

Guidelines for application

International Summer Academy

Mozarteum University Salzburg

Application Deadline

1. April 2025

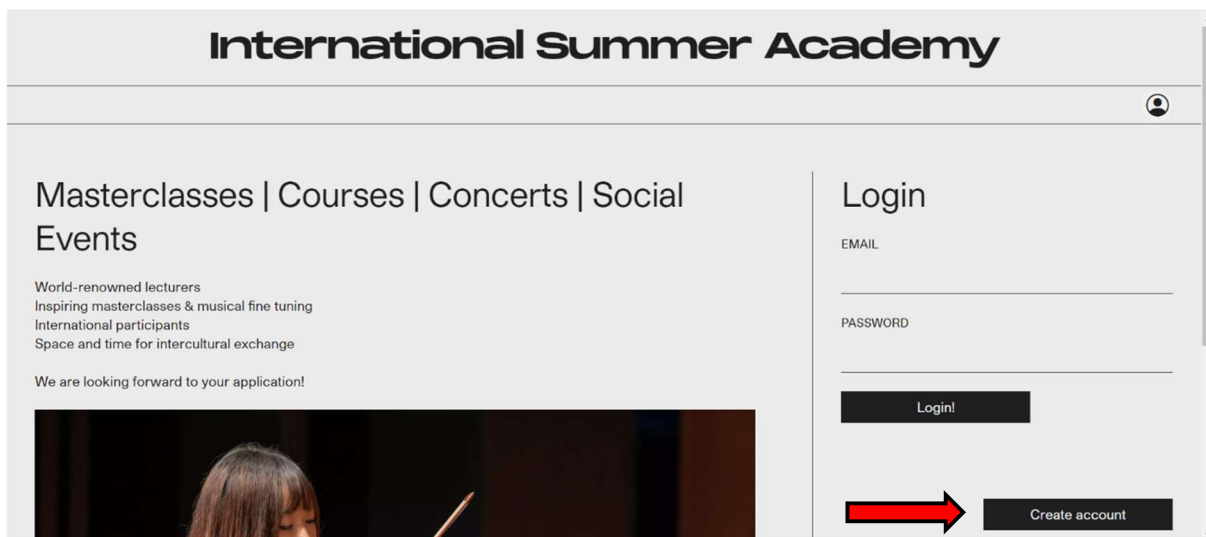
Content

1. Information about online registration	3
1.1 Registration – create your account.....	3
1.2 Course fee	3
1.3 Registration	4
1.3.1 Registration as an ensemble.....	5
1.3.2 Attendance of more than one masterclass	5
1.4 Booking procedure.....	5
1.4.1 Video.....	6
1.4.2 Repertoire.....	7
1.5 Payment	7
3. Accommodation and travel.....	9
3.2 Visa and travel to Salzburg	9
5. Events and additional activities.....	10
5.1 Concerts	10
5.2 Welcome Event	10
12. General Service	11
12.1 Internet access.....	11
12.2 Copy card	12
12.3 Printing possibility.....	12

