

## IBR International Weeks

# Application

- International Week Constance; September 28 – October 2, 2020; Lake Constance Business School, Germany
- International Week Bangkok; February 7 – 12, 2021; Mahidol University, Thailand
- International Week San Sebastian-Bilbao; April 12 – 16, 2021; University of Deusto, Spain
- International Week Vancouver; October 3 – 8, 2021; University of the Fraser Valley, Canada

### I am completing the International Week(s) as a part of the following program:

- 1.) I am completing the International Week(s) as a requirement of the following program
  - MAS Business Management
  - MAS WING
  - MBA Lucerne
- 2.)  I am completing the International Week(s) as an add-on to the following degree program I am currently attending at the Lucerne University of Applied Sciences and Arts:
- 3.)  I am completing the International Week(s) as a participant who is not currently enrolled in a degree program at the Lucerne University of Applied Sciences and Arts.

For students currently enrolled in MAS Business Management\*, MAS WING or MBA Lucerne: The tuition for one International Week is included in the overall fee of these programs. Tuition includes the instruction of the course, the correction of assignments, certificates of achievement as well as the teaching materials (excl. textbooks and further specialist literature). Costs pertaining to accommodation, travel and food are the responsibility of the participant and are not included in the tuition fee. Corporate rates for hotels or hotel recommendations will be provided if possible.

For students currently enrolled in another degree program at the Lucerne University of Applied Sciences and Arts: Tuition costs are CHF 1,900. Tuition includes the instruction of the course, the correction of assignments, certificates of achievement as well as the teaching materials (excl. textbooks and further specialist literature). Costs pertaining to accommodation, travel and food are the responsibility of the participant and are not included in the tuition fee. Corporate rates for hotels or hotel recommendations will be provided if possible.

For students not currently enrolled in a degree program at Lucerne University of Applied Sciences and Arts: Tuition costs are CHF 2,200 (including admission fees). Tuition includes the instruction of the course, the correction of assignments, certificates of achievement as well as the teaching materials (excl. textbooks and further specialist literature). Costs pertaining to accommodation, travel and food are the responsibility of the participant and are not included in the tuition fee. Corporate rates for hotels or hotel recommendations will be provided if possible.

\*Students who wish to complete the MAS Business Management, but who wish to enroll in an International Week before officially starting the Master Module of the MAS Business Management, will be invoiced CHF 1,900 before the respective International Week. The CHF 1,900 will be deducted from the invoice of the Master Module of the MAS Business Management.

All information will be treated confidentially.

The information marked with an asterisk (\*) may be included on lists of participants and sent to participants and lecturers.

Mr    Ms

Surname\*

First name\*

Please sign the form on page 2.

Complete the following sections **only** if you are not enrolled in MAS Business Management, MAS WING or MBA Lucerne.

## Home address

Street/Number\*

Postal code, City\*

Telephone\*

Mobile\*

Country\*

E-Mail\*

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## Business address

Company*	<input type="text"/>	Department	<input type="text"/>
Street/Number*	<input type="text"/>	Postal code, City*	<input type="text"/>
Telephone*	<input type="text"/>	Email*	<input type="text"/>
Position*	<input type="text"/>	since	<input type="text"/>
Country*	<input type="text"/>		

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## Personal Data

Date of birth*	<input type="text"/>	Place of origin	<input type="text"/>
Nationality	<input type="text"/>	Social Insurance Number	<input type="text"/>
Highest education degree	<input type="text"/>	Year highest degree was completed	<input type="text"/>
Institution & country *	<input type="text"/>		

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## Administration

Address for invoice  Home  Business  
Address for correspondence  Home  Business

### Curriculum vitae

Please enclose, together with the application form, a brief curriculum vitae along with copies of diplomas and other certificates or letters of reference that provide evidence of your education, your further education and your professional experience until now. In addition, please provide evidence of your English language skills as well as a portrait photo in electronic form (JPG, 300 dpi).

### How did you hear about the international weeks?

Website  Internet  Recommendation  Social Media  Advertising flyer sent by post  Manager  Other

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## Contractual terms

### Registration and admission

After receipt of the completed written application, you will receive a confirmation that your application has been received. At the end of the registration deadline, the heads of program will make a definite decision regarding final admissions. The heads of program reserve the right to hold a personal discussion with you before a confirmation of admission is issued. If the number of eligible applications exceeds the number of available places, the heads of program may postpone individual applications. These candidates will then be offered a place for the next program start. The heads of program take the final decision on the acceptance of applications.

If the number of applications is too low, the heads of the program can postpone or, if necessary, cancel the program. The applicants will be informed of this decision shortly after the application deadline. In case of a postponement or cancellation, candidates will be offered a place for the next program start.

### Terms of payment and services

The tuition fee (if applicable; see above) is payable before the start of the program. The program costs include the instruction of the course, the correction of assignments, certificates of achievement as well as the teaching materials (excl. textbooks and further specialist literature). Costs pertaining to accommodation, travel and food are the responsibility of the participant and are not included in the tuition fee. Corporate rates for hotels or hotel recommendations will be provided if possible.

### Cancellations

Cancellations received prior to the application deadline must be submitted in writing and will result in an administrative fee of CHF 350.

In the case of cancellations received after the application deadline, the entire course fee is due. Further, any pre-paid travel and accommodation costs incurred will not be reimbursed. Participants are responsible for ensuring that they have adequate insurance coverage.

To ensure the security of staff and students, the program will be canceled if the Swiss Federal Department of Foreign Affairs, the Swiss Federal Office of Public Health or the respective government agencies of the destination country issue exceptional and specific travel warnings for the respective destination abroad for the duration of the program abroad. If the program needs to be canceled as a result of such travel warnings, students can re-apply to the program without additional fees, but need to cover the cancellation fees for their travel and accommodation. Without exceptional and specific travel warnings for the respective destination abroad for the duration of the program abroad as issued by the Swiss Federal Department of Foreign Affairs, the Swiss Federal Office of Public Health or the respective government agencies of the destination country, the program will proceed as planned.

### Completion requirements

A prerequisite for the successful completion of the assignments and grading is regular attendance (fewer than 20% absences).

### Declaration

I hereby confirm that I have completed all forms truthfully and have studied the contractual conditions. I am aware that the international weeks represent an additional burden on work, family and leisure time.

Location, date

Signature

We recommend securing your place on the International Week(s) as early as possible.

Send the signed application form by post to the following address so it is received by the application deadline.

Lucerne University of Applied Sciences and Arts – Business, Institute of Business and Regional Economics IBR, Ms Céline Meyer, Zentralstrasse 9, Postfach 2940, CH-6002 Lucerne, Switzerland

Questions: celine.meyer@hslu.ch or T +41 41 228 99 23