

Master Contract

Distance learning Study Contract and Enrolment Application

at SRH Fernhochschule – The Mobile University • Lange Straße 19 • 88499 Riedlingen

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PERSONAL DETAILS

Name	_____	Surname	_____
Gender	<input type="checkbox"/> f <input type="checkbox"/> m	Maiden name	_____
Date of Birth	_____	Place of Birth	_____
Nationality	_____		
Street / Nr.	_____	Postal code / City	_____
Tel. private	_____	Tel. business	_____
Mobile	_____	E-Mail*	_____
Employer	_____		

Voluntary: We may approach your employer to discuss a possible cooperation.

* required for sending eCampus access data

PLEASE FILL OUT IN BLOCK LETTERS

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I start my studies in (start date) 01 . _____ . _____
(possible on the first day of every month)

Version: 01.08.2018

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DOCUMENTS FOR YOUR APPLICATION

(please enclose them)

- Passport photo (preferably sent digitally to our student support)
- Gap-free curriculum vitae in the form of a table
- Up-to-date health insurance confirmation as a medical insurance certificate
- Prove of university entrance qualification as a certificate copy
(German Abitur, advanced technical college entrance qualification or equivalent)

District _____ Federal state _____

- Certificate for a completed Bachelor's degree or a not less than equivalent university qualification (including grades)
- Evidence of professional experience, e.g. employer references, internship certificates etc.
- If appropriate, a confirmation of your employer or association, if there is a cooperation with our university resulting in a discount.
Name of employer or association:

REGISTRATION DOCUMENTS FOR THE STUDY PROGRAMME BUSINESS ADMINISTRATION (MBA):

One of the following verifications to prove sufficient knowledge of the English language:

- Level B2 of the Common European Framework of Reference for Languages (CEFR) or a similar certificate
- a minimum of six months of residency in an English-speaking country
- academic qualifications and achievements in modules conducted in English with a total workload of at least 5 credit points
- English as corporate language with a certificate issued by your employer
- Hereby, I apply for an aptitude test in the form of a personal interview.

PLEASE DO NOT FORGET: ATTACH YOUR DOCUMENTS TO YOUR APPLICATION

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BUSINESS ADMINISTRATION (MBA)

Registration number ZFU 133005 / AHPGS-accredited

STANDARD PERIOD OF STUDY

4 semesters, 120 Credit Points

TOTAL FEE

for the study programme: 12.936,- € (or respectively 539,- € per month)

ADMISSION REQUIREMENTS

- Completed university degree
- Evidence of basic understanding of academic management or economic principles or suitability interview
- Evidence of English skills or suitability interview (see part 3)
- Qualified practical professional experience of at least one year

GENERAL STUDY CONDITIONS

A. GENERAL INFORMATION

- 1. Enrolment:** If formal prerequisites for study are met, the SRH Fernhochschule promptly examines submitted documents and starts enrolment procedures.
- 2. Minimum number of participants:** In the event of an insufficient number of participants, the SRH Mobile University reserves the right to cancel the start of a study programme or to postpone it. In that case, you will receive instant notification.

