

Application for Ziarul Financiar Scholarship Executive MBA (Bucharest)

ZIARUL  **FINANCIAR**

Please enclose the following documents

- Application form
- Letter of motivation
- 2 Letters of recommendation
- Resumée / Curriculum Vitae
- Graduation certificate and transcript in English or German (copy)
- Passport (copy)
- Passport photograph (digital via E-mail)

WU

EXECUTIVE ACADEMY

WU Executive Academy

Welthandelsplatz 1, Building EA

1020 Vienna, Austria

Phone: +43 (1) 313 36 4816

Email: executiveacademy@wu.ac.at

www.executiveacademy.at



Dear Applicant,

Thank you for selecting the Executive MBA Bucharest to expand your career options and update your management knowledge.

Our Executive MBA Bucharest is the result of an extensive market research offering the following program features:

- Up-to-date knowledge of immediate practical relevance, ensured by case studies, international projects, involvement of renowned distinguished guest speakers and a “learning by doing” approach.
- The program is organized in monthly lectures lasting from Thursday to Sunday, therefore limiting your time off-the-job to 34 days.
- Projects and assignments promote learning in groups before and after the face-to-face module.
- As EMBA graduate you will receive an Austrian WU MBA diploma (EQUIS, AACSB and AMBA accredited).



Program language

The program language is English. Any application documents must be provided in English.

Admission Criteria

A University degree is required to apply for this program.

Applicants must prove at least 5 years of work experience in a management position. Different backgrounds and experiences add additional value to the class itself and the entire program.

Fluency in English is required to follow this international program.

Special Admission Criteria

The following additional information is required for admission in case the applicant does not hold a University degree:

- The proof of another academic credential or background.
- Outstanding work experience.

Tuition fee: € 35,000; € 25,000 that will be covered by Ziarul Financiar and WU Executive Academy (excl. travel expenses and lodging) and **€ 10,000** will be covered by the scholarship winner.

Submission of your Application:

Please send your application including all required documents to the following e-mail address: bursa@zf.ro

Please also print out the filled out application, sign it and bring the original at the interview.



Application requirements

A complete application consists of:

1. Application for Admission

This form is the actual application and provides the opportunity to present your academic and professional history as well as additional information.

2. Letter of Motivation

Please answer the first four questions with a few sentences. You may use additional pages. For question 5, you may discuss any additional information about your education or professional career.

3. 2 Letters of Recommendation

One must be filled out by one of your colleagues or business partners and the other one by your immediate supervisor. The recommendations can also be written on a separate sheet of paper; however, the table in question 3 must be filled in on the form. Please inform your signee that WU might call for confirmation or further information.

4. Résumé - Curriculum Vitae

Please write a one page résumé in tabular form. You may provide additional details on the "Application for Admission" form.

5. Transcripts & Diplomas in English or German

Official transcripts in English or German from each high school (A-level) and each college or university attended, including the school granting your degree, have to be included with your application materials (the originals have to be shown to the EMBA office). You are responsible for obtaining all transcripts. Official transcripts or credentials bear the original signature of the registrar and the impression seal of the issuing institution.

If you submit transcripts without awards or degrees ("Verleihung des akademischen Grades") received, you are kindly requested to submit certified copies of your diploma as well.

Graduates from US institutions: the respective registration office must send your transcripts directly to the admission office of WU.

6. Copy of your passport

Please make sure your passport copy is legible.

7. 1 Photo

Please send a digital photo of you via e-mail together with your application.

Executive MBA Bucharest: Application for Admission

Personal Information

Your application will be filed under your last name. Please make sure your credentials correspond to the below indicated full name.



Last Name: _____ First Name: _____

Degree: _____

Birth Date (DD/MM/YY): _____ Country of Birth: _____

Sex: female male Country of Citizenship: _____

Present Address: Street: _____ Zip Code: _____

City: _____ Country: _____

Home Phone: _____ Fax: _____

Mobile Phone: _____

Email: _____

Permanent Address: Street: _____ Zip Code: _____

(if different from above) City: _____ Country: _____

Home Phone: _____ Fax: _____

Mobile Phone: _____

Email: _____

Company Address: Company Name: _____

Street: _____ Zip Code: _____

City: _____ Country: _____

Company Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Favorite Postal Address: Present Address Permanent Address Company Address

