**Registering for the 2018 Magdeburg Summer School**

**01st – 14th of July 2018**

**Magdeburg-Stendal University of Applied Sciences, Magdeburg Campus**

**Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Dear… |  | | |
| Last name |  | First name |  |
| Address |  | | |
| Date of birth |  | Place of birth |  |
| Age |  | Nationality |  |
| Passport number   or  Identification number in personal ID card |  | Valid till |  |
| Email |  | | |

**Your Schooling and Study Interests**

|  |  |
| --- | --- |
| Name of school |  |
| What year  are you currently in? |  |
| Special  interests? |  |
| What would you like to study? |  |

**Language Skills**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| German language  skills1  Levels | Beginner  O A1 | | Elementary  O A2 | | Intermediate  O B1 | Upper intermediate / Advanced  O B2/C1 | |
| How much German tuition have you had in years and hours per week? | | | | \_\_\_\_\_\_\_ years / \_\_\_\_\_\_\_\_\_ hours per week | | | |
| Where did you  learn German?1 | | O University | | | O School | | O Other2 |

1 Please check the appropriate boxes.

2 Other - please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Magdeburg Summer School Programme**

This two-week residential orientation course will give you ample opportunity to get to know the Magdeburg-Stendal University of Applied Sciences as a centre of learning first hand. In addition to presentations and fun activities, experienced students will introduce you to campus life during the first week (including the courses offered by the University). In the second week you’ll get the opportunity to participate in a practical group project relating to a particular degree course (such as Journalism) or else to a regional company.

**Magdeburg Summer School participation requirements**

**School attendees aged 18 and over (adults) with:**

* Level B1-C1 German
* An earnest desire to study at the Magdeburg-Stendal University of Applied Sciences

**School attendees between 16 and 17 years old (minors):**

* Level B1-C1 German
* An earnest desire to study at the Magdeburg-Stendal University of Applied Sciences
* **Parent/Guardian Consent Form for Underaged Participants**

You're welcome to invite a teacher or parent/guardian to accompany you to the Magdeburg Summer School.

**Parent/Guardian Consent Form for Underaged Participants**

If you are under 18 years old, you will need the following consent form from your parents / legal guardian:

1. **a parental consent form permitting you to travel to Germany, which must be certified by a notary based in your home country**

Please DO NOT(!) send us this document, as you will need to present it at the airport to be able to fly to Germany.

1. **the parental consent form (or guardian if applicable) for your general participation in the summer school**

Please use the “Parent/Guardian Consent Form for Underaged Participants” document for this, which you can download from the [Summer School website](https://www.hs-magdeburg.de/index.php?id=2917). Complete this form with your parents/guardians, then sign it and email it together with your registration form to   
[sandra.goltz-dangler@hs.magdeburg.de](mailto:sandra.goltz-dangler@hs.magdeburg.de).

**Arrival and Departure**

**Please note:** your arrival in Magdeburg is scheduled for **Sunday the 1st of July 2018**.As we would prefer all participants from a given country to arrive on the same flight, we’ll send you all the information you’ll need for booking the flight as soon as the registration process has been completed. **Please DO NOT (!) book any flights until you receive the relevant information from us: please wait for us to send you the flight times and other details.**

**School attendees between 16 and 17 years old (minors) need a parental consent form permitting them to travel to Germany, which must be certified by a notary based in their home country. Please DO NOT(!) send us this document, as you will need to present it at the airport to be able to fly to Germany.**

**We’ll collect you from the airport** and then travel to Magdeburg with you either by train or bus. You’ll receive more detail about your arrival and departure once you've registered.

**Accommodation**

Among other things, we can offer you accommodation in a 4-man room [**youth hostel in Magdeburg**](http://www.jugendherberge-in-magdeburg.de/), which has a communal bathroom/WC. Bed linen and towels are available. **Submitting the Registration Form (underaged participants must also submit the parental consent form for your general participation in the summer school) and the €100 registration fee will cover the cost of accommodation and breakfast during your two-week stay in Magdeburg, and reserve a place for you at the youth hostel.**

The accommodation is situated in the centre of Magdeburg. Travelling from the accommodation to the Magdeburg Campus will take you about 20 minutes by tram.

