

Terms and Conditions Summer School 2019

With registration for Summer School 2019 you agree to a contract including following terms and conditions with Mannheim Business School gGmbH.

I. Fees

Program fees include:

- Tuition, lecture materials
- Company visits, cultural activities on week-days
- Letter of invitation (required for visa)
- Lunch on week-days, welcome and farewell dinners
- Transportation during the program, weekly ticket for public transportation in the region
- Wi-Fi access on campus
- Information package
- Certificate of attendance, transcript of records
- Support by the Summer School team throughout the program

Total fee for one module: EUR 990

Fee for a further module: EUR 1.800

II. Participants' Responsibilities

Participants are responsible for:

- Obtaining a visa, if required.
- Carrying adequate insurance coverage (esp. health insurance) for the duration of the program. Health insurance should cover all medical costs and expenses in case of emergency hospitalization, repatriation, accidents, disability and death.
- Their travel to and from Mannheim

III. Payment Information

Upon admission to the Summer School, an advance payment of EUR 500 will have to be made within 14 days. The admission notification will include all payment details. Only if the advance payment is completed in due time, a spot will be guaranteed until 30 April. By this date, the full fee must be paid. Only then, a spot is ultimately guaranteed. Transaction cost will be borne by the participant.

IV. Cancellation Terms

Participants may cancel their admission. The following fees apply:

- Cancellation by 30 April:
no cancellation cost
- Cancellation from 1 May – 20 May:
cancellation cost is EUR 300
- Cancellation from 21 May - 10 June:
50% of the total fee will be refunded but minimum cancellation cost of EUR 500
- No show:
0% of the total fee will be refunded

For any cancellation please send an e-mail to shortprograms@bwl.uni-mannheim.de

Cancellations are valid upon confirmation.

In the case of cancellation of the Summer School (e.g. for a lack of participants), the Mannheim Business School will reimburse the complete participation fee. In this case, the program must be cancelled by 30 April. The University of Mannheim will not be held responsible for financial and other damages caused for a participant by a cancellation (e.g. cancellation fees for travel arrangements).

V. Limited Liability

In case of any serious circumstances or acts of nature beyond control of the organizers, such as for example illness, death, cancellation of work contracts etc., the organizers aim for an adequate substitution. In this very unlikely, but still possible case, the maximum liability of the organizers is limited to the program fee. The organizers do not cover any other costs of the participants, such as travel bookings, visa fees etc.

VI. Application Law and Jurisdiction

These Terms and Condition are governed and will be interpreted according to the laws for the Federal Republic of Germany excluding choices of law ruled. Except as otherwise provided under applicable law, the German courts in Mannheim shall have exclusive jurisdiction to settle any claim or dispute which might arise out of or in connection with these terms and conditions.

VII. Data protection

At the beginning and for the duration of your participation at the Summer School program 2019 at Mannheim Business School (hereinafter also referred to as "MBS"), MBS processes (in particular stores and transmits) and uses the personal data concerning you in conformance with the European General Data Protection Regulation (EU-GDPR). Personal data may only be processed and used where permitted by law or subject to the consent of the data subject. With registration for Summer School, please note that you agree to our data protection information (further details please see following document).

Datenschutzinformation

zur Verarbeitung und Nutzung von personenbezogenen Daten der Teilnehmer an Studienprogrammen der Mannheim Business School

Data protection information for the processing and use of personal data of participants in study programs of the Mannheim Business School

Zu Beginn und im Verlauf Ihrer Teilnahme an der Summer School der Mannheim Business School (nachfolgend auch „MBS“ genannt) werden durch die MBS Sie betreffende personenbezogenen Daten im Sinne der Europäischen Datenschutzgrundverordnung (EU-DSGVO) verarbeitet (insbesondere gespeichert und übermittelt) und genutzt. Diese personenbezogenen Daten ergeben sich beispielsweise aus Ihren Angaben in Anschreiben, Lebenslauf, Zeugnissen, Bewerber-Fragebogen sowie aus den Bewerber-Interviews. Darüber hinaus werden auch Daten zum Verlauf Ihrer Teilnahme, wie etwa Prüfungsergebnisse, erhoben und verarbeitet.

Die Verarbeitung und Nutzung personenbezogener Daten ist nur im Rahmen eines gesetzlichen Erlaubnistatbestands oder aufgrund einer Einwilligung des Betroffenen gestattet.

Folgend legen wir Ihnen dar, wie wir auf Grundlage der gesetzlichen Erlaubnistatbestände des § 6 Abs. 1 EU-DSGVO mit Ihren personenbezogenen Daten verfahren.

At the beginning and for the duration of your participation at the Summer School program of Mannheim Business School (hereinafter also referred to as "MBS"), MBS processes (in particular stores and transmits) and uses the personal data concerning you in conformance with the European General Data Protection Regulation (EU-GDPR). Such personal data is obtained, for example, from the information provided in your cover letter, curriculum vitae, references, application form and from the applicant interviews. Data concerning the progression of your participation, such as examination results, will also be collected and processed.

Personal data may only be processed and used where permitted by law or subject to the consent of the data subject.