Favorite Email Address: Present Email Permanent Email Company Email

Applicant name: _____

Passport Number: _____

Austrian University ID Number (Matrikelnr., if applicable): _____



Educational Background

Grammar School: Name and Location: _____ From/ To: _____
Diploma or Certificate Name (e.g. A-levels): _____ Date Awarded: _____

Each College, University and/ or Graduate School: Name and Location: _____ From/ To: _____
Degree, Major: _____ Date Awarded: _____ GPA: _____

Name and Location: _____ From/ To: _____
Degree, Major: _____ Date Awarded: _____ GPA: _____

A note on your GPA (grade point average, "Notendurchschnitt") and test scores: if there are any factors that have influenced your grade point average or your test score, and/or if your educational background has generally been disadvantaged and you would like these factors to be considered, please explain these circumstances fully, using a separate sheet. If you are not able to compute the GPA, please leave space blank. Please enclose transcript(s) ("Notenübersicht", "Sammelzeugnisse", "Diplomprüfungszeugnisse" etc.) and diplomas (if degrees are not posted on your transcript(s)) in English or German!

Applicant name: _____

Test Result(s)

For applicants without a University Degree:



GMAT taken: DD/MM/YY Total Score: _____ %Total: _____

% Verbal: _____ % Quantitative: _____ % Analytical Writing: _____

If you have not taken the GMAT yet, please indicate your exam date: _____ (DD/MM/YY)

Distinctions

Please list your professional certifications (if any) including the date of issue:

Please list any honors and awards for community or professional organization services and academic achievements including the date of issue:

Applicant name: _____

Employment History

- Please describe your two most recent positions (list your current or most recent job first). **Do not leave this section blank.**
- In addition, pls. enclose information on your positions held since graduating from high school in your résumé/ curriculum vitae.



POSITION 1 - Current Position

Company: _____ Industry: _____

Position: _____ From (MM/YY) To (MM/YY): _____

Full Time Part Time _____ hours per week

Reporting to: _____

Number of subordinates: _____

Duties and Responsibilities: _____

Months in this position: _____

Total months of work experience since graduation from high school:

_____ full time _____ part time

Total months holding a management position: _____

Total months of work experience abroad: _____

1. Please select the size of your company

- < 100 employees 100-449 employees 500-999 employees
 1.000-9.999 employees 10.000 - 99.999 employees > 100.000 employees

2. Please indicate the total annual sales of your company

- Non-profit company Gross revenue < € 35 M
 Gross revenue € 35 M - 70 M Gross revenue € 70 M - 650 M
 Gross revenue > € 650 M

Applicant name: _____

POSITION 2 - Previous Position

Company: _____ Industry: _____



Position: _____ From (MM/YY) To (MM/YY): _____

Full Time Part Time _____ hours per week

Reporting to: _____

Number of subordinates: _____

Duties and Responsibilities: _____

Certification

The information provided in this application is complete and accurate. I do understand that misrepresentation of my application information is sufficient to refuse my admission and to cancel my admission of registration. Any materials received by WU Executive Academy in connection with my application are not returnable and fees are not refundable.

SIGNATURE DATE

Statistic Information

Which industry are you working in? (single choice)

- | | |
|--|---|
| <input type="checkbox"/> Advertising/ Market Research/ Media/ PR | <input type="checkbox"/> Health Care/ Hospitals |
| <input type="checkbox"/> Agriculture/ Forestry | <input type="checkbox"/> Industry |
| <input type="checkbox"/> Bank/ Finance/ Insurance | <input type="checkbox"/> IT/ Telecommunications |
| <input type="checkbox"/> Capital Goods | <input type="checkbox"/> Law |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Pharmaceutical Industry |
| <input type="checkbox"/> Construction/ Engineering | <input type="checkbox"/> Real Estates |
| <input type="checkbox"/> Consulting/ HR Consulting | <input type="checkbox"/> Service Sector |
| <input type="checkbox"/> Consumer Goods | <input type="checkbox"/> Social Sector |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tourism/ Recreation/ Hotel |
| <input type="checkbox"/> Energy Industry | <input type="checkbox"/> Traffic/Transportation |
| <input type="checkbox"/> Governmental-/ NGO | <input type="checkbox"/> Other, please specify: _____ |



Your current job level

- Project-/ Team Management
- Mid-Level Management
- Top Management
- Self-Employed

Field of responsibility within your company (max. 1 answer)