A tram ticket will cost you around *c*. €36.60 and will be valid throughout Magdeburg for the duration of your stay (14 days).

**Catering**

[**Breakfast**](https://www.google.de/maps/uv?hl=de&pb=!1s0x47af5f587830296f:0x8e1036ed55e035d4!2m20!8m2!1m1!1e2!16m16!1b1!2m2!1m1!1e1!2m2!1m1!1e3!2m2!1m1!1e6!2m2!1m1!1e4!2m2!1m1!1e5!3m1!7e115!4shttps://picasaweb.google.com/lh/sredir?uname=104235119603999881766&id=6446018477248442770&target=PHOTO&imagekey=!1e10!2sAF1QipO_WjvYZoxFcaJCUCgxly7yFiy864uYin0BMeog&sa=X&ved=0ahUKEwjk-ITXicXWAhWKWxQKHaBRDpkQoioIfDAK&activetab=panorama) **and overnight accommodation at the Magdeburg youth hostel are included in the registration fee.** Breakfast is served each morning from 07:00 – 09:30.

[**Lunch**](https://www.studentenwerk-magdeburg.de/mensen-cafeterien/mensa-herrenkrug/) is served at the Magdeburg Campus in the University Canteen each day between 12:00 and 13:00, but **you will have to pay separately for it**. The canteen offers a choice of, usually, 3 hot meals (including a vegetarian option) for between €2.50 and €5.00 as well as a salad bar, a range of deserts, fresh fruit and cold drinks.

**You will have to pay for some of your** [**evening meals.**](http://www.jugendherberge-in-magdeburg.de/guten-appetit-md.html) The Magdeburg youth hostel offers a hot and cold buffet for just €5.50 from 18:00 – 19:00 each evening. The Summer School Programme includes free evening meals three or four evenings per week, which are paid for by the University.

**Excursions and Leisure-time Activities**

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| --- |
| **Where would you like to go in Germany? Please select a maximum of 3 places by checking the relevant boxes.**  O Berlin (e.g. Checkpoint Charlie)  O The Harz Mountains (e.g., cable car, Hexentanzplatz or “witches’ dance floor”)  O Wolfsburg (e.g., VW *Autostadt* or “Automobile City”)  O Leipzig (e.g., Zoo)  O Potsdam (e.g., Sanssouci Palace)  O Dresden (e.g., *Frauenkirche* or “Church of Our Lady”)  O Hamburg (e.g., harbour tour) |
| **What would you like to do in Magdeburg in your spare time? Please select a maximum of 3 activities by checking the relevant boxes.**  O Museum visits  O Guided tours  O Sports (bowling / climbing park)  O Outdoor pursuits (bike rides / parks)  O Cinema / theatre |

**Registration and Payment Details**

**All registration documentation must be submitted to** [**Ms. Goltz-Dangler**](mailto:sandra.goltz-dangler@hs.magdeburg.de) **at the University's International Office by the 15th of April 2018.**

Due to the limited number of places available at the Magdeburg Summer School (20 in total), we will inform all applicants as to the success or otherwise of their application **by the 30th April 2018**. Should your application be approved, we’ll send you more information about the programme, travel arrangements and fees.

**After receiving confirmation of your place on the course, the registration and accommodation arrangement fee of €100 must be paid to the Magdeburg-Stendal University of Applied Sciences in advance**. You will receive more detail about this in the confirmation email.

**Cancellations**

**Should you cancel your registration for the 2018 Magdeburg Summer School after the 15th of May 2018 then you will forfeit the €100 fee to the Magdeburg-Stendal University of Applied Sciences.** Consequently, you will forfeit the right to claim reimbursement of fees paid if you choose to cancel after the 15th of May.

**Visas and Mandatory Insurance**

Registered participants from countries subject to visa requirements will receive an official letter of invitation from the University, which can be presented as supporting documentation at the relevant consulate. Sole responsibility for applying to the relevant authorities for visas lies with the participants themselves.

