

## Registration form for the Master distance learning course

### "Master of Science (CE) Biobanking"

\_\_\_\_\_ 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:

Type of experience:

Duration (years):

### Data regarding your education

I was already enrolled at an Austrian University / Institution

No – Name of University / Institution, Country:

– Date of Graduation:

Yes – Name of Austrian University / Institution:

Enrollment number

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

- CV (please include experience in biobanking - if available add certificates)
- Passport
- High school diploma
- Evidence of highest education  
(Degree - minimum of 180 ECTS incl. Transcript of records -  
please see rules for translation and legalisation of documents)

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

The course fee (for five semesters) amounts **€ 14.900,--**. To transfer this fee you will receive three invoices (Year 1: € 5.960,- | Year 2: € 5.960,- | Last semester: € 2.980,-).

**Herewith I register binding for the Master distance learning course "Master of Science (CE) Biobanking" and I accept the implementation regulations and conditions mentioned overleaf.** You have the right to cancel this contract within 14 days without giving reasons (Appendix II). I hereby declare on oath that I have provided the above information to the best of my knowledge and belief and that I have not been excluded from any university in Austria or abroad.

**Date:**

**Signature:** \_\_\_\_\_

I hereby confirm that I have read the information sheet for ULG participants and give my consent for Med Uni Graz to process my personal data (academic degree, title, first and last name, e-mail address, street, house number, PO box, postcode, city) during and after completion of the course for the purpose of sending information and information and advertising material on continuing professional development and for evaluation purposes by e-mail. This consent can be revoked at any time in writing by e-mail to [office.datenschutz@medunigraz.at](mailto:office.datenschutz@medunigraz.at).

**Date:**

**Signature:** \_\_\_\_\_

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

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

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## **Implementation regulations for certificate university programme for further education at the Medical University of Graz (ENGLISH TRANSLATION)**

### **§ 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 valid registration to the course.
- (2) The programme director is authorized to select candidates according to the admission criteria in the curriculum in a course-specific selection procedure. At least 8 weeks prior to start of the programme all the candidates will receive a notice of their acceptance. Applicants who are not accepted and fulfill the curricular admission criteria will be placed on a waiting list according to the order in which they submitted their application and move up in this order if a accepted participant drops out.
- (3) The Medical University of 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 programme fees will be refunded in this case.
- (4) Likewise, the Medical University of Graz reserves the right to carry out necessary changes with regard to the venue, time and dates, programme content and lecturers (even at short notice). In addition, the Medical University of Graz is authorized to make necessary changes to the method of the courses due to force majeure and/or official directives. Changes within the meaning of this paragraph shall entitle neither to a cancellation of registration, nor to a reduction or (partial) refund of the programme fees nor to claims for damages.

### **§ 1a Admission and registration for continuation of studies**

- (1) Programme participants have to register for the Continuation of Studies for each semester until the completion of their studies according to § 62 Universities Act 2002 (UG) as amended. Failing this the admission shall expire according to § 71 para 1 no. 2 UG as amended.
- (2) According to § 38 para 4 Students' Union Act 2014 (HSG) as amended, the payment of the students' union fee is a prerequisite for the Registration of the Continuation of Studies for the semester in question.
- (3) If the programme has not been successfully completed within the maximum duration of study specified in the curriculum, the admission expires automatically in accordance with § 71 para 1 no. 6 UG as amended if the maximum duration is exceeded.
- (4) Students can apply for a leave of absence to the Dean of Academic Affairs of the Medical University of Graz in accordance with § 67 UG as amended. In semesters for which a leave of absence has been approved, the students' union fee according to para. 2 is payable - but no extended programme fee according to § 2 para. 5. Any installment payment agreement is paused during this semester. Semesters in which course participants are on leave of absence are included in the calculation of the maximum duration of study.