- | | |
|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Civil Foreign Services | <input type="checkbox"/> IT |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Marketing/ Sales |
| <input type="checkbox"/> Editorial/ Journalist | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Finance/ Controlling | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Research/ Teaching/ Training |
| <input type="checkbox"/> Strategic Management/ Business Development | <input type="checkbox"/> Human Resource Development |
| <input type="checkbox"/> Other, please specify: _____ | |



Field of Study

- | | |
|---|---|
| <input type="checkbox"/> Agriculture/ Forestry | <input type="checkbox"/> Health/ Welfare |
| <input type="checkbox"/> Arts/ Educational Science/ Humanities | <input type="checkbox"/> Law |
| <input type="checkbox"/> Economics/ Social Sciences | <input type="checkbox"/> Natural Sciences |
| <input type="checkbox"/> Engineering/ Manufacturing & Construction Industry | <input type="checkbox"/> Liberal Arts |
| <input type="checkbox"/> Other, please specify: _____ | |

Which is your ideal role when working in teams?

- Organizer/planner
- Innovator
- Leader
- Controller

How did you learn about the WU Executive Academy MBA programs?



Print Media

- Newspapers, please specify _____
- Magazines, please specify _____
- Others, please specify _____



Internet

- Search engines (e.g. Google), please specify _____
- MBA website, please specify _____
- Other, please specify _____

Personal Contact

- Friends, relatives
- Current students or alumni of the program
- Working colleagues
- HR department/manager in your company
- Others

Events and Fairs



- MBA Fair, please specify city _____
- MBA Info-Session, please specify city _____
- Other, please specify _____

Direct Mailing

- Yes, I received a direct mailing with information from the WU Executive Academy
- Online Mailing
- Offline Mailing
- The Mailing was addressed directly to me
- The Mailing was forwarded to me by _____

- No, I have not received any mailings from the WU Executive Academy

What were the main reasons for choosing an EMBA program at the WU Executive Academy?

	very important	im- portant	neutral	unim- portant	very important
International reputation of the Vienna University of Economics and Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic quality of the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Accreditation (EQUIS, FIBAA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Bucharest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I expect higher recruiting/job chances compared to other schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of faculty and guest speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity to my place of residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alumni network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you considered other business schools and /or postgraduate programs besides the WU Executive Academy?

- Yes, please specify which _____
- No

Which goals do you want to achieve by completing this program?	very important	im- portant	neutral	unim- portant	very important
I want to increase/broaden my knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to change my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to change my field of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to advance to a higher position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to increase my salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to start my own business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others, please specify _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What are your expectations towards this Executive MBA Bucharest program?

What are the most important career/networking events in your region?

Please list those newspapers, magazines and websites you read on a regular basis.

Executive MBA Bucharest: Letter of Motivation



Applicant name: _____



The essay section allows the admission committee to learn about you as an individual. We want to assure a diversified and interesting group of participants who will contribute to and benefit from the EMBA. We are interested in your experiences and qualities distinguishing you from other candidates. Please answer the below question section by being short and precise.

Please feel free to use your own paper!

1. What are your ultimate career objectives?
How can the MBA degree contribute to the achievement of your career objectives?
2. What was the most challenging managerial problem you ever faced and how did you solve it?
3. The Executive MBA Bucharest Program is a major commitment in terms of time. How do you plan to fit the program into your schedule?
4. What will be your most significant contribution (experiences or background) to the Executive MBA Bucharest Program?
5. Why are you the best candidate to be granted this scholarship? Specify the reasons also in terms of your personal financial situation (a salary statement must be provided upon request)
6. If there is any additional information that might be relevant for the evaluation of your application, please explain

Executive MBA Bucharest: Letter of Recommendation (1)



Applicant name: _____

Applicant: Please fill in your name before giving this form to the person recommending you. If you prefer this letter to be a confidential letter of reference, you must sign and date the waiver of access below.



Waiver of access ("Verzicht auf Einsicht"): I, the signee, waive the right of personal access to this reference.

Applicant's Signature

Date

1. How are you related to the applicant?

2. What are the applicant's greatest strengths?

What distinguishes the applicant from others in his or her peer group or professional level?



3. Using the following chart, please rate the applicant relative to his or her peer group. Please feel free to explain any of your ratings on a separate sheet of paper.

	No judgment	Below Average	Average	Good (top 25%)	Excellent (top 10%)	Top 5%
Analytical/quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall ranking among his/her colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Company: _____ Position: _____

Address: _____ Phone: _____

Signature, Company Seal Date

Executive MBA Bucharest: Letter of Recommendation (2)



Applicant name: _____



Applicant: Please fill in your name before giving this form to the person recommending you. If you prefer this letter to be a confidential letter of reference, you must sign and date the waiver of access below.