1. Information about online registration

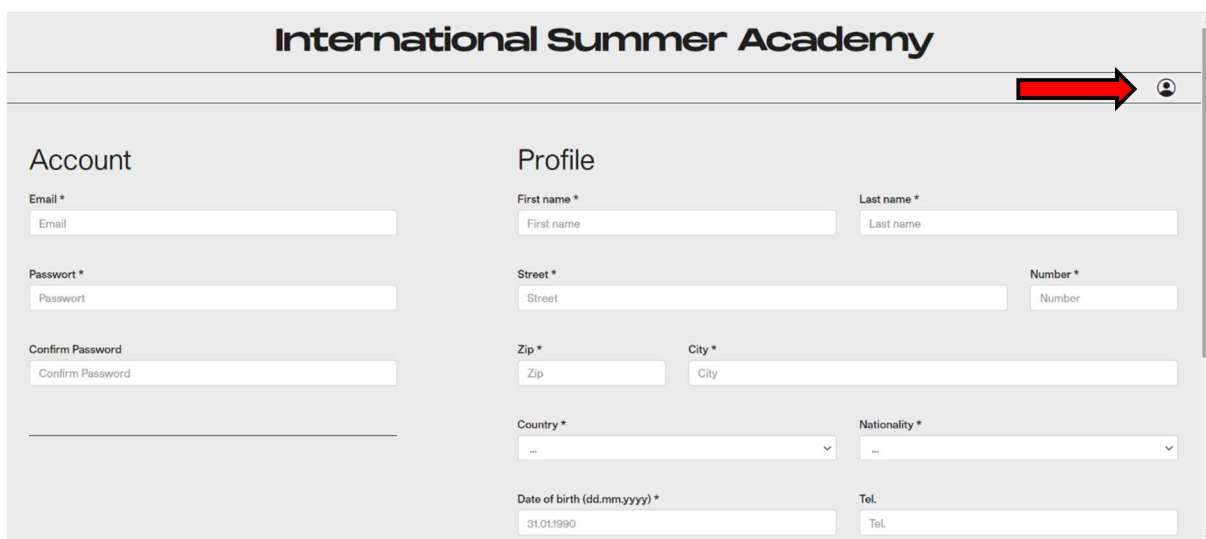
1.1 Registration – create your account

To register, please visit <https://www.moz.ac.at/en/festivals-akademien/internationale-sommerakademie> and set up your personal account in the section „ONLINE-APPLICATION“.



The screenshot shows the top navigation bar with the text "International Summer Academy". Below the navigation bar, there is a menu with "Masterclasses | Courses | Concerts | Social Events". To the right, there is a "Login" section with input fields for "EMAIL" and "PASSWORD", a "Login!" button, and a "Create account" button. A red arrow points to the "Create account" button.

After you register, you receive an email to verify your account. You can change personal information and the password at any time. Please note: if you create an account for another person (e.g. your child), please make sure that the name and date of birth are of the participant of the masterclass. Please also double check the exact spelling of the name.



The screenshot shows the "Account" and "Profile" sections of the website. The "Account" section has input fields for "Email *", "Password *", and "Confirm Password". The "Profile" section has input fields for "First name *", "Last name *", "Street *", "Number *", "Zip *", "City *", "Country *", "Nationality *", "Date of birth (dd.mm.yyyy) *", and "Tel.". A red arrow points to the user profile icon in the top right corner.

1.2 Course fee

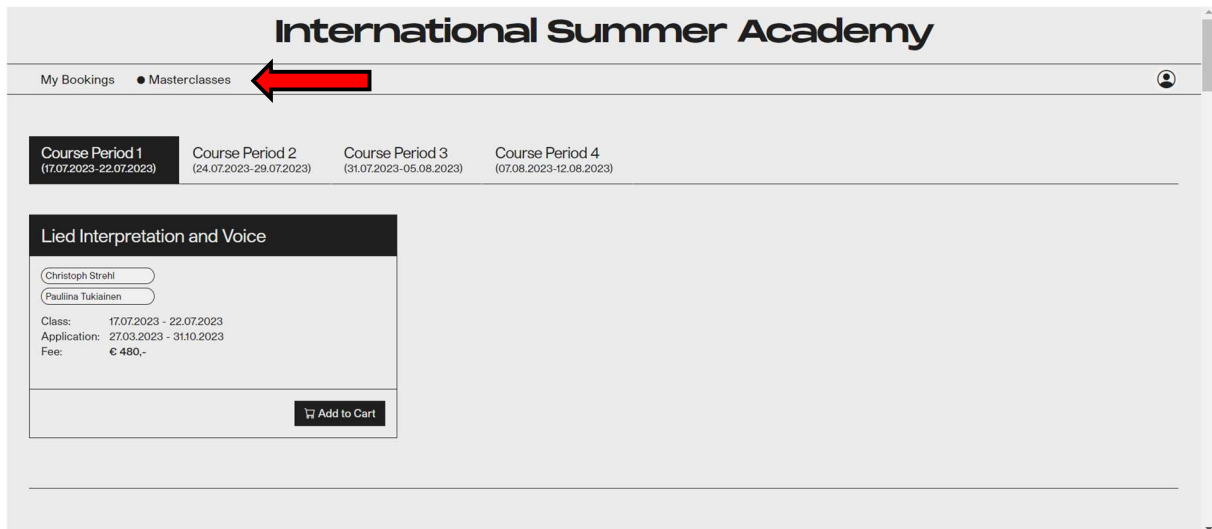
Please refer to our website for course fees for both masterclasses and additional courses. The fee includes:

- 4 private lessons, 45 minutes each
- Attending all other masterclasses as a listener
- 2 hours of practice time/day for active participants in a masterclass
- 3 hours of practice time/day for participants in the piano masterclasses
- Free entry to concerts and performance opportunities

- Official course certificate

1.3 Registration

After completing the registration, please enter your account data on <https://www.moz.ac.at/en/festivals-akademien/internationale-sommerakademie> and book the masterclass and/or the additional course you wish to attend in the section “masterclasses”.

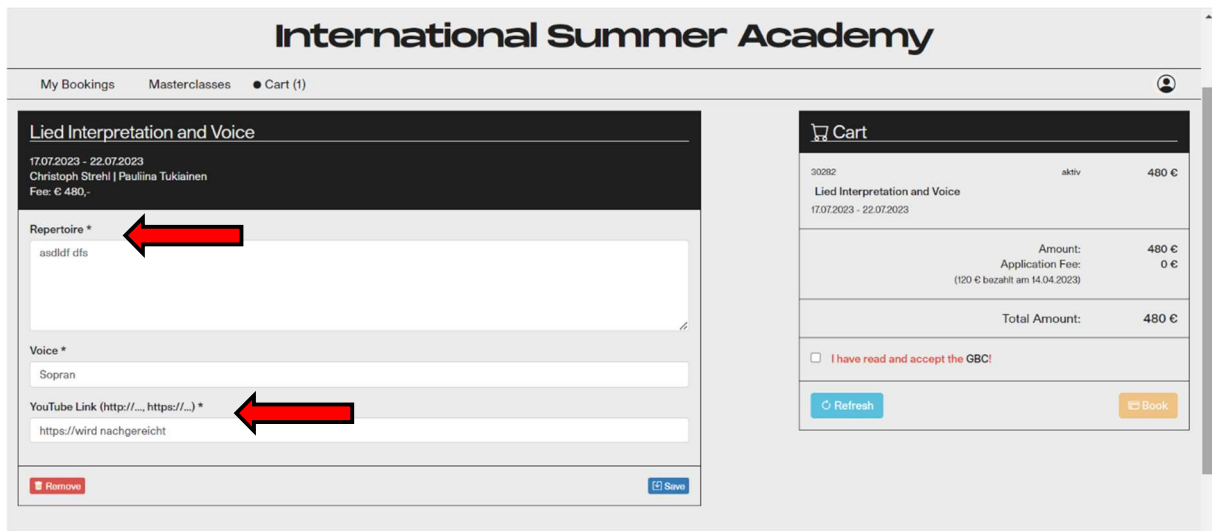


Participating in a masterclass:

If you would like to take part in a masterclass, you need to submit:

1. an informative video
and
2. the repertoire you wish to work on in your classes.

Both need to be submitted until the end of the online application.



Shortened attendance

Written notification (via email: summer.academy@moz.ac.at) by a participant about a delayed arrival and/or a shortened participation in the masterclass/additional course requires the explicit written confirmation by the Academy office. Even in the case of shortened participation, the full participation fee must be paid, without entitlement to the full number of teaching units.

