

Registration for Study and Study Agreement

Dear Prospective Student,

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

For the beginning of studies at our university, two criteria must be fulfilled: You need a study place confirmation from us and you must then enrol (register) for studies at FH Wedel. If you do not have a German higher education entrance qualification, you need to register first at [uni-assist](#), the international student application service office so that your certificates can be translated and converted to our grading scale. With the documents of uni-assist you can then apply directly at FH Wedel.

Offer of a Place – Conclusion of a Study Agreement

By completing and sending in the attached document, you are applying for a place at FH Wedel University of Applied Sciences. On the basis of your application documents, we check whether you fulfill the criteria of our admission regulations and whether we can make you an offer of a place. Normally, for a bachelor's degree programme you require a sufficiently good university entrance qualification and for a master's degree programme you need a sufficiently good bachelor's degree. FH Wedel is not obliged to offer you a place to study.

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 defined in the following terms of contract. As soon as the place has been offered there are costs for processing and tuition fees, which you must take into account. You may withdraw from this agreement within four weeks by cancelling or you may terminate the agreement after a minimum term of six months.

Enrolment – Acceptance of Course

When you received a study place confirmation, you then must prove to us that you have transferred the Studentenwerk contribution to the Studentenwerk Schleswig-Holstein and that you have health insurance. Thereafter, we will send you an access code, which you will need in order to enroll online.

Our offer will be based on the information provided by you. Should these be incorrect or incomplete and should therefore a hindrance to enrolment arise retroactively, the study programme cannot be commenced in accordance with the provisions of the Provincial Law on Higher Education despite the conclusion of the contract requiring a fee.

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

With kind regards,

Your team of FH Wedel

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 winter semester

Bachelor Degree Courses		Area of Interest (Please provide for planning purposes)		
Business administration	<input type="radio"/>	<input type="radio"/> Accounting, auditing & taxation <input type="radio"/> Marketing & media <input type="radio"/> Service management <input type="radio"/> Supply Chain & Operationsmanagement		
Computer engineering	<input type="radio"/>			
Computer games technology	<input type="radio"/>			
Computer science	<input type="radio"/>			
Data Science & Artificial Intelligence	<input type="radio"/>	<input type="radio"/> E-Commerce <input type="radio"/> Industry 4.0 <input type="radio"/> Informatics <input type="radio"/> Marketing & Services <input type="radio"/> OperationsManagement		
E-commerce	<input type="radio"/>	<input type="radio"/> Computer science <input type="radio"/> Economics		
IT engineering	<input type="radio"/>	<input type="radio"/> Computer science <input type="radio"/> Electronics <input type="radio"/> Energy systems		
IT management, consulting & auditing	<input type="radio"/>	<input type="radio"/> Accounting, auditing & taxation <input type="radio"/> Software design		
Information systems	<input type="radio"/>	<input type="radio"/> Computer science <input type="radio"/> Economics		
Industrial engineering	<input type="radio"/>	<input type="radio"/> Electrical engineering and information technology <input type="radio"/> Industry 4.0 <input type="radio"/> Information management <input type="radio"/> Marketing & media <input type="radio"/> Supply Chain & Operationsmanagement		
Media informatics	<input type="radio"/>	<input type="radio"/>		
Smart technology	<input type="radio"/>	<input type="radio"/> Computer science <input type="radio"/> Data science <input type="radio"/> Graphic design <input type="radio"/> Robotics <input type="radio"/> Technology		
Mode of Study		Full-time	Part-time*	Dual
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Part-time: Part-time studies must be applied for via the "application for part-time studies". In this arrangement a maximum of 35 ECTS of study and examination work may be completed per year.