Waiver of access ("Verzicht auf Einsicht"): I, the signee, waive the right of personal access to this reference.

Applicant's Signature

Date

1. How are you related to the applicant?

3. What are the applicant's greatest strengths?

What distinguishes the applicant from others in his or her peer group or professional level?



3. Using the following chart, please rate the applicant relative to his or her peer group. Please feel free to explain any of your ratings on a separate sheet of paper.

	No judgment	Below Average	Average	Good (top 25%)	Excellent (top 10%)	Top 5%
Analytical/quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall ranking among his/her colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Company: _____ Position: _____

Address: _____ Phone: _____

Signature, Company Seal Date

Statement

To the best of my knowledge, the information in this application, including all institutions attended, is complete and accurate.

With my signature I certify to agree and comply with the general terms and conditions of the WU Executive Academy.



Furthermore I accept that all the application papers, which have been handed in with this application, will not be returned.

APPLICANT'S SIGNATURE

DATE

**General terms and conditions for participation in certificate programs,
other programs, seminars and courses of the**

**WU Executive Academy
(As of: March 23, 2015)**

All legal transactions concerning participation in certificate programs, other programs, seminars and courses between the Vienna University of Economics and Business (WU), WU Executive Academy, Welthandelsplatz 1, Building EA, 1020 Vienna (Austria), and its contract partners are based on these general terms and conditions as amended. With regard to the individual certificate programs, other programs, seminars and courses, the rights and duties of the contracting parties are defined more precisely by any information on programs or events or any other notification by WU, provided that such information or notification has been published in the WU Bulletin (*Mitteilungsblatt*) or on the website of WU or the website of the WU Executive Academy. Study regulations pursuant to the Austrian Universities Act 2002 (*Universitätsgesetz 2002, UG*) as amended, relevant curricula or other published specifications, as amended, remain unaffected.

Certificate programs, other programs, seminars and courses referred to in these general terms and conditions mean all MBA programs, certificate programs, seminars, courses and other events offered by the WU Executive Academy.

I. Application and contract conclusion

The application for participation in the certificate programs or other programs is to be made in writing with the application form provided by the WU Executive Academy; if no application form is provided, application can also be made on the website of the WU Executive Academy or by e-mail sent to the WU Executive Academy. The application does not give rise to a right to participation.

It must be noted that participation in business organization-specific programs, seminars and events is based on the provisions of the offer of the WU Executive Academy or specified in a separate arrangement between the relevant business organization and the WU Executive Academy.

If required, the application is assessed in accordance with the admission requirements of the relevant certificate program, program or seminar (e.g. completed Austrian or equivalent degree program, minimum number of years of work experience, proof of good knowledge of foreign languages, completion of an application interview). Following the positive assessment of the application and, if applicable, selection by the Academic Director of the program or the Academic Director of a specialization, the applicant will be offered a seat in a program or seminar ("admission letter"). The applicant will be admitted only after he or she has accepted the seat in a program or seminar by written confirmation within two weeks ("confirmation letter").

II. Tuition fee, services and place of fulfillment

II.1. Tuition fee

An administrative fee in the amount of € 200.00 (MBA, MBL, MLS) or € 100.00 (Professional MBA Health Care Management, Professional MBA Social Management, Professional MBA Public Auditing) is due for payment with the application. An administrative fee in the amount of € 20.00 is due for payment with the application for all other certificate programs. The administrative fee ("application fee") does not count towards the tuition fee and will not be refunded.

Upon acceptance of an admission offer for a seat in the certificate programs, a confirmation fee in the amount of 10% of the agreed tuition fee is due for payment ("seat confirmation fee"). The confirmation fee is to be paid within two weeks of receipt of the invoice and is counted towards the full amount of the tuition fee. In the case of a subsequent withdrawal or termination, this amount will be forfeited and will not be refunded.

The tuition fee is to be paid in accordance with the agreement between the WU Executive Academy and the participant ("payment agreement").

In the case that not all courses and exams required in the relevant curriculum have been passed by the end of the current program cycle, participants can take the missing exams or attend the missing courses in another certificate program or other program during the same program cycle or in one of the subsequent cycles. Attendance at courses, however, is only possible subject to the offer made, the seats available, and prior registration. For every course to be completed outside a participant's regular program, the participant is charged a fee of € 200.00 per day. If, after completion of the subsequent program cycle, not all courses or theses required in the relevant curriculum have been passed or positively assessed, the participant will additionally be charged € 400.00 for each further semester.