Without a positive written confirmation by the International Summer Academy, a delayed start of a masterclass/additional course due to delayed arrival and/or shortened participation in a masterclass/an additional course is not possible.

Participants who have not settled their enrolment formalities at the latest on the second day of the masterclass/the additional course, will be automatically removed from the list of participants in the International Summer Academy, unless an individual separate agreement has been made. The enrolment and participation fee will not be reimbursed.

Guest Listeners:

Guests, who have a general interest in the International Summer Academy, have the possibility of acquiring a day or weekly pass (at the Summer Academy Service Point) that enables them to attend all masterclasses as guest listeners. All active participants can listen to all masterclasses.

Weekly Pass: € 150,-
Day Pass: € 50,-

1.3.1 Registration as an ensemble

Only ensembles, that already exist at the time of enrolment, are allowed to register as an ensemble in designated masterclasses which explicitly accept ensembles (e.g. Liedgestaltung). Each ensemble member has to make a booking for the full single price. The difference between the reduced participation fee for ensembles will be reimbursed to each member of the ensemble when personal enrolment takes place.

1.3.2 Attendance of more than one masterclass

It is possible to attend several masterclasses, and the stated participation fee must be paid for each class. In this case, you only must pay the registration fee once. The possibility of enrolment in multiple masterclasses is based upon capacity of the respective classes.

However, we **do not recommend** attending several similar masterclasses at the same time (for example two piano masterclasses with different teachers that occur in the same course period). If there are conflicts in your timetable and you are not able to attend all teaching units you have booked, the International Summer Academy cannot be held liable and, in this case, any reimbursements cannot be requested.

1.4 Booking procedure

All selected masterclasses/additional courses must be paid for immediately. The booking system does not allow any form of reservations. We recommend using YouTube for uploading your video.

How to proceed:

1. Place your masterclass(es)/additional course(s) in the shopping basket
2. Create a link to your video
3. Complete the box for repertoire (for all masterclasses) and voice type (only for

singing)

4. Accept the General Terms and Conditions

International Summer Academy

My Bookings Masterclasses ● Cart (1)

Lied Interpretation and Voice
17.07.2023 - 22.07.2023
Christoph Strehl | Paulina Tukiaainen
Fee: € 480,-

Repertoire *
asdlfd dfs

Voice *
Sopran

YouTube Link (http://..., https://...) *
https://wird nachgereicht

Cart

30282 aktiv 480 €
Lied Interpretation and Voice
17.07.2023 - 22.07.2023

Amount: 480 €
Application Fee: 0 €
(120 € bezahlt am 14.04.2023)

Total Amount: 480 €

I have read and accept the GBC!

5. Proceed to checkout “book”

6. Choose a method of payment and close the booking by making the payment

Zahlungsbestätigung

Bestellnummer : 304245
Gesamtbetrag : 480.00 EUR
Zahlungsempfänger : UNI Mozarteum

Bitte wählen Sie eine Zahlungsmethode aus, indem Sie auf das jeweilige Logo klicken.

Karte: SSL gesicherte Transaktion

Kann ich mit meiner Maestro Karte bezahlen?

Verified by [Learn more](#)

[Über VIVEUM](#) | [Sicherheit](#) | [Rechtliche Informationen](#)

PLEASE NOTE:

if you close the browser before paying for the course and you want to come back to your shopping cart later, an error will occur. In this case, please empty the basket and proceed from the beginning!

1.4.1 Video

1. Upload the video:
Find out [how to upload a video onto youtube](#) here.
2. Content:
a piece of music of your choice that best shows your musical ability. There is no required repertoire.
3. Video quality:

the video should have the best possible sound and picture quality. Videos of unsatisfactory sound and picture quality will not be taken into consideration. Video editing is not permissible.

4. The recording should not be edited and should run continuously from beginning to end.
5. Sound recording:
the sound recording of the video should not be electronically amplified or changed.
6. Title of the video:
the title of the video must contain the full name of the performer

1.4.2 Repertoire

You choose the repertoire for your masterclass yourself.

