

Fachhochschule Südwestfalen
Fachbereich Elektrische Energietechnik
Center for Business Education
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Application for Admission

I hereby register bindingly for the following module(s) in the certificate programme "International Management and Information Systems", acknowledging the conditions of participation and the General Terms and Conditions of the certificate programme of the FH SWF.

Module(s): _____

Personal details

First name: _____ Last name: _____

Date of birth: _____ Place of birth: _____

Street: _____ No: _____

Postcode: _____ City: _____

Country: _____

E-Mail: _____

Phone: _____

University degrees

Subject / Discipline (Field of study): _____

Higher education institution / University: _____

Diploma / Bachelor / Master: _____ Final grade: _____

Documents proving the admission requirements are attached.

Application documents:

- Proof of a first academic degree from a higher education institution within the area of application of the Basic Law, or an equivalent degree from a foreign higher education institution, as well as at least one year of professional experience.

AND

- Proof of language proficiency in accordance with the Admission and Examination Regulations of the further education certificate programme "International Management and Information Systems".

Date

Signature

General Terms and Conditions

for the further training certificate programme "International Management and Information Systems" at the South Westphalia University of Applied Sciences

(General Terms and Conditions FH SWF Certificate Programme IMIS)

1. Applicability and subject matter of the agreement

These general terms and conditions regulate the details of participation in the further training certificate programme "International Management and Information Systems" of the South Westphalia University of Applied Sciences, Baarstraße 6, 58636 Iserlohn (hereinafter referred to as FH SWF) in conjunction with the corresponding registration and the conditions of participation.

2. Registration

- (1) The registration form must be completed with the required information, signed by hand and sent by postal mail or fax to the following address by the stated registration deadline: **Fachhochschule Südwestfalen, Fachbereich Elektrische Energietechnik, Jennifer Beckmann, Zertifikatsstudium, Lübecker Ring 2, 59494 Soest, Germany.**
The date of the postmark is decisive for meeting the deadlines. The FH SWF will confirm receipt of the application in written form (confirmation of receipt).
- (2) The contract comes into effect with the confirmation of registration sent to the applicant by the FH SWF.
- (3) By submitting the signed registration form, the applicant expressly accepts these General Terms and Conditions.

3. Admission

- (1) The admission requirements for participation in the certificate programme are stipulated in the Admission and Examination Regulations and can also be found on the respective application form.
- (2) Admission is granted if all the required admission prerequisites are met and if there are sufficient capacities for the respective course. If there are more applications than course capacity, the priority of the applications will be determined by the time of receipt.
- (3) The FH SWF may withdraw the admission if
 - a. subsequently it turns out that the admission requirements were not fulfilled or if the admission was obtained through fraudulent deception, coercion or bribery;
 - b. the participant does not fulfil his or her participation obligations, has not fulfilled them in the past or disrupts university operations.

In the event of withdrawal or revocation of admission by the FH SWF, there shall be no claim to reimbursement of fees already paid. If the FH SWF incurs additional costs due to the withdrawal of the admission, these are to be covered by the participant.

4. Scope of performance

The respective scope of the contractual services within the framework of the certificate programme results from the information documents for the courses as well as the Admission and Examination Regulations.

5. Changes in performance

The FH SWF reserves the right to cancel or modify the respective certificate programme under the following conditions:

- (1) The FH SWF reserves the right to cancel the course if
 - a. the minimum number of participants determined for the course is not achieved, or
 - b. the services cannot be provided by the FH SWF due to force majeure or impossibility.
- (2) If the course is cancelled, any fees already paid shall be reimbursed. There shall be no further claim.
- (3) The FH SWF reserves the right to
 - a. appoint substitute lecturers and additional lecturers instead of the announced lecturers,
 - b. change the location of the lessons,
 - c. change the schedule of the course,
- (4) as long as this does not change the essential features of the course and the change is reasonable for the participant. Changes of this nature do not entitle the participant to withdraw from the contract or to reduce the participation fee.
- (5) If a certificate programme cannot be successfully completed within a reasonable period of time for reasons for which the FH SWF is responsible, the fee paid to date shall be refunded on a pro rata basis. There shall be no further claim.

6. Certificate / Certificate of attendance

Regular and successful participation in a certificate programme at the FH SWF is confirmed by a certificate issued by the FH SWF. The certificate of completion described in the Admission and Examination Regulations is issued by the respective responsible Examination Body if the prescribed study and examination achievements have been completed and the relevant evidence has been submitted. In the case of regular and active participation without a scheduled course or examination performance, a certificate of attendance will be issued in accordance with the requirements of the Admission and Examination Regulations.

7. Payment terms

- (1) The amount of the participation fee is indicated in the respective registration form as well as in the information material for the respective certificate programme.
- (2) The obligation to pay comes into effect with receipt of the invoice. This is to be paid within the payment period stated there.
- (3) The participation fee is payable each semester, i.e. at the beginning of the semester on 1st March and 1st September or after invoicing.
- (4) Non-participation in courses or parts of courses does not entitle the participant to a recalculation or reclaim of the participation fee.

8. Withdrawal, non-participation and termination

- (1) The participant may withdraw from the contract without giving reasons until the end of the registration period for the respective certificate programme (see information material). The withdrawal must be made in writing (by letter or fax). In the event of withdrawal by this date, any participation fees already paid will be reimbursed.
- (2) After the registration deadline, the participant has to bear the costs.

9. Liability

- (1) The FH SWF is liable for damages within the scope of the certificate programme only for intent and gross negligence, unless these are claims for injury to life, body and health.
- (2) There is no insurance cover for participants in a further education programme.

10. Confidentiality / Copyright

- (1) The participant receives the copyright protected course materials as his/her property and undertakes not to pass them on to third parties or make them accessible to third parties.
- (2) The rights (esp. copyright) to the course materials, documents and information of the certificate programme are held by the FH SWF.

11. Electronic storage of personal data

The FH SWF stores personal data required in the application procedure and for the implementation of the certificate programmes in order to fulfil its tasks within the framework of the legal provisions. The data will be treated confidentially and will not be passed on to third parties unless the participant has given his/her consent (cf. application for admission).

12. Final provisions

- (1) The place of performance for the academic services owed by the FH SWF shall be the venue selected by the FH SWF; otherwise the place of performance shall be Iserlohn.
- (2) Amendments and supplements to this contract must be made in writing. There are no oral collateral agreements.
- (3) The claims of the contractual partners can be expected to expire in one year from the date of issue of the certificate.
- (4) Should individual provisions of these General Terms and Conditions be or become invalid or contain loopholes, this shall not affect the validity of the remaining provisions. An invalid provision shall be replaced by a provision which comes as close as possible to the economic objective intended by the invalid provision in a legally acceptable manner.
- (5) The exclusive place of jurisdiction is Iserlohn, Germany.