

# Registration for Study and Study Agreement

Dear Prospective Student,

Thank you for your interest in studying at the University of Applied Sciences, Wedel (FH Wedel). We look forward to receiving your application and to having you study with us.

The University of Applied Sciences Wedel is the oldest private higher-education institution in Germany. It is situated in the Hamburg metropolitan region, is officially recognised and is funded by the federal region of Schleswig-Holstein. This government subsidy enables us to keep our tuition fees at a moderate level. As a non-profit institution we invest our income solely in providing you with a future-orientated education and in preparing you as well as possible for your career.

For you to study with us, two criteria must be fulfilled: you need an offer of a place from us and you must then enrol (register) with us.

## **Offer of a Place - Conclusion of a Study Agreement:**

By completing and sending in the document provided here you are applying for a place at the University. If we offer you a place, we are concluding a contractual agreement in private law that binds you and us to the rights and obligations set out in the contractual terms and conditions below. You may withdraw from this agreement within 4 weeks by cancelling or you may terminate the agreement after a minimum term of 6 months. The University is under no obligation to offer you an agreement and thus a study place.

## **Enrolment - Acceptance of Course:**

In order to enrol, you must satisfy the criteria of our admission regulations. We will check this on the basis of your application documents before we make you an offer of a place. Normally, for a bachelor's degree you require a sufficiently good university entrance qualification and for a master's degree you need a sufficiently good bachelor's degree. Our offer will be based on the information you provide. Should these be incorrect or incomplete, such that it is later apparent that your enrolment is invalid, under the provisions of the regional Higher Education Act (Landeshochschulgesetz) you will be unable to continue your studies despite a contract having been concluded.

If you receive an offer of a place from us, you will be issued with an access code. You will need this in order to enrol online.

Should you have any questions about completing your application, please contact our office. We will be pleased to help you.

With kind regards,

Prof. Dr.-Ing. Eike Harms

## A. Your Personal Data

Title  Ms  Mr

Other title (e.g. Dr)

Surname

First name

Date and place of birth

Name at birth (optional)

Citizenship

Please write your name on the back of your passport photo and attach it with a paper clip (do not glue, tape or staple).

## Contact Address

Street

No.

Additional mailing information

Postcode, postal town

Country

E-mail address\*

Telephone (landline)\*

Telephone (mobile)\*

## Alternative Address/Business Address

Street

No.

Additional mailing information

Postcode, postal town

Country

E-mail address\*

Telephone (landline)\*

Telephone (mobile)\*

\* Please provide at least one e-mail address and at least one telephone number.

**At which of these addresses would you like to receive correspondence from us?**

Registered address  Alternative/ business address

## B. Your Choice of Course

To begin in: Summer semester 20

Winter semester 20

| Bachelor Degree Courses              |                       | Area of Interest (Please provide for planning purposes)   |                       |                       |                       |
|--------------------------------------|-----------------------|---|-----------------------|-----------------------|-----------------------|
| Business administration              | <input type="radio"/> | <input type="radio"/> Service management<br><input type="radio"/> Financial accounting & auditing<br><input type="radio"/> Marketing & media<br><input type="radio"/> Production & logistics management |                       |                       |                       |
| Computer games technology            | <input type="radio"/> |   |                       |                       |                       |
| E-commerce                           | <input type="radio"/> | <input type="radio"/> Computer science<br><input type="radio"/> Economics   |                       |                       |                       |
| Computer science                     | <input type="radio"/> |   |                       |                       |                       |
| IT engineering                       | <input type="radio"/> | <input type="radio"/> Energy systems<br><input type="radio"/> Production and manufacturing systems  |                       |                       |                       |
| IT management, consulting & auditing | <input type="radio"/> | <input type="radio"/> Financial accounting & auditing<br><input type="radio"/> Software design  |                       |                       |                       |
| Media informatics                    | <input type="radio"/> |   |                       |                       |                       |
| Smart technology                     | <input type="radio"/> | <input type="radio"/> Technology<br><input type="radio"/> Robotics<br><input type="radio"/> Computer science<br><input type="radio"/> Graphic design  |                       |                       |                       |
| Computer engineering                 | <input type="radio"/> |   |                       |                       |                       |
| Information systems                  | <input type="radio"/> |   |                       |                       |                       |
| Industrial engineering               | <input type="radio"/> | <input type="radio"/> Electronics<br><input type="radio"/> Information management<br><input type="radio"/> Marketing & media<br><input type="radio"/> Production & logistics management                 |                       |                       |                       |
| Mode of Study                        |                       | Full-time   | Part-time*            | Dual**<br>(7th sem.)  | Dual<br>(8th sem.)    |
|                                      |                       | <input type="radio"/>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| Masters Degree Courses   |                       | Area of Interest (Please provide for planning purposes)   |                       |                       |                       |                           |
|--|-----------------------|---|-----------------------|-----------------------|-----------------------|---------------------------|
| Business administration<br>(3 semesters, for bachelor graduates with 210 ECTS) | <input type="radio"/> | <input type="radio"/> Finance & services<br><input type="radio"/> Financial accounting & auditing<br><input type="radio"/> Marketing & media<br><input type="radio"/> IT management   |                       |                       |                       |                           |
| Business administration<br>(4 semesters, for bachelor graduates with 180 ECTS) | <input type="radio"/> |   |                       |                       |                       |                           |
| E-commerce   | <input type="radio"/> |   |                       |                       |                       |                           |
| Computer science   | <input type="radio"/> | <input type="radio"/> Media<br><input type="radio"/> Technology<br><input type="radio"/> Economics  |                       |                       |                       |                           |
| IT engineering   | <input type="radio"/> |   |                       |                       |                       |                           |
| IT security  | <input type="radio"/> |   |                       |                       |                       |                           |
| Industrial engineering   | <input type="radio"/> | <input type="radio"/> Finance & services<br><input type="radio"/> Energy & environmental engineering<br><input type="radio"/> IT management<br><input type="radio"/> Marketing & media management<br><input type="radio"/> Optics & sensors |                       |                       |                       |                           |
| Mode of Study  |                       | Full-time   | Part-time*            | Dual<br>Full-time     | Dual<br>Part-time*    | Guest<br>Full-<br>time*** |
|  |                       | <input type="radio"/>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |

\* Part-time: In this arrangement a maximum of 35 ECTS of study and examination work may be completed per year.

\*\* Dual (7th sem.): Admission in winter semester only

\*\*\* Guest student: Students of other higher-education institutions are welcome to attend lectures and classes at FH Wedel but are not enrolled students of FH Wedel. Admission as a student of FH Wedel is only permitted if the conditions of the registration and admission regulations are satisfied.

## C. Your University Entrance Qualification

Please tick your type of university entrance qualification below.  
 Admission is governed by section 39 of the Higher Education Act (HSG) for Schleswig-Holstein.

**1) GENERAL ENTRANCE QUALIFICATION**  
 **2) SUBJECT-RELATED ENTRANCE QUALIFICATION**  
 **3) UNIVERSITY OF APPLIED SCIENCES ENTRANCE QUALIFICATION**  
 **4) SUBJECT-RELATED UNIVERSITY OF APPLIED SCIENCES ENTRANCE QUALIFICATION**

**Documents Required:** Certified copy of school-leaving examination

### School Education

|                |               |                                |         |
|----------------|---------------|--------------------------------|---------|
|                |               |                                |         |
| Name of school | Date finished | Final mark/grade               |         |
|                |               |                                |         |
| Street         | No.           | Additional mailing information |         |
|                |               |                                |         |
|                |               |                                |         |
| Postcode       | Postal town   | District (if in Germany)       | Country |

### Professional Training/Education (if completed)

|                             |                                 |   |
|-----------------------------|---------------------------------|---|
|                             | <input type="radio"/> completed | <input type="radio"/> currently in training |
| Title of training           |                                 |   |
|                             |                                 |   |
|                             |                                 |   |
| Year completed              | Mark/grade, practical section   | Mark/grade, theoretical section             |
|                             |                                 |   |
| Other professional activity |                                 |   |

## D. Your Preliminary Studies (if applicable)

Total semesters completed at German higher-education institutions

|  |   |
|--|---|
| <input style="width: 95%;" type="text"/> University semesters (incl. leave and internship semesters) | <input style="width: 95%;" type="text"/> Semesters on leave                                       |
| <input style="width: 95%;" type="text"/> Internship semesters  | <input style="width: 95%;" type="text"/> Semesters at preparatory college (foreign students only) |

### Most Recent Course of Studies and Final Examination (if applicable)

Please enclose your leaving certificate(s).

|  |   |   |   |
|--|---|---|---|
| Status <input type="radio"/> <u> begun/interrupted </u> <input type="radio"/> <u> passed </u> <input type="radio"/> <u> definitively failed </u> |   |   |   |
| <input style="width: 95%;" type="text"/><br>Name of institution  |   | <input type="radio"/> <u> German </u> <input type="radio"/> <u> foreign </u>                        |   |
| <input style="width: 95%;" type="text"/><br>Course attended  |   | <input style="width: 95%;" type="text"/><br>ECTS points   | <input style="width: 95%;" type="text"/><br>Designation of qualification<br><small>(e.g. Bachelor of Science)</small> |
| <input style="width: 95%;" type="text"/><br>First semester<br><small>(e.g. WS11)</small>   | <input style="width: 95%;" type="text"/><br>Last semester<br><small>(e.g. SS13)</small> | <input style="width: 95%;" type="text"/><br>Date of final examina-<br>tion (mm/yy)<br>if applicable | <input style="width: 95%;" type="text"/><br>Overall<br>mark/grade<br>if applicable                                    |
| Were you expelled?   |   | <input type="radio"/> <u> yes </u>  | <input type="radio"/> <u> no </u>   |
| Any subjects you definitively failed?  |   |   |   |

### Any Previous Course of Studies (i.e. taken prior to the 'most recent' de- scribed above) and Final Examination (if applicable)

Please enclose your leaving certificate(s).

|  |   |   |   |
|--|---|---|---|
| Status <input type="radio"/> <u> begun/interrupted </u> <input type="radio"/> <u> passed </u> <input type="radio"/> <u> definitively failed </u> |   |   |   |
| <input style="width: 95%;" type="text"/><br>Name of institution  |   | <input type="radio"/> <u> German </u> <input type="radio"/> <u> foreign </u>                        |   |
| <input style="width: 95%;" type="text"/><br>Course attended  |   | <input style="width: 95%;" type="text"/><br>ECTS points   | <input style="width: 95%;" type="text"/><br>Designation of qualification<br><small>(e.g. Bachelor of Science)</small> |
| <input style="width: 95%;" type="text"/><br>First semester<br><small>(e.g. WS11)</small>   | <input style="width: 95%;" type="text"/><br>Last semester<br><small>(e.g. SS13)</small> | <input style="width: 95%;" type="text"/><br>Date of final examina-<br>tion (mm/yy)<br>if applicable | <input style="width: 95%;" type="text"/><br>Overall<br>mark/grade<br>if applicable                                    |
| Were you expelled?   |   | <input type="radio"/> <u> yes </u>  | <input type="radio"/> <u> no </u>   |
| Any subjects you definitively failed?  |   |   |   |