To begin in: summer semester winter semester

Masters Degree Courses		Area of Interest (Please provide for planning purposes)		
Business administration 3 semesters (for graduates with 210 ECTS)	<input type="radio"/>	<input type="radio"/> Finance & services <input type="radio"/> Marketing & media <input type="radio"/> IT management		
Business administration 4 semesters (for graduates with 180 ECTS)	<input type="radio"/>			
Computer science	<input type="radio"/>	<input type="radio"/> General Computer Science <input type="radio"/> Media <input type="radio"/> Technology		
Data Science & Artificial Intelligence	<input type="radio"/>	<input type="radio"/> E-Commerce <input type="radio"/> Marketing & Media <input type="radio"/> Informatics <input type="radio"/> Technology		
E-Commerce	<input type="radio"/>			
Information systems / IT-Management	<input type="radio"/>	<input type="radio"/> Auditing <input type="radio"/> IT Consulting <input type="radio"/> Software design		
Industrial engineering	<input type="radio"/>	<input type="radio"/> Energy & environmental engineering <input type="radio"/> Finance & services <input type="radio"/> IT management <input type="radio"/> Marketing & media <input type="radio"/> Optics & sensors		
IT engineering	<input type="radio"/>			
IT security	<input type="radio"/>			
Sustainable & Digital Business Management	<input type="radio"/>	<input type="radio"/> Business <input type="radio"/> Technologies		
Mode of Study	Full-time		Part-time*	Guest Full-time***
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

* Part-time: Part-time studies must be applied for via the "application for part-time studies". In this arrangement a maximum of 35 ECTS of study and examination work may be completed per year.

*** 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)

Title of training	<input type="radio"/> completed	<input type="radio"/> currently in 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 type="text"/>	University semesters (incl. leave and internship semesters)	<input type="text"/>	Semesters on leave
<input type="text"/>	Internship semesters	<input 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 type="text"/> Name of institution		<input type="radio"/> <u> German </u>	<input type="radio"/> <u> foreign </u>
<input type="text"/> Course attended		<input type="text"/> ECTS points	<input type="text"/> Designation of qualification (e.g. Bachelor of Science)
<input type="text"/> First semester (e.g. WS11)	<input type="text"/> Last semester (e.g. SS13)	<input type="text"/> Date of final examina- tion (mm/yy) if applicable	<input type="text"/> Overall mark/grade if applicable
Were you expelled?		<input type="radio"/> <u> yes </u>	<input type="radio"/> <u> no </u>
Any subjects you definitively failed? <input type="text"/>			

Any Previous Course of Studies (i.e. taken prior to the 'most recent' described 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 type="text"/> Name of institution		<input type="radio"/> <u> German </u>	<input type="radio"/> <u> foreign </u>
<input type="text"/> Course attended		<input type="text"/> ECTS points	<input type="text"/> Designation of qualification (e.g. Bachelor of Science)
<input type="text"/> First semester (e.g. WS11)	<input type="text"/> Last semester (e.g. SS13)	<input type="text"/> Date of final examina- tion (mm/yy) if applicable	<input type="text"/> Overall mark/grade if applicable
Were you expelled?		<input type="radio"/> <u> yes </u>	<input type="radio"/> <u> no </u>
Any subjects you definitively failed? <input type="text"/>			

E. Study Agreement and General Terms and Conditions (from 2022-04-01)

1. Scope of Validity

The general contractual terms and conditions set out below apply to all business relationships between a student and the (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 based on 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 FH Wedel incorrectly checked the enrolment documents. 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 has to report any errors immediately.

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 FH Wedel gives confirmation of acceptance.

The obligations, in particular the payment obligations, which 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 Schedule of Fees determines the amount of these fees and the dates on which they are due.

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

5. 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.

6. In case of a dual study program (study combined with practical experience), the student must sign a training contract with a dual cooperation company of the FH Wedel. The cooperation company is contractually obligated towards FH Wedel to comply with the university's requirements for dual studies and

to pay the study fees for the dual studies for the duration of the respective training service contract. If a cooperation agreement or training contract is not concluded or if the dual cooperation company is in default with the payment of due fees and does not make the payment despite a reminder and the expiration of the deadline set in the reminder, FH Wedel is entitled to claim the student for the outstanding payment obligations. In case of minors, 4.1. shall apply accordingly.

7. Right to Withdraw

The legal right of revocation is two weeks from receipt of the confirmation of admission. During this time, the study contract can be revoked without giving reasons by written declaration to FH Wedel. There are no tuition fees; however, the agreed processing fee does not apply.