B. COURSE OF THE STUDY

- 1. Degree:** The student completes his or her study programme with a standard course duration of 2 or 4 semesters earning the degree of Master of Business Administration (MBA), Master of Arts (M.A.) or Master of Science (M.Sc.). All exams are conducted by the SRH Fernhochschule.
- 2. Study fees:** The SRH Fernhochschule charges study fees for its services. More information on study fees can be found in the according study programme descriptions. If a third party pays the fees, the parties are jointly and severally liable for the total costs.
- 3. Additional Services:** Enrolees can sign up for additional subjects, modules and seminars as well as take related exams. These additional bookings are fee-based services, which must be coordinated with the study managers. As another optional service, paper versions of study materials can be obtained for 15,- € per study letter.
- 4. Acknowledgement and full recognition of examinations:** Equivalent examination performances that were rendered at another study institution can be acknowledged or fully recognized (including the grade). Additional details can be found in the study programme's current study and examination regulations. At the end of the study programme, study fees will be reduced by 40,- € per acknowledged credit point, accordingly.
- 5. Part-time:** Starting with the second month of studying, students can change the form of the study programme and enter part-time studies. Monthly student fees are reduced accordingly. The total amount of study fees stays the same.
- 6. Vacation semester:** In cases of sickness or other personal hindrances, students can apply for a vacation semester (which lasts 6 months). Up to 2 vacation semesters are possible within a study programme. Any rights and obligations arising from this contract are suspended during a vacation semester for both the student and the SRH Fernhochschule. There are no study fees during a vacation semester. The contract cannot be cancelled during this time. However, students can take permissible repeat exams during a vacation semester.
- 7. Extension/reduction of study duration:** If the study objective of programmes with a standard period of 2 semesters is not reached within 24 months (which equates to 4 semesters) or, respectively, if the study objective of programmes with a standard period of 4 semesters is not reached within 48 months (which equates to 8 semesters), any further semester entails administrative fees of 90,- € per month. If a study programme is concluded before the end of the regular duration of the study programme, the total study fees are not affected by this.
- 8. Exams/Thesis:** There are several examinations during the course of study. They require the student's personal presence during attendance seminars or at one of the examination centres of the SRH Fernhochschule. The study programme concludes with a final thesis (Master-Thesis) and a colloquium.
- 9. Composition of participants for supporting events:** The study modules feature accompanying supporting events (e.g. lectures). Both certificate course participants and students can take part in these events.
- 10. House rules:** Students are obligated to follow the house rules of involved training institutions.
- 11. Change of facilities:** The SRH Fernhochschule is entitled to change local facilities for supporting events, as long as there is an appropriate pre-notice as well as the new location is in spatial proximity. Attendance lectures with a low number of participants for a location or elective module can be changed into an online lecture. If there are less than 3 applicants for a supporting event 14 days before it is to take place, the SRH Fernhochschule reserves the right to cancel an attendance lecture.

- 12. Course of study:** The course of study follows the programme's effective study and examination regulations as well as the current implementing regulations.

C. MEDIA USED IN THE STUDIES

- 1. Internet access:** A free and unimpeded access to a PC with internet access (DSL is recommended) is a necessary condition in order to make use of the university's intranet and its e-learning modules as well as to receive any study materials from the university's download portal. A current operating system is also required. To ensure an efficient participation in attendance lectures for study modules concerning statistics (provided that they are part of the study programme), bringing a personal laptop is recommended.
- 2. SRH Fernhochschule E-Campus:** The SRH Fernhochschule provides an internet-based communication and learning platform. The E-Campus is an integral part of the university's study concept and includes the university's legally binding information. An active participation within the E-Campus network is a necessity for studying at the SRH Fernhochschule. If additional software is necessary to use or access the university's services, they will be provided as downloads. An internet access with a sufficient bandwidth (at least DSL) is to be provided by the student.

Terms of use

The student acknowledges that the E-Campus is provided only for studying and teaching purposes. A transfer of user rights, of any E-Campus contents as well as its connected subsystems (online libraries etc.) to third parties is not allowed. The student must not break any German laws or violate prohibitions, the morals and rights of third parties (e.g. copyright, data security etc.) while using the E-Campus.

Data protection notice

The processing of personal data is necessary to run the E-Campus system. Any data will only be stored for the purpose of study and training programmes. They are not shared with third parties. Students are hereby informed that the access to any data within the system as well as an individual user's access to the system itself are recorded automatically and are available to the university staff to be processed further for the university's purposes.

Declaration of consent

By signing the contract, the student confirms to have read and understood the terms of use. With the signature, he or she grants his or her approval to the terms of use as well as to the storage and use of personal data as described above. The student is granted the right to withdraw the consent, which is issued by signing this contract, by giving notice in written form or by e-mail at any time. A withdrawal results in the immediate and irretrievable deletion of any personal data and entails an automatic termination of the study contract within the contractual deadlines.

