



**WINGS PROFESSIONAL STUDIES**  
WISMAR UNIVERSITY OF APPLIED SCIENCES

**APPLICATION FOR ADMISSION**

**Ma** **PROFESSIONAL STUDIES**  
**MASTER'S PROGRAMME**  
**LIGHTING DESIGN**

Architectural Lighting and Design Management

# APPLICATION FOR FOR DISTANCE-LEARNING

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latest  
photograph

## A. Personal Details

1. Family Name

As printed on the identity card or passport: please print  
suffixes at the end of the first name

2. First Name

3. Date of Birth

4. City of Birth

5. Country of Birth

6. Gender

7. Address

Country

Home Telephone

Mobile Telephone

E-Mail

8. Nationality

9. Employer (optional)

10. Alternate Billing Address

Company Name

Address

Country

## B. Application Details

With this application, I apply for the

Spring Semester

20\_\_\_\_ / 20\_\_\_\_

Autumn Semester

20\_\_\_\_

for the distance-learning  
programme

Master Distance Learning Programme Lighting and Design Management

The semester fee shall be paid

in 2 instalments.

in monthly instalments.

# APPLICATION FOR FOR DISTANCE EDUCATION



Please send your application for the transfer of university course credits directly to WINGS GmbH.

## C. Educational Background

Any information relating to prior education must be supported by evidence. Please do not send original documents, but rather certified copies/ translations!

### 1. Higher Education Entrance Qualification

<input type="checkbox"/>	Secondary School e.g. Gymnasium		
<input type="checkbox"/>	Subject-Related Secondary School e.g. Vocational School	Field of Study	<input type="text"/>
<input type="checkbox"/>	Advanced Technical College e.g. Technical Secondary School	Field of Study	<input type="text"/>
Other (Describe)		<input type="text"/>	
Graduation Date	<input type="text"/>	Overall Average Grade	<input type="text"/>
Town and County of Qualification	<input type="text"/>		
Federal State	<input type="text"/>		

### 2. University Degrees

<input type="checkbox"/>	Bachelor's Degree	Course of studies	<input type="text"/>
<input type="checkbox"/>	German "Diplom" Degree or other Diploma degrees	Course of studies	<input type="text"/>
<input type="checkbox"/>	Master's Degree	Course of studies	<input type="text"/>
Other (Describe)		<input type="text"/>	
Graduation Date	<input type="text"/>	Overall Average Grade	<input type="text"/>
Town and County of Graduation	<input type="text"/>		
Federal State	<input type="text"/>		

### With reference to the examination regulations / study regulations:

Prerequisite for acceptance to a distance learning Master degree programme is a first academic degree with a minimum of 180 credit points which was acquired from a national or international university or college.

# APPLICATION FOR FOR DISTANCE EDUCATION



## 3. Information About the Course

I previously studied at another university :  
(Please enclose any deregistration certificates!)

Name and Address of the Institution	Course of studies	From	To	Number of Semesters
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you finally failed a regulations-required preliminary, intermediate or final examination?

YES  NO

Have you ever been expelled from a university?

YES  NO

Institution

Course of Studies

Type of Degree

Reason

Date

## D. Work Experience

### 1. Related Apprenticeship or Professional Training

YES  NO

Occupation

Training Period (Month / Year)

from

to

### 2. Professional Experience

#### a) Description of Activity

Training Period (Month / Year)

from

to

Company / Institution

#### b) Description of Activity

Period of Activity (Month / Year)

from

to

Company / Institution

### 3. Subject-Specific Further Education / Training

(e.g. in business administration, specialisation)

# APPLICATION FOR FOR DISTANCE EDUCATION



## Explanation / General information

I declare under penalty of perjury that my statements are true and complete. I am aware that giving false or incomplete information may result in my admission being revoked.

Place, Date	<input type="text"/>
Applicant Signature	<input type="text"/>

(Application without signature is invalid)

## Legal basis

The personal data collected in this application are required for the legal fulfilment of the duties and responsibilities of the University of Wismar.