## E. Study Agreement and General Terms and Conditions (from 2018-10-01)

### 1. Scope of Validity

The general contractual terms and conditions set out below apply to all business relationships between a student and the officially recognised Fachhochschule PTL Wedel, Prof. Dr. H. Harms, Prof. Dr. D. Harms, Gemeinnützige Schulgesellschaft m.b.H. (hereinafter 'FH Wedel', 'the University') that are formed when a contract is concluded for a defined study programme (e.g. a course of studies or a visiting semester). All use of the masculine form applies equally to persons of both genders and is used in the following terms solely for clarity of reading.

FH Wedel is financed by tuition fees. Fees are charged on the basis of these contractual terms and conditions and the Schedule of Fees of FH Wedel, which forms an appendix to these terms and conditions.

For individual business relationships, additional special terms of business may also be agreed. Should such special terms of business for individual business relationships or other agreements deviate in any way from the terms and conditions set out below, the deviating terms shall take precedence.

### 2. Object of this Agreement and Obligations

The object of this agreement is the completion of a defined study programme at FH Wedel. The study programme is carried out on the basis of a body of regulations specified by the Higher Education Act (HSG) for Schleswig-Holstein together with the regulations (including the House Rules), guidelines and committee decisions of FH Wedel related to academic matters that are published on the homepage of FH Wedel or in separate notices.

Before a study programme can be undertaken, admission must be granted in accordance with the registration and admission regulations of FH Wedel. In the case of courses that are still in the process of authorisation (as will be indicated on the enrolment form), admission is under reserve. If the authorisation criteria are not satisfied, any enrolment must be declined or cancelled. In this case, tuition fees can only be refunded if the enrolment documents were incorrectly checked by FH Wedel. If enrolment is not possible or not available (e.g. for guest students), access to study materials, information systems, transmission networks and learning platforms provided by FH Wedel will be restricted or forbidden.

FH Wedel is obliged to make the contractually agreed study programme available to the student and to enable him to complete the associated examinations. FH Wedel guarantees that the study programme can be carried out in accordance with the terms and conditions of this agreement and those of the bodies of regulations stated above.

The student is obliged to make available to FH Wedel all information and documents that are relevant for the performing of the study programme in good time. The student is obliged to perform all study and examination work in accordance with the study and examination regulations applicable at the time and to ensure that his behaviour does not interfere with the provision and running of studies. The student must check all certificates and other notifications issued by FH Wedel immediately for correctness and completeness and to report any errors without delay.

### 3. Conclusion of this Agreement

By submitting this student registration form I am making a binding application for a study programme at FH Wedel. The study agreement will come into effect when confirmation of acceptance is given by FH Wedel.

The obligations, in particular the payment obligations, that arise during the term of the agreement shall continue to apply if I do not start the studies or do not take up the contract services.

### 4. Fees and their Due Date

**FH Wedel charges tuition fees. These include all the relevant fees set out in the**

**Schedule of Fees, in particular the processing fees, semester fees, administrative fees and library fees. The amount of these fees and the dates on which they are due are determined by the Schedule of Fees.**

**A processing fee is charged for handling an application or a change of course. The processing fee must also be paid in the event that the student withdraws his application.**

4.1. If the student is a minor, his legal representative shall assume as debtor - together with the student himself - the payment obligations associated with the provision of a study place.

4.2. In the case of a dual curriculum (study combined with practical experience), the company offering the practical experience undertakes, via a cooperation agreement with FH Wedel, to meet the tuition fees of the student for the term of validity of the relevant apprenticeship contract. If the company offering experience defaults in payment of the fees due and does not make payment despite the issue of a reminder and the elapsing of the grace period stated in the reminder, FH Wedel shall be entitled to claim the outstanding payment obligations from the student. If the student is a minor, section 4.1 shall apply accordingly.

### 5. Right to Withdraw

In addition to the statutory right of revocation, FH Wedel grants the student a further two weeks during which he may withdraw from the study agreement without stating reasons by communicating his withdrawal to FH Wedel in writing. Thus the overall period for such a withdrawal is four weeks from the date of receipt of the confirmation of acceptance. In this case no tuition fees shall be due; however, the agreed processing fee shall still be payable.

### 6. Inactive contract

In cases that a direct admission to a study program is not possible due to a lack of qualification of the applicant, the contract may begin with an inactive period. This requires paying an increased processing fee and paying the first semester fee in advance. The contract is to be applied for informally by the applicant. The approval of the inactive contract is at the discretion of the FH Wedel and will be issued informally. By payment of the aforementioned fees the inactive period gets effective.

The inactive period serves the student to gain the lack of qualifications and certifications. The applicant ends the inactive phase of the contract by proof of this qualification and subsequent enrolment.

The inactive period can last a maximum of two years. If the applicant does not enrol at the latest at the beginning of the semester following the inactive period, the contractual relationship ends automatically, without the need for a separate termination agreement and without repayment of the aforementioned fees.

### 7. Term of the Agreement/Termination by the Student

The agreement is concluded on the date on which the confirmation of acceptance of FH Wedel is received by the student.