- 3. Study materials:** The student receives study materials (either as study letters, books, guiding texts or downloadable files) after he or she books a new study module. Students are free to manage their own time when making use of the materials. The university retains title of ownership to the delivered study materials until the according semester fees have been paid in full. The student is obligated to comply with the copyrights related to the materials, contents and media – in its digital forms as well – and to neither copy teaching materials nor hand over or sell them to third parties.

D. LEGAL REGULATIONS

- 1. Right of withdrawal:** Students have a legal right of withdrawal within 14 days. In addition, the SRH Fernhochschule voluntarily grants further 14 days to make sure that its services and the learning materials can be reviewed. During this trial period (28 days), which starts with the beginning of the study programme, students can make use of any services the university provides and revoke their participation in the study programme, if it does not suit them. There are no study fees during the four-week trial period. Any materials sent to the students must be sent back at the latest after 14 days after the withdrawal. If the students continue the study programme after the four-week trial period, this period will be counted as part of the regular study duration and calculated as such.
- 2. Contract period /notice period:** The minimum contract period is 6 months. The first-time possibility to terminate this contract is after the end of the first six months following the conclusion of contract, subject to a term of 6 weeks and, after that, at any time with 3 months' notice to be issued in written form (recommendation: by registered letter) to the end of the month.

- 3. Social guarantee SRH Fernhochschule:** In case of unforeseeable, important reasons (e.g. long-term illness, unemployment), students can apply for a temporary deferral of the next due study fees for 6 months with the SRH Fernhochschule. The referral application must be filed before the corresponding due date. If payments were properly made up to that point, the application is granted and students can continue with their studies without interruption.

- 4. Damage liability:** Any liabilities of the SRH Fernhochschule, irrespective of their legal grounds, which are associated with the use of equipment or premises and travel to or departures from the premises of training centres are limited to intent and gross negligence. This does not apply to personal damages. The above specified liability provisions apply to employees and any other assistants as well.

5. Included in the study fees are:

- any study materials which are intended for the study programme
- any exams (suitability tests, written exams, send-in exercises, student papers, case studies, oral exams, presentations, master thesis etc.)
- professional and educational support by our lecturers and professors
- support from a personal mentor from the body of professors in our mentor program
- personal study guidance
- access and usage of the E-Campus including established online libraries (further expenses for students are limited to telecommunication tariffs)
- issuing of performance attestations, certificates etc.

6. Not included in the study fees are:

- additional working equipment costs
- telephone, internet, postage and data transmission costs
- travel, room and board costs during attendance lecture participations
- replacement of learning materials which already are or were in the possession of the student (see part B. COURSE OF THE STUDY Nr. 4)

- 7. Changes to personal data:** Changes in address, name and account details must be communicated in writing to the SRH Fernhochschule without delay.

- 8. Contractual changes:** Changes and additions to this contract require text form and the consent of both parties; unilateral changes in the contract are not permitted. Contract modifications after its termination are not possible. There are no further collateral agreements.

- 9. Place of jurisdiction:** The court of jurisdiction for all disputes arising from the study contract is the court which is competent for the residence of the student.

- 10. Validity:** This offer is valid until 30.11.2018.

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DIRECT DEBIT AUTHORISATION

The SRH Fernhochschule collects study fees via direct debit. The payment takes place in monthly instalments, to the 1st of each month respectively, starting at the earliest after I received the study materials and the four-week trial period has passed. The study fees remain unchanged throughout the duration of the contract. Solely in the case of late payments, the SRH Fernhochschule reserves the right to charge the costs of denied transfers or, starting with the second reminder, to raise a dunning charge of 10,- €. Additionally, the SRH Fernhochschule reserves the right to delete the access data to the university's learning portal in case of late study fee payments.

SEPA- Direct debit mandate: I hereby authorize the SRH Fernhochschule to collect payments from my account by direct debit until further notice. At the same time, I advise my financial institution to honour direct debits drawn on my account by the SRH Fernhochschule.