The collection complies with the data protection requirements of the law for the protection of the citizens' personal information (State Data Protection Act of Mecklenburg-Western Pomerania - DSGVO M-V) of 06/24/92, section II, § 8. These data are passed for planning purposes, in accordance with the University Statistics Act (Statistik für Hochschulwesen - HStatG) of 22/11/90, via the State Statistical Office of Mecklenburg-Western Pomerania, to the Federal Office for Statistics. Otherwise, the destruction of personal data is carried out pursuant to the provisions of § 6 in connection with § 10 DSGVO M-V.

The application for admission to distance-learning is submitted to the:

WINGS GmbH - A division of the University of Wismar  
Philipp-Müller-Str. 12 / 23966 Wismar,  
GERMANY

In the case of incomplete information or missing documents, the processing of your application will unfortunately not be possible.

## The following documents are required for the application for admission to distance-learning:

- Curriculum Vitae
- Higher education entrance qualification (certified copies) according to point C 1
- Certified proof of completion of a diplom, bachelor's or master's degree according to point C 2
- Vocational certificates of completion (certified copies) according to point D 1
- Proof of professional experience of at least one year after the first academic degree according to point D 2
- Leaving certificate according to point C 2
- A detailed, course-by-course transcript evaluation of currently completed university studies according to point B
- Current passport photo (please stick to page 1)
- Portfolio in field of architecture, interior design, design or lighting (please hand in by E-mail only)

**To certify the copies of your materials, please inquire at your local public regulatory authority.**

# DECLARATION OF RELEASE FOR PHOTO AND/OR FILM RECORDINGS

for the following events of WINGS GmbH and Hochschule Wismar:

- Opening events
- Symposia for the individual degree courses
- Symposia with practice partners
- Farewell ceremonies for graduates
- Classroom trainings
- Online events
- Social events

## Hereby I,

1. Family name	<input type="text"/>
	<small>Please put titles to the end of first name.</small>
2. First name	<input type="text"/>
3. Address	<input type="text"/>
Country	<input type="text"/>
4. Degree course	<input type="text" value="Master Fernstudiengang Lighting Design - Architectural Lighting and Design Management"/>

give my consent to WINGS GmbH to use and develop open to the public and free of charge all photo and/or film recordings, taken of me during the above named events within my distance learning degree course at Hochschule Wismar. My consent includes the right to use and publish all photo and/or film recordings in the internet and/or in print media for the purpose of reporting on the above named events as well as for presentations, reports, articles and postings about WINGS GmbH.

Using of the above named photo and/or recordings also includes copying, publication and distribution, digitization, making them publicly available and public reproducing by audio and image carriers and data media.

All recordings can be worked, changed and redesigned only under full reserve to my general right of privacy. The collected data only serve for legal protection. They will not be made available to third parties.

My consent is valid until cancellation, which is possible for the future at any time and without justification.

Place, Date

Signature





**WINGS PROFESSIONAL STUDIES**  
WISMAR UNIVERSITY OF APPLIED SCIENCES

**DISTANCE LEARNING CONTRACT**

**Ma** **PROFESSIONAL STUDIES**  
**MASTER'S PROGRAMME**  
**LIGHTING DESIGN**

Architectural Lighting and Design Management



# DISTANCE-LEARNING CONTRACT

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for participation in the distance-learning program: Master Distance Learning Programme Lighting and Design Management

at the Hochschule Wismar - University of Applied Sciences: Technology, Business and Design

between the

**Wismar International Graduation Services (WINGS GmbH) - A division of Wismar University, Philipp-Müller-Str. 12 / 23966 Wismar, represented by the managing director Dagmar Hoffmann, Dipl.-Kff.**

First Name / Last Name

Address

Country

## § 1 Subject of the Contract

(1) The subject of the contract is the study programme of the professional distance-learning programme: Master Distance Learning Programme Lighting and Design Management.

(2) The study programme is an offer of Wismar University - University of Applied Sciences: Technology, Business and Design, and is implemented in terms of organisation by the Wismar International Graduation Services (WINGS GmbH).