## § 2 Terms of payment

- (1) According to § 56 para. 5 UG as amended, Students attending continuing education university programmes shall pay programme fees. These shall be set by the rectorate at levels reflecting actual course costs.
- (2) A legal relationship under public law exists between the Medical University of Graz and the participants. The payment of the statutory course fee does not establish a legal relationship under private law, as the universities act in study matters in accordance with § 51 para. 1 UG as amended within the framework of public administration.
- (3) The entire programme fee set by the Rectorate in accordance with § 56 para. 5 UG as amended is due before the start of the continuing education university programme. However, it is possible to arrange installment payments with the programme director, whereby it must be ensured that the final installment is paid before taking the final examination prescribed in the curriculum, or, in the case of a continuing education university programme leading to a master's degree, before the submission of the master's thesis.
- (4) The total programme fee invoiced, or in the case of an installment payment agreement, the first invoiced installment, must be received in the account specified by the programme office no later than 4 weeks before the start of the course. Participants are only entitled to attend the programme once the invoiced amount has been paid in full. In the event of a payment default, participants are not entitled to attend the programme. In the case of semester-based installment payment obligations, participants must pay the respective installment each semester within the deadline for registering for the Continuation of Studies.
- (5) The programme fee covers the duration of the programme as specified in the curriculum, excluding any tolerance semesters. If the program is not completed within the requested duration of studies prescribed in the curriculum, an additional programme fee of EUR 500.00 will be charged for each required tolerance semester.
- (6) All programme fees are stated in euros and include course materials (scripts, handouts) in either electronic or printed form. Not included are any other expenses incurred by participants as a result of attending the programme, such as books, accommodation, travel, meals, printouts, etc.
- (7) The programme fee is currently exempt from value-added tax (VAT). If it is subsequently determined that VAT is applicable, the Medical University of Graz reserves the right to invoice the VAT retroactively, and the participant agrees to pay the VAT accordingly.

## § 3 Terms of Cancellation

- (1) A cost-free withdrawal in accordance with § 4 para. 1 no 8 of the Distance and Off-Premises Contracts Act (FAGG) as amended is possible within 14 days after confirmation of admission. The participant may use the model withdrawal form provided by the Medical University of Graz, as set out in Annex II of the registration form. The withdrawal period is deemed to have been observed if the withdrawal declaration is sent within the deadline. Any course fees already paid will be refunded to the participant in this case.
- (2) In the case of a cancellation of the programme registration by the participant after the aforementioned deadline, a cancellation fee of 50% of the total programme fee will be

charged and is due.

- (3) If the student withdraws from the continuing education university programme before its completion, the entire outstanding programme fee becomes due and will be invoiced by the Medical University of Graz.

#### § 4 Liability

- (1) The knowledge gained and applied from the programme does not create any liability claim against the Medical University of Graz.
- (2) Liability for damages occurring during the course is excluded to the extent permitted by law. Liability for minor negligence, compensation for consequential damage and financial damages, as well as for lost profits and damage resulting from third-party claims, is in any case excluded. Each participant acts at their own risk and is obliged to indemnify and hold the Medical University of Graz harmless from such claims.
- (3) In the event of theft, loss, or damage to items brought to the course, particularly valuables, the Medical University of Graz accepts no liability.
- (4) The house rules of the Medical University of Graz and its venues apply in its current valid version. Repeated violation of the house rules or other safety or administrative regulations may lead to exclusion from participation in the course. In this case, the programme fee will not be refunded.

#### § 5 Copyright Protection

The content of the course as well as all the teaching and learning materials (such as scripts, electronic media, videos, etc.) provided to the participants are the intellectual and sole property of either the Medical University of Graz or the author and are exclusively for the personal use of the participants. Reprinting that goes beyond the free use of works within the meaning of the Austrian Copyright Act (UrhG) as amended or any other reproduction of the teaching or learning materials is not permitted.

#### § 6 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 invalid provision shall be replaced by a valid one, which comes closest to the objective of the original provision. In case of doubt, the invalid provision shall be replaced by a statutory provision.
- (2) Apart from the provisions laid down in writing in these terms and conditions no other agreements have been made. Amendments to these terms and conditions - including the requirement of written form - must be made in writing.

## Appendix II

Withdrawal free of charge is possible within 14 days of notification of admission to the course. Withdrawal must be made in writing. The date of the postmark or the date of receipt of an e-mail is decisive. To exercise your right of withdrawal Med Uni Graz provides you with the attached sample withdrawal form.

### WITHDRAWAL FORM

If you want to cancel your registration for the university course, please complete this form and send it back to:

*University Course MSc (CE) Biobanking  
Medical University Graz  
Neue Stiftingtalstrasse 6, A-8010 Graz  
E-Mail: [mscbiobanking@medunigraz.at](mailto:mscbiobanking@medunigraz.at)*

I hereby revoke my binding registration for the university course MSc (CE) BIOBANKING.

Date of registration (dd/mm/yyyy):

Date of receipt of the admission notification (dd/mm/yyyy):

Name of the registered person:

Address of the registered person:

Signature: \_\_\_\_\_  
(only if submitted in paper form)