

# Application for Admission to the MBA Program in International Tourism Management at Nuertingen-Geislingen University



(Examination for External Candidates, Section 33, LHG (Baden-Württemberg Higher Education Act))

## Application for Winter Semester 2019 (Course No. 959)

Please fill in using block letters only.

### 01. Personal Data

\_\_\_\_\_  
Name

\_\_\_\_\_  
First Name

### 02. Gender

m = male

f = female

### 03. Date of Birth

\_\_\_\_\_

### 04. Place of Birth

\_\_\_\_\_

### 05. Nationality

\_\_\_\_\_

### 06. Address

\_\_\_\_\_  
Street and House Number

\_\_\_\_\_  
Post Code      Town

### 07. Telephone (in case of queries)

\_\_\_\_\_  
Area Code + Phone Number

### 08. Mobile Phone

\_\_\_\_\_

### 09. Private Email

\_\_\_\_\_

### 10. Business Email (optional)

\_\_\_\_\_

Gray Text Boxes are for Office Use Only.

Date of Receipt

Applicant No.

Up-to-Date Passport Photograph

## Admission Requirements

Admission to the Examination for External Candidates may only be granted if the following requirements are met:

1. Applicants must have successfully completed a degree program at a German university or a Cooperative State University or hold an equivalent degree from a university abroad. In the latter case, proof is required through a certificate from Studienkolleg Konstanz stating recognition of the degree.
2. Applicants must have had practical work experience of at least one year. Practical experience acquired during the internship as part of the first degree will be counted.
3. Proof of sufficient preparation for the Examination for External Candidates (i.e. attending lectures) must be provided.

The Examination Committee of the Faculty of Business and Law (FWR) at Nuertingen-Geislingen University will make the final decision on whether applicants are allowed to take part in the Examination for External Candidates in the study program in International Tourism Management.

Applicants will be informed in writing by WAF Weiterbildungsakademie at Nuertingen-Geislingen University whether admission to the Examination for External Candidates has been granted or not.

## Cooperation Partners

The study program leading to the Examination for External Candidates in the MBA program in International Tourism Management is carried out in cooperation with **Bodensee Campus GmbH** Constance. The academic director of the program is Prof. Dr. Horst Blumenstock (Nuertingen-Geislingen University); Dipl. Volkswirt Michael Steinbach is in charge of operations at Bodensee Campus. The study program comprises four semesters.

## Services by Bodensee Campus

- Organizing lectures in cooperation with professors and lecturers at Nuertingen-Geislingen University
- Supplying lecture notes
- Support and advice in course-related issues
- Organizing tutorials for individual subjects

### Declaration

I hereby declare that I am not enrolled as a student in any university in an area governed by the German Constitution or that I have failed the Examination for External Candidates in a similar study program with no option to re-sit.

Place / Date

Signature

## General Terms and Conditions

### Registration

By submitting this form you apply to take part in the study program leading to the **Examination for External Candidates in the MBA program in International Tourism Management**. WAF reserves the right to deny admission if the maximum number of students has already been reached or if the required deadlines have not been met. **A maximum of 25 students will be admitted. The program takes place in Constance / Lake Constance with excursions to Palma de Mallorca.**

### Payment Conditions

- Tuition fees for the entire study program (4 semesters) amount to **19,900 EUR** (VAT exempt). Fees have to be settled in full upon receipt of the invoice before the beginning of the semester. If fees are not received on time, WAF reserves the right to (temporarily) exclude the student from lectures or to terminate the study contract completely.

The fees are invoiced in instalments:

- 50 EUR handling fee at registration
- 600 EUR upon admission which will be deducted from the tuition fee for the first semester
- Before the beginning of semesters 1 and 2           5,400    EUR respectively
- Before the beginning of semesters 3 and 4        4,550    EUR respectively
- In addition to this, a once-off examination fee of currently 200 EUR will be charged.

### Withdrawal and Termination of Contract

- Applicants can withdraw free of charge within four weeks of receiving the letter of acceptance. If you cancel 4 weeks or more **after** receiving the letter of acceptance, the admission fee (600 EUR) will **not** be refunded. If students withdraw from the program after having paid the first semester fee, an additional cancellation fee of 1,000 EUR will be charged.
- If students register during the four weeks before the beginning of the lecture period, the full semester fee will be invoiced. A free of charge cancellation is not possible in this case.
- If students want to withdraw from the study program, notice must be given at least four weeks before the beginning of the semester. If students withdraw from the program during the semester, the semester fee will not be refunded.
- Notice to withdraw must be done **by letter post** (addressed to WAF) in all cases and not by email or fax.
- WAF reserves the right to cancel the complete study program **before** the scheduled start date if not enough students have registered to ensure economic viability. **WAF guarantees that a study program that has commenced will also be completed.**

### Course and Exam Regulations (EPO)

- The currently valid Course and Exam Regulations (EPO) governing the Examination for External Candidates in the MBA program in International Tourism Management at Nürtingen-Geislingen University shall apply. The complete program comprises 120 ECTS.
- If changes in the EPO are made, some subjects and/or the number of lectures might change during the study program.