If the contractual declaration is not revoked under the statutory right of revocation or as described in section 5, the minimum term of the agreement shall be one semester. The agreement may then be terminated not earlier than at the end of the first semester with a notice period of seven days. After this period the agreement may be terminated at any time with a notice period of seven days to the end of the semester. The right to terminate the agreement for important reasons is not affected. An important reason for termination would in any case exist if the provisions of section 2 are infringed. Termination must in all cases be notified in writing. The student must be able to provide proof that the notice of termination was received.

### 8. Termination of the study agreement by FH Wedel

FH Wedel is entitled to terminate the study agreement unilaterally at the end of the current semester if the student

8.1. has repeatedly ignored the regulations of FH Wedel (including the House Rules),

8.2. has attempted to manipulate records or certificates of achievement and has caused a corresponding administrative resolution to be taken by the board of examiners of FH Wedel in respect of the discovery of an attempt to cheat,

8.3. has not passed in the transitional examination subjects of the respective examination regulations after a maximum of five study semesters,

8.4. has not completed his studies within the maximum permitted period set out by the examination procedure regulations,

8.5. in the case of a dual curriculum, has legally ended his apprenticeship contract and no new training contract has been concluded within three months.

The right to terminate the agreement for important reasons is not affected. An important reason for termination by FH Wedel would in any case exist if the provisions of sections 2, 12, 15 or 16 are infringed. Termination must in all cases be notified in writing.

### 9. Termination of the study agreement by FH Wedel without notice

FH Wedel is entitled to terminate the study agreement unilaterally on an exceptional basis without notice if

9.1. the student does not re-register for his course within the time allowed and still does not re-register following a reminder and the grace period stipulated in that reminder,

9.2. the persons responsible for payment of tuition fees under section 4 fall into default in payment of fees outstanding and do not pay even following reminder within the grace period stipulated in that reminder, or if, following a reminder for a previous payment, a subsequent payment is again late.

9.3. if the student objects to the agreed use or storage of personal data.

In the event of termination without notice, FH Wedel remains entitled to claim compensation for damages to the amount of unpaid fees, unless the student is able to demonstrate that the damages are less.

### 10. De-Registration

FH Wedel has the obligation or right to de-register the student in accordance with the applicable bodies of regulations stated in section 2. The student must apply for such de-registration in writing.

### 11. Ending of the Agreement

The agreement shall end in the following cases:  
a. The agreement is terminated for reasons set out in sections 6-8.

b. If the student changes to a different course of study, the agreement shall end when he is accepted into the new course.

c. If the student is required to de-register under section 9, this agreement shall end at the end of the current semester without the need for termination.

d. The agreement shall end without need for termination at the end of the semester in which the student achieves his study objectives.

Any outstanding fees will still be due for payment.

### 12. Special Rights of the University

12.1. Changes: FH Wedel is entitled to modify unilaterally the contractual terms and

conditions and in particular the fees during the term of the agreement to meet changed organisational requirements or market conditions. The request for such modifications shall be issued in written or electronic form and will take effect from the following semester.

If FH Wedel requests such a modification, the student shall have a special right of termination. This special right of termination should be asserted in writing and ends the agreement at the end of the semester. Declaration of termination under these circumstances must be received by FH Wedel within four weeks of receipt of the request for modification. Any tuition fees already paid for the following semester will be refunded. If the special termination is declared late, it will not be effective.

12.2. **Provision of Studies:** FH Wedel shall choose the teaching staff and determine the sequence of classes and examinations at its reasonable discretion and shall specify the dates of classes and examinations. These include classes taught face-to-face and examinations that must be attended in person. To ensure smooth running of the courses, FH Wedel may change the dates, rooms or locations of such events or may combine modules or create new content or modify it to remain in keeping with the requirements of the studies. This includes changes to the study programme or changes in teaching staff. Classes that are cancelled due to illness of teaching staff or force majeure will be made up as soon as possible. No claim shall exist in this respect. Face-to-face classes with small numbers of participants may in some case be conducted in another form than that originally planned, e.g. as e-learning or blended learning. Claims for compensation for damages against FH Wedel are excluded to the extent permissible in law.

12.3. **Semester Abroad:** Students are required to register for a semester abroad; this registration is binding. The fees for a semester abroad are due for payment before the semester abroad begins. The tuition fees for FH Wedel are waived for this semester. If the fees charged by the partner university are increased without the knowledge of FH Wedel at the time of binding registration, FH Wedel reserves the right to charge the student for this increase. If a student withdraws from the place he has reserved at a partner university, a withdrawal fee will be charged. Students who do not complete their semester abroad at a partner university shall be liable for withdrawal costs and any demands for compensation for damages raised by the foreign university.

For non-EU citizens the fee for the semester abroad is not determined by the Schedule of Fees of FH Wedel but rather by the regulations of the relevant partner university.

12.4. **Usage Rights:** FH Wedel and the student are considered to be partners in matters of the external image of the University and in the implementation of innovative ideas. For this purpose, students of FH Wedel shall grant the University non-exclusive usage rights to the work they produce within the context of their studies, provided that no rights of third parties preclude this, for research, teaching and marketing purposes. This includes duplication, dissemination, display and public reproduction. The claim of the student for remuneration shall be compensated at a flat rate with the services of FH Wedel arising from this agreement.

FH Wedel is further entitled to transfer usage rights to other parties against payment of a fee. In such cases the student has the right to a reasonable share in the direct revenues, with the deduction of processing and recovery expenses.

