



**KUG – KUNSTUNIVERSITÄT GRAZ**

**UNIVERSITY OF MUSIC AND PERFORMING ARTS  
GRAZ – AUSTRIA**

Bewerbungsformular und Information für /  
Information and Application Package for

**“Best of South-East”**

Stipendienbewerber\*innen /  
Scholarship Candidates

2023/24

2024/25

**Inhalt / Contents:**

- Information über die Bewerbung / Information on application
- Bewerbungsformular / Application form
- Studienbestätigung / Study confirmation
- Informationen zum Datenschutz / Information regarding privacy

## **Wichtige Information über die Bewerbung / Important information about application**

Notwendige Bewerbungsunterlagen / Required documents for application:

1. Ausgefülltes Bewerbungsformular / The completed application form. Please use capital letters only.
2. Studienbestätigung (sofern Sie derzeit an einer Universität inskribiert sind) / Study Confirmation (if you are currently enrolled at a university)
3. Bestätigung über den Studienerfolg / Diploma Supplement and Transcript of Records
4. DVD, MP3, MP4, WAV oder YouTube-Link mit drei Musikstücken aus unterschiedlichen Epochen, davon wenigstens ein Lied/eine Arie in deutscher Sprache. Bei Videoaufnahmen sollen die einzelnen Musikstücke ohne Schnitt aufgenommen und der\*die Bewerber\*in in der Totalen zu sehen sein. / A recorded performance (DVD, MP3, MP4, WAV or YouTube-link) of three songs/arias from different historical periods. Candidates are required to perform at least one German Lied or one aria sung in German. Video recordings must show the applicant's entire body (long shot) and must be uncut and unedited.
5. Tabellarischer Lebenslauf / Tabular Curriculum Vitae
6. Motivationsschreiben auf Deutsch oder Englisch (max. zwei Seiten), wobei besonderes Augenmerk auf die Interessensschwerpunkte sowie die Beweggründe des\*der Bewerber\*in zu legen ist. / Personal statement in essay form in German or English
7. Zwei Empfehlungsschreiben auf Englisch oder Deutsch, davon eines von einer Führungskraft der Universität (Rektorat) und eines von einem\*einer Hauptfachlehrenden. Studierende, die bereits an der KUG inskribiert sind, benötigen nur ein Empfehlungsschreiben des\*der Hauptfachlehrenden / Two letters of recommendation in English or German (one of them from a member of the rectorate of the university and one from the teacher of the artistic main subject). Students who are already enrolled at KUG only need one letter of recommendation from the main subject teacher.
8. Kopie des Reisepasses / Copy of the identity page of your passport

**Diese Bewerbungsunterlagen müssen bis zum 15. März 2023 im Original (+ 2 Kopien) an u.a. Adresse geschickt werden / These forms have to be sent in original (+ 2 copies) to the address below until **15 March 2023**:**

Universität für Musik und darstellende Kunst Graz  
Vizerektorat für Lehre und Internationales  
Leonhardstraße 15  
8010 Graz  
Österreich

Oder per E-Mail an / or via e-mail to:

[a.leitner@kug.ac.at](mailto:a.leitner@kug.ac.at)

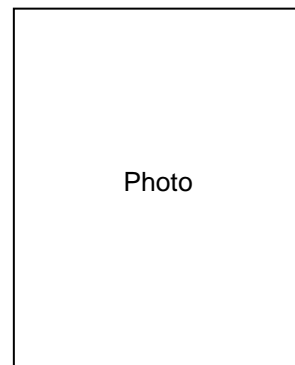
**Bitte schicken Sie Ihre Bewerbungsunterlagen so früh wie möglich! Die Zusendung per Fax ist nicht möglich! / Please send the application package as soon as possible! We cannot accept faxed documents!**

Detaillierte Information über die Universität finden Sie auf / Find more detailed information about the university at:

<https://www.kug.ac.at/en/>

Bei Fragen stehen wir Ihnen selbstverständlich zur Verfügung / If you have any further questions, please do not hesitate to contact us:

Alena Leitner, E-mail: [a.leitner@kug.ac.at](mailto:a.leitner@kug.ac.at), Tel. +43 316 389 – 1134



## **Bewerbungsformular für das “Best of South-East” Stipendium Application Form for the Scholarship “Best of South-East”**

Füllen Sie bitte dieses Antragsformular am Computer oder in Blockschrift vollständig aus!  
Please fill in this form carefully! Print or use capital letters.