Important note: Within the following 8 weeks, setting in with the debiting date, I can demand a refund of the debited amount. In this case, the previously agreed terms with my financial institution apply. I agree that, in order to facilitate payments, the general 14-day period for information before the payment is shortened to one day before debiting the amount.

Account holder / student

Account holder / other First name _____ Last name _____

Financial institution (Name and BIC) _____

IBAN _____

SIGNATURE

Place, date _____

Signature with first and last name _____

Creditor Identifier: DE6ZZZ00002134308 The mandate reference is communicated separately.

WITHDRAWAL POLICY

RIGHT OF WITHDRAWAL

You have the right to withdraw from this contract within 4 weeks without stating any reasons. The period of withdrawal is 28 days following the start of the study programme.

In order to exercise your right of withdrawal, you must inform us (SRH Fernhochschule – The Mobile University, Lange Straße 19, 88499 Riedlingen, Tel.: +49 7371 9315-0, Fax: +49 7371 9315-115, E-Mail: info@mobile-university.de) with a clear statement (e.g. with a letter sent by post, by fax or e-mail) about your decision to withdraw from this contract. You can use the standard withdrawal form for this, which can be found at www.mobile-university.de/de/fernstudium/widerruf-fernstudium/; however, it is not required to use the form. To comply with the time limit, it is sufficient that the withdrawal is sent before expiry of the withdrawal period.

CONSEQUENCES OF WITHDRAWAL

If you withdraw from this contract, the SRH Fernhochschule must refund any of your payments received by the SRH Fernhochschule, including delivery costs (with the exception of additional costs resulting from a different type of delivery than the most inexpensive standard delivery offered by the SRH Fernhochschule) immediately and not later than within fourteen days after your withdrawal notice is received by us. The SRH Fernhochschule uses the same means of payment used for the initial transaction, unless explicitly agreed otherwise; the SRH Fernhochschule will not charge any fees for this refund in any case. The SRH Fernhochschule may withhold the refund until the SRH Fernhochschule gets back the study materials or until you provide evidence that the study materials were sent back, whichever is the earlier.

You are to send back or hand over the study materials immediately and no later than fourteen days after the day you informed us about your withdrawal to the publisher (Rombach Druck- und Verlagshaus GmbH & Co. KG, Unterwerkstraße 3b, 79115 Freiburg). The time limit is deemed adhered to if you send off the study materials before the expiry of the time limit of 28 days and delete any received additional digital study materials. You will bear the direct costs of returning the study materials. You will only be liable for any possible diminished value of the study materials, if this loss of value can be traced back to a handling of the materials which is unnecessary to tests their quality, features and functioning.

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REGISTRATION AND CONFORMATION FOR THE ACCURACY OF MY INFORMATION

Herewith, I sign up bindingly for the study programme of the SRH Fernhochschule which was selected overleaf and accept the study conditions. I hereby confirm my statements are true and complete. To that end, I have submitted all documentation, if required, as copies and transcripts (no originals) and signed the SEPA direct debit mandate. I am aware that an enrolment based on false statements is to be revoked by the SRH Fernhochschule.

STUDY ABILITY

I hereby declare that there are no circumstances connected to me as a person that stand in the way of a successful completion of the applied for study programme due to reasons of health.

PRIVACY NOTICES / ADVERTISING OPPOSITION

In accordance with German laws and provisions (Bundesdatenschutzgesetz, BDSG), it is noted that given statements are stored and processed for the purposes of lectures, seminar planning, module recognitions and participant information. All personal data is protected against misuse by the SRH Fernhochschule.

SIGNATURE

place, date _____

Signature with first and last name _____

INFORMATION ON DATA PROCESSING AND PROTECTION FOR STUDENTS

Dear students,

in the following you will find information concerning the processing of your personal data within our company in accordance with Art. 13 and 14 of EU Data Protection Regulations.

If required, you will find further information on the internet at <https://www.mobile-university.de/datenschutz/>.

The provision and processing of your data is necessary within the framework of your student contract and to organise your studies at our university.