(3) The study programme and the exams are conducted on the basis of existing studies and the examination regulations for the distance-learning programme Master Distance Learning Programme Lighting and Design Management. Further regulations can be found in the respective ordinances of the University of Wismar.

## § 2 Beginning and Probable Duration of the Distance Study Programme

(1) The starting time chosen by students is to be taken from the application for admission to distance education (point B).

(2) The programme of study takes as its standard period of study 5 semesters or academic half-years.

(3) The course will only take place at the desired location when at least 15 participants at that site have enrolled, to a maximum of 25.

## § 3 Details About the Agreed Interval for the Delivery of Study Materials

The study materials will be handed out at the first workshop week in Wismar for the modules of the corresponding semester.

## § 4 Structure of Distance Education and the Location, Duration and Frequency of the Accompanying Teaching

The study programme is to entail accompanying modules in the form of seminar-like face-to-face lessons. The face-to-face lessons are to be carried out at the end of every distance-learning phase and cover the subject area being taught during the respective semester. These lessons will take place at the workshop weeks in Wismar (1st and 5th Semester), in Berlin (2nd and 4th Semester) and in South-East Asia (e. g. Bangkok) in the 3rd Semester. The final seminar will be the presentation of the master thesis in Wismar.

# DISTANCE-LEARNING CONTRACT

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## § 5 Fees and Payment Maturities

(1) The total consideration for the standard study period of distance education amounts to EUR 19,500.00 i.e. per semester EUR 3,900.00, including EUR 69.00 as compensation for management services provided by the Hochschule Wismar. This includes the study materials, accommodation and food during the seminar weeks, the care and supervision, the conducting of the face-to-face lessons, the evaluation of the exams and the enrolment costs.

(2) For each additional semester spent over the normal period of study, the following percentage of the total semester fee will be charged:

- No incomplete examinations except for the final paper: 30%
- In case of other incomplete examinations: 100%

(3) Fee payments are to be made, in partial instalments covering a period of three months each, to the following account:

Sparkasse Mecklenburg-Nordwest      IBAN: DE 20 1405 1000 1000 3059 17      BIC: NOLA DE 21 WIS  
Wings creditors ID: DE 36 ZZZ 00000 809 271

For the fee payments, no later than two weeks before the semester begins, the students each receive an invoice specifying the actual payment dates.

(4) In case of delayed payment of the semester fee, enrolment / response may be denied. Regardless of enrolment / response, outstanding bills from the distance-learning contract remain. This does not apply if a student cannot continue studying because of a "failed exam."

(5) According to the agreed-upon rates, the monthly payment semester fee amounts to EUR 650.00 in addition to a one-time processing fee of EUR 100.00 per semester. The instalment payment will be agreed upon separately.

(6) In case of any agreement regarding payment of the semester fee per the SEPA direct debit scheme, WINGS GmbH is authorised to collect payments by direct debit. At the same time, the credit institution of the students is instructed to honour the debits drawn by the Wings GmbH from the students' account. The direct debit order is issued by the student separately.

Note: The student may, within eight weeks, beginning with the debit date, request a refund of the amount paid. The agreed-upon conditions of his or her contract with the credit institution apply to this transaction.

## § 6 Additional Services

(1) No further special services are included in the basic fee and will be charged separately by the WINGS GmbH. A listing of each item can be found in tariff provisions of the contract (Appendix).

(2) Travel costs to the face-to-face lessons shall be paid and organised individually. The costs incurred by the use of means of distance communication, will be borne by the participant.

## § 7 Payment Default

In case of default, the WINGS GmbH calculates interest at the rate of 5% over the individual base rate. In addition, the debtor is responsible for the resulting reminder and processing charges. These are shown separately.

## § 8 Minimum Term of the Contract and Cancellation Conditions

(1) The contract has a minimum term of six months. It may be cancelled - with a notice period of six weeks - by the student without giving any reasons until the end of the first academic half-year after the contract has been signed. After the first half-year of studies, the student can cancel the contract at any time, but he/she must give three-months' notice. The right of WINGS GmbH and / the students to cancel the agreement for good cause remains untouched.

(2) The cancellation must be sent to the WINGS GmbH in writing.