### **Angaben zur Person / Personal Information**

Familiename / Last Name:	
Vorname / First Name:	
Geburtsdatum / Date of Birth (DD/MM/YY): / /	
Geschlecht / Sex: <input type="checkbox"/> männlich / male <input type="checkbox"/> weiblich / female <input type="checkbox"/> divers / other	
Staatszugehörigkeit / Citizenship:	Muttersprache / First Language:
Zustellanschrift / Mailing address:	Heimatanschrift / Home address: (if different)
Phone:	
E-Mail:	
Heimatuniversität / Home University:	

### **Angaben zum Studium an der Kunstuniversität Graz (KUG) / Information about studying at the University of Music and Performing Arts Graz - Austria**

Haben Sie schon einmal in Österreich studiert bzw. studieren Sie derzeit in Österreich? / Have you previously studied in Austria or are you currently studying in Austria? <input type="checkbox"/> Ja/Yes <input type="checkbox"/> Nein/No Wenn ja, geben Sie bitte Ihre Matrikelnummer an: If so, supply your registration code:
Ich bewerbe mich um ein Stipendium „Best of South-East“ in den Studienjahren 2023/24 und 2024/25 für die Studienrichtung(en) / I apply for the scholarship “Best of South-East” for the academic years 2023/24 and 2024/25 for the following field(s) of study: <input type="checkbox"/> Bachelorstudium Gesang / Bachelor’s programme Voice <input type="checkbox"/> Masterstudium Gesang / Master’s programme Voice <input type="checkbox"/> Masterstudium Musiktheater (Oper) / Master’s programme Opera Performance <input type="checkbox"/> Masterstudium Konzertgesang (Lied und Oratorium) / Master’s programme Concert Singing

### Schulabschlusszeugnis (Matura/Abitur) / High School Diploma

Datum, an dem das Maturazeugnis ausgestellt wurde / Date of issue of High School Diploma:

Tag/Monat/Jahr – day/month/year: / /

### Derzeitiger Studienlevel / Current level of study

- Bakkalaureat / Bachelor     Master     Diplomstudium / diploma programme     Doktorat / PhD  
 Absolvent\*in (derzeit nicht inskribiert) / Graduate (currently not enrolled)

### Deutschkenntnisse / German knowledge

Meine Deutschkenntnisse sind / my German is  sehr gut / excellent  gut / good  ausreichend / sufficient  
 nicht ausreichend / not sufficient

### Einschreibung an der Kunstuniversität (KUG) Graz / Registration at the University of Music and Performing Arts - Graz

Das Studienjahr 2023/24 beginnt am 01. Oktober 2023 / The 2023/24 academic year starts on 1 October 2023.

Frist für die Zulassung (Inskription) bzw. Fortsetzung des Studiums / Period of registration or continuation of studies

**30 August 2023 – 28 September 2023**

### Nur von Studierenden auszufüllen, die bereits an der KUG inskribiert sind / To be completed only by students who are already enrolled at KUG:

Ich habe neben diesem Stipendium im laufenden Semester bzw. im vergangenen Semester auch andere Stipendien/Beihilfen bei den stipendienvergebenden Stellen (KUG, ÖH, Verein Freunde der KUG) beantragt.

Ja     Nein

Ich habe im laufenden Semester bzw. im vergangenen Semester auch Zuwendungen von diesen genannten Stipendienstellen erhalten.  Ja     Nein

Wenn die vorangegangene Frage mit Ja beantwortet wurde: Die Zuwendungen betragen in diesem Zeitraum in Summe EUR \_\_\_\_\_

Zur Verifizierung meiner Angaben willige ich ein, dass von der Kunstuniversität Graz bei den stipendienvergebenden Stellen (ÖH und Verein Gesellschaft der Freunde der KUG) unter meinem Namen folgende Daten abgefragt werden können und folgende Daten auf Anfrage der genannten Stipendienstellen an diese weitergeleitet werden können: Vorname, Zuname, Matrikelnummer, Art des Studiums, Höhe der bei den Stipendienstellen erhaltenen Stipendien/Beihilfen.

Ich habe die Informationen zum Datenschutz erhalten. Mir ist bewusst, dass alle relevanten Daten an die Kooperationspartner, welche in den Auswahlprozess involviert sind, weitergegeben werden. / I have received the information regarding data protection and acknowledge that all relevant data will be passed on to cooperation partners which are involved in the selection process.

