

Application INSTRUCTIONS & INFORMATION

INTERNATIONAL
SUMMER 
SCHOOL 
SEGGAU  2011

(This page is for your use only – please do NOT send it with your application!)

Students who wish to apply for the summer school are required to send in the following documents (2x) in English or German. **Diplomas, transcripts in native language have to be accompanied by German or English translations validated by the home university:**
(Please **DO NOT** staple any of these documents together)

1. The completed **Application Form [1 original + 1 copy]** - Please use capital letters only – unless you fill in the form on the computer!
2. Copies of **diplomas and/or transcripts** from your university: ***for undergraduate students: transcripts of all bachelor courses taken so far; for graduate students: bachelor's diploma, transcripts of both bachelor and master's courses taken so far, confirmation from admissions office of home university that you are currently enrolled on master level or fulfil all requirements to be enrolled on master level; for post-graduate students: bachelor's and master's diploma as well as transcripts of bachelor and master program and transcript of all doctoral courses taken so far; confirmation from admissions office of home university that you are currently enrolled on doctoral level or fulfil all requirements to be enrolled on doctoral level.***
3. **Proof of enrolment** at your home university
4. **Curriculum Vitae (CV)**
5. A **short essay** (about one page, written by yourself) on your motivation to attend the Summer School and why the topic of the lectures and the seminar module is of interest to you. Please also write, why you want to attend the seminar module of your choice.
6. **Two different letters of recommendation**, which have to be written **AND** signed by your university teachers (You have to send the original of these letters! No copies and no letters via e-Mail!)
7. **Copies of relevant pages from passport** (page with picture and data and pages with valid visa, if you already have one)

Application Deadline: Send the application form (**original + 1 copy**) together with the above mentioned documents (**2x**) to the following address by **March 20th, 2011** (Applications received after this deadline will not be considered – no matter when they were sent!):

**Karl-Franzens-University Graz
Office of International Relations
"Summer School Seggau 2011"
Universitaetsplatz 3
A-8010 Graz /Austria**

Your application will **NOT be considered** unless you send **all needed papers!**

Please state your **valid and current email address** & telephone number since the organizing office will confirm the receipt of every single received application.

Attach one **passport size photograph** on the first page of the application form.

Do NOT send the application form or any of the documents via e-Mail!

**IF YOU NEED ANY ADDITIONAL INFORMATION PLEASE CHECK THE
FREQUENTLY ASKED QUESTION SECTION (FAQ) ON OUR WEBSITE
<http://international.uni-graz.at/seggausummerschool>**

**IF YOU HAVE FURTHER QUESTIONS AFTER CHECKING THIS WEBSITE
YOU CAN CONTACT US VIA EMAIL: mateja.haberler@uni-graz.at**

3 Academic Details

Education

Fill in the required information of your **current studies**:

Name of University:

Faculty:

Level of study at the home university:

Bachelor Master Diploma program PhD others:

Fill in the required information of **your completed or other studies** (if existing):

Name of university.....

Faculty.....

Level of study at the home university:

Bachelor Master Diploma program PhD others:

If you have ever studied at an Austrian university, please state your "*Matrikelnummer*" (the registration number you were using during your stay at this Austrian university):

Academic stays abroad

.....
.....

Professional experience

.....
.....

Professional objective(s)

.....
.....

Do you wish to undertake assessment for academic credit? Yes No

Do you require this summer school to count towards your degree? Yes No

(If yes, please take advice from your academic advisor at your university to ensure if this is possible.)

If you are currently working on a diploma thesis / dissertation / research project, please tick the appropriate box and indicate the (working) title:

.....
.....

4 Seminars

(Please rank in order of preference [1 – 6] which seminar you would like to attend. **1 = first choice, 2 = second choice, etc.**)

Seminar	Preference	Kennzahl
Seminar 1 – <i>Law & Politics</i>		FOR INTERNAL USE ONLY!
Seminar 2 – <i>Economy & Culture</i>		
Seminar 3 – <i>History & Power</i>		
Seminar 4 – <i>Society & Culture</i>		
Seminar 5 – <i>Ethics & Religion</i>		
Seminar 6 – <i>Media & Communication</i>		

5 Recommendation

The two letters of recommendation I enclose were issued by these university teachers:

(Name, institution and e-Mail contact)

1.
.....
2.
.....

6 Language skills

Native language(s):

	English (obligatory!)	German			
very good					
good					
sufficient					
basic					

(Please notice that all lectures, seminar modules, discussions etc. will be held in English only - for that reasons sufficient skills of the English language are obligatory for all participants!)

7 Declaration

- I did read the instructions regarding this application form and did enclose all needed documents. I understand that my application will **NOT be considered** in case of missing documents.
- I understand that in case of acceptance I have to pay € 450,- / € 300,- **until April 8th, 2011** as an administration fee in order to attend the Summer School and that my place will only be held for me as long as my fee is paid in full by this deadline.
(Under no circumstances students will be admitted to the programme unless fees have been paid in full!)
- I understand that 80% of my tuition fee will only be refunded in case of:
 - a.) illness (provided that a medical report is sent)
 - b.) sever illness or death of a close relative (i.e. parents, spouse/partner, children, sisters or brothers provided that a medical report is sent!)NO reimbursement for any other reasons!
- I understand that the scholarship I will be granted will directly be transferred to the account of the International Summer University Seggau and that I will not receive any further scholarship from the organizers.
- I understand that the organizers reserve the right to cancel or amend the Summer School for reasons of viability or due to any other unforeseen circumstances, in which case any fees paid will be refunded in full.
- I herewith confirm that my **health & accident insurance** is internationally valid - especially valid for Austria.
- I understand that in case of acceptance it is obligatory for me to attend all classes which mean that I will be at **Seggau Castle at July 02nd and will stay until July 16th, 2011**. I also understand that I will have to submit a final evaluation report (essay) at the end of the Summer School and that the acceptance of any credit taken in the programme is subject to determination by my home university.

Signature, place and date:

Please fill in your **first and last name for your name tag** in this box. Here you can use special characters (such as Á â Ć č Ď ě Ě ě Ł ł Ń ń Ś ś etc.)! You will wear this tag during the summer school - so give us the chance to spell your name correctly.

