.2. The course fees can be paid in several instalments (payment by instalments). The payment by instalments does not incur additional costs for the participant compared to a one-off payment of the total amount. If payment by instalments is agreed, the respective invoice amount is due in accordance with the conditions specified in the invoice. Irrespective of provision 3.1, the invoice amount must be received in the corresponding account of Medical University of Vienna by the deadline for the registration for the continuation of studies for the respective semester (31 October or 31 March) at the latest. Failure to pay the invoice amount in full by the deadline will result in the invalidity of the registration for the continuation of studies and thus the cancellation of admission.
- 3.3. The student union fee (Austrian Student Union fee [Österreichische Hochschülerschaft (ÖH)] including insurance) is generally included in the course fees for the regular period of study (duration of the university course) as stipulated in the respective curriculum, plus two additional semesters. In case the university course is not completed within the planned duration of study plus two semesters, the student union fee must be paid by the participant himself/herself.
- 3.4. The course fees include the costs for the provision of study materials to the usual extent (e.g. presentation documents, scripts). The programme director may in addition recommend other necessary materials, resources or equipment which the participants must acquire themselves.
- 3.5. Travel, accommodation and living expenses, as well as any other expenses of the participants are not included in the course fees.



- 3.6. . Compliance with the agreed payment modalities and the payment deadline is an essential prerequisite for participation in the university course. The final admission of a participant as an extraordinary student by the Rectorate is only granted after full payment of the first invoice by the participant.
- 3.7. The participant undertakes to pay all reminder and collection fees arising for the Medical University of Vienna as a result of late payment or failure to pay
- 3.8. In case the regular study period as stipulated in the respective curriculum is exceeded, an amount of EUR 500,00 must be paid for each additional semester to cover the additional costs arising from the extended study period. In especially exceptional cases the scientific programme director in coordination with the curriculum director may grant exemptions. The obligation to pay the student fee remains unaffected by all of the above (see clause 3.3).

#### **4. Cancellation policy**

- 4.1. Upon submission of the application form, the application (registration) becomes binding on the applicant (see clause 2.1). Cancellation of the application (registration) must be made in writing, whereby the form of a registered letter is recommended. The effective date for the purpose of time limits and deadlines is the date of receipt in the Unit for Postgraduate Education and Training. Course fees already paid are refunded after deduction of the respective cancellation fees (see clause 4.2).
- 4.2. In the event of cancellation of the application (registration) or discontinuation of the university course the following cancellation fees are payable:
- From the date of application (registration) until four weeks before the start of the university course: Processing fee of EUR 250,00.  
  
In special circumstances the programme director of the respective university course 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 webpage of the relevant university course
  - From four (or if applicable up to a maximum of eight) weeks before the start of the university course (in any case before the first day of teaching): Processing fee 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: course fee for the entire university course (100%).

Cancellation fees are payable immediately, without deduction. Where justified by individual circumstances, the respective programme director may grant separate regulations.

- 4.3. If an appropriate replacement participant is found and does in fact participate instead of the original participant and pays the course fee, then no cancellation fee will be charged; in this case only a processing fee of EUR 250,00 is payable. A replacement participant cannot be accepted after the start of the university course.
- 4.4. The education programme is deemed to be discontinued if the participant fails to attend to more than 20 % of the (lecture)hours per lecture/module without excuse. If the participant has been absent for more than 20 % of the (lecture) hours per lecture/module for a justified reason, the participant must subsequently attend the theoretical training subject to the availability of places on the university course.

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

- 5.1. The Medical University of Vienna reserves the right to cancel the university course for good reason (e.g. an insufficient number of participants etc.) up to four weeks before its scheduled starting date, or to postpone the university course until a later date. If the university course is cancelled, the course fee already paid is refunded in full. Cancellation does not give rise to any other claims
- 5.2. The performance programme of the university courses is planned for the long term and is subject to constant quality control. The associated quality assurance requires continuous adjustments. As a result, it may be necessary to make adaptations and changes to the course content, - dates, - locations and - lecturers



or to the implementation and handling of the course. This does not entitle participants to cancel or reduce the course fee or to claim compensation.

- 5.3. In the event that a lecture is cancelled due to sickness of teaching staff, force majeure or other unforeseen circumstances, the Medical University of Vienna is under no obligation to reimburse participants their travel or accommodation expenses
- 5.4. The Medical University of Vienna cannot guarantee that the participant can complete the university course if the participant has failed to complete more than 20 % of the obligatory (lecture)hours per lecture/module within the study period stipulated in the respective curriculum (duration of the university course). Course fees already paid will not be refunded. Admission to the university course expires in any case if the maximum duration of study provided for in the respective curriculum is exceeded.

## **6. Copyright**

The teaching content and study materials provided as part of a university course are the intellectual property of the Medical University of Vienna or the author and are made available to the participants of the respective university course exclusively for their own learning purposes. Unless otherwise stated in the respective content of the documents, any use beyond the free use of the work in accordance with the Federal Act on Copyright in Works of Literature and Art and on Related Rights - Copyright Act, Federal Law Gazette No. 111/1936, as amended (e.g. making individual copies of a work for personal use; quoting individual passages of a published linguistic work, etc.) is not permitted and thus any use contrary to the provisions of the Copyright Act (e.g. uploading to platforms, use for commercial purposes, etc.) of all documents made available to the participants is not permitted without the express written consent of Medical University of Vienna or the author or copyright holder

## **7. Communications / Change in personal data**

- 7.1. Communication between the Medical University of Vienna, teaching staff and university course participants takes place largely via e mail. For the duration of the university course, participants must use the e-mail account of the Medical University of Vienna to send information, documents and similar items and regularly check the e-mails.
- 7.2. Changes in personal data must be communicated in writing without delay. In the event of failure to notify the Medical University of Vienna of a change, documents will be deemed to have been delivered to the participant when sent to the most recent address for service (e mail address) provided.

## **8. Liability / Compensation**

- 8.1. In the event of theft, loss or damage to items brought to a university course, in particular valuable objects, the Medical University of Vienna undertakes no liability of any kind whatsoever.
- 8.2. Any misuse of software or hardware made available in connection with a university course based on specific devices, may give rise to claims for damages by the Medical University of Vienna or by third parties.
- 8.3. The Medical University of Vienna shall only be liable for damages resulting from wilful or grossly negligent actions by employees or other staff of the Medical University of Vienna. 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.

## **9. Exclusion from courses**

In the interests of the teaching objectives of the university course, the Medical University of Vienna is entitled to exclude participants from further participation in the university courses for good reason (e.g. unexcused absence, wilful disruption of teaching, delays in payment). Such exclusion does not entitle the participants to cancel or reduce the course fee (or to reclaim course fees already paid) or to claim any damages

## **10. Validity**

- 10.1. 10.1. These implementation provisions enter into force on 1 November 2025.



- 10.2. 10.2. With the entry into force of these Implementation Regulations, the 'Implementation Regulations for University Courses and Postgraduate Programmes', Bulletin of the Medical University of Vienna for the academic year 2017/2018, vol. 2, no. 2, expire. For course participants who have started a university course at the Medical University of Vienna by 31 October 2025, the 'Implementation Regulations for University Courses and Postgraduate Programmes', Bulletin of the Medical University of Vienna for the academic year 2017/2018, vol. 2, no. 2, shall continue to apply.