

Terms and Conditions MBS (Online) Summer School 2022

Mannheim Business School (hereinafter also referred to as “MBS”) currently assumes that the MBS Summer School will take place on campus in Summer 2022. MBS Summer School might have to be realized online, depending on the corona pandemic developments.

With registration for MBS (Online) Summer School 2022 you agree to a contract including following terms and conditions with Mannheim Business School gGmbH.

I. Services included & fees

Program fees include:

a. ON CAMPUS in Mannheim

- Tuition, lecture materials
- Company visits, cultural activities on week-days
- Letter of invitation (required for visa)
- Lunch on week-days, welcome and farewell dinner
- (Public) Transportation to company visits and social events during the program
- Wi-Fi access on campus
- Information package
- Certificate of attendance, transcript of records
- Support by the MBS Short Program team in advance and throughout the program

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| Total fee for booking one module: | EUR | 990 |
| Total fee for booking two modules: | EUR | 1,900 |
| Total fee for booking three modules: | EUR | 2,700 |
| Total fee for booking four modules: | EUR | 3,500 |

b. ONLINE via Zoom or Canvas Conference

- Lecture and information materials
- Access to virtual class room like “Zoom” or “Canvas Conference” & account for the learning platform “Canvas” during MBS Online Summer School 2022
- Certificate of attendance, transcript of records
- Administration fees
- Support by the MBS Short Program team in advance and throughout the program

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| Total fee for booking one module: | EUR | 490 |
| Total fee for booking two modules: | EUR | 940 |
| Total fee for booking three modules: | EUR | 1,350 |
| Total fee for booking three modules: | EUR | 1,700 |

II. Form of realization

MBS shall inform about the form of program realization (online or on campus) at latest until March 4, 2022. Cancellation by students due to form of program realization are free of charge until March 11, 2022.

III. Payment Information

The admission notification will include all payment details. Upon admission to the MBS (Online) Summer School, a down payment of the program fee has to be made within 14 days after receiving the invoice. Invoice for the down payment (Euro 390) will be sent out after March 11, 2022, after the final decision upon realization was made (online or on campus). Only if the down payment is completed within two weeks, a spot will be reserved.

Second invoice of the outstanding program fee will follow beginning of June. Only if this last payment is completed until June 15, participation will be guaranteed.

For international payments, Mannheim Business School has partnered with Flywire to provide you with an easy and secure method of sending international payments. Flywire allows you to pay from any country and any bank and save on bank fees and exchange rates.

IV. Cancellation Terms

Participants may cancel their admission. The following fees apply:

- Cancellation by March 11, 2022:
no cancellation cost
- Cancellation from March 12 – June 15, 2022:
cancellation cost is the amount of down payment (Euro 390)
- Cancellation from June 16, 2022 to module start:
20 % of program fee will be refunded
- No show:
0% of the total fee will be refunded

For any cancellation please send an e-mail to shortprograms@mannheim-business-school.com

Cancellations are valid upon confirmation.

In the case of cancellation of the MBS (Online) Summer School (e.g. for a lack of participants), Mannheim Business School will reimburse the complete participation fee. In this case, the program must be cancelled by May 30, 2022. Mannheim Business School gGmbH will not be held responsible for financial and other damages caused for a participant by a cancellation.

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.

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 MBS (Online) Summer School program 2022 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 MBS (Online) Summer School 2022, 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 Mannheim Business School

Zu Beginn und im Verlauf Ihrer Teilnahme an der MBS (Online) 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 MBS (Online) 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

<https://www.mannheim-business-school.com/de/datenschutz/datenschutzerklaerung-und-information-der-betroffenen/>

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 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, MS Teams, One Drive, SharePoint und Microsoft Forms. Zudem werden die an E-Mail-Adressen mit der Domain „@mbs.education“ & „@mannheim-business-school.com“ (inklusive Subdomains) versandten Emails über Office 365 empfangen. Die Daten werden grundsätzlich in Datacentern innerhalb der EU verarbeitet bzw. 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.

