



Winter University Programme

WUP Darmstadt 2020

30.12.2019- 18.01.2020



Please send the completed and signed form by email to:

wup.int@h-da.de

Application Form

Please choose a module:

Marketing

International Marketing and Sales

Social Sciences

Design of Healthy Cities - Mobility of the future

Information of the guest

Family Name: _____

First name: _____

Gender: female male

Date of birth (dd/mm/yyyy): _____

Place of birth (City/Country): _____

Nationality: _____

Passport no: _____

Date of expiry: _____

Street address: _____

Postal code, city (and state): _____

Country: _____

Phone (country code + area code): _____

Email: _____

Emergency contact (name, phone, email): _____

Do you suffer from any health problems (chronic illness, allergies, etc.): yes no

If yes, please specify _____

Academic information

Home University _____

Programme of study: _____

Level of study: _____

Year of study: _____

Level of German: beginner intermediate

If you have prior knowledge, please elaborate as to years / hours of study, books used, practical experience, how long ago you participated in the course, etc.

Level of English: mother tongue fluent very good basic knowledge

Mailing address for transcript of records (if applicable): _____

Some universities do not accept a Transcript of Records (ToR) handed in by a student – if this applies to your university, please provide the relevant mailing address.

Please attach the following documents to your application:

- an academic profile (= brief curriculum vitae) to your application
- official academic transcript/transcript of records
- motivation letter: please state your motivation to participate in the Winter University Programme Darmstadt briefly (max. one page)
- copy of passport if you are not a citizen of the Schengen Area

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Family Name: _____

First Name: _____

Terms and Conditions

The regular programme fee is € 1.990.

The early-bird fee is € 1.790 for applications received before September 1, 2019.

The Programme fee includes:

- accommodation from December 30, 2019 until January 18, 2020,
- the three-week study programme including the seminar with lecture material, company visits and a field trip,
- a German language course (including lecture material),
- the cultural and leisure programme as well as
- a ticket for public transportation within Darmstadt and
- health, accident, and liability (third party) insurance.

Upon receipt of an application, Winter University Programme Darmstadt will process it and confirm or reject acceptance.

Upon acceptance, a registration fee of € 250 is payable (part of the programme fee).

The remainder of the programme fee is due on November 1, 2019.

In case a participant does not fulfil her/his payment obligations, she/he hereby acknowledges and agrees that her/his registration will automatically be rejected.

Payment Information

In order to reserve a place for you in the Winter University Programme Darmstadt, you need to pay a registration deposit of € 250 in addition to completing the registration form. Note: the registration deposit is part of the course fee.

Each participant is required to pay the deposit of 250 Euro no later than 14 days from the day of the invoice. Should there be no receipt of your deposit within 14 days, your registration will be forfeited.

The complete course fee should be paid by November 1, 2019. If you register by November 1, the whole sum is due.

After the confirmation of your participation you will receive an invoice.

You can pay the registration deposit as well as the rest of the course fee per bank transfer to our bank account.

Make sure to include your name and the payment use „WUP 2020“ on the transfer slip.

Please send us in advance a copy of your transfer slip per fax (or scan by email), this allows for better control of incoming payments. Thank you!

The payment of your registration deposit will be considered a binding agreement. As soon as we have received the deposit, we will reserve a place for you in the Winter University Programme Darmstadt. We will send you a payment receipt and a confirmation of your reservation.

If the maximum number of participants has already been reached by the time we receive your registration deposit, we will reimburse you the deposit (minus the processing fees charged by the bank).

Banks normally charge different processing fees which we need to pass on to you. All applicable bank charges will be passed on to the applicant on the arrival in Darmstadt and must be paid in cash at the welcome day. In order to keep the transfer fee as low as possible, make sure you provide your bank with the right information from above .

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Cancellation Policy

If a participant already registered in the Winter University Programme Darmstadt should wish to withdraw his / her registration, he / she has to inform Winter University Programme Darmstadt in writing (signed letter or fax).