Description	Information
1. Responsible according to Art. 4 Para.7 EU-DSGVO	SRH Fernhochschule – The Mobile University State-approved university Lange Straße 19 88499 Riedlingen Executive Manager: Prof. Dr. Ottmar Schneck Telephone: +49 7371 9315-0 info@mobile-university.de
2. Data Protection Officer Contact Details	SRH Fernhochschule – The Mobile University Data Protection Officer Lange Straße 19 88499 Riedlingen Telephone: +49 7371 9315-0 datenschutz@mobile-university.de
3. Processing Purposes for which your personal data will be processed	<ul style="list-style-type: none">• contract management and billing• creation and administration of a student ID card• organisation of services offered (e.g. courses, lectures, seminars, excursions, internships)• exam organisation and conduction, result management and notification• proof of participation and performance• information on events and offers at the university• internal university communications
4. Usage for other purposes	<ul style="list-style-type: none">• introduction, testing, support and maintenance of IT systems and applications• supervisory and control powers (e.g. controlling, internal auditing, data protection officer)• organizational analysis, quality assurance measures• fulfilment of legal documentation and reporting obligations
5. Legal Basis	<ul style="list-style-type: none">• Art. 6 Para.1 lit.b EU-DSGVO for the fulfilment of the student contract• Art. 6 Para. 1 lit.a if your consent has been obtained <p>As well as obligations under laws such as</p> <ul style="list-style-type: none">• Hochschulstatistikgesetz (higher education statistics act)• Landeshochschulgesetz (state university law)
6. Data categories concerning your person, which are processed if required for the above purposes	<ul style="list-style-type: none">• identity data, address and contact data• accounting data• data specified in the Hochschulstatistikgesetz (higher education statistics law) according to data set descriptions• data that you make available to us or in the university applications on your own initiative• photos• scholarship information• data for and from IT usage (such as user IDs, passwords, access protocols)

- 7. Categories of Recipients** to whom the data required for the respective purpose are disclosed (by transmission or by granting access; and only insofar as not possible without personal reference)
- Internal**
- student service
 - employed lecturers of your chosen offers
 - examination office
 - university marketing, communication
 - financial accounting (debtors)
 - quality management
 - IT
- External**
- independent lecturers
 - ministries and regional councils responsible for higher education
 - corporate auditing of SRH Holding SdbR
 - associations and companies awarding scholarships
 - service providers for the fulfilment of the purposes mentioned above
 - IT-supporting and -maintaining external companies
 - participating and supporting bodies in the defence of claims and legal proceedings
- 8. Transfer to third countries** outside the EU or countries accepted by the EU with an equivalent level of data protection
- Only with your knowledge and corresponding consent
- 9. Storage Limits**
- Your data will be blocked for access after your de-registration and fulfilment of statistical and legal obligations. Further statistical evaluations are carried out anonymously.
 - Your data will be stored with your consent for up to 40 years after de-registration and then deleted. They will be deleted immediately upon revocation.
- 10. Data Origin** concerning information not provided by you
- Data categories that the university receives and processes from third parties about you
- partner universities
 - agencies
 - Hochschulstart (service portal for university applications)
 - parents or guardians
 - cost bearers
 - nomination data
 - application data
 - if you do not apply directly
 - where applicable, billing or emergency data for minors
 - with rehabilitants
- 11. Your Rights**
- information about personal data concerning you (Art. 15 EU-DSGVO)
 - correction of your data (Art. 16 EU-DSGVO)
 - deletion of your data (Art.17 EU-DSGVO) as long as there are no storage obligations to the contrary
 - restriction of processing (Art. 18 EU-DSGVO)
 - right to data transfer (Art. 20 EU-DSGVO)
 - complaint to the responsible State Commissioner for Data Protection

Abbreviations

EU-DSGVO = EU-Datenschutzgrundverordnung (EU Data Protection Regulations)

BDSG = Bundesdatenschutzgesetz (federal data protection act)

LHG = Landeshochschulgesetz (state university law)

i.c.w. = in connection with (legal basis results from several laws)

Die Hochschule, *die zu Ihnen kommt*