If the certificate program or other program is not successfully completed within five years from the start of the first program cycle, the right to attend courses and take exams expires. The right to attend courses and take exams also expires if the certificate program is no longer offered. In both cases, tuition fees already paid will not be refunded.

II.2. Award of the academic degree/title/certificate

The academic degree or title or the certificate is awarded only after all courses have been successfully completed and (if required) the thesis has been positively assessed, and after the entire tuition fee or seminar fee has been paid. In addition, participants must have attended at least 80% of all courses and other events in connection with the relevant program. Study regulations remain unaffected.

II.3. Study documents and other services of the WU Executive Academy

The tuition fee includes study documents to the customary extent (e.g. lecture notes, tablet computers, presentation handouts and cases etc.). The study documents are provided electronically to the participants where possible. These study documents are intended solely for personal use and may not be published, distributed or passed on to third parties. It must be noted that textbooks are not included in the tuition fee or seminar fee. Unless explicitly stated otherwise, textbooks are to be paid for separately by the participants, even if the textbooks are purchased from WU.

Participants of certificate programs receive a WU Powernet username. The use of the WU Powernet username for access to WU platforms (e.g. WU webmail, Learn@WU, moodle etc.) is governed by the IT-based and IT-security-relevant policy and procedures of the Vienna University of Economics and Business which are available at the website of the Vienna University of Economics and Business at <http://www.wu.ac.at/it/en/security/policy>. The complete version of the Terms and Conditions of Use for the eLearning Platform Learn@WU is available at <https://learn.wu.ac.at/acknowledgements/details?id=1>. Support programs and catering are a voluntary additional service provided by the WU Executive Academy. The tuition fee or seminar fee does not include the participants' travel, accommodation, food and insurance costs and other expenses.

II.4. Place of fulfillment

Unless stated otherwise in the relevant program or event information, the place of fulfillment is Vienna (Austria).

III. Communication between the WU Executive Academy, participants and lecturers

The WU Executive Academy, participants and lecturers mostly communicate through e-mails and the eLearning platform Learn@WU. Students at WU receive their own WU e-mail address. Any communication on the part of WU is sent to that e-mail address. Participants are obligated, for the duration of the certificate program, other program, seminar or course, to have a WU e-mail account so that study documents or other information can be sent and, for that purpose, to access the e-mails regularly or arrange for e-mails to be forwarded to another e-mail account. The WU Executive Academy is not liable for damages or expenses that participants incur because they do not receive information sent in that manner. If a participant is unable to have a valid e-mail account, it is solely the participant's responsibility to obtain information in another manner.

Furthermore, after having completed the required courses and the entire certificate program or other program or seminar, the participants are obligated to participate in the evaluation by filling in all feedback forms provided.

IV. Withdrawal, termination and cancellation

IV.1. Certificate programs and other programs

Withdrawal from a registration can only be done in writing; it is recommended to send a registered letter. Participants may withdraw from a certificate program or other program no later than twelve weeks before its start without having to pay the tuition fee – but this does not apply to the administrative fee and the confirmation fee (item II.II.1). The administrative fee and the confirmation fee are forfeited in the case of withdrawal.

If written withdrawal is later than twelve weeks before the start of the certificate program or other program, 40% of the tuition fee is to be paid as a cancellation fee.

If the admission offer is accepted later than twelve weeks before the start of the relevant program, participants may withdraw from the program within two weeks without having to pay the tuition fee – but this does not apply to the administrative fee and the confirmation fee (item II.II.1). The administrative fee and the confirmation fee are forfeited in the case of withdrawal. If written withdrawal is later than two weeks before the start of the certificate program or other program, 40% of the tuition fee is to be paid as a cancellation fee.

The cancellation fee is not applicable if the person who has withdrawn names a replacement participant and if that replacement participant meets the corresponding admission requirements, subject to the ranking and selection authorization of the WU Executive Academy (or the respective Academic Director of the program or the Academic Director of a specialization), is admitted by the WU Executive Academy, and has made complete payment.

Until that time the person who has withdrawn is liable for the whole amount alongside the replacement participant.

If a participant withdraws after the start of the certificate program or program the whole tuition fee is to be paid. Admission of a replacement participant after the start of the certificate program or program is not possible.

