Steps to register at GISMA University of Applied Sciences

Registration period: 20.03.2023 – 14.04.2023

1. E-mail Letter of Admission to visastudentsupport@gisma.com
2. E-mail passport or national ID card copy to visastudentsupport@gisma.com
3. E-mail completed campus registration forms to visastudentsupport@gisma.com
4. E-mail German health insurance document to visastudentsupport@gisma.com
5. E-mail *APS certificate to visastudentsupport@gisma.com *(*applicable only for students from China, India and Vietnam)*
6. Schedule a video call appointment via Sign-up genius link
7. Attend the video call to verify your student records
8. Receive your university credentials for Canvas portal from GISMA teams
9. Log-in to Canvas and complete the enrolment for your modules
10. Pay your tuition fee instalment/s as applicable
11. Follow your class time-table on Teamup calendar and start attending classes
12. Request for student status or matriculation letter from registry team after teaching week 3
13. Arrive on campus and ensure to inform the Visa and Student Support Team of your arrival
14. Arrive on campus to collect your student ID card from the Welcome Desk
15. Arrive on campus to collect your semester ticket from the Welcome Desk

* Detailed information on the above steps is illustrated in your virtual campus registration (VCR) guide/emails received during the orientation weeks

GISMA University of Applied Sciences – March 2023 intake

Virtual Campus Registration Guide

Stepwise guide on how to complete your campus registration virtually with Visa and Student Support Team

Virtual campus registration is a mandatory requirement to officially register as a student at GISMA. All the steps mentioned below must be followed in a sequential order to successfully register. Kindly note that the virtual campus registration process is not related to any visa or immigration processes.

Pre-requisite to complete the registration process is that you have a **letter of admission** for the current intake. Students residing in Iran, Syria, North Korea, Cuba, and Crimea unfortunately will be unable to register virtually and therefore are required to be physically present in Germany to register at GISMA.

Step 1	Email your letter of admission to visastudentsupport@gisma.com. You must have received the admissions pack from our admissions team (admissions@gisma.com) for the current intake.
Step 2	Email a clear copy of your current passport or national ID card to visastudentsupport@gisma.com. Please ensure that the document is emailed to us in a PDF format and must not contain any glimpses of table, chair, floor, or your fingers in the frame! You will need your original passport or national ID card while completing Step 7 as mentioned below.
Step 3	Email the completed campus registration forms (CRF) to visastudentsupport@gisma.com. The PDF forms must be emailed to us from your registered email account. Forms received from a third party or unknown email account will not be considered. You will find the forms below from page 5 onwards. The forms can be completed digitally so you need not print them!
Step 4	As per the German law, it is **mandatory for all international students to have a German health insurance for enrolment at the university**. Therefore, please email us your applicable insurance document as per the information mentioned on page 4 below.
Step 5	If you are applying for visa from China, India, or Vietnam, you might need the mandatory APS certificate. If this is applicable for you, please email us a clear copy of your **APS certificate** obtained from the academic evaluation center which is required to complete your registration at GISMA further.
Step 6	Schedule a video call appointment with the visa and student support team to verify your identity. You can schedule the same by selecting **one slot per person** on the webpage given here: https://www.signupgenius.com/go/70a0449a4a722aaf94-gisma14#/. Duplicate/Multiple slots scheduled will be deleted from our end for tracking purposes. Please note that you will not receive the video call link separately after scheduling the slot. Therefore, please ensure to save the date and time selected by you in your calendar and attend the video call using the link mentioned in Step 7 below. Slot timings are according to Central European Time (CET). Note that you will not receive any reminders from us regarding the slot scheduled. Therefore, in case you are late or miss your slot, please still join the video call, and wait in the lobby area until you are admitted in. Alternatively, feel free to schedule the next available appointment slot.
Step 7	Attend the video call appointment with the GISMA visa and student support team as per the date and time (CET) selected by you. **Link to join the video call via Microsoft Teams app is**: Click here to join the meeting You can create your own account on Microsoft Teams application for free using this link. You can use your personal email address and password. University credentials are not required. **In case of any incomplete steps from 1 to 5, our team members will have to unfortunately ask you to leave the call and schedule another one once all the steps listed above are completed.** During the video call, please ensure that your camera and microphone are working and follow the steps below: 1. **Present your original passport or national ID card on the camera** (In case of no original passport or national ID card, please present alternate document such as a driver's license along with your original birth certificate)

	2. **Verify your GISMA student number, letter of admission, personal contact details, and study program details** ***Important note: If you are a minor student (under 18 years of age), a parent or a guardian along with their respective ID card should be present with you during the video call.***
Step 8	After completing all the steps above, you will receive your university credentials between 1-3 working days for your Canvas portal from the GISMA teams. Please ensure then to complete the Canvas enrolment for your modules so that you can get access to your class timetable. More information can be provided by your academic registry team gismaprogrammes@gisma.com You would also have to clear any applicable tuition fee instalment/s and more information about the same can be provided to you by the student finance team studentfinance@gisma.com
Step 9	Only after successful completion of all the above registration steps, you will be eligible to receive your **Student ID Card after arrival in Germany** from the reception team (Potsdam.reception@gisma.com) and **your matriculation/student status letter** from the registry team (gismaprogrammes@gisma.com) **after teaching week 3.** ID card and matriculation/student status letter requests sent to wrong email addresses might cause delay in the processing time.

Please ensure to inform the visa and student support team after you have arrived in Germany.

