**Department for Management and Economics**

Center for Business Specializations

Postgraduate Program

**Professional MBA, Aviation Management**

Internal reference: 21st AviMBA

no.: 187

2020-2022

**Registration and Application for Admission**

|  |
| --- |
| Surname(s): Click here to enter textFirst name(s): Click here to enter textAcademic degree(s): Click here to enter textDate and place of birth: Click here to enter textNationality: Click here to enter text  |
|  |

**ADDRESSES AND TELEPHONE NUMBERS**

Home address

Street, Name and Number Click here to enter text

 Postal Code, City and Country Click here to enter text

 Telephone, Fax, E-Mail Click here to enter text

Correspondence address

Street, Name and Number Click here to enter text

 Postal Code, City and Country Click here to enter text

 Telephone, Fax, E-Mail Click here to enter text

**Application**

I hereby wish to apply bindingly to attend the university course 21st Professional MBA, Aviation Management for the academic years 2020-2022. The admission fee for the above mentioned university course is € 22,900.

The admission fee includes the course fee, costs for study materials and the StudienServiceCard. Travel, accommodation or catering as well as excursion costs are not included in the admission fee. Currently the admission fee is VAT-free. The participant pays for any bank charges due to transfer.

The number of study places is limited. Admission to the university course depends on the date of application, available places, the applicant’s qualifications and on the admission interview.

The university course is based on the curriculum that is published in the currently valid version of the bulletin of Danube University Krems as well as the currently valid version of the regulation on legal conditions of registration and implementation of the university courses at Danube University Krems. According to the University Act (UG) 2002, university courses are non-degree programs and participants of these courses are admitted as non-degree students.

**Admission Fee:**

Generally, the admission fee is due as a total amount before the beginning of the course.

Any cancellation of admission has to be made in writing to the attention of the responsible head of department. Cancellation free of charge is possible within 14 days after receipt of the notification that the admission requirements have been met.

After the expired withdrawal period, a cancellation can be made up to a maximum of 4 weeks before the course begins. In this case, the cancellation fee of 10 % of the course fee has to be paid. If the course director cancels the course later or the participant discontinues the course, the cancellation fee is 100 % of the total course fee or any outstanding instalments are due immediately. Cancellation or premature termination of the university course does not lead to a refund of the participation fee.

In any case, the right of free withdrawal expires with the participation in university courses and from this point on the cancellation fee is 100 % of the total admission fee.

Danube University Krems reserves the right to cancel the university course before it begins. In this case, all pre-paid participation fees will be refunded.

Danube University Krems reserves the right to change the study program at short notice as well as to change the course locations and other necessary organizational deviations. These deviations do not entitle the participant to cancel or reduce the admission fee or to claim damages and the like.

**In cases when the time of study exceeds the curricula specific duration**

The fees according to Bulletin 2015/no. 06 dated 26 January 2015, regulation on fees for exceeding the duration of studies stipulated in the curriculum, in the respective valid version, shall be charged for the registered continuation period for studies.

Currently the fees are € 125.- per term for the first two terms and € 250.- from the third term exceeding the duration of studies onwards. Amount is subject to change.

**Communication / Change of contact data / Data protection:**

I take note that **at the beginning of my studies I will be assigned a personal email address at Danube University Krems (first name.surname@edu.donau-uni.ac.at) and that from this point on all study-related legal matters and invoices will be sent to this email address, which is considered the electronic delivery address.** Forwarding to any other e-mail address I will arrange myself.

I undertake to check my personal data as well as my admission data in the student management section in DUKonline. If inconsistencies occur, I myself am obliged to change my address in DUKonline promptly.

Inconsistencies regarding my admission data have to be reported in writing to the SSC (StudienServiceCenter) of Danube University Krems immediately.

