

NATM and TBM Tunnel Engineering

www.natm.at

Application form

A) Personal data

Last name: Date of birth:

First name: Gender: male female non-binary

Academic degree: Citizenship:

B) Address

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

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.....

Telephone number (landline, mobile), email address:

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Postal address (if not same as home address):

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C) Education and training

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

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.....

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

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.....

D) Work experience

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

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.....

Current job title (position and type of work):

.....
.....

Date of start of employment:

.....

Other relevant work experience:

Company	Type of work	Start month/year	End month/year
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.....

Miscellaneous (stays abroad, research activities etc.):

E) Motivation / Expectations

What is your motivation for participation in this programme?

.....

What do you expect from this programme?

.....

Which 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
- proof of an academic degree
- proof of two years of relevant professional experience
- letters of recommendation and certificates
- a copy of your passport or identity card
- a current CV

With my signature, I hereby confirm the correctness of the information I have provided on these pages.

Date: Signature:

Programme payment

- Variant 1: The participant will pay 100% of the programme fee out of their own pocket.
- Variant 2: 100% of the programme fee will be paid by the company/agency.
- Variant 3:% of the programme fee will be paid by the company/agency and% will be paid by the participant. In the event of a cancellation, the company/agency is liable for the participant's share of the fee.

If the company/agency is paying part or all of the costs, please have the following statement filled out:

G) Company/agency data

A share of% of the programme fee will be paid by the following company/agency:

Company / department:

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.....

Contact person (full name / position):

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.....
.....

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

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.....
.....

Telephone number (landline, mobile), email address:

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.....

VAT number:

I accept the "Conditions of Application and Cancellation" of Graz University of Technology (see page five) and I dispatch the above mentioned person to the university programme *NATM and TBM Tunnel Engineering*.

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 websites (which one(s)?):
- Search engine (which one(s)?):
- Social media site (which one(s)?):
- Other:

Personal recommendation by:

- (Academic) direction, lecturers
- Alumni 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:

- I do not consent to receive information and advertising material.

Conditions of Application and Cancellation

1. Application and registration requirements

The application must be submitted in writing by this application form.

The academic direction decides without exception on admission or rejection of applicants. Since only a limited number of students are admitted to the 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.

2. Data protection

By applying for the programme, the participant gives their explicit consent to *TU Graz Life Learning* to process the data they submit for the purpose of organizing and administering the programme in accordance with the European and national data protection regulations. All data are handled confidentially and are not transmitted to any third party unless it is agreed otherwise or required by law.

With respect to the sending of information and advertising material, we refer to our data protection information: www.tugraz.at/go/LLL-Data-Protection. Consent to receiving information and advertising materials can be withdrawn at any time informally (contact: lifelong.learning@tugraz.at). By signing the application form, that the participant confirms that they have read the data protection statement.

3. Terms of cancellation

Cancellation of the registration by the participant is possible up to 30 calendar days before the beginning of the programme by means of an explicit communication addressed to the programme management of the programme. The cancellation becomes effective at the time when it is received. In this case, an administration fee of 20% of the total programme fee is charged.

In the event of cancellations later than 30 calendar days before the beginning of the programme, the entire programme fee is due and is not refunded. However, the participant may nominate a suitable substitute. The substitute participant must be nominated before the beginning of the programme and must meet the admission criteria, subject to the adjudication of the academic programme director. The originally registered participant remains liable for the payment of the programme fee until the substitute participant has paid the invoiced fees in full.

In the event that the participant withdraws from the programme for any reason at any time after it has begun, the entire programme fee remains due and is not refunded.