It is a mandatory requirement that you take out valid health insurance cover for the duration of your participation in the Summer School. We would also recommend that you insure your luggage.

**Behaviour and Duty of Care**

For the benefit of everyone involved, all participants are expected to behave in an orderly manner throughout the 2018 Summer School period. Regular attendance at all scheduled events is mandatory. Repeated absences will be reported to the respective parents / guardians and the Certificate of Participation may be withheld. The Summer School shall be run in strict compliance with the German Children and Young Persons Protection Act (JuSchG). The consumption of alcohol by minors is strictly prohibited. Repeated occurrences of inconsiderate or uncontrolled behaviour may result in the offending participant’s exclusion from the programme in conjunction with a relevant report to the respective parents / guardians in addition to which the Certificate of Participation may be withheld.

In particular, all participants must undertake to comply fully with the house rules both of the Magdeburg-Stendal University of Applied Sciences and the accommodation facility. Serious violations may result in the offending participant’s exclusion from the Summer School.

Neither the organisers nor any of their representatives or vicarious agents shall accept liability for personal injury, damage to property or financial losses of any kind whatsoever.

Sole responsibility for obtaining sufficient insurance coverage (e.g., for personal liability, accident cover and health insurance) lies with the individual participants themselves.

**Please note that supervisory staff from the Magdeburg-Stendal University of Applied Sciences will be in attendance between 10:00 and 16:00 throughout the Magdeburg Summer School from the 2nd and 13th of July 2018. After the daily programme, from 16:00 to 10:00 on the following day, participants will be free to make their own unsupervised leisure-time arrangements.**

**In addition to the Registration Form, we shall require a Parental Consent Form for school-aged participants (minors) aged 16-17 (see parental consent form for your general participation in the summer school).**

Parents/guardians are required to acknowledge and confirm their agreement with this arrangement and provide an address and contact details under which they and the respective underaged participant may be reached during the Summer School.

**Address of the Parent/Guardian**

**Telephone number of the Parent/Guardian**

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| --- |
| Fore- and surname of the participant  Signature of the participant: Date:  **For underaged participants (under 18)**  Fore- and surname of a parent or guardian:  Signature of the parent/guardian Date: |

**Supplementary Application for a Magdeburg Summer School Bursary**

The Magdeburg-Stendal University of Applied Sciences will grant a number of €500 bursaries for the Summer School. Provided your registration is successful (and after paying the €100 registration fee) and confirmation of your participation by the Magdeburg-Stendal University of Applied Sciences, you will receive the bursary following your arrival in Magdeburg.

**The bursary may be used to defray the following expenses:**

**- The €100 Summer School registration fee** (which covers accommodation and fees for 2 weeks as well as excursions and events included in the programme)  
**- Travel costs** (whilst we will make the travel arrangements, each participant must pay their own transfer costs)

**- Lunches and evening meals** (payable by participants)  
**- Pocket money / leisure time spending money during the Magdeburg Summer School** (payable by participants)

Should you fail to arrive in Magdeburg on the 1st of July to take part in the Summer School despite having registered successfully (and after paying the €100 registration fee) and your participation having been confirmed by the Magdeburg-Stendal University of Applied Sciences, you will lose any claim to the bursary: the bursary offer will be rescinded and you will not receive the money.

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| --- | --- | --- |
| |  |  | | --- | --- | | Would you like to  apply for a bursary? | **O YES or O NO** | |

**If you checked the “YES” box then you must send us the following documentation in addition to the Registration Form (and the Parental Consent Form in the case of minors):**

* **A motivation statement in German** (not exceeding one page of A4 in length)
* **Your CV in German**
* **Letter of reference from a teacher or professor** (regarding your qualification)
* **An overview of your school grades** (from your last completed school semester)

The Magdeburg-Stendal University of Applied Sciences will base the decision on whether or not to grant the bursary on the documentation provided: you will be informed as soon as a decision has been made.