The entire certificate program or program enrolled in represents an indivisible unit. Moreover, it is also necessary for the WU Executive Academy to maintain the total number of participants during the duration of the certificate program or program, in order to ensure the required interaction between the participants, group work etc. It is therefore not possible to terminate a contract with a duration of longer than two years. If, however, the participant is a consumer as defined by the Consumer Protection Act (Konsumentenschutzgesetz, KSchG), the consumer can terminate the contract for the first time at the end of the second year, subject to a six-month period, and subsequently at the end of each half-year, subject to the same period, pursuant to § 15 (2) of the Consumer Protection Act.

IV.2. Seminars

Withdrawal from a registration can only be done in writing; it is recommended to send a registered letter. Participants and clients may withdraw from the seminar no later than three weeks before the start of the seminar without having to pay a cancellation fee. If written withdrawal is later than three weeks before the start of the seminar, 40% of the seminar fee is to be paid as a cancellation fee. If a participant withdraws after the start of the seminar, the whole tuition fee is to be paid.

The cancellation fee is not applicable if the person who has withdrawn names a replacement participant and if that replacement participant meets the corresponding seminar requirements, is admitted by the WU Executive Academy, and has made complete payment. Until that time the person who has withdrawn is liable for the whole amount alongside the replacement participant.

The entire seminar enrolled in represents an indivisible unit. Moreover it is also necessary for the WU Executive Academy to maintain the total number of participants during the duration of the seminar, in order to ensure the required interaction between the participants, group work etc. It is therefore not possible to terminate a contract with a duration of longer than two years. If, however, the participant is a consumer as defined by the Consumer Protection Act, the consumer can terminate the contract for the first time at the end of the second year, subject to a six-month period, and subsequently at the end of each half-year, subject to the same period, pursuant to § 15 (2) of the Consumer Protection Act.

IV.3. Cancellation

The WU Executive Academy reserves the right to cancel a certificate program, other program, a seminar or a course for important reasons, in particular due to the minimum number of participants not having been reached, if the achievement of the continuing education goals cannot be ensured. If such a cancellation is made no later than four weeks before the start of the certificate program or seven days before the start of the other program or seminar, participants have no right to damages or other compensation. In the case of a cancellation within four weeks or seven days before the start, the WU Executive Academy is liable for the travel and accommodation costs of the participants or the clients that have been spent and cannot be cancelled. These rights to compensation do not apply to individual courses within a program or seminar that are cancelled on short notice. In the case of cancellation by the WU Executive Academy, the WU Executive Academy does not have to pay a cancellation fee; cancellation fees due to the written withdrawal of participants or clients remain unaffected.

In the case of cancellation by the WU Executive Academy, tuition fees or seminar fees that have already been paid will be refunded without deductions.

IV.4. Distance selling

If the participant is a consumer as defined by the Consumer Protection Act and the contract was concluded exclusively by using one or more means of distance communication as defined in § 5a of the Consumer Protection Act, the participant has a right to withdraw from the contract within a period of seven working days (Monday to Friday) from the day the contract was concluded. It is sufficient if the withdrawal is sent within the withdrawal period. It is recommended to send a registered letter.

IV.5. General provisions

Withdrawals are only effective if made in writing and are recommended to be sent in the form of a registered letter; for compliance with the deadline, the date of receipt (with the exception of item IV.4.) by the WU Executive Academy is decisive.

V. Payment terms, default, interest

Payment of the tuition fee or seminar fee is due within fourteen days of receipt of the invoice (net cash without deductions). Non-attendance at individual courses does not entitle a participant to a reduction of the tuition fee.

The WU Executive Academy issues invoices in euros. The prices of the events that the WU Executive Academy itself offers, organizes and invoices do not include any value-added tax

as the Vienna University of Economics and Business, as a university, is exempt from value-added tax pursuant to § 6 (1) item 12 of the Value-Added Tax Act 1994 (Umsatzsteuergesetz 1994, UStG). Events that are offered together with cooperation partners may include value-added tax. In the event of partial or complete default of payment, a processing fee in the amount of € 40.00 is to be paid in addition to statutory interest.



VI. Changes to services

The range of services of certificate programs, other programs, seminars and courses is subject to long-term planning and constant quality monitoring. Securing consistently high quality requires continuous adjustments, which is why the WU Executive Academy reserves the right to develop the curriculum or program of a seminar and make minor changes on short notice that do not change anything in the character of the certificate program, other program, seminar or course (e.g. adjustments to the contents, places, dates and times of events as well as to lecturers, partners, and class sizes).

