



Confirmation

I, the undersigned, hereby confirm

Enrolment

- that I have taken cognisance of the general terms and conditions;
- that I agree to complete the course listed and selected in accordance with the way it was advertised;
- that I will pay the course fee after confirmation of the enrolment deadline;
- that enrolment is legally binding, that applications for enrolment will be accepted in order of receipt and that the GSERM Global School in Empirical Research Methods will make any decisions concerning admission;

Verification / payment

- that all the information provided by me is correct and complete;
- that the University of St.Gallen is authorised to check any documents I have submitted for authenticity, and that any issuing offices may send the necessary information to the University of St.Gallen and that such offices are released from the constraints of data protection to the extent to which this is necessary for the verification of any documents submitted;
- that I am aware of the fact that this enrolment will not automatically grant me admission but is only an application for admission;
- that course fees applicable from time to time are set out on the website (subject to modification) and do not include costs for travel, food, literature and accommodation (unless booked through the GSERM);
- that the payment of the tuition fee and possibly room fees are due within 7 days after application, that payments must not be made by cheque and that payments must be made in Swiss francs;
- that my application will not be binding on the University of St.Gallen until the organiser confirms that my payment and has been recorded;
- that the organisers will inform me by e-mail or letter if I have satisfied the admission requirements and been admitted to the GSERM;

Cancellation by the participant

- that if I cancel participation up to 60 days before the course starts, the GSERM will retain 100 CHF to cover administrative expenses;
- that if I cancel participation between 31 and 59 days before the course starts, the GSERM will retain 50% of the costs (for both the course and accommodation);
- that if I cancel participation 30 or fewer days before the course starts, no refund will be made (for either the course or accommodation);
- that in the case of illness, accident or any other health reasons I will remain fundamentally liable for payment;
- that if I provide a suitable substitute participant, this will reduce my obligation to pay an administrative fee of CHF 100;

- that the GSERM has recommended that I take out cancellation insurance cover for possible cancellation due to illness or accident;

Cancellation by the GSERM

- that if a teacher or a lecturer is unexpectedly absent and no substitute is available, the GSERM may reschedule courses at short notice, schedule them at a later date or cancel them if necessary;
- that in such cases the course fee may be refunded whole or in part but that no refunds will be made by the GSERM for any arrangements that have already been made (travel, accommodation, hotels, etc.);

Disclaimer of liability and assumption of risk

- that I am responsible for possessing sufficient insurance cover during my stay, in particular for health, accident and personal liability insurance;
- that I am aware that the University of St.Gallen or GSERM partner universities will not assume any responsibility for any personal or property damage I have caused during my stay;
- that I am aware that the University of St.Gallen or GSERM partner universities will not provide GSERM participants with any legal assistance or representation or bear any costs for such matters;

Schedules and legal basis

- that I am aware of the fact that the University of St.Gallen encourages and requires students to be self-reliant. Deadlines and dates are posted and are enforced by the HSG without exception. Students themselves have to collect the necessary information about binding legal bases, examination requirements, fact sheets, etc., as well as about changes made to any of these. Students have to bear the consequences of their acts, omissions and/or ignorance themselves;
- that I am aware of the fact that deadlines are governed by the HSG's system time (GMT + 1);
- that I am aware of the fact that all the legal provisions that are applicable to students at the University of St.Gallen, such as the University of St.Gallen Act, the University Statutes, house rules, disciplinary codes, etc., will also apply to GSERM participants;
- that if a GSERM course takes place abroad, any legal provisions applicable at partner universities will also be applicable to GSERM participants;
- if participants infringe any regulations, the Dean of Studies will rule which legal provisions will be applicable;

Conduct

- that I am aware of the fact that unlawful, dishonest and disrespectful conduct will be deemed to be an infringement of the order of the University and can be punished by disciplinary proceedings;
- that I am expected to show respect to my fellow students, the members of the faculty and the administrative staff;
- that I am expected to act in the best interest of the University in good faith at all times even when I am not on the University campus;
- that I am expected to observe my obligations as a representative of my home university, the University of St.Gallen and GSERM partner universities during my stay;
- that I am expected to treat any University property and housing premises with care;

Studies

- that I will apply the fundamentals of academic work in the awareness that GSERM participants have to acquire this knowledge on their own;
- that the use of inadmissible aids in the drafting of theses, papers, coursework and in examinations, as well as the submission of written work/documents drafted by a third party, constitute contempt of the University and are punished by disciplinary proceedings. I am aware of the fact that such conduct may result in my being expelled from the University and the GSERM and bound over to pay a fine and awarded grade 1.0 in examinations in accordance with Art. 37 of the University Act [Consolidated Statute Book of the Canton of St.Gallen, No. 217.11] and in accordance to legal provisions from hosting GSERM partner university;
- that pursuant to Art. 34 of the University Act, I am subject to the disciplinary provisions of the University Act as a participant in courses;
- that I am expected to collect the necessary information about any admissible and inadmissible aids before an examination and, in particular, to use no pocket calculators other than those approved by the University of St.Gallen (Texas Instruments TI-30);
- that I am aware of the fact that the payment of course fees is the prerequisite for admission to GSERM courses;
- that I am aware of the fact that rights such as copyrights, data protection rights and personality rights may be restricted for the safeguard of orderly University operations and that, in particular, the copyright for work written at the University of St.Gallen or GSERM partner university will remain with the authors but that the University may restrict the right of use;
- that I am aware of the fact that any recordings of lectures at the University of St.Gallen or GSERM partner universities are subject to individual lecturers' consent. Any reproduction or publication will additionally be subject to the consent granted by the Dean of Studies;

Communication and language

- that I accept the HSGnet user guidelines or GSERM partner universities user guidelines and that, in particular, I undertake and warrant not to send any spam mail nor to misuse my e-mail account in any other way (<http://www.unisg.ch/en/HSGServices/Beratung/Informatik/Nutzungsbestimmungen.aspx>);
- that I am aware of the fact that I am obliged to open all e-mails sent to me by the University;
- that the official language of GSERM is English, as confirmed in the application, and that my command of English enables me to follow a fluent discussion, i.e. understand the course language at an advanced level;
- that I am aware that the University of St.Gallen or GSERM partner universities are bilingual and that the administrative language is in language of the country and that therefore the legally binding version of all documents and decrees is in language of the country;
- that I am obliged to give notice of changes to any data submitted in the enrolment process (particularly the correspondence address and the emergency contact address) or to make such changes myself. If I do not fulfil this obligation, I will have to bear the consequences and any resulting disadvantages myself; in particular, any notifications will still be considered to have been issued as per their mailing date and to have the force of law even if, for example, the shipment is lost in border-crossing postal traffic;
- that I agree with the provision of Art. 26bis of the Administrative Procedure Act [Consolidated Statute Book of the Canton of St.Gallen, No. 951.1] whereby correspondence and notifications may also be sent electronically.

The forum shall be St.Gallen. Swiss Law and the law of the Canton of St.Gallen shall be applicable.

I have taken cognisance of the contents of this application and I completely agree with all parts (confirmed by clicking on the web registration form).

With my signature I take cognisance of the fact that the provision of incorrect data or the failure to comply with one or several of the above points may lead to my exmatriculation.

Place, date: _____ Signature: _____