The student may revoke the usage rights he has granted at any time until not later than 3 months following the end of this

agreement. Such revocation shall apply solely to future uses of the student's work; uses already made or that are continuing in nature are excluded from it. Revocation is excluded where the work has been created with the significant involvement of an employee of FH Wedel in the sense of a co-author.

FH Wedel shall support the student by aiding his possibilities in designing and implementing innovative concepts, for example by providing technical and human resources for the development of prototypes. In turn the student agrees to notify the University in the event of a commercial exploitation of such concepts and to grant it an appropriate share in the revenues.

13. **Additional modules**

Additional modules are modules, courses and examinations that are not part of the contractually agreed study program and do not have to be provided as postgraduate courses for admission to the contractually agreed study program. FH Wedel can grant high-performance students the opportunity to participate in additional modules for a fee. The student has no right to participate in additional modules. For passed additional modules, the student receives a certificate from the FH Wedel. The fees are based on the fee schedule.

14. **Rights to Study Materials**

The electronic or printed study materials provided to the student are intended solely for study purposes and for personal use. All rights in such material, unless separately agreed or indicated, are held by FH Wedel. The student is obliged not to pass study materials of FH Wedel or educational content that may be provided via other media to third parties or to disseminate it in any other way or to infringe the intellectual property rights to such materials. Duplication is only permissible for the student's own purposes.

15. **Software Agreement**

The software provided by FH Wedel serves an exclusively educational purpose. The student is obliged not to copy or disseminate the software provided to him for any other purpose. Such software thus installed on the student's own devices should be regularly deleted at the end of the relevant module and not later than at the end of the study agreement. If the student is in breach of the license terms of the software manufacturer, the student shall be personally liable to the latter.

16. **Communication**

Students of FH Wedel are given a personal e-mail user account on the University's domain at the commencement of their studies. The University uses this account to communicate important information including information relevant to the study agreement.

The student must protect the login details from access by third parties. Any difficulties accessing the account should be documented and FH Wedel should be informed immediately.

A message delivered to a student's e-mail account is deemed to have been delivered within one week; administrative decisions are likewise deemed to have been announced. The University is entitled to analyse the e-mail user account to verify the delivery of information. Where the student does not take heed of this in good time, the consequences shall be borne by the student.

17. **Changes to Data**

To ensure the smooth conduct of business relations I understand that I must notify FH Wedel of any changes to the data I have provided, in particular contact data, without delay.

18. **Data Protection**

I hereby give my consent to the electronic storage and processing of the data required from me for the conducting of administrative and research processes by FH Wedel. Data is collected on the basis of the Federal Data Protection Act (Bundesdatenschutzgesetz).

Once this agreement is concluded, the student shall receive access data to electronic systems

provided for communication and teaching purposes.

I undertake not to share my access data with third parties, to prevent misuse of the system to the best of my ability and to use the system solely for the purposes of study-related activities.

19. **Liability**

Within the framework of its obligations arising from this study agreement FH Wedel accepts no liability for loss and/or damage or other detriment to students' property or to valuables or other objects in students' possession, in particular in the rooms in which face-to-face classes take place and on the access routes to them. FH Wedel secures its information systems, transmission networks and learning platforms to the normal extent against malicious software and unauthorised access. It therefore accepts no liability for loss of data or for faults or damage arising to students' own end devices as a result of malicious software or unauthorised access.

20. **Written Form**

Subsidiary agreements must be made in writing and can only be made once the agreement has been concluded. Changes, additions to or the annulment of this agreement require the written form in order to be effective. This also applies to any change to this written form clause itself.

21. **Validity of German Law**

The business relationship between the student and FH Wedel is governed by German law.

22. **Place of Fulfilment**

The place of fulfilment for the study services to be provided by FH Wedel is the site at which that study is provided, chosen by FH Wedel.

23. **Place of Jurisdiction**

If the student is a merchant, a legal entity in public law or a special fund under public law, the place of jurisdiction for all disputes arising from the contractual relationship between the student and FH Wedel shall be exclusively the place of business of FH Wedel.

24. **Severability Clause**

Should certain provisions of this agreement prove to be wholly or partially ineffective or unenforceable or become ineffective or unenforceable as a result of changes to legislation after this agreement is concluded, the remaining provisions and the effectiveness of the agreement as a whole shall not be affected.

The ineffective or unenforceable provision should be replaced by an effective and enforceable provision that comes as close as possible to the spirit and purpose of the ineffective provision as possible.

If this agreement is proven to have loopholes, those provisions shall be deemed to be agreed that correspond to the spirit and purpose of the agreement and would have been agreed if due consideration had been given.

25. **Declaration of Consent**

By signing this agreement I confirm that I have read and understood the terms and conditions of use. With my signature I give my consent to the terms and conditions of use and to the use and storage of my personal data to the extent described. I have been granted in law the right to revoke the consent to the use and storage of my data granted by me in signing this contract at any time in writing or by e-mail. Such revocation will result in all my personal data being deleted immediately and irretrievably and to the termination of the study agreement, subject to the contractually specified notice periods.

