**Registering for the 2018 Stendal Summer School**

**2nd – 20th of July 2018**

**Magdeburg-Stendal University of Applied Sciences**

**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 Degree**

|  |  |
| --- | --- |
| Your university |  |
| Degree |  |
| Special  interests |  |

**Your Schooling and Study Interests**

|  |  |
| --- | --- |
| Name of school |  |
| What year / which semester  are you currently in |  |
| Special  interests? |  |
| If you’re not yet studying, what would you like to study? |  |

**Language Skills**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| German1  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 Stendal Summer School Programme**

Between the 2nd and 20th of July, the Stendal Summer School will be offering three different options (1, 2 or 3) for a personalised version of the 2 to 3-week programme. Please select your preferred option:

* 3-week intensive German course (Monday to Friday, 4-6 hours)
* 1-week German course + 2-week placement with a regional company
* 2-week placement with a regional company (requires a good to very good knowledge of German)

Please note that the Stendal Summer School will only be able to offer these three options if the minimum participant numbers per course are reached. We will inform you of our decision at the end of April.

|  |  |
| --- | --- |
| I would prefer  **Option 1** |  |
| I would prefer  **Option 2** |  |
| I would prefer  **Option 3** |  |

**Stendal Summer School participation requirements**

**Students and school attendees aged 18 and over (adults)**

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

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

Underaged participants (minors) must be accompanied by a teacher or legal guardian. School attendees aged 18 and over (adults) with:

**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 the form with your parents/guardians, then sign it and email it together with your registration form to <mailto:franziska.buddy@hs.magdeburg.de> or <mailto:mandy.mattke@hs.magdeburg.de> .

**Arrival and Departure**

**Please note:** only those participants can be picked up who arrive at the main station in Stendal (Hauptbahnhof) on the 2nd of July between 08:00 and 20:00 (participants in Option 3 will only arrive on the 5th of July between 08:00 and 20:00).

|  |  |
| --- | --- |
| Date of arrival |  |
| Time of arrival /  Arrival destination |  |
| Expected  date of departure |  |
| Expected departure time  (We would advise you to plan your  departure for the 21st of July 2018) |  |

**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.**

**Accommodation**

Among other options, we can offer you accommodation in guest flats in Werner-Seelenbinder-Straße in Stendal at a cost of €100 per place. These can be arranged via the Magdeburg-Stendal University of Applied Sciences. Rooms will be allocated locally by the respective accommodation operators.

**Accommodation Details:**

There are single and twin rooms available with shared bathroom and toilet facilities. Bed linen is available. The accommodation includes a communal kitchen. You will have to cater for yourself, i.e., buy your own food. It’s about a 25-minute walk to the campus and to the town centre.

|  |  |  |
| --- | --- | --- |
| I would like the  University to arrange  Accommodation for me. | O Yes | O No |
| I will find my own  accommodation. | O Yes | O No |

Should you wish to find your own accommodation, the University's International Office would be glad to provide you with an address list for guest houses and hotels in Stendal.

**Catering**

**You will have to buy your own** [**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). The accommodation includes a communal kitchen, where you can prepare meals.

[**Lunch**](https://www.studentenwerk-magdeburg.de/mensen-cafeterien/mensa-herrenkrug/) is served at the Stendal Campus in the University Canteen each day between 12:00 and 13:00, but **you will have to pay for 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 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 either Ms. Franziska Buddy or Ms. Mandy Mattke at the University's International Office by the 15th of April 2018 .**

All applicants will be informed about the success or otherwise of their application, and will be sent details of the relevant costs, by the 15th of April.

**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 Stendal Summer School after the 15th of May 2018 then you will forfeit the €100 fee to the Magdeburg-Stendal University of Applied Sciences.**

Should you cancel your registration for the 2018 Stendal Summer School after the 15th of May 2018, you will forfeit your right to reimbursement of fees paid.

**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 Stendal Summer School from the 2nd and 20th 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 Registration Form 2.).**

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 the parent/guardian  Signature of the parent/guardian Date: |

**Supplementary Application for a Stendal 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 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**
* **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.