Following we explain the way in which we handle your personal data on the basis of the permission granted under section 6 (1) of the EU-GDPR.

Notwendiger Datenumgang

I. Speicherung der Daten bei der MBS

Die Speicherung personenbezogener Daten von Teilnehmern an der Summer School erfolgt auf dem Fileserver der MBS. Dieser befindet sich im Colocation Bereich des Rechenzentrums der Universität Mannheim.

II. Nutzung des Salesforce CRM-Systems

Die personenbezogenen Daten der Teilnehmer werden zudem in dem CRM-System „Salesforce“ gespeichert. Dieses System dient der MBS als zentrale Verwaltungsanwendung unter anderem zur Planung und Durchführung der Kurse, Organisation von Veranstaltungen und Strukturierung weiterer interner Verwaltungsvorgänge. Das Datacenter dieses Systems befindet sich in Deutschland. Dennoch kann nicht mit Sicherheit ausgeschlossen werden, dass personenbezogene Daten in diesem Zusammenhang auch auf Servern gespeichert werden, die sich außerhalb der EU befinden.

III. Nutzung von Google durch die MBS

Die MBS benutzt zur Organisation und Abwicklung interner Verwaltungsvorgänge Dienste des Anbieters Google Inc. Dabei werden auch personenbezogene Daten in Anwendungen dieses Anbieters verarbeitet, beispielweise in Google Docs, Google Drive und Google Forms. Zudem werden die an Emailadressen mit der Domain „@mannheim-business-school.com“ (inklusive Subdomains) versandten Emails über Google empfangen. Die Server von Google befinden sich ggf. außerhalb der EU.

IV. Nutzung von Office 365 durch die MBS

Die MBS benutzt zur Organisation und Abwicklung interner Verwaltungsvorgänge Dienste des Anbieters Microsoft. Dabei werden auch personenbezogene Daten in Anwendungen dieses Anbieters verarbeitet, beispielweise in Outlook, One Drive, SharePoint und Microsoft Forms. Zudem werden die an Emailadressen mit der Domain „@mbs.education“ (inklusive Subdomains) versandten Emails über Office 365 empfangen. Die Daten werden grundsätzlich in Datacentern innerhalb der EU verarbeitet / gespeichert. Dennoch kann nicht mit Sicherheit ausgeschlossen werden, dass personenbezogene Daten in diesem Zusammenhang auch auf Servern gespeichert werden, die sich außerhalb der EU befinden.

V. Datenweitergabe an die Universität Mannheim

Die MBS speichert und nutzt die o.g. personenbezogenen Daten nach Maßgabe dieser Erklärung u.a. zum Zwecke der ordnungsgemäßen Durchführung der MBS-Studienprogramme. Die akademische Betreuung im Rahmen der MBS-Studienprogramme wird hierbei teilweise durch die Universität Mannheim verantwortet. Zudem wird der gegebenenfalls erworbene Studienabschluss von der Universität Mannheim verliehen. Zu diesem Zweck werden der Universität Mannheim die o.g. personenbezogenen Daten zur Verfügung gestellt.

Necessary handling of data

I. Storage of data at MBS

The personal data of participants at the Summer School is stored on the MBS file server, which is located in the colocation area of the University of Mannheims computer centre.

II. Use of the CRM system "Salesforce"

The participants' personal data is also stored in the CRM system "Salesforce". This system serves MBS as central administration application, among other things for planning and conducting the courses, organising events and structuring other internal administrative processes. This system's data centre is located in Germany. Nonetheless, it cannot be ruled out with certainty that personal data in this connection will also be stored on servers located outside the EU.

III. MBS's use of Google

MBS uses the service provider Google Inc. for the organisation and handling of internal administrative processes. In so doing, personal data is also being processed in this provider's applications, such as in Google Docs, Google Drive and Google Forms. In addition, any emails sent to email addresses that end with "@mannheim-business-school.com" (including subdomains) are received via Google. Google's servers might be located outside the EU.

IV. MBS's use of Office 365

MBS uses the service provider Microsoft for the organisation and handling of internal administrative processes. In so doing, personal data is also being processed in this provider's applications, such as in Outlook, One Drive, SharePoint and Microsoft Forms. In addition, any emails sent to email addresses that end with "@mbs.education" (including subdomains) are received via Office 365. Data will generally be processed in EU based data centres. Nonetheless, it cannot be ruled out with certainty that personal data in this connection will also be stored on servers located outside the EU.

V. Disclosure of data to the University of Mannheim

MBS stores and uses the aforementioned personal data in accordance with this declaration, inter alia, for the purpose of the proper running of the MBS study programs. In this respect, the University of Mannheim is partially responsible for the academic supervision of the MBS study programs. Moreover, any degree earned will be conferred by the University of Mannheim. The aforementioned personal data will thus be made available to the University of Mannheim for this purpose.

Rechtsverbindlichkeit / Legally binding

Die deutsche Version ist rechtsgültig/verbindlich. Sollte die englische Übersetzung fehlerhaft sein, gilt in jedem Fall das deutsche Original.

The German Version is the original and is legally binding. Should the English translation contain errors or should it be incomplete, the German original shall in any case be valid and legally binding.