## F. Schedule of Fees of the University of Applied Sciences, Wedel (from 2018-10-01)

| <b>Bank Details</b>   |  |
|---|--|
| Fachhochschule Wedel • Sort code: 221 517 30 (Stadtsparkasse Wedel) • Account no.: 247 32<br>IBAN: DE46 2215 1730 0000 0247 32 • BIC/SWIFT: NOLADE21WED |  |
| <b>When making online or wire transfer payments, the following should be specified in the 'Reference' section:</b>                                      |  |
| Enrolment (matriculation) number, course code, surname, first name, period (e.g. WS2016, SS2016)  |  |

### 1) Processing Fees

| Nationality                      | Fee     | Payment Terms  |
|----------------------------------|---------|--|
| Resident students or EU citizens | €95.00  | This amount must be transferred within 10 working days of receipt of confirmation of acceptance without any additional request for payment being made. |
| Foreign students                 | €150.00 | This amount must be transferred in advance without any additional request for payment being made.  |
| Inactive Contract                | €250.00 |  |

### 2) Semester Fees

| Course Name                          | Code | Bachelor        | Bachelor        | Master          | Master          |
|--------------------------------------|------|-----------------|-----------------|-----------------|-----------------|
|                                      |      | Full-time study | Dual curriculum | Full-time study | Dual curriculum |
| Business administration              | BWL  | €1560.00        | €2300.00        | €1980.00        | €1980.00        |
| Computer games technology            | CGT  | €1320.00        | €2300.00        | -               | -               |
| E-commerce                           | ECOM | €1560.00        | €2400.00        | €1980.00        | €1980.00        |
| Computer science                     | INF  | €1320.00        | €2300.00        | €1980.00        | €1980.00        |
| IT security                          | ITS  | -               | -               | €1980.00        | €1980.00        |
| IT engineering (EU)                  | ITE  | €1320.00        | €2400.00        | €1980.00        | €1980.00        |
| IT management, consulting & auditing | IMCA | €1320.00        | €2300.00        | -               | -               |
| Media informatics                    | MINF | €1380.00        | €2300.00        | €1980.00        | €1980.00        |
| Smart technology                     | STEC | €1320.00        | €2300.00        | -               | -               |
| Computer engineering                 | TINF | €1260.00        | €2200.00        | €1980.00        | €1980.00        |
| Information systems                  | WINF | €1320.00        | €2300.00        | €1980.00        | €1980.00        |
| Industrial engineering               | WING | €1320.00        | €2300.00        | €1980.00        | €1980.00        |

\*) If the standard period of study is exceeded, the semester fee charged is half the full-time fee.

#### Semester and Administrative Fees for a Semester Abroad (Outgoings)

The semester fees stated above are suspended and the fees listed below are levied.

FoP (fee of partner): The fee charged is that charged by the partner university.

| Institution                                    | Country | Bachelor | Master   | Administra-<br>tion |
|--|---------|----------|----------|---------------------|
| A) Erasmus partners                            | EU      | €2250.00 | €2750.00 | €250.00             |
| B) Partner universities outside Erasmus        |         |          |          |                     |
| Beijing Foreign Studies University             | CN      | €2250.00 | €2750.00 | €250.00             |
| Dublin Business School                         | IRL     | FoP      | FoP      | €250.00             |
| Dundalk Institute of Technology                | IRL     | €2250.00 | -        | €250.00             |
| University of Abertay, Dundee                  | GB      | €2250.00 | FoP      | €250.00             |
| Edinburgh Napier University                    | GB      | €2250.00 | FoP      | €250.00             |
| London Metropolitan University                 | GB      | FoP      | FoP      | €250.00             |
| Nottingham Trent University                    | GB      | FoP      | FoP      | €250.00             |
| Belmont Abbey College                          | USA     | FoP      | -        | €250.00             |
| University of California, Riverside            | USA     | FoP      | FoP      | €250.00             |
| University of Otago, Dunedin                   | NZ      | FoP      | FoP      | €250.00             |
| University of the Sunshine Coast, Maroochydore | AU      | FoP      | FoP      | €250.00             |
| Edith Cowan University, Perth                  | AU      | FoP      | FoP      | €250.00             |
| NMMU, Port Elizabeth                           | SA      | €2250.00 | -        | €250.00             |
| Universidad del Desarrollo, Santiago de Chile  | CL      | €2250.00 | -        | €250.00             |
| C) Non-partner universities                    | various | FoP      | FoP      | €750.00             |

#### Payment Terms

|                                  |   |
|----------------------------------|---|
| Resident students or EU citizens | The semester fee must be transferred by 01.10 (for the winter semester) or by 01.04 (for the summer semester) without further request for payment. If the confirmation of acceptance is issued after the dates given here, the tuition fee is payable immediately.  |
| Foreign students                 | Foreign students pay a surcharge of 420.00 Euro on the above listed tuition fees. When offering a study place, FH Wedel charges a partial advance payment of the tuition fees of €500.00. Once this payment is received the applicant receives a confirmation of acceptance and the study agreement is deemed to be concluded. Semester fees must be transferred in full by 01.10 (for the winter semester) or by 01.04 (for the summer semester). If the agreement is concluded after the dates given here, the semester fee is payable immediately. |
| Payment by Instalments           | From the 2nd semester, payment can be made in instalments by arrangement with the finance department and by concluding a written instalment contract. In this case the tuition fee will be increased by 5% (rounded to the nearest whole euro).   |



| <b>Special Regulations</b>                      |  |
|---|--|
| Part time study                                 | The fees are equivalent to half the full-time fee. There may be per year study and examination services of max. 35 ECTS credits.   |
| Suspension                                      | In the event that a student is suspended, tuition fees for FH Wedel are waived. It is not possible to take part in courses with several dates during the leave of absence. Participation in repeat examinations is possible for a fee. The fee is calculated based on the ECTS-weighted proportion of the respective module in the semester fee. |
| Extensions Semester                             | In the master's program, the semester fee is half the full-time fee after the standard period of study has been exceeded.  |
| Inactive Contract                               | The fee for the first semester is to be transferred in advance without any further request for payment.  |
| Guest students with entitlement to examinations | Guest students pay the regular semester fee for the relevant course. Guest students are not enrolled at FH Wedel. For bachelor students of FH Wedel who attend a masters course at FH Wedel as guest students, the semester fee of the bachelor course is credited against the semester fee of the masters course.                               |

