

Application for a study place in the bilateral exchange programme

Personal details

Surname _____

First name _____

Date of birth _____ Place of birth _____

Nationality _____

Address _____

Email _____

Mobile number _____

Studies at the University of Applied Sciences Potsdam

Matriculation number _____

Degree programme _____

Emergency contact

Name _____

Relationship to the person _____

Email _____

Mobile number _____

Degree programme at the partner university: First choice

First choice _____
Name of partner university – first choice

Local language _____ Knowledge _____ Language course _____

Language of instruction _____ Knowledge _____ Language course _____
(if not the local language)

Study at the partner university: second choice

Second choice

Name of partner university – second choice

Local language _____ Knowledge _____ Language course _____

Language of instruction _____ Knowledge _____ Language course _____
(if not the local language)

Duration of the planned stay

Stay during the academic year

One academic year

winter semester

summer semester

If *National Taipei University of Technology (Taipei Tech)* is selected:

Study programme (multiple selections possible)

Exchange programme (DAAD-ISAP programme) – 1 semester

Double Degree programme – one academic year

I plan to apply for funding for my stay:

- ☐ BAföG for study abroad
- ☐ DAAD-ISAP programme (National Taipei University of Technology only)
- ☐ PROMOS (application planned)
- ☐ HAW.International
- ☐ Other scholarship (foundations, associations, etc.)
- ☐ Private funds
- ☐ Other: _____

Notes and explanations

1. I will make my own enquiries, for example on the websites of the Federal Foreign Office, regarding travel advisories and the current security situation in the destination country, as well as health and vaccination advice and, where applicable, any special entry requirements.
2. Should I take up the placement abroad, I will ensure in good time that I have adequate insurance cover (international health insurance with pandemic cover for the destination country, third-party liability insurance where applicable, and health insurance where applicable).

The following documents must be submitted with the application:

- ☐ Letter of motivation
- ☐ Current academic transcript (extract from My.Campus)
- ☐ Proof(s) of proficiency in the language of instruction
- ☐ Curriculum vitae
- ☐ Portfolio (for design degree programmes)

I hereby confirm that the information I have provided is correct.

Data protection

"By signing this form, I consent to the processing of my personal data as explained in the attached privacy policy for mobility programmes to and from abroad."

Place, Date

Signature

Privacy Policy for Mobility Programmes to and from Abroad

This notice informs you about the collection, processing and use of your personal data by the University of Applied Sciences Potsdam in connection with the services and programmes offered by the International Office, and about your rights under data protection law.

Data controller and Data Protection Officer

Data controller:

University of Applied Sciences Potsdam
represented by the University President, Prof. Dr Eva Schmitt-
Rodermund Kiepenheuerallee 5
14469 Potsdam
Telephone: +49 331 580-00
Fax: +49 331 580-2999
Email: info@fh-potsdam.de

Data Protection Officer:

Sven Hirsch
University of Applied Sciences Potsdam
Kiepenheuerallee 5
14469 Potsdam
Email address: datenschutz@fh-potsdam.de

If you have any questions or comments regarding the data processing described below, you may also contact the International Office directly in the first instance:

International Office,
University of Applied
Sciences Potsdam,
Kiepenheuerallee 5
14469 Potsdam
Email address: international@fh-potsdam.de

Types of data processed:

- Personal details (such as first name, surname, additional names, date of birth),
- where applicable, work permit / residence permit,
- contact details (such as home address, (mobile) telephone number, email address),
- bank details (such as IBAN, BIC/SWIFT, bank name),
- details regarding mobility (such as degree programme, sending and host institutions, duration of stay, previous stays abroad)
- further data from the application documents, such as school reports, certificates, letters of recommendation and references.

Personal data is generally collected directly from you as part of the application and admissions process for mobility programmes to or from abroad. In addition, personal data may be obtained from partner institutions where permitted.

Purpose and legal basis for data processing

Personal data is processed in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Brandenburg State Data Protection Act (BbgDSG). The primary purpose of data processing is to facilitate your mobility abroad (outgoing) or your stay at the University of Applied Sciences Potsdam (incoming), from the application stage through to completion. The information is shared by email or electronically with relevant internal and external parties. In the event of an emergency, the University of Applied Sciences will make every effort to contact the person you have designated as your 'emergency contact'.

Where financial benefits are granted in connection with your mobility, the data processing serves to establish the legal relationship. The primary legal basis for this is Article 6(1)(a) and (e) of the GDPR.

Duration of data storage

In the case of the exercise of mobility, participation in an event, acceptance of a scholarship, participation in study preparation or a DSH course and any associated monetary benefit, the data collected will be stored. After the end of the mobility, the event, the scholarship period, the study preparation, the DSH course or the monetary benefit, those personal data will continue to be stored that the University of Applied Sciences Potsdam is legally obliged to keep. It is also possible that personal data will be stored for the time necessary to defend against claims against the University of Applied Sciences Potsdam (legal statute of limitations of three or up to thirty years). In the event of a rejection, the application documents including the e-mail address will be deleted after the purpose of the data processing has ceased to exist, unless there is a legal obligation to store the data for a longer period of time.

Recipients

Your personal data will be provided to the relevant individuals and departments at the University of Applied Sciences Potsdam (e.g. Student and Examination Services, Finance and Controlling, Central IT, Departments (such as international Officers and Erasmus coordinators)) who are involved in organising and administering your mobility programme or in the processing of any financial support granted. The International Office facilitates contact between students on mobility programmes at the University of Applied Sciences Potsdam by passing on personal data (name, degree programme, semester and email address). In the event that a financial grant is awarded, personal data will be passed on to our bank. In addition, third parties, such as scholarship providers (e.g. DAAD e.V., Fulbright), will receive personal data insofar as this is relevant to the administration of a scholarship.

The Studentenwerk Potsdam receives personal data for the purpose of arranging accommodation.

For incoming students participating in exchange and programme stays, copies of European Health Insurance Cards and insurance policies are passed on to the Techniker Krankenkasse (TK) as part of the enrolment process, for the purpose of issuing the mandatory exemption from compulsory statutory health insurance.

Personal data is passed on to partner institutions abroad for the processing of mobility programmes abroad.

Rights of the data subjects

Data subjects have the rights from Art. 15 - 22 DSGVO, in detail:

- Right to information (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object to processing (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

Right of appeal

Data subjects may lodge a complaint with the supervisory authority responsible for the Potsdam University of Applied Sciences in data protection matters if there are doubts about the lawfulness of the data processing.

The competent data protection supervisory authority is:

The state commissioner for data protection and for the right to inspect files.

Dagmar Hartge

Stahnsdorfer Damm 77

14532 Kleinmachnow

Website: www.lda.brandenburg.de/lda/de/

Data transfer to a third country

Where mobility programmes take place outside the scope of the GDPR, data relevant to such programmes is transferred to partner institutions in third countries.