Such adjustments and any short-term changes do not entitle the participants to withdraw from the contract, to demand a reduction of the tuition fee or seminar fee, or to claim damages.

VII. Exclusion from participation

To ensure achievement of the continuing education goals, the WU Executive Academy is entitled to exclude participants from further participation in certificate programs, other programs, seminars and courses for important reasons (e.g. repeated, unexcused failure to attend, willful disruption of the course, default of payment). In that event, the right to attend and complete courses and the right to a refund of tuition fees already paid expires.

VIII. Liability

The WU Executive Academy does not assume any liability in the case of theft or loss of, or damage to, objects brought along to courses, in particular valuables and motor vehicles. Any misuse of software or hardware provided within the scope of a certificate program, other program, seminar or course can result in claims for damages and other compensation being made by the WU Executive Academy or third parties.

In addition, liability of the WU Executive Academy for damage in cases of slight negligence and force majeure is excluded. In the case of consumers, that exclusion of liability only relates to property damage caused by slight negligence pursuant to § 6 (1) item 9 of the Consumer Protection Act.

IX. Data protection

IX.1. General provisions

The participants acknowledge that the WU Executive Academy uses their personal data obtained at the pre-admission stage and during administration of the certificate program, other program, seminar or course in an automated manner to fulfill the contract.

Furthermore, participants, with their registration, agree that their names, telephone numbers, e-mail addresses and other personal data are forwarded to fellow participants, lecturers, persons of the WU Executive Academy entrusted with the organization of courses (Admissions, Examinations Office, Study Regulations Office), the cooperation partners of the WU Executive Academy that contribute to the certificate program, other program, seminar or course enrolled in by the participant, the relevant accreditation bodies (e.g. EQUIS, FIBAA, AMBA), to administer the certificate program, other program, seminar or course, and to enable internal communication, and to the WU Alumni Club (exclusively for graduates of the certificate programs and only for the purpose of sending the "Alumni News" magazine). Furthermore the WU Executive Academy takes the liberty to send participants information about offers from the WU Executive Academy by mail or by e-mail even after a certificate program, other program, seminar or course has been completed.

IX.1.1 Google Analytics Disclaimer

The website of the WU Executive Academy (<http://www.executiveacademy.at>) uses Google **EXECUTIVE ACADEMY** Analytics, a web analytics service provided by Google Inc. ("Google"). Google Analytics uses so-called "cookies", which are text files placed on your computer, to help the website analyze how you use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Under no circumstances will Google associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser; please note, however, that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. Detailed information on these services by Google Analytics is available at the Google website (<http://www.google.com/analytics/de-DE/tos.html>).

Pursuant to § 8 (1) item 2 of the Data Protection Act 2000 (Datenschutzgesetz 2000, DSG), participants can revoke the above consent at any time. The WU Executive Academy treats all personal details of the participants as strictly confidential and uses those details only in the manner and for the purposes set out above. The Austrian Data Processing Register number of the WU Executive Academy is: 0012343.




IX.1.2 Disclaimer for Facebook (Facebook Social Plug-in)

Our website uses so called Social Plugins („Plugins) of the social network facebook.com, which is operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA ("Facebook"). The plugins are identifiable by one of the Facebook logos (white "f" on a blue background or a "thump-up" sign) or are identified by the phrase "Facebook Social Plugin". The list and the look of Facebook Social Plugins can be found here: developers.facebook.com/plugins. Purpose and detail of the data assessment and the further use and analysis of the Data through Facebook and your thus related personal rights and control functions to protect your private data can be found in the data disclaimer of Facebook: <http://www.facebook.com/policy.php>. If you are a member of Facebook and do not want Facebook to collect your data via our website and stores it in relationship to your Facebook member account, you will need to log out of Facebook prior to the visit of our website and you may also have to delete any related cookies stored locally by Facebook. Furthermore it is possible to block the data generation of Facebook Plug-ins by using browser add-ons such as „Facebook Blocker“.