We thank you for your co-operation and shall you have any questions, feel free to contact us at visastudentsupport@gisma.com

German Health Insurance Confirmation

Please read the given information thoroughly

As per the German Law, all students studying at a German university are mandatorily required to produce the proof of a German health insurance. This is required during the enrolment or registration process at the university. For reference purpose, you can refer to: https://www.krankenkassen.de/incoming/student/ausland/

Without insurance confirmation document, your matriculation at GISMA would remain incomplete. In some cases, this might also lead to ex-matriculation from the university.

Below you can find the type of insurance document that you mandatorily need to email us at visastudentsupport@gisma.com:

1. **If you have a German public health insurance**: please email us your insurance membership letter/preliminary certificate for enrolment at the university. You can request for this letter from your insurance provider directly. We highly recommend getting your public insurance through TK (contact students@tk.de) or DAK (contact students.berlin@dak.de) if you are eligible. Note that the German public insurance can be bought if you are below 30 years of age.

2. **If you have a German private health insurance and you are below 30 years of age**: we need an exemption from statutory insurance letter called ***"Antrag auf Befreiung der Versicherungspflicht"*** (also known as ***Befreiung von der Krankenversicherungspflicht***). If you have this letter already, please do email us the same. In case you do not have it, you can request for one from our TK insurance partner Mr. Gunnar Loewenberg at students@tk.de. Please contact TK requesting for the same and provide them via email your full name, university name, date of birth and your German private insurance confirmation letter.

3. **If you have a German private health insurance and you are above 30 years of age:** we need your German private insurance confirmation/membership letter known as ***"Versicherungsbestätigung/Versicherungsbescheinigung/Mitgliedsbescheinigung".*** If you do not have it yet, we advise to contact your private insurance provider immediately and request them to email you this letter. Some recommended and trustworthy private health insurances are Mawista Expatcare and Dr. Walter/Educare in Germany.

4. **If you are currently studying online due to a visa delay**, you are still mandatorily required to get the German health insurance because your official mode of study is 'face to face'. You must, therefore, subscribe for the German health insurance from abroad and email us your insurance membership letter/preliminary certificate for enrolment at the university. We advise to contact your insurance partner directly to get the required document if you are still outside of Germany. Note that travel insurance is insufficient for registration at GISMA.

5. **If you are studying online because your official mode of study is "online"**, then please let us know the same. In this case, you would be exempted from providing us the document, but we need to record this **after officially receiving your response**.

6. If you are a student of **German and/or EU/EEA nationality**, please email us your insurance membership letter or a European Health Insurance Card (EHIC). You can get this from your current insurance provider for enrolment purpose. Additional information can be found on: https://www.krankenkassen.de/incoming/student/eu/

*** Please email the signed forms to visastudentsupport@gisma.com

Dear Student,

Welcome to GISMA Business School University of Applied Sciences.

To prepare for the start of your programme, we will provide you with a GISMA Student email address to access Microsoft Office 365 environment and your learning platform.

Please read the Terms and Conditions below and return the signed form to receive the login credentials details.

For further details of the conditions of use of our IT Services Policies and Procedures, please refer to GISMA Business School University of Applied Sciences Code of Conduct.

TERMS OF USE FOR THE USE OF GISMA STUDENT EMAIL AND IT SYSTEMS.

Your use of your email account and other online services is governed by the conditions and policies of the GISMA Business School University of Applied Sciences.

The users agree to use the services of GISMA university IT services appropriately.

They especially agree not to misuse the access possibilities to GISMA University network and not to undertake any illegal actions. This also means to refrain even from attempts to

- Use the access of another person to the GISMA University network unauthorized.
- Use not authorized services.
- Decode passwords of other participants of GISMA University network or of the system operator.
- Read emails of other participants unauthorized.
- Modify data files of other participants.
- Interrupt or block communication services, e.g., capacity overload as far as the user is responsible.
- Spread or make accessible any criminal contents of any sort via the services of the GISMA University network
- The previous point especially applies for pornographic, violence-glorifying contents or those contents which violate the free democratic basic order or the idea of international understanding as well as for propaganda instruments and labels of unconstitutional parties or associations or their related associations.

Users accept furthermore that it is not allowed to install or to copy unauthorized software in the GISMA University network.

GISMA Business School University of Applied Sciences reserves the right to lock the access one semester after finishing the studies at GISMA University as well as to delete all data saved in the GISMA University network of the respective user. Furthermore, the memory capacity of the email account and of the home server can be limited if this is necessary due to an excess of the total capacity.

DECLARATION

I hereby agree to observe and comply with all terms and conditions, policies, procedures, and guideline of GISMA Business School University of Applied Sciences.

I understand that failure to follow these rules, especially those relating to German law, may lead to my suspension or expulsion from GISMA Business School University of Applied Sciences.

Name, Surname

Place and Date

Signature

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

PERSONAL AND EMERGENCY CONTACT INFORMATION FORM

Please complete this form in full, sign, and return it to GISMA Visa ad Student Support at visastudentsupport@gisma.com.

Note that the information in this form is mandatory to enrol to your study programme and should be provided during the registration process.

You must notify GISMA Business School as soon as possible of any changes in your contact details.

STUDENT INFORMATION

First Name

Surname

Student Number

Campus

Current Address

Street, House number

City

Postal code

Country

Phone number
(including country code)

Private Email Address

☐ *I agree to GISMA Finance using my personal contact information for invoicing purposes.