(3) In the case of cancellation, the student must pay a part of the total fee that corresponds to the services provided by the WINGS GmbH, during the completed term of the contract. To this end, the semester fee will be converted into an average daily rate, and the sum of the average daily rates accrued during the semester, including those rates arising from the mandatory notice period, will be calculated together. The amount may not, however, surpass the price of a semester fee for each semester. An overpaid semester fee will be refunded.

# DISTANCE-LEARNING CONTRACT

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## § 9 Withdrawal of the Student

Within 14 days after receipt of the first delivery of study material, the student can cancel his / her contract with WINGS GmbH, Philipp-Müller-Str. 12 / 23966 Wismar. In this case, the study material is to be sent back unused to the WINGS GmbH within two weeks. Please note, that, in case of enrollment, WINGS reserves the right to charge the student for received services with up to 2,000.00 Euro. These services are for example participation in a workshop-week. According to the requirements of the law for the protection of participants in distance-learning (FernUSG), attention is particularly drawn to the right to withdraw following this agreement.

## § 10 Obligation of the Student to Disclose Information

The participant is required to immediately notify the WINGS GmbH of a change of address or a change of name.

## § 11 Severability Clause

(1) Should any provision of this agreement be legally invalid, this shall not affect the validity of the remaining provisions; and the invalid provision will hereby be replaced by a valid provision that comes as close as possible to the object and purpose of the invalidated provision.

(2) With the signing of this contract, the student declares himself or herself in agreement with the terms of the contract regarding participation in the desired distance-learning course according to the applicable study and examination regulations and other provisions of the University of Wismar. A copy of this deed is to be handed over to

Student	<input type="text"/>	<input type="text"/>
Place, Date	<input type="text"/>	Signature <input type="text"/>
<b>To be filled in by Wismar International Graduation Services GmbH (WINGS)</b>		
Wismar, Date	<input type="text"/>	Signature CEO of Wings <input type="text"/>

## Cancellation procedure according to § 4 Fernunterrichtsschutzgesetz (FernUSG), § 355 Bürgerliches Gesetzbuch (BGB)

### Withdrawal rights

You have the right to cancel this contract, without giving any reason, within 14 days. This cancellation period of 14 days begins when you have, or a third party which you have recognised as such and who is not the promoter has taken the first set of distance education material into their possession. In order to exercise your right to cancel this contract, you have to inform us, WINGS - Wismar International Graduation Services GmbH (Philipp-Müller-Straße 12, 23966 Wismar, tel: +49 (03841) 753-7224), fax: +49 (03841) 753-7296; email: office@wings.hs-wismar.de) about your decision to cancel this contract in an unambiguous manner (e.g. a letter sent via post, fax or email). You can use the attached cancellation form for this; however, it is not mandatory to use the form. In order to comply with the time limit of the cancellation period, it is sufficient if you send the notice about your wish to cancel before the expiration of this cancellation period.

### Consequences of the cancellation

Upon cancellation of the contract, we are required within 14 days upon receipt of your notice to reimburse all payments we have received from you, including delivery costs (excluding any additional costs that may have been incurred due to choosing an alternative method of delivery rather than the economical, standard delivery which we offer). For the repayment, we will employ the same payment method that is used for the original transaction, except in the case that another agreement is made with you. Under no circumstances will you be charged a fee for this repayment. We can withhold the repayment until we have received the returned course material or until we have received proof that you have dispatched the material, depending on which we receive earlier. You are to ensure a prompt return of the distance education material, either by handing the material over or sending it to us, within 14 days of informing us about the cancellation of the contract. The deadline is maintained if you send the material before the end of the 14-day time limit. You are responsible for covering the direct costs for the return of the distance education material. In the event of a loss of value of the material, you will only be held financially responsible if an examination of this loss with regard to the condition, the quality and the functionality of the distance education material attributes it to inappropriate use on your behalf.

# DATA COLLECTION FORM PRIVACY POLICY



Since we require your consent to use your data, we ask you to provide personal data to the Privacy Policy below and sign it.