IX.1.3 Disclaimer for Google+ Social Plug-in

Our website uses the "g+1 button for the Google social network Plus, which by the Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States is operated ("Google "). The button is indicated by the symbol "g+1" on a white or colored background. When you visit a web page of our website which contains such a button, your browser to connect directly with Google's servers. The contents of the "g+1" button from Google directly sent to your browser, which incorporated in the website. We therefore have no impact on the amount of data that Google collects the button, however, assume that your IP address is registered with. Purpose and scope of data collection and further processing and use of data by Google, and your rights and employment opportunities refer to your privacy, please Google the privacy notices to the "g+1" button: <http://www.google.com/intl/en/+/policy/+1button.html>. If you are Google Plus member and do not want Google to our website data about you collected and linked to your Google stored member information, you must sign in before you visit our website.

IX.1.1 Disclaimer for ClickDimensions

The ClickDimensions solution uses a first party cookie to track visitor activity on our web **EXECUTIVE** sites. We use this information to improve the content of our sites as well as to provide **ACADEMY** visitors with a more relevant overall experience with our organization and our site. We never share information you provide us with 3rd parties. If you do not want this site to place a cookie on your browser and track your activity you may leave the site or you may browse the site using privacy mode in your web browser. To learn how to use privacy mode    refer to the links below depending on the browser you use.

- [InPrivate mode in Microsoft Internet Explorer](#)
- [Incognito mode in Google Chrome](#)
- [Private browsing mode in Mozilla FireFox](#)

If you fill out a web form on this site your information will be stored in our CRM system and some amount of your past browsing on this site may be available to our staff to determine your interests so we may more effectively engage with you and so we may improve our site. However, if you use private browsing as described above, you may provide us your information without making your past browsing activity available to us. If you do not wish for us to have your personal information please do not fill out any of the web forms on this site. If you opt-in to our newsletter or any of our other marketing emails, clicking on a link in any of these emails may cause you to be personally identified on our site and may cause some part of your past browsing history on our site to be available to our staff to determine your interests so we may more effectively engage with you and so we may improve our site. If you do not wish for this tracking to occur you can unsubscribe from our mailings or use private browsing mode to avoid tracking. Click here to read the Clickdimensions Web Tracking and Privacy paper. This paper uses simple language to explain the various web tracking techniques that can be used and the privacy implications of each. We take a 'white hat' approach to tracking and never use techniques designed to trick the visitor or share their identification with other sites.

IX.2. Film and photo rights

The photos provided by the participants with their applications are stored electronically and used for the purpose of organizing the certificate program, other program, seminar or course (e.g. for the Students' Guide, the Faculty Guide, Students' Yearbook and closed classes as part of Learn@WU). With the application for a certificate program, other program, seminar or course, participants agree that their photos are used for the above purpose.

Participants agree that, in the course of their participation in courses or events of the WU Executive Academy, photos as well as film and sound recordings will be produced and published on the Internet as well as on other image and sound carriers, which serve information and marketing purposes concerning certificate programs, other programs, seminars or courses of the WU Executive Academy. Participants do not have a claim to remuneration for these publications.

Pursuant to § 8 (1) item 2 of the Data Protection Act, participants can revoke the consent they have given under data protection law to the use of their application photos, and photo, film and sound recordings produced at any time by notice to the WU Executive Academy. A revocation has the consequence that all photo, film and sound recordings will no longer be used in the future.

IX.3. Special provisions for scholarship holders

Scholarship holders agree to write a report on their experience in the context of a certificate program or other program every six months. Furthermore, they agree, with the acceptance of a scholarship, to be available for any questions by journalists.

In addition, scholarship holders give their consent to the use of their experience reports and statements on the certificate program or other program and of their photo for marketing purposes.

X. Miscellaneous

Participants must immediately notify the WU Executive Academy in writing of any changes of their names, addresses and invoice addresses. If no notification of a change is made, correspondence is deemed to have been received by a participant if it was sent to the address or invoice address last made known.

XI. Place of jurisdiction and effectiveness

Austrian law applies, with the exclusion of its conflict-of-laws rules. The place of jurisdiction for all disputes arising from the legal transactions concluded between the WU Executive Academy and its contract partners is Vienna (Austria). Pursuant to § 14 of the Consumer Protection Act, the place of jurisdiction for an action brought against a consumer is based on the consumer's place of residence, habitual residence or place of employment in Austria.

If individual or several of the above provisions are ineffective, the remaining provisions remain binding. Ineffective provisions are to be replaced by provisions that are legally effective and best meet the purpose of the ineffective provision in a legally effective manner. These general terms and conditions for participation in certificate programs, other programs, seminars and courses of the WU Executive Academy apply from March 23, 2015. The general terms and conditions in effect at the time the contract was entered into continue to apply to all legal transactions entered into before March 23, 2015.

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