8. 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.

9. 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. **Afterwards the agreement can be terminated at end of each semester. Retroactive termination is not possible.** 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.

10. 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. repeatedly fails to attend an academic advising appointment after 12.3. without excuse,
- 8.4. has not passed in the transitional examination subjects of the respective examination regulations after a maximum of five study semesters,
- 8.5. has not completed his studies within the maximum permitted period set out by the examination procedure regulations,
- 8.6. 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 were infringed. Termination must be notified in writing in all cases.

11. 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.

12. 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. Retroactive de-registration is not possible.

13. 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, 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.

14. Special Rights of the University

15. 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.

16. 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. FH Wedel must receive declaration of termination under these circumstances 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.

17. Provision of Studies: FH Wedel shall choose the teaching staff and determine the type and sequence of classes and examinations at its reasonable discretion and shall specify the dates of classes and examinations. 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. In some cases, classes with small numbers of participants may 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.

18. 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.

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

20. Usage Rights: FH Wedel and the student are considered 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.

21. 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.

22. The student may revoke the usage rights he has granted 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.

23. FH Wedel supports the student within the scope of its possibilities in the design and implementation of business and start-up ideas, innovative concepts or in the creation of prototypes, for example by providing technical and human resources. In return, the student agrees to notify the FH Wedel in case of a commercial exploitation of the ideas, concepts and prototypes and to grant an appropriate share in the revenues.

24. 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.

25. Rights to Study Materials

The electronic or printed study materials provided to the student are intended solely for study purposes and for personal use. FH Wedel, unless separately agreed or indicated, holds all rights in such material. The original study material may not be copied, digitised or passed on to third parties against payment. 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.

26. 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.

27. 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.

28. 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, immediately.

29. Data Protection

I agree to the electronic storage and processing of my personal data for the handling of processes in administration, teaching, research, knowledge transfer, technology transfer and alumni administration by FH Wedel and agree to the electronic storage of the photograph to be submitted with the application. The photograph will not be used for advertising purposes. If the storage and use is not objected to after the termination of the present contractual relationship, the consent shall also apply for the time after the termination of this contract. The data collection is based on the Federal Data Protection Act (Bundesdatenschutzgesetz) and General Data Protection Regulation (Datenschutz-Grundverordnung).

After conclusion of the contract, the student will receive access data to electronic systems for the purpose of communication and teaching.

I undertake not to pass on the access data to third parties, to do my utmost to prevent misuse of the system and to use the system only for the purposes of study-related events.

30. Image and sound recordings

When conducting distance examinations, FH Wedel will use proctoring software and/or conferencing software as appropriate. I agree to the use and installation of so-called DSGVO-compliant proctoring software and/or conference software for distance examinations on my end devices. The data protection declaration for the software used can be viewed on the FH Wedel website.

The video equipment installed in classrooms is used to support distance learning. I agree to the recording and/or transmission of teaching events to other lecture halls or the Internet as well as to the use of the recording for the creation of teaching materials.

If students are recorded in sound and image for promotional purposes, this will be announced on an occasion-related basis and the student will be given the opportunity to withdraw from the recording.

Permanent video surveillance does not take place.

31. 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.

32. 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.

33. Validity of German Law

German law governs the business relationship between the student and FH Wedel.

34. 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.

35. 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.

36. 25. arbitration

The FH Wedel does not participate in any dispute resolution procedure within the meaning of the German Consumer Dispute Resolution Act (VSBG).

37. Severability Clause

Should certain provisions of this agreement prove to be wholly or partially ineffective or unenforceable or become ineffective or unenforceable because 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.

38. 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 2022-04-01)

Bank Details Fachhochschule Wedel • Sort code: 221 517 30 (Stadtsparkasse Wedel) • Account no.: 247 32 IBAN: DE46 2215 1730 0000 0247 32 • BIC/SWIFT: NOLADE21WED When making online or wire transfer payments, the following should be specified in the 'Reference' section: Enrolment (matriculation) number, course code, surname, first name, period (e.g. WS2016, SS2016)
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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 Full-time study	Bachelor Dual curriculum	Master Full-time study
E-commerce	ECOM	1.680,00 €	2.400,00 €	2.250,00 €
Business administration	BWL			
Computer games technology	CGT	1.560,00 €	2.300,00 €	
IT management, consulting & auditing	IMCA			
Smart technology	STEC			
Information systems	WINF			
Computer science	INF			
Media informatics	MINF			
Industrial engineering	WING		2.200,00 €	2.250,00 €
Computer engineering	TINF			
Data Science & Artificial Intelligence	DSAI		2.400,00 €	
IT-Engineering (Bachelor DE/ Master EN)	ITE			
IT security	ITS			
Information systems / IT-Management	WIM			

The fee for a dual bachelor's degree program is €2,600.00 for first-time enrolments occurring on or after Oct. 1, 2022.

Foreign students	Foreign students pay a surcharge of 500,00 Euro on the above listed tuition fees.
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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	Administration
A) Erasmuspartner	EU	2.250,00 €	2.750,00 €	250,00 €
B) Partnerhochschulen außerhalb von Erasmus				
Dundalk Institute of Technology	IRL	2.250,00 €	2.750,00 €	250,00 €
NMU, Port Elizabeth	SA			
Universidad del Desarrollo, Santiago de Chile	CL			
Beijing Foreign Studies University, Peking	CN			
Fundan University, Shanghai	CN			
Dublin Business School	IRL			
University of Abertay, Dundee	GB			
Edinburgh Napier University	GB			
London Metropolitan University	GB			
Nottingham Trent University	GB			
University of Otago, Dunedin	NZ	FoP	FoP	250,00 €
University of the Sunshine Coast, Maroochydore	AU			
Belmont Abbey College	USA			
University of California, Riverside	USA			
California State University (Long Beach)	USA		FoP	
C) Nicht-Partnerhochschulen	div.	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	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).

Special Regulations	
Part time study	The fees are equivalent to half the full-time fee. A maximum of 35 ECTS credits may be earned per year for study and examination achievements. The university revokes the granting of part-time studies if more than 35 credit points were earned during the academic year.
Suspension	In case of a leave of absence the tuition fees at the FH Wedel are waived. Participation in courses is not possible during the leave of absence. If this does not conflict with the reason for 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 exam in the semester fee and is limited to 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 Master's degree programme of FH Wedel as guest students, the semester fees of the Bachelor's degree programme are credited once to the semester fees of the Master's degree programme.

3) Administrative Fees

Late enrolment/re-registration (deadlines are published on the FH Wedel calendar)	€40.00
Other certificates, attestations etc.	€5.00
Reprint of student ID card	€10.00
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 2nd reminder	€5.00

4) Examination Fees

Recognition of achievements made in Germany, scope 5 ECTS (applies only above 15 ECTS)	€35.00
Recognition of achievements made abroad, scope 5 ECTS	€350.00
Fee for higher education qualifying examination (as per HEigPrüfVO regulations)	€330.00
	Per Examination
Late registration within the lecture period of the semester	€10.00
Late registration after the end of the lecture period	€50.00
Attendance without registration	€75.00
Late de-registration before start of examination period	€10.00
Late de-registration 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
FH Wedel examination abroad, per examination (max. 2 exams)	€25.00

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	300,00 €
Master modules (for master students only)	400,00 €

6) Withdrawal and objection

Withdrawal from binding semester abroad once booked	€150.00
Appeal relating to examination matters (unsuccessful)	€50.00
Appeal against de-registration from the University (unsuccessful)	€100.00

7) Library Fees

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

G. Cancellation Policy

Right to Withdraw

You have the right to withdraw from this agreement within 2 weeks without stating reasons. The withdrawal period is 2 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 information

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 Scholarship
- Parental support Secondary employment
- Own financial reserves Wedel education fund

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.		

7) What is important when starting your studies?

	very im- portant	important	indifferent	unimportant	very unim- portant
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? _____ & _____

15) Which employment do you strive for?

- Employee
- State official
- Independent

16) What function do you strive for?

- Team member
- Team leader
- Head of department
- Manager

Thank you!

