



SCIENCE  PASSION  TECHNOLOGY

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APPLICATION FORM

University programme

“Cleanroom Technology”

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**University programme**

**Cleanroom Technology, Graz University of Technology**

[www.cleanroomtechnology.tugraz.at](http://www.cleanroomtechnology.tugraz.at)



Foto

Email: [vera.poschauko@tugraz.at](mailto:vera.poschauko@tugraz.at)

**Application form for the university programme**

**“Cleanroom Technology”**

**Start: November 6th,2017**

1. **Personal data**

Last name:

First name:

Academic degree:

Date of birth:

Gender:  male  female

Citizenship:

**B) Address**

Home address (street, house number, postal code, city, country):

Telephone number (landline, mobile) / fax / email address:

Postal address (if not same as home address):

**C) Education and training**

Formal education after completion of compulsory education (school, city, duration, diploma):

University education (university, university of applied sciences, city, field of study, degree):

Additional qualifications, certificates, job-related education and training:

Language proficiency (foreign language / level):

Computer skills:

Further knowledge and skills:

**D) Work experience**

Currently employed by (company, line of business, address):

Current job title (position and type of work):

Date of start of employment:

Other relevant work experience (company, type of work, duration):

Miscellaneous (stays abroad, research activities etc.):

**E) Motivation / Expectations**

What is your motivation for participating in this programme?

What do you expect from this programme?

What topics are particularly important to you in this programme?

What personal benefits do you expect to obtain from participating in this programme?

**F) Important information**

Your application consists of:

* a completed and signed application form including a photo
* proof of school graduation or an academic degree depending on the requirements
* letters of recommendation and certificates
* copy of passport or identity card

I accept the “Conditions on Payment and Cancellation” of Graz University of Technology included below.

Date:       Signature:

**Programme paid for by a company**:

Yes, the company will pay the programme fee

No, the participant will pay the programme fee by him/herself

If “Yes” please supply the following data:

**G) Company data**

Company / Department:

Contact person (full name / position):

Invoice address (street, house number, postal code, city, country):

Telephone number (landline, mobile) / fax / email address:

VAT number:

I accept the “Conditions on Payment and Cancellation” of Graz University of Technology included below and I dispatch the above mentioned person to the university programme „Cleanroom Technology“.

Date:       Signature:

Company’s stamp:

**H) For our marketing department**

How did you find out about TU Graz Life Long Learning / the programme?

**Internet:**

TU Graz website

Other website (which one(s)?):

Search engine (which one(s)?):

Social media site (which one(s)?):

Other:

**Personal recommendation by:**

(Academic) direction, lecturers

Graduates of the programme

Other participant in the programme

Employer

Friend and/or relative

Other:

**Information via email**

**Event** (which one(s)?):

I received / came across an **informational brochure** at:

**Advertisement in a newspaper / magazine** (which one(s)?):

**Article in a newspaper / magazine** (which one(s)?):

Other:

**Please submit your application documents to:**

**Graz University of Technology**

**Life Long Learning**

**c/o Ms. Vera Poschauko, Mag.**

**Rechbauerstraße 12**

**8010 Graz**

**Tel.: +43 / (0)316 / 873 – 4932**

**Email:** [**vera.poschauko@tugraz.at**](mailto:vera.poschauko@tugraz.at)

[**www.cleanroomtechnology.tugraz.at**](http://www.cleanroomtechnology.tugraz.at)

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**Conditions on Payment and Cancellation**

**for the university programme “Cleanroom Technology”**

**at Graz University of Technology**

current version as of 23.11.2016

The currently valid conditions on payment and cancellation apply to admission to and participation in university programmes at Graz University of Technology (TU Graz); the rights and obligations of the contractual partner regarding individual educational programmes or events are described in more detail in the description of the specific curriculum as well as in programme or event information and other TU Graz newsletters.

1. **Application and registration requirements**

The application must be submitted in writing and the signed application form constitutes a legally binding registration. By registering, you commit yourself for the entire university programme.

The academic direction decides without exception on admission or rejection of applicants. Since only a limited number of students are admitted to the university programme, the academic direction reserves the right to select applicants according to academic criteria, to employ a ranking system and to reject applicants. The applicants are selected according to criteria defined in the specific curriculum. Participants will be informed of their admission in writing.

1. **Use of personal data**

By submitting an application, each applicant expressly consents to computer-assisted handling and processing of his/her personal data for the university programme and exams as well as to receive information concerning continuing education opportunities. Any changes in name, address or invoice address must be reported immediately to the programme administration in writing. If a participant does not report a change in (invoice) address, notifications are considered to be delivered if they were sent to the last (invoice) address provided.

Each participant agrees to use an email account to send and receive massages, information, lecture notes etc. for the entire duration of the university programme.

In addition, the applicant consents for his/her name and address to be passed on to fellow students, lecturers and persons in charge of programme organisation upon admission to the programme in order to facilitate internal communication.

1. **Programme fee and payment**

The programme fee for the university programme covers the costs for the courses and programme materials as well as the ÖH Fee (ÖH = Austrian students’ union) set by law for all students. All other costs such as participation in excursions, research for the master’s thesis, travel expenses and room and board have to be covered by the participants themselves. Recognition of other study programmes, parts of a study programme, courses etc. does not reduce the mandatory programme fee.