In case a participant withdraws his / her registration later than October 31, 2019 Winter University Programme Darmstadt will retain his / her registration fee of € 250.

Should the withdrawal occur later than November 15, 2019, Winter University Programme Darmstadt will retain € 500.

Should a participant withdraw from the Winter University Programme after its start on December 30, 2019, Winter University Programme Darmstadt will retain the programme fee.

VISA

Participants must obtain a valid visa (if required). For further information please contact the German embassy in your home country. Winter University Programme Darmstadt is not responsible for any costs arising out of the application for or the denial of a visa.

Please note: Participation in the Winter University Programme Darmstadt does not require a student visa and is not sufficient to request a student visa for the Federal Republic of Germany. Winter University Programme Darmstadt is hosted by the Hochschule Darmstadt, but participants in the Winter University Programme Darmstadt will not be enrolled as regular students of the Hochschule Darmstadt.

Insurance

Health, accident, and liability (third-party) insurance is covered by the course fee for the duration of the programme from December 30, 2019 – January 18, 2020. For any days before and after the course participants will have to buy an insurance individually.

Possible further insurance needs have to be assessed by the participants themselves. In case of required medical care, the participant needs to pay the expenses in advance. Afterwards, the bills for any medical consultations and prescriptions will be submitted to the health insurance company. They will decide upon a reimbursement. Hochschule Darmstadt University of Applied Sciences cannot guarantee that all medical expenses will be refunded by the health insurance company.

Disclaimer

The Winter University Programme Darmstadt, its organisers, staff, lecturers and teachers shall not be held accountable for any damage to personal property or for injuries suffered by participants during the Winter University Programme Darmstadt, except where the damage or injuries suffered are caused by acts of wilful intent or gross negligence. The Winter University Programme Darmstadt shall not be held accountable for any damage to property or injury to people caused by participants.

Important

The minimum age for participation in the Winter University Programme Darmstadt is 18 years.

In case of misbehaviour, the organisers of the Winter University Programme Darmstadt reserve the right to dismiss a participant from the programme. Misbehaviour constitutes e.g. physical attacks and verbal insults on other participants, staff, or other third parties, drug abuse, excessive alcohol abuse, destruction of the property of Hochschule Darmstadt. A participant's dismissal from the course is solely at the discretion of the organisers, i.e. the academic organisers and the programme manager. Should a person be dismissed from the programme, no fees will be refunded.

The participant agrees that the International Office of the Hochschule Darmstadt, University of Applied Sciences, can publish photos of him/her taken during the programme on the web page and print material of the university. The participant agrees that his/her personal data is recorded and further processed electronically for the Winter University Programme Darmstadt. The data will not be used for any other purposes.

The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. To revoke your consent, please write an email to wup.int@h-da.de.

Governing Law, Jurisdiction

The laws of the Federal Republic of Germany shall govern this contract. The place of jurisdiction for all disputes arising hereunder shall be the courts of ordinary jurisdiction in the city of the Winter University Programme Darmstadt.

Liability

The liability of the contracting parties towards each other, even in case of a fault or a lapse on the part of their legal representatives or legal aides violating the terms of this contract, shall be restricted to cases of premeditation and gross negligence. Should violation of major contractual provisions (key obligations) occur, the contracting parties are also liable for lapses on the part of their legal representatives or legal aides even in cases of foreseeable, contractually typical and immediate damage caused by minor negligence.

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Please sign the contract here: By signing this contract, I certify that I wish to participate in the Winter University Programme Darmstadt (December 30, 2019 - January 18, 2020) and that I acknowledge and accept to be legally bound by the terms and conditions stated from page 1 to 3.

Place, date

Signature of participant (no print name or name stamp)

To be filled in by the organiser: I hereby certify that

has been accepted as participant in the Winter University Programme Darmstadt 2020.

Place, date

Signature of WUP coordinator