



**Registration form for the Master distance learning course**

**”Master of Science in Biobanking“**

**Winter Semester 20\_\_/\_\_**

**Personal Data:**

Academic Title:

First Name:

Last Name:

Date of Birth:

Nationality:

National Insurance Number:

Mailing Address:

Country:

Telephone:

E-Mail:

Billing Address:

**Data regarding your professional background**

Current employer:

Service telephone:

Service email:

Position:

since:

Experience in biobanking (including certificates):

Type of experience:

Duration (years):



**Data regarding your education**

I was already registered at an Austrian university

No – Name of University, Country:

– Date of Higher School Certificate:

Yes – Name of Austrian University:

University degree:

Medical University of Graz needs the following documents for a lawful registration:

- CV
- Copy of your passport
- High school diploma in copy
- Evidence of highest education (Higher School Certificate or final degree)
- Certificate for experience in biobanking (if available)
- Letter of motivation

Please enclose copies of the above to this registration and bring the original documents to the first face-to face course.

The annual course fee (for two semesters) amounts € 6450, --. To transfer this fee you will receive a separate invoice together with your confirmation for this master distance learning course.

**Herewith I register for the Master distance learning course "Master of Science in biobanking" and I accept the general terms and conditions mentioned overleaf.**

**Date:**

**Signature:**

Contact: Mag.(FH) Gabriele Hartl, Elisabethstraße 38, 8010 Graz, Austria

[msciobanking@medunigraz.at](mailto:msciobanking@medunigraz.at) - [www.medunigraz.at/biobanking](http://www.medunigraz.at/biobanking)

## GENERAL TERMS

### § 1 Conditions for registration

- (1) By signing the registration form, the participant declares to have understood the terms and conditions of this General Terms Act and to accept this as binding and legally effectual registration to the Course.
- (2) The program director is entitled to make a selection of participants, through a selection process concerning the specific course according to the eligibility criteria stated in the respective valid curriculum. At least 6 weeks prior to the course all the candidates will receive a notice of their admission. Not admitted applicants are kept evident on a waiting list according to the chronological order of their application submissions and succeed in this order in case of drop out of an admitted participant.
- (3) The Medical University of Graz (Med Uni Graz) reserves the right to postpone the course due to an insufficient number of participants or for other important reasons or to entirely cancel it. Already received payments of Course Fees will be refunded in this case.
- (4) Likewise, the Med Uni Graz reserves the right to carry out necessary changes of lecturers (also at short notice). Such changes shall entitle neither to a cancellation of registration, nor to a reduction in the Course Fees nor to claims for damages.

### § 1a Admission and Registration for Continuation of Studies

- (1) Course participants have to register for Continuation of Registration of Studies in every semester until the completion of their studies according to § 62 Universities Act 2002. Failing this their course admission will expire and cease according to § 71 (1) lit. 2 Universities Act 2002.
- (2) According to 38 (4) HSG payment of the so called “ÖH-Beitrag” is a condition precedent for the Registration of Continuation of Studies for the semester in question.
- (3) Course participants can request a leave of absence according to § 67 Universities Act 2002 with the Study Rector of Med Uni Graz. During the semesters for which a leave of absence is approved no Course fees are to be paid – except for the “ÖH-Beitrag” as mentioned above.

### § 2 Terms of payment

- (1) The respective Course Fee must be received in the account named by the Course office at least 6 weeks prior to the beginning of the course.
- (2) All Course fees are to be understood in Euro and include the course material (scripts, handouts) in electronic or paper form; not included are all consequential expenses such as books, accommodation, travel, food, printing, fees of international money transfer etc.
- (3) The Course Fee is currently exempt from VAT. If it turns out in retrospect that it is subject to VAT, the Med Uni Graz is entitled to charge the tax retrospectively and the participant agrees to the retroactive payment of the tax.

- (4) Only upon full payment of the Course Fee the participant is entitled to participate in the course. In any case has the first rate to be paid as stated in § 2 (1). In case of delayed payment the participant is not entitled to participate in the course.
- (5) The Course Fee refers to the duration of the course as mentioned in the respective curriculum. If the course is not completed by a participant within the designated time, the participant will be charged an extended Course Fee of EUR 500.- for every additional semester required. If the extended Course Fee is paid incompletely or delayed this results in the invalidity of the Registration of Continuation of Studies.

### **§ 3 Terms of Cancellation**

- (1) A written cancellation of the course registration by the participant is possible exclusively at least up to 6 weeks prior to the course in writing and handed in at the Course Office.
- (2) Already paid Course Fees are refundable only upon cancellation at least up to 6 weeks before the course starts with a deduction of 20 % administrative fee to the participant.
- (3) In case of cancellation after the above mentioned period a cancellation fee of 50 % of the tuition fee will be charged.
- (4) In case of cancellation after the course begins, the entire Course Fee will be charged and is payable in any case.

### **§ 4 Liability**

- (1) The knowledge gained from the course and (later on) applied does not justify any liability claim against the Med Uni Graz.
- (2) The liability for training injuries is excluded in the framework of the legal possibilities. Liability for slight negligence, compensation of consequential or financial losses and loss of profits and damages from the claims of third parties shall be excluded. Each participant is autonomously responsible and holds the Med Uni Graz harmless from such claims.
- (3) In the case of theft, loss or damage to objects brought to the course, especially valuables, the Med Uni Graz holds no liability.
- (4) The house rules of the Med Uni Graz and its venues apply in its current version. Repeated violation of the house rules or other security or administrative regulations can lead to the exclusion of the course participation. A refund of the Course Fee will not be granted in this case.

### **§ 5 Data Protection**

The participant agrees explicitly with the forwarding of later information related to vocational training by the Med Uni Graz. The participant can withdraw this consent at any time in writing.

### **§ 6 Copyright Protection**

The content of teaching as well as all the teaching and learning materials (such as scripts, electronic media, videos, etc.) handed to the participants represent the intellectual and exclusive property either of the Med Uni Graz or the author and are to be used exclusively for participants' personal use. Reprinting or other duplication of teaching and learning materials is prohibited.

### **§ 7 Consent to the use of photos**

The Postgraduate School and the attended course run a website and use Social Media such as Facebook. During the course the participants can be photographed in groups (eg. at the closing ceremony). The participant expressly agrees that the Med Uni Graz publishes group photos in the above mentioned way. The permission of the use of individual photos and quotes from participants is requested separately.

### **§ 8 Others**

- (1) If any provision of these terms and conditions become invalid or unenforceable, the validity of the remaining provisions shall not be affected. An ineffective provision shall be replaced by a valid one, which comes closest to the objective of the original provision. When in doubt, the invalid provision shall be replaced by a statutory provision.
- (2) In addition to these terms and conditions laid down in writing other agreements have not been made. Changes to these conditions - also the departure from the requirement of the written form – have to be made in writing.
- (3) These terms and conditions shall be governed by Austrian law.
- (4) For disputes arising from or through these terms and conditions the competent court in Graz is considered agreed.