The programme fee is € 3.475,00 per semester (total costs: € 13.900,00). At the moment, programme fees are exempt from value added tax (VAT). If programme fees become subject to VAT at a later date, TU Graz is entitled to require retroactive payment of VAT. In this case, each participant must make an additional VAT payment.

In general, the programme fee must be paid in installments at the beginning of each semester and is due in full within 4 weeks of the date on the invoice.

The programme fee must be paid by bank transfer to:

**Graz University of Technology**

UniCredit Bank Austria AG

Account number: 51656101801

Bank identification number: 12000

IBAN: AT96 1200 0516 5610 1801

BIC: BKAUATWW

Please write down the customer number and invoice number as a reference when making the bank transfer.

Any bank charges arising from the transfer must be covered by the participants themselves.

If the entire programme fee or at least part of it is paid by an organisation, for example an employer, these payments must be stipulated in a separate agreement. In this case, the participant and his/her employer are both held liable for the outstanding amount.

In case of delayed payment, the participant will be charged 4% default interest per annum plus dunning charges (€ 30,00 per dunning letter). Each participant is contractually obligated to pay all costs associated with any recovery of a debt (e.g. collection or legal fees).

The number of terms designated for completing each university programme are defined in the respective curriculum. If a participant does not complete the university programme within this periode, he/she is allowed to make up missing credits within two more semesters without additional fees. If a third semester is required, an additional participation fee of € 400,00 per semester will be due. If a participant twice exceeds the number of terms designated for completing a university programme, the right to advising and evaluation will be lost.

1. **Terms of cancellation**

All university programmes are complete education and training systems. Registration is for the entire programme.

Applicants may cancel their registration in writing by sending a registered letter to the postal address of the university programme no later than 30 calendar days before the university programme starts. The date of the postmark is decisive. Assuming that the cancellation was submitted on time (i.e. no later than 30 calendar days before the university programme starts), the applicant will be reimbursed for the programme fees that have already been paid minus an administrative fee of 20%.

If the cancellation arrives late or if the participant drops out of the university programme for any reason, the participant is obligated to pay the entire programme fee, which will not be reimbursed. However, the participant is free to name a suitable alternative participant before the university programme starts. This alternative participant must fulfil the admission criteria to the satisfaction of the academic direction. The original participant is liable for any payment for the university programme until the alternative participant has completely taken over payment of the programme fee.

1. **Change in services**

The services of the university programme are planned on a long-term basis and subject to constant quality control. Quality assurance requires continual adjustments. Therefore, TU Graz reserves the right to further develop the curriculum and make changes in the content, days, locations and dates as well as lecturers of the courses. Such adjustments as well as possible changes at short notice do not entitle participants to withdraw from the university programme, receive a reduction in programme fees or make claims for compensation.

Any required changes, especially those regarding the time, location, content or lecturers of individual courses or the number of participants, are the sole responsibility of the academic direction and do not affect the validity of the conditions on payment and cancellation.

TU Graz reserves the right to cancel or postpone a course prior to its start as well as to postpone or cancel an entire university programme if there are not enough participants. In the event that an entire programme is cancelled, applicants will be reimbursed for 100% of the fees that have already been paid. However, no other claims can be asserted against TU Graz on the grounds of such a cancellation or postponement.

1. **Copyright protection**

The course content as well as all programme materials handed out to the participants (such as scripts, electronic data storage media, videos etc.) are the intellectual and sole property of TU Graz. They are approved exclusively and solely for personal use by the participants. Any misuse of provided software or hardware will result in claims for damages by TU Graz or third parties.

All work developed by participants as part of the university programme remains their own intellectual property. However, participants grant TU Graz permission to use their works in any conceivable manner free of charge and regardless of time and location of use. In particular, they expressly consent that papers (master’s thesis and final papers) selected by TU Graz may be published in part or in full in professional publications (journals, magazines, books and internet) giving credit to the author on behalf of TU Graz. This does not limit the participant’s right of use of his/her work.

1. **Liability for objects and in-house regulations**

Information as well as statements by lecturers - written or oral - cannot constitute a cause for the assertion of liability claims against TU Graz. Liability for injuries received during the university programme is excluded from the realm of legal possibilities. Liability for slight negligence, compensation for consequential and economic or financial loss, loss of profit and damages resulting from claims of third parties are equally excluded. All participants are responsible for their own decisions and actions.

TU Graz assumes no liability for the theft, loss or damage of objects – in particular valuables – brought to the university programme.

The in-house regulations of TU Graz are valid in their current version. A repeated violation of these in-house regulations or other TU Graz safety regulations shall result in the exclusion of the participant from further participation in the university programme. In this case, the entire programme fee must be paid and will not be reimbursed.

1. **Miscellaneous, venue, applicable law and validity**

These conditions on payment and cancellation apply exclusively to university programmes offered by Graz University of Technology. If an individual condition is invalid or unenforceable, the remaining conditions on payment and cancellation shall remain in effect. Any subsidiary agreements must be executed in writing and need to be approved by both parties to the contract in order to be valid.

Graz is the exclusive court of jurisdiction with respect to all disputes arising from the contracts concluded between Graz University of Technology and its contractual partners. This contract is subject to Austrian law to the exclusion of the conflict-of-law rules in Austrian international private law.

Graz University of Technology

23.11.2016