### 3) Administrative Fees

|  |         |
|--|---------|
| Change of study program (equivalent to administrative fee)   |         |
| • Germany, EU  | €95.00  |
| • NON-EU   | €150.00 |
| Late enrolment/re-registration (deadlines are published on the FH Wedel calendar)  |         |
|  | €40.00  |
| Per check for recognition of achievements, scope 5 ECTS (applies only above 15 ECTS)   |         |
|  | €35.00  |
| Fee for higher education qualifying examination (as per HEigPrüfVO regulations)  |         |
|  | €330.00 |
| Registration and de-registration for examinations before deadline (deadline is published in the online administration section) |         |
|  | €0.00   |
| Late registration per examination  |         |
| • within the lecture period of the semester  | €10.00  |
| • after the end of the lecture period  | €50.00  |
| Late de-registration per examination   |         |
| • before start of examination period   | €10.00  |
| • within the examination period (can be done up to one day before the date of the examination)                                 | €25.00  |
| • automatic de-registration caused by non-appearance at examination without explanation  | €50.00  |
| Appeal relating to examination matters (unsuccessful)  |         |
|  | €50.00  |
| Appeal against de-registration from the University (unsuccessful)  |         |
|  | €100.00 |
| Withdrawal from binding semester abroad once booked  |         |
|  | €150.00 |
| FH Wedel examination abroad, per examination (max. 2 exams)  |         |
|  | €25.00  |
| Reprint of student ID card   |         |
|  | €10.00  |
| Enrolment, mandatory internship, HVV and DB certificates/passes  |         |
|  | €0.00   |
| Other certificates, attestations etc.  |         |
|  | €5.00   |
| Confirmation of down times for statutory pension insurance   |         |
|  | €20.00  |
| Copy of academic certificates or documents, per copy   |         |
|  | €30.00  |
| Return by post of documents, to be paid in advance (not charged if a franked and addressed return envelope is supplied)        |         |
|  | €5.00   |
| Reminder charge for outstanding payment obligations (except library fees, see below): for 1st reminder                         |         |
|  | €0.00   |
| Reminder charge for outstanding payment obligations (except library fees, see below): for 2nd reminder                         |         |
|  | €5.00   |

### 4) Library Fees

|  |                                       |       |
|--|---------------------------------------|-------|
| Distance lending fees (per medium)   | as per costs of provision             |       |
| Fee for overdue items (per week/medium)  | Standard medium                       | €1.00 |
|  | Textbook collection/reference library | €5.00 |
| Reminder fees (per medium) (excluding overdue item fees and postage costs, where applicable) |                                       |       |
| 1st reminder   |                                       | €0.00 |
| 2nd reminder   |                                       | €5.00 |
| Loss/damage  | Cost of replacement of medium         |       |

### 5) Fees for additional modules

|  |           |
|--|-----------|
| Participation in up to three additional modules according to E.13 with a maximum of 15 ECTS is free of charge. | je 5 ECTS |
| For participation in further additional modules, fees are charged as follows:                                  |           |
| Bachelor modules   | 240,00 €  |
| Master modules (for master students only)  | 300,00 €  |

## G. Cancellation Policy

### Right to Withdraw

You have the right to withdraw from this agreement within 4 weeks without stating reasons. The withdrawal period is 4 weeks beginning on the day on which you or a third party nominated by you, other than the carrier, receive the written confirmation of acceptance from FH Wedel. To exercise your right to withdraw you must notify us (FH Wedel, Feldstraße 143, 22880 Wedel, tel. +49 (0)4103 8048 0, fax +49 (0)4103 80 48 39, e-mail sekretariat@fh-wedel.de) by means of a clear declaration (e.g. by a letter sent by post, by fax or by e-mail) of your decision to withdraw from this agreement. Proof of sending your declaration of withdrawal before the expiry of the withdrawal period is sufficient evidence of conforming to that period.

### Consequences of Withdrawal

If you withdraw from this agreement we shall be obliged to refund to you all fees that we have received from you, excluding the processing fee, immediately and not later than fourteen days from the date on which your declaration of withdrawal from this agreement is received by us. Even where withdrawal is declared within the period allowed, the obligation to pay the processing fee set out in section E.4 of these contractual terms and conditions applies. To refund your other fees we will use the same payment method that you used in the original transaction, unless another arrangement was expressly agreed with you; under no circumstances will you be charged for this refund.

## H. Legal Basis of the Obligation to Inform

The legal basis of the obligation for information to be given is section 45 of the law on higher-education institutions in Schleswig-Holstein (Hochschulgesetz, HSG) in the version published on 5 February 2016 (GVOBl. Schl.-H. p. 39), amended by section 3 of the law of 10 June 2016 (GVOBl. Schl.-H. p. 342) in conjunction with the law in Schleswig-Holstein on gathering and processing the personal data of student applicants, students and examination candidates for the administrative purposes of the institution (StudDatenVO) in the version of 23.04.2012 (GVOBl. 2/2012, 18). Full conformity with data protection is ensured through statistical non-disclosure. The individual data items gathered are held in confidence. Your data may also be used by the University in conjunction with your name and address for internal administrative purposes.