We need this information in order to guarantee secure information on issues pertaining to your studies, as well as the delivery of literature, correct posting of your notes, registration for the exams, provide to other information systems (e.g. legal databases), etc.

Course of Studies	<input type="text" value="Master Distance Learning Programme Lighting and Design Management"/>	
Family Name	<input type="text"/>	
First Name	<input type="text"/>	
Address	<input type="text"/>	
Country	<input type="text"/>	
Home Telephone	<input type="text"/>	Mobile Telephone <input type="text"/>
Email	<input type="text"/>	

## Privacy Policy

It is necessary for us to store, process and use individual data available about your personal or material circumstances. These data are processed and stored only in connection with your studies at the University of Wismar. The transfer of data to third parties is carried out only in the framework of the organisation and implementation of your studies. You agree to this with your signature. With your signature, you also consent also that your data might be used for internal market research purposes and marketing purposes of the university.

You can withdraw your consent at any time without giving any reasons. Our privacy practices are in accordance with the Federal Data Protection Act (BDSG) and the Teleservices Data Protection Act (Teledienstschutzgesetz).

Student	<input type="text"/>	<input type="text"/>
Place, Date	<input type="text"/>	Signature <input type="text"/>

# DISTANCE-LEARNING CONTRACT



## Fee Determination

**Wismar International Graduation Services GmbH – A company of Hochschule Wismar**

### § 1 General

(1) The Wismar International Graduation Services GmbH - hereinafter called WINGS GmbH - sets up distance learning and training opportunities at the University of Wismar - University of Applied Sciences: Technology, Business and Design inspires this organizationally, administratively and financially.

(2) Charges are levied for the use of services of WINGS GmbH. Fees for additional services that are not part of the contracted services will be charged separately according to § 5 No.2-6.

(3) Under "services of WINGS GmbH" is to be understood services and benefits that the WINGS GmbH delivers in the framework of the organisation of distance-learning courses education and training opportunities for participants.

(4) The fees of the WINGS GmbH - in so far as nothing else is appointed in the distance-learning contract - will be charged regardless of the charges and fees for the University of Wismar.

### § 2 Payment of the Study and Handling Charges

(1) Fees of the WINGS GmbH are provided as a bill to the recipient.

(2) Fees of the WINGS GmbH, which combines with a course of study are exempt pursuant to § 4 No. 21 a) bb) of the Sales Tax Law of 09.06.1999, as last changed by the Law of 19.12.2000, from VAT.

(3) Fees of the WINGS GmbH, which do not combine with studies, are subject to VAT.

### § 3 Payment Arrears

In case of default, the WINGS GmbH calculates interest at the rate of 5% above the base rate. In addition, the debtor in question takes on the resulting reminder and processing charges. These are shown separately.

### § 4 Payment by Instalments

(1) The WINGS GmbH agrees to request the instalment payment of semester or subscription fees for events.

(2) The rates of payment shall be submitted in writing to the WINGS GmbH.

(3) The WINGS GmbH will charge a processing fee in the case of an instalment payment agreement. This may differ from the interest rate customary in banking.



# DISTANCE-LEARNING CONTRACT



## Fee Determination

### § 5 Fee Overview

WINGS GmbH collects the following fees:

1.) Semester fee			<b>3900,00 EUR</b>
<hr/>			
2.) Instalment Payment (for monthly payment option only)			
Processing fee	per semester		<b>100,00 EUR</b>
<hr/>			
3.) Individual Examination Dates			
	per exam		<b>50,00 EUR</b>
<hr/>			
4.) Application for leave of absence semester			
at least 8 weeks before the semester starts	per semester		<b>50,00 EUR</b>
fewer than 8 weeks before the semester starts	per semester		<b>150,00 EUR</b>
<hr/>			
5.) Other Requests for the Examination board (Besides Regular Admission to the Master's Programme)			
	per request		<b>50,00 EUR</b>
<hr/>			
6.) Semester beyond the requisite study time			
besides master's thesis; no open exams	per semester		<b>30 %**</b>
for incomplete examinations	per semester		<b>100 %**</b>

\* Percentage of the semester fee