When entering the repertoire, please note that it should contain the usual descriptions (e.g. composer, work, movement, opus number etc.).

When booking has been completed you can still complete the repertoire in the section "My booking" only until the end of the online application.

1.5 Payment

The participation and registration fee has to be paid immediately. Follow the instructions during the booking process. Payment can be made by credit card or PayPal. After completion, you receive an automatic email with confirmation of your booking.

Error report during the payment process

If you do not immediately complete your booking with the payment process, an error report "an error has occurred" appears.

Solution:

1. Empty your online shopping basket completely.
2. Carry out the steps how to proceed. (See 1.4. – [booking procedure](#))

1.7 Participation of underage students

Every registration of an underage participant requires a signed declaration by the parent or guardian. Please follow the instructions during the booking procedure. You can find legal information in our General Terms and Conditions.

1.8 Successful booking: documents, confirmation and information

IMPORTANT: a successful booking does NOT automatically guarantee a spot in the desired masterclass. The teacher will decide upon your admission based on the provided video.

We will notify you about your admission via email by the end of May.

After you have successfully made your booking (including the completed payment process) you have access to the following documents and information under the tab 'My bookings':

- Payment confirmation
- Booking confirmation (ATTENTION: not automatically a guarantee for a spot)
- Invitation visa

- Links to accommodation
- Application for a partial scholarship

1.9 Transfer booking and change of masterclass

Participants who are not accepted in the desired masterclass can request a transfer to a different masterclass upon availability. In this case, the administration of the Summer Academy will suggest an alternative masterclass. This opportunity can only be used once. Replies from summer.academy@moz.ac.at concerning the status of registration must be answered within five working days; otherwise, the booking will be transferred automatically to “Guest Listener”.

2. Withdrawal / Cancellation

If you give notice in writing of withdrawal before the end of the application period, the registration fee will be retained; the participation fee minus all transaction costs will be reimbursed. The written notice of withdrawal must state an international bank account number (IBAN and BIC) as well as the name and address of the account holder and the address of the bank. Please make sure, that the name of the account holder and the account number match and are spelled correctly.

If you decide to withdraw after the end of the application period a reimbursement is only possible in justifiable exceptional cases (in particular force majeure). In such cases, withdrawal must have occurred at the latest by the beginning of the masterclass/additional class. If withdrawal is made after the beginning of the booked masterclass/booked additional course, even in the case of force majeure, the full participation fee will be retained.

Reimbursement can only be made until 31 October of the relevant year.

3. Accommodation and travel

3.1 Accommodation

You are responsible for reserving an accommodation.

When you have successfully booked a masterclass/additional course, you gain access to a list of addresses of private accommodation options. In case of private accommodation options, all rental agreements must be made with the landlord/landlady directly.

3.2 Visa and travel to Salzburg

Visa

When you have successfully booked a masterclass/additional course, the International Summer Academy can offer you an invitation for presenting to offices and authorities that can be downloaded.

Travelling to the Mozarteum University Salzburg

We recommend public transport for your journey to the Mozarteum University Salzburg.

Arrival at the airport:

Bus number 2, stops directly outside the Mozarteum University Salzburg (bus stop: Mirabellplatz). The journey takes about 30 minutes.

Arrival at the railway station:

The following bus routes heading for the city centre stop directly outside the Mozarteum University Salzburg (bus stop: Mirabellplatz): 1, 3, 5 and 6. The journey takes about 10 minutes.

For other journeys within Salzburg, we recommend that you refer to the official app of the Salzburg Verkehrsverbund: <https://fahrplan.salzburg-verkehr.at/>

4. Enrolment in Salzburg and participation card

After successfully having been accepted into the Summer Academy, personal enrolment in Salzburg at the Servicepoint (Mirabellplatz 1, 5020 Salzburg) is compulsory before the start of the masterclass/the additional course. Please be ready to present the booking confirmation (digitally or in printed form) explained in point 1.7 and bring it with you for your personal enrolment. You then receive your participation card and a welcome folder with the most important information for your stay. You will receive your personal check-in time slot via email.