## I. Registration, Signing of the Agreement and Confirmation

By signing this agreement below I confirm that I have read and understood the study agreement and the general contractual terms and conditions. By signing this agreement I also give my consent to the contractual terms and conditions and to the Schedule of Fees and confirm that the information I have provided is correct and complete. I understand that enrolment made on the basis of false information will be revoked by FH Wedel. My consent to the use of my personal data can be revoked at any time in writing or by e-mail. As a consequence of such revocation the personal data will be immediately and irrevocably deleted and the study agreement terminated by FH Wedel (section E.23 of contractual terms and conditions).

Place, Date

Signature of Student

If the student is a minor, signature of legal representative

Please send us the documents fully completed and signed together with the required registration documents (see checklist on website) by post to:

**Fachhochschule Wedel**

Zulassungsstelle  
 Feldstraße 143  
 22880 Wedel

## WITHDRAWAL FORM

If you want to revoke the study contract, please fill out this form and send it to the address given.  
 There is no obligation to use this form.

An: Fachhochschule Wedel  
 Feldstraße 143  
  
**22880 Wedel**

Tel.: 04103-8048-911  
 Fax: 04103-8048-39  
 E-Mail: sekretariat(at)fh-wedel.de

**Hereby I revoke the study contract with the FH Wedel:**

Admission for                      Winter semester 20                       Summer semester 20

Bachelor       Master       Program

First Name

Sir Name

Date of birth

Place of birth

Street

No.

Additional mailing in-  
 formation

Postcode, postal town

Country

Place, Date

Signature of student

**QUESTIONNAIRE FOR QUALITY ASSURANCE**

You can always send us the sheet by post or insert it in the mailbox on the spot.  
 The evaluation is anonymous and has no influence on your approval. Multiple answers are possible.

- 1) You apply for:**
- Bachelor program                       Master program
- in: Full time     Part time     Dual program

- 2) How did you become aware of FH Wedel?**
- Recommendation by parents, Siblings, friends
  - Recommendation by school or training centre
  - Internet research
  - Online portals (e.g. DAAD.com)
  - Social media
  - Advertising in newspapers
  - Editorial coverage
  - University rankings
  - Advertising in public transports
  - Information by the employment office
  - Information brochures and merchandise
  - Fairs (Which? \_\_\_\_\_)

- 3) What motivated you to apply to us?**
- Proximity to the personal centre of life
  - Proximity to Hamburg
  - Good reputation
  - Career opportunities as a graduate
  - Possibility to conduct research
  - Ranking results
  - Good student life
  - Possibility to spend a semester abroad
  - Manageable university size
  - Competence of the teachers
  - Strong practical relevance of the teaching
  - Low dropout rate
  - Personal relationship with the teachers
  - Short study time
  - Good laboratory equipment
  - Lack of alternatives

- 4) How did you inform yourself about FH Wedel?**
- Internet
  - Open day, fairs
  - Members of FH Wedel
  - Information brochures

- 5) How are you going to finance your study?**
- |   |   |
|---|---|
| BAföG <input type="checkbox"/>                  | Scholarship <input type="checkbox"/>          |
| Parental support <input type="checkbox"/>       | Secondary employment <input type="checkbox"/> |
| Own financial reserves <input type="checkbox"/> | Wedel education fund <input type="checkbox"/> |

**6) Where else did you apply? Please list your alternatives incl. FH Wedel in the order of your preference and give a short reason (see for example question 3) for the ranking**

| Rang | Name of university | Reason for ranking |
|------|--------------------|--------------------|
| 1.   |                    |                    |
| 2.   |                    |                    |
| 3.   |                    |                    |
| 4.   |                    |                    |

|   | very im-<br>portant      | important                | indifferent              | unimportant              | very unim-<br>portant    |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>7) What is important when starting your studies?</b> |                          |                          |                          |                          |                          |
| Contact to teachers                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contact to fellow students                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contact to students of higher semesters                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Freshman offers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Infrastructure  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital information offerings                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper-based information offerings                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fast administrative procedures                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BAföG advice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Suitable accommodation                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General student committee (AStA)                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confidential counsellor                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Industry contracts                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**8) Does the chosen study form (full time, part time, Dual...) correspond to your wishes? (yes/no)** \_\_\_\_\_

**If „No“, why not:** \_\_\_\_\_

**9) Which study period do you expect to complete? (in semesters)** \_\_\_\_\_

**10) Which total grade do you expect? (1,0 to 4,0)** \_\_\_\_\_

**11) Are you aiming for an even higher degree after graduation? (yes/no)** \_\_\_\_\_

**12) What is your dream job?** \_\_\_\_\_

**13) How many hours are you willing to work in your later job?** \_\_\_\_\_

**14) Expected annual salary at the beginning & at the peak of your career?** \_\_\_\_\_ & \_\_\_\_\_

|  |   |
|--|---|
| <b>15) Which employment do you strive for?</b> | <b>16) What function do you strive for?</b> |
| Employee <input type="checkbox"/>              | Team member <input type="checkbox"/>        |
| State official <input type="checkbox"/>        | Team leader <input type="checkbox"/>        |
| Independent <input type="checkbox"/>           | Head of department <input type="checkbox"/> |
|  | Manager <input type="checkbox"/>            |

**Thank you!**