Ich erkläre hiermit an Eides Statt, dass ich obige Angaben nach bestem Wissen und Gewissen gemacht habe. / I hereby declare that all information provided in this application is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Datum / Date

\_\_\_\_\_  
Unterschrift / Signature

STUDY CONFIRMATION of the home university  
for the Academic Year 2022/23

**!! ATTENTION !!**

**This form has to be filled in by the student's academic advisor/study coordinator at his/her home university!**

Name of the scholarship programme: **Best of South-East**

Sending institution:

Name:

Address:

Academic coordinator at the sending institution:

Name:

Address:

Phone:

Fax:

E-Mail:

I confirm that (student's name)

is nominated for the academic years 2023/24 and 2024/25 as a scholarship candidate.

At the home university, s/he is enrolled in the following field(s) of study:

=>

in a

Bakkalaureat / Bachelor

Master

Diplomstudium / Diploma

Doktorat / PhD

programme.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic coordinator's signature and stamp



## Scholarship programme “Best of South-East”

We provide you as data subject, as mentioned in the GDPR (General Data Protection Regulation), important information and the possibility to contact us in case of questions or concerns.

### Controller

University of Music and Performing Arts Graz  
Leonhardstraße 15  
8010 Graz – Austria

### Data protection office

Leonhardstraße 15  
8010 Graz – Austria  
Telephone: +43 316 389-1192  
E-Mail: [datenschutz@kug.ac.at](mailto:datenschutz@kug.ac.at)

### Purposes of the processing as well as the legal basis for the processing

Your personal data is processed within the framework of the “Best of South-East” scholarship programme. The legal basis for the processing is basically the performance of a contract or in order to take steps prior to entering into a contract. Furthermore the processing of optional information, like in your letter of motivation, is based on your consent. Relevant information will be transmitted to cooperation partners (Oper Graz, Musikverein für Steiermark and Steiermärkische Sparkasse) which are involved in the scholarship programme.

### Categories of personal data

Last name, first name, address, citizenship, copy of passport, diploma supplement and transcript of records, home university / sending institution (name and address), academic coordinator at the sending institution (name, address, phone number, E-mail address), current level of study at home university, date of issue of high school diploma, study confirmation of the home university, data of study, date of birth, first language, level of German knowledge, phone number, E-mail address, sex, field of study during scholarship, registration code (if studied in Austria before), recordings of performances, curriculum vitae, personal statement / letter of motivation, letters of recommendations.

### Recipients or categories of recipients of the personal data

Recipient of your personal data is the Vice-Rectorate for Academic and International Affairs and if applicable also the study center of the University of Music and Performing Arts Graz. Applicable relevant information will be passed to cooperation partners (Oper Graz, Musikverein für Steiermark and Steiermärkische Sparkasse).

### Period for which the personal data will be stored or the criteria used to determine that period

Your personal data will be stored until fulfillment of the mentioned purposes or to fulfill legal obligations. If applicable, your personal data will be archived, in case of a given archival value.

**There is no intention to transfer personal data to a recipient in a third country or international organisation. There is also no existence of automated decision-making, including profiling.**

## **Your rights as data subject**

### **Right to rectification**

You shall have the right to obtain from the controller without undue delay the rectification of your inaccurate personal data. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

### **Right to erasure**

You shall have the right to obtain from the controller the erasure of your personal data without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed
- you withdraw consent on which the processing is based and where there is no other legal ground for the processing
- you object to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2)
- the personal data have been unlawfully processed

### **Right to restriction of processing**

You shall have the right to obtain from the controller restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by you, for a period enabling the controller to verify the accuracy of the personal data
- the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead
- the controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims
- you have objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of you

### **Right to withdraw consent**

You shall have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

### **Right of access**

You have the right to obtain information from the controller as to whether or not your personal data is being processed, and where that is the case, access to the personal data.

### **Right to lodge a complaint with a supervisory authority**

You shall have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes the data privacy laws.

### **Right to object**

You shall have the right to object, on grounds relating your particular situation, at any time to processing of your personal data which is based on the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, the purposes of the legitimate interests pursued by the controller or by a third party, including profiling based on those provisions. Where personal data are processed for direct marketing purposes, you shall have the right to object at any time to processing of your personal data for such marketing, which includes profiling to the extent that it is related to such direct marketing.