IV. Nutzung von Canvas

Die MBS richtet für jeden Teilnehmer ein Nutzerkonto für das Learning Management System „Canvas“ ein, auf dem die Kurse samt Kursmaterialien sowie Prüfungsleistungen abrufbar sind. Über dieses System werden die Prüfungsleistungen, die Bekanntgabe der Ergebnisse sowie die Kommunikation bezüglich der Kursdurchführung abgewickelt. Instructure Global Ltd. nutzt für die Bereitstellung des Dienstes Rechenzentren von Amazon Web Services, die in Deutschland liegen.

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.

Nutzung für Werbezwecke

Die MBS bittet Sie zudem um Ihre Einwilligung, Ihre personenbezogenen Daten zum Zwecke der Werbung in eigener Sache zu nutzen. Insbesondere verwenden wir Ihre E-Mailadresse, um Ihnen während und nach des Studiums den MBS-Newsletter zuzusenden. Die Abwicklung des Newsletterversands erfolgt über den Dienstleister CleverReach, dessen Rechenzentren sich ausschließlich im europäischen Raum befinden. Mit Ihrer Unterschrift willigen Sie in diese Vorgehensweise ein. Diese Einwilligung ist jederzeit frei widerruflich.

Bitte beachten Sie, dass während Ihrer Teilnahme an der MBS (Online) Summer School 2022 Screenshots und Aufnahmen der Online Sessions gemacht werden. Die Fotos/Filme können zur Dokumentation, Werbung und Berichterstattung der Veranstaltung verwendet werden, z.B. in Printmedien, auf unserer Website, in Bildergalerien oder auf Social Media.

Durch die Anmeldung/Teilnahme am MBS (Online) Summer School Programm erlauben Sie uns automatisch, während der Veranstaltung aufgenommene Bilder und Filme von Ihnen für diese Zwecke kostenlos zu verwenden.

Bitte richten Sie den Widerruf zur Nutzung für Werbezwecke an: shortprograms@mannheim-business-school.com

Necessary handling of data

<https://www.mannheim-business-school.com/en/data-privacy/privacy-policy-and-information-for-data-subjects/>

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. Use of Office 365 by MBS

MBS uses Microsoft services to organize and support internal administrative operations. It also processes personal data in applications of this provider, for example in Outlook, MS Teams, One Drive, SharePoint and Microsoft Forms. In addition, the emails sent to email addresses with the domain "@mbs.education" & "@mannheim-business-school.com" (including subdomains) are received via Office 365. The data is generally processed and stored in data centers within the EU. However, it cannot be ruled out with certainty that personal data will also be stored on servers located outside the EU.

IV. Use of Canvas

For each participant, MBS will create a user account for the learning management system "Canvas". The courses with course materials and examination achievements can be downloaded from this user account. The examination achievements, results announcements and communications relating to the running of the course are processed via this system. Instructure Global Ltd operates the services in data centres of Amazon Web Services that are located in Germany.

V. Disclosure of data to the University of Mannheim

MBS stores and uses the above-mentioned personal data in accordance with this declaration, among other things, for the purpose of the proper implementation of the MBS study programs. The university of Mannheim is partly responsible for academic supervision within the scope of the MBS study programs. In addition, the degree, if any, is awarded by the University of Mannheim. For this purpose, the necessary personal data will be made available to the University of Mannheim.

Use for advertising purposes

In addition, MBS requests your consent to its use of your personal data for its own advertising purposes. We will use your email address, in particular, for sending you the MBS Newsletter during and after your studies. The dispatch of the newsletter will be handled via the CleverReach service provider whose computer centres are located exclusively in the European area. By signing, you consent to this method of procedure. You are free to revoke this consent at any time.

Please be aware that there will be taking screen shots and video recording of the sessions during your participation at MBS (Online) Summer School 2022. The photographs/movies may be used for documenting, advertising and covering the event, for example in print publications, on our website, in picture galleries or social media.

You automatically allow us to use pictures and movies taken of you during the event for these purposes free of charge by applying/taken part at the MBS (Online) Summer School program.

Please direct the revocation of the consent for marketing purposes to: shortprograms@mannheim-business-school.com

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.