5. Events and additional activities

5.1 Concerts

During your stay in Salzburg the International Summer Academy offers you an extensive program of concerts. Most of them are for free attendance for active participants.

5.2 Welcome Event

On the first day of each course period we host a little welcome event for participants. This event allows you to get to know other participants in an informal way and is a great way to connect with each other. When you enroll personally in Salzburg, you will receive further information.

6. Library

As participants of the International Summer Academy you have access to the library of the Mozarteum University Salzburg - one of the most comprehensive collections of music in all of Salzburg. In order to use the library, you need to pay a user fee of € 10,- in cash at the library during their opening hours. More detailed information is available at the Servicepoint.

7. Opening Hours

Teaching takes place in the Mozarteum University Salzburg (Mirabellplatz 1) – subject to change.

BUILDING MIRABELLPLATZ: Mozarteum University, Mirabellplatz 1 Mo - So 8.00-21.30 Uhr	CAFETERIA: Mirabellplatz 1 Mo - Fr 10.00-14.00 Uhr
STUDENTS & FUNDRAISING: Mirabellplatz 1, Servicepoint Mo - Fr 9.00-17.00 Uhr Sa 9.00-12.00 Uhr	LECTURERS & EVENTS: Mirabellplatz 1, Servicepoint Mo - Fr 10.00-18.00 Uhr
LIBRARY Mirabellplatz 1 Mo – Fr 9am-4pm	

8. Performance Possibilities

Participants in the International Summer Academy have various performance opportunities:

- Studio concerts
- Concerts in external locations in and around Salzburg
- Final Matinee on Saturday morning

9. Practice rooms

The participation fee includes a practice room for 2 hours/day for the duration of the relevant masterclass. Participants of the piano masterclasses receive a practice room for 3 hours/day for the duration of the relevant masterclass.

After the beginning of the masterclass the practice room must be booked in the Servicepoint upon presentation of the participation card. Further practice times can be rented for the duration of the relevant masterclass.

The weekly fee for one hour daily amounts to:

Practice room piano category I: € 30,-

Practice room piano category II: € 15,-

10. Certificate

After successfully completing a masterclass/an additional course, active participants receive a certificate of attendance from their lecturer. Requesting a certificate is only possible until October 31st of the relevant year.

11. Partial scholarships – reduction of the participation fee

Participants who are especially talented and worthy of additional social encouragement, can apply for a reduction in the participation fee. The following documents have to be uploaded with the registration:

- written application for a scholarship with details and proof of the financial situation of the participant (e.g. tax notification) as evidence that the participant is worthy of social support

AND

- a signed recommendation from the student's teacher or a high-ranking professional person (with contact details of the teacher/professional: name, address, university, academy, telephone number or e-mail address).

Both documents must be uploaded in the online registration portal before the end of the application deadline. As only a limited number of partial scholarships are available, only complete applications will be taken into consideration in the order in which they are received. There is no legal claim to a reduction of the participation fee.

Students will be informed by email at the end of June whether they will be granted a reduction. Payment can only be made via bank transfer and upon personal presentation of a written confirmation by the International Summer Academy at the latest by the end of the booked masterclass. Claims for reduction of the participation fee made afterwards cannot be taken into consideration.

12. General Service

12.1 Internet access

When personal enrolment is made in Salzburg, participants of the International Summer Academy will be given a free WIFI code. Reception is limited exclusively to the buildings of the Mozarteum University Salzburg.

12.2 Copy card

Copy cards (100 copies = € 5,- + deposit of € 5,-) are available at the Servicepoint. Please return the card at the end of the masterclass. Remaining credit will not be reimbursed!

12.3 Printing possibility

There is a possibility for printing documents from a storage medium (e.g. USB stick) or off the internet at the Servicepoint. Access is possible only during opening hours.