

Application form for admission to the Prep Course Public Management

1. Personal and contact details

Surname(s)*:	First name(s)*:
Date (dd.mm.yyyy), place and country of birth*:	Valid residential address (in the home country) during the stay in Germany*:
E-mail*:	Telephone number (information on a voluntary basis):

2. Educational background

Highest school-leaving certificate with date/original name/place/country (a university entrance qualification is required)*:	University degree with date / original name / place / country (if applicable)*:
German language level and certificate (if applicable)*: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	English language level and certificate (if applicable)*: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
Professional experience with position / employer / country / period (if applicable):	Previous study or professional stays abroad with institution / place / country / period (to be completed by scholarship applicants only)*: .

3. Further information

How did you learn about our prep course? (information on a voluntary basis):	Special needs, health impairments or disabilities (information on a voluntary basis):
I would only be willing to take part in the prep course if I were to receive a scholarship*: Yes <input type="checkbox"/> No <input type="checkbox"/>	
I would like to reserve a place in the student residence*: Yes <input type="checkbox"/> No <input type="checkbox"/>	

All fields marked with (*) are mandatory.

I confirm that to the best of my knowledge the information I have provided on this form is true, complete and accurate.

I have enclosed the following required documents:

- Certified copy of university entrance qualification
- German language certificate
- Curriculum vitae
- Motivation letter

I am aware that intentionally or negligently providing false information constitutes an administrative offence and may lead to exclusion from the admissions procedure or – if discovered at a later date – to the cancellation of my admission and the claim for repayment of a scholarship or grant already paid.

If you apply, you must provide all personal details and submit all documents required for admission. Your personal data will be used by us exclusively for the application and admission procedure and, in the case of acceptance, for admission and course administration. Your data will be transmitted to the operators of the student residences only if you request a place in a student residence. You will find further information in the attached data protection information.

I agree to the final information and confirm that I have taken note of the attached data protection information.

Place, date: _____

Signature: _____

Please send this application form and all the required documents by email to the Kehl.EU project team (kehl.eu@hs-kehl.de) by **15th October 2024** at the latest. **Please note that only fully completed application forms with all required attachments will be considered.**

Data protection information for applicants

The principle of data minimisation is important to us: personal data is therefore only collected and processed by us where necessary and in accordance with this privacy policy.

Responsible body:

Responsible for the data processing is the University of applied sciences Kehl, represented by the Rector. The following contact options are available:

University of applied sciences Kehl

Kinzigallee 1

77694 Kehl

e-mail: post@hs-kehl.de

Phone: +49 7851 894-0

Contact details of the University's Data Protection Officer for data protection enquiries:

Prof. Dr. Ina Elisabeth Klingele

e-mail: datenschutzbeauftragte@hs-kehl.de

Purpose of data processing:

Your personal data is collected and processed exclusively for the purpose of processing your application and for contacting you as part of the application process for the Prep Course Public Management, the awarding of a scholarship and further organisational processing for the Prep Course Public Management.

Legal basis for processing personal data:

The processing of your data is necessary to fulfil the tasks of the university in accordance with Art. 6 para. 1 sentence 1 lit. e GDPR in conjunction with Section 12 of the State Higher Education Act in conjunction with the data protection statutes of University of Applied Sciences Kehl. As far as voluntary information is concerned, the information is based on your consent, Art. 6 para. 1 sentence 1 lit. a, 9 para. 2 lit. a GDPR.

Type of data collected:

We collect and process the following personal data that you provide to us as part of your application: Names, date and place of birth, correspondence address, e-mail address, school and university qualifications with officially certified copies of certificates, language certificates, professional experience and any study or professional stays abroad you have already completed. In order to better meet your needs, you can provide us with the following information on a voluntary basis: Disabilities and health restrictions. To be able to contact you in case of any questions, you may provide us your telephone number.

Recipients of personal data:

Your personal data will only be transferred to internal departments, to the DAAD as scholarship provider (if applicable) and, if you are interested in a room in a student residence, to the respective operator.

Duration of storage:

Your data will be stored until the application process has been completed. If we are unable to offer you a place in the Prep Course Public Management, your data will be stored for up to six months after the end of the application process. The retention serves in particular to provide evidence in the event of a legal dispute. If it is evident that the data will be required after the 6-month period has expired (e.g. due to an impending or pending legal dispute), it will only be deleted when the purpose for further storage no longer applies. Longer storage may also take place if you have given your consent (Art. 6 para. 1 lit. a GDPR) or if statutory retention obligations prevent deletion.

Rights of data subjects:

According to Art. 15 of the EU General Data Protection Regulation (EU GDPR), data subjects are entitled to free information as to whether personal data relating to them is being processed and, if so, which personal data is involved. In principle, a copy of the data can be requested, unless a legal exception applies. If the data is incomplete or incorrect, there is a right to rectification in accordance with Art. 16 GDPR.

Further data subject rights are:

- Art. 17 EU GDPR: Erasure of own personal data if there is a reason for erasure stated therein.
- Art. 18 EU GDPR: Restriction of the processing of personal data if there is a reason stated therein.
- Art. 20 EU GDPR: Transfer of own personal data to a provider if the processing is based on consent or on a contract.
- Art. 21 EU GDPR: There may be a right to object to otherwise lawful processing of personal data on grounds relating to a particular personal situation.
- Art. 22 EU GDPR: Grants special data subject rights in the case of automated decisions in individual cases, including profiling.

Revocation of consent:

You can withdraw your consent to the processing of your personal data at any time. The revocation applies from the time of the declaration and does not affect the legality of the processing carried out up to that point.

Right to lodge a complaint:

You have a right of access (Art. 15 GDPR) and a right to rectification (Art. 16 GDPR) or erasure (Art. 17 GDPR) or to restriction of processing (Art. 18 GDPR) or a right to object to processing (Art. 21 GDPR) and a right to data portability (Art. 20 GDPR).

Further information about the right to information and the right to erasure can be found here:

<https://www.baden-wuerttemberg.datenschutz.de/wp-content/uploads/2013/02/DSK-Kurzpapier-6-Auskunftsrecht.pdf>

https://www.baden-wuerttemberg.datenschutz.de/wp-content/uploads/2017/08/DSK_KPNr_11_Recht-auf-Vergessenwerden.pdf

You also have the right to lodge a complaint with the data protection supervisory authority LfDI Baden-Württemberg.

Contact details:

LfDI Baden-Württemberg

P. O. Box 102932

70025 Stuttgart

e-mail: poststelle@lfdi.bwl.de

website: <https://www.baden-wuerttemberg.datenschutz.de/beschwerde/>