### Examination Issues

- All issues relating to examinations - such as admission and registration for examinations - will be dealt with by the Examination Committee at the Business and Law (FWR) Faculty at Nürtingen-Geislingen University.

### Place of Jurisdiction

The place of jurisdiction shall be Nürtingen.

## Registration

I hereby would like to **bindingly** register for the study program. I will send the complete registration documents to:

**WAF Weiterbildungsakademie an der  
Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen e.V.  
Neckarsteige 6-10  
72622 Nuertingen**

**Please note the following:**

- 1. The study program is fee-paying.**
2. If anything changes before the end of the application period, you must notify WAF immediately.
3. We do not assume any liability for original transcripts or certificates sent to us.
4. Please fill out this registration form carefully and completely (and do not forget to sign it!). The applicants' data are stored and processed in accordance with data protection regulations.
5. Please hand in all required application documents. This will help to avoid unnecessary delays.
- 6. The course will commence in October 2019.**
- 7. The registration deadline is Friday, 20 September 2019 (provided places are still available on that date).**

**I have enclosed the following documents** (please tick):

- Officially certified** copy of my university degree
- Tabular resumé with passport photograph outlining my education and qualifications without any gaps
- Proof of all related practical experience
- \_\_\_\_\_

During the program, I am insured by a "Berufsgenossenschaft" (employer's liability insurance) through my employer.

yes     no

I hereby declare that the information I have given is complete and correct. I have read and hereby agree to the General Terms and Conditions (page 3) and the information on data protection (page 5). I agree to pay the course fees in accordance with the stated terms and conditions.

Place / Date

Signature

# Information to be Provided Where Personal Data are Collected and Right of Access According to Article 13 GDPR in WAF e. V. External Study Programs



## 1. Name and Contact Details of the Person Responsible

Responsible according to section 13 (1a) of the Data Protection Act (GDPR):

Name of Association: WAF Weiterbildungsakademie an der HfWU e. V.  
Street: Neckarsteige 6 - 10  
Post Code, Town: D-72622 Nuertingen  
Telephone: +49-7022 – 201 414  
Chairperson's Email Address: [valentin.schackmann@hfwu.de](mailto:valentin.schackmann@hfwu.de)

## 2. Contact Details of the Data Protection Officer

You can contact our Data Protection Officer at the following email address: [datenschutz-waf@hfwu.de](mailto:datenschutz-waf@hfwu.de)

## 3. Purpose and Legal Basis of Data Processing

For administration purposes, the following data will be processed for **participants** in WAF external programs and **applicants** who have applied for admission to the study programs: name, first name, address, date and place of birth, email address, telephone numbers, resumé, education details and, if required, academic degrees, sometimes also information on employers. The legal basis for this is article 6 (1b and c) of the GDPR.

## 4. Legitimate Interests of the Association

not applicable

## 5. Recipients of Personal Data

- The association will pass on the personal data outlined in paragraph 3 to the Examinations Office at Nuertingen-Geislingen University and to the Academic Director (and his/her assistants) of the study program leading to the Examination for External Candidates.
- If required, the association will pass on personal data of **applicants** outlined in paragraph 3 to Hochschule Konstanz Technik, Wirtschaft und Gestaltung for the recognition of academic degrees. The legal basis for this is section 58 (2) No. 6 and (3) and section 19 (1) page 2 No. 20 of the Baden-Württemberg State Law on Higher Education (LHG) as amended on 01 April 2014.

## 6. Transfer to Third Countries

not applicable

## 7. Storage Period

- The **participants'** data will be deleted six months after the end of the study program, unless consent has been given during the registration process to receive information on further education courses. **Applicants'** data are deleted immediately, if requested, or otherwise after three years.
- Invoice data are kept for 10 years in accordance with section 147 (1) of AO (Abgabenordnung, Federal Tax Code).
- The data required by the Examinations Office of Nuertingen-Geislingen University to issue transcripts will not be deleted.
- If consent is revoked, all data will be deleted immediately with the exception of c).

## 8. Rights of the Data Subject

- Applicants** have a right to information (Art. 15 GDPR) as well as a right to rectification (Art. 16 GDPR) or erasure (Art. 17 GDPR) or to a restriction of processing (Art. 18 GDPR) or a right to refuse processing (Art. 21 GDPR).
- Participants** have a right to information (Art. 15 GDPR) and a right to rectification (Art. 16 GDPR).
- Participants** do not have a right to erasure (Art. 17 GDPR) nor to a restriction of processing (Art. 18 GDPR) nor a right to refuse processing (Art. 21 GDPR) in the case of data which are required to issue transcripts.
- Both **participants** and **applicants** have the right to lodge a complaint with the Commissioner for Data Protection and Freedom of Information of Baden-Württemberg.

## 9. Obligation to Provide Personal Data

not applicable

Last updated in 07/2019