**I hereby acknowledge, by my signature below, that I have read, understood and accepted this document "Registration and Application for Admission" as well as the overleaf regulation on the legal conditions of Danube University Krems, which is an integral part of this document, and the data protection declaration at** [**www.donauuni.ac.at/datenschutz**](http://www.donauuni.ac.at/datenschutz)**.**

Date: Signature

**Ordinance regarding the legal terms and conditions for enrolment in, and carrying out of, university courses at the Danumbe University Krems
(according to University Bulletin No. 95 dated December 20, 2019)**

|  |  |
| --- | --- |
| **1. Admission procedure**Upon signature of the application and application for admission by the applicant, the application for the respective university course becomes legally binding. After the applicant passes a selection process, Danube University Krems will send the participant a written confirmation pertaining the fulfillment of the admission requirements. Admission to the studies only becomes legally effective once the documents have been submitted in full and the participation fees have been received within the admission period. Any costs that may arise in the course of the selection process cannot be charged to Danube University Krems.**2. Attendance fees and mode of payment**All university courses offered by Danube University Krems are subject to attendance fees; these fees include the course contribution, study material costs as well as the StudienServiceCard and are listed in the application form. Attendance fees are currently exempt from VAT and do not include travel, accommodation, or excursion costs. The Rectorate shall be responsible for setting the amounts of study course contributions and their mode of payment as well as for their collection. Attendance fees always become due in full prior to the start of each course. Any diverging (exceptional) payment arrangements must be approved by the Rectorate. Danube University Krems reserves the right to send out invoices, requests for payment and reminders in electronic form. In case of delayed payment, participants will be charged 4 % default interest per annum plus reminder costs. Furthermore, the participant agrees to reimburse Danube University Krems for any collection and attorney fees incurred by DUK as a consequence of any such delayed payment as far as such efforts are required for the legal enforcement of its claims. The attendance fee has to be transfered to Danube University Krems, bank details: IBAN AT08 1100 0039 7404 1000, BIC BKAUATWW, indicating the general registration number (AR number). Any banking charges related to such remittances must be borne by the participant. **3. Conditions of cancellation**Cancellation or withdrawal of the registration free of charge must be in writing to the attention of the responsible head of department. Cancellation free of charge is possible within 14 days after receipt of the notification that the admission requirements have been met. After the withdrawal period has elapsed, a cancellation can be made up to a maximum of 4 weeks before the course begins. In this case, a cancellation fee of 10% of the course fee is brought to account. In any case, the right to withdraw free of charge expires with the university courses participation and a cancellation fee of 100 % of the participation fee is due.**4. Cancellation of courses**Danube University Krems reserves the right to cancel university courses, in particular when the minimum number of participants is not reached. In that case, participants will be refunded any attendance fees already paid. Participants, however, are not entitled to any other claims apart from the aforementioned refund. | **5. Organizational deviations**Danube University Krems reserves the right to alter the study program at short notice as well as to change the venue and other necessary organizational deviations. These deviations do not entitle the participants to cancel or reduce the fees, nor to claim damages or similar.**6. Liability**Danube University Krems only assumes liability for damage or loss resulting from intentional or grossly negligent conduct on the part of its employees or other associates. Any liability for minor negligence, compensation of consequential damage or financial loss, loss of profit or damage arising from third-partyclaims is hereby excluded expressly. **7. Intellectual property**All independently created works by participants and prepared as a part of university courses remain the intellectual property of the participants. Participants hereby grant Danube University Krems a free permission to use unlimited as to location and time for all and any forms of their utilization, including their editing and the right to make use of them within online networks, in particular on the internet. Notwithstanding the foregoing, the participants‘ right to utilize their own works remains unlimited. In order to protect the intellectual property of third parties, the participant agrees by signing the application form that Danube University Krems will check by means of appropriate electronic control measures whether the student’s written (final) papers, in particular the master thesis, correspond to the rules and principles of good scientific practice and are free from unauthorized use of third party intellectual property.**8. Copyright**Course materials provided as a part of the university programs are, and shall remain, the intellectual property of Danube University Krems and/or their authors and/or their respective intellectual property right owners. They shall only be made available to persons for their own use who participated in the event; they must not be passed on to any other third parties. Unless expressly indicated in these course materials, any further use shall be subject to written approval by Danube University Krems and/or their authors and/or their intellectual property right owners.**9. Correction of personal data and privacy policy**Change of a participant’s name has to be send immediately in writing to the SSC (StudienServiceCenter) of Danube University Krems. Change of the participant’s address has to be made independently in DUKonline immediately. If no change of address is notified in due time, the last known address is considered the valid delivery address. Danube University Krems fulfils its duty to inform according to GDPR by publishing the corresponding notifications on our homepage under www.donau-uni.ac.at/datenschutz. **10. Venue**All study courses are held on the premises of Danube University Krems, Dr. Karl Dorrek-Strasse 30, 3500 Krems or in other venues specifically announced.Rektor |

Mag. Friedrich Faulhammer

Rektor