



## Application Form

I hereby apply for admission to the upcoming intake of the **UNIGIS professional** distance-learning study program at the University of Salzburg, Austria. My application refers to the upcoming intake that is delivered by the Study Centre UNIGIS Central Asia at ACA\* GIScience, Bishkek.

Last name / First name:

Date of Birth:

Previous Degrees / fields of study:

Nationality / Citizenship:

	Office Address	Home Address
Institution		
Street		
Postcode		
City		
Country		
Telephone		
E-Mail		

Mailings of study materials and the certificate should be sent to:

**Office address**  **Home address.**

The tuition fee of € 2,500 is to be paid within 14 days upon receipt of the invoice issued by the UNIGIS office. All bank transfer fees have to be borne by the sender (the applicant). The tuition fee does not include any VAT and is non-refundable. The tuition includes all fees of University of Salzburg (e.g. library access, learning platform, software and the obligatory membership at the Austrian Student Union). Expenses for communication, hardware or optional trips to summer schools, workshops or conferences are not covered.

Upon receipt of the signed document, the application is binding. In case the applicant withdraws from the program up to four weeks before start, a cancellation fee of Euro 300.- will be charged to cover administrative costs. For any cancellations later than that, the entire tuition fee is due.

## Software

Any software licences that are required in the course of the program will be made available free of charge during the entire enrolment period as active student. This is possible thanks to special agreements of the UNIGIS International Association and the University of Salzburg with software vendors. For detailed information on specific licenses, please refer to the websites of the respective provider. Make sure that your hardware meets the requirements of GIS software. In case of any questions, please double-check with the UNIGIS office.

**I hereby confirm** that I have read and understood the current curriculum (the University of Salzburg reserves the right to modify this curriculum), the aforementioned information about the tuition fee, the hardware (will not be provided by the University of Salzburg), the admission and registration requirements and regulations, as well as the “Terms of Participation” (see following pages).

With my signature, I present my binding application to the distance-learning program “UNIGIS professional” at the University of Salzburg under the above mentioned terms and conditions.

\_\_\_\_\_  
(Place/Date)

\_\_\_\_\_  
(Signature)

## Attachments

- Cover letter with your motivation to apply for the program
- Student Application Form – signed
- UNIGIS Terms of Participation – signed
- Curriculum Vitae
- All degrees and certificates mentioned in the student application form and curriculum vitae (originals may be requested for verification)
- A copy of the passport or national identity card
- A proof of your English language proficiency: CEF (min. B2), IELTS (min. 6.0), TOEFL (min. 72) or equivalent metrics. Certificates of higher school leaving exams (e.g. Matura, K-12, GCE A-levels) may be accepted.
- A recent portrait photo

I have previously studied at an Austrian University.

My matriculation number was: \_\_\_\_\_

## Terms of Participation

The following pages state the general terms of participation in a UNIGIS program. Please read these paragraphs thoroughly and accept them with your signature at the end of the document.

All learning materials provided by UNIGIS are copyright of the University of Salzburg and / or the indicated individuals or legal entities. UNIGIS students (“participants”) are only granted the right to personally use these materials for studying purposes within the framework of the current UNIGIS program. Passing on of materials and any other use of materials requires the written permission of the copyright holder. Specifically, third party copyrights, trademarks and licenses are to be followed as indicated by the vendors’ terms and conditions.

All data, access and authorisation codes for IT services and infrastructure issued by the University of Salzburg directly or through a UNIGIS partner institution are restricted to the personal use of the student for studying purposes within the UNIGIS program in the period of enrolment as active student. Such data and services include for example, WebMap- or WebFeature Services, spatial data as data files or data sets which are part of the exercises and assignments. Furthermore, for the aforementioned data and services apply the terms of use defined by the holder thereof.

An e-learning platform is used to facilitate online learning and delivering learning materials. The e-learning platform is exclusively hosted on servers at the University of Salzburg and is maintained by the IT services of University of Salzburg.

UNIGIS does not accept responsibility for technical support, warranties, updates, and general questions for any software used throughout the study program – unless explicitly agreed otherwise.

The UNIGIS office supports participants during the admission and registration processes at the University of Salzburg. However, the responsibility for keeping the deadlines for submission of required documents to ensure the timely admission and registration at the University of Salzburg lies with the participant.

The maximum study period of the program is 18 months. If a participant exceeds this maximum study period, the enrolment as active students ceases and the right to receive further mentoring and assessment by UNIGIS Salzburg is terminated. The Program Director may grant an extension upon request by the student. However, an extension will involve additional fees at the rate that applies at the time the request is posed.

In case of delay or default on any fee payments due, UNIGIS will cease rendering any services (e.g. providing of study materials, access to elearning platforms, assessment etc.) and require the participant to pay any outstanding fees to the University of Salzburg.

By the submission of this application, the applicant agrees that all personal data that he/she provided can be held and processed digitally by UNIGIS Salzburg for the following purposes: 1) the verification and authentication of the student status at the University of Salzburg and the UNIGIS International Association. 2) Semester-wise registration at the University of Salzburg. 3) Documentation of study performance. 4) UNIGIS Salzburg and partner institutions use applicant’s

first and last name, as well as his/her primary e-mail address to license the required for the study program software products and the generation of a student account at UNIGIS industry partners.

The student is obliged to submit in writing any change of name or address within 4 weeks. Failing to do so implies that the last reported address is valid and all mail sent to that address is considered as delivered.

The University of Salzburg outside its sovereign administration is liable only for damage incurred through wilful or grossly negligent misconduct of its employees or staff. The accountability for slight negligence, compensation for consequential loss, recovery of loss in assets or missed win, or third party claims is excluded.

With the admission to UNIGIS study program the participant agrees with his/her membership to ClubUNIGIS students and alumni network. The student agrees that his/her personal data (name and the primary e-mail address) will be used solely to receive information in connection with the ClubUNIGIS activities and UNIGIS and partners will not disclose it to any third parties. Participants can terminate their membership to ClubUNIGIS anytime by sending an informal e-mail to [office.salzburg@unigis.net](mailto:office.salzburg@unigis.net). With the membership termination all stored data will be deleted. The completion of the study program is independent from the membership to ClubUNIGIS students and alumni network.

Rights to information: Participants have the right to be informed about their personal data stored, their origin and recipient as well as the purpose of data storage. Upon request, UNIGIS Salzburg will inform a student in writing about their personal data stored, anytime.

I hereby confirm that I acknowledge and agree with the general terms of participation and privacy rights and data protection agreement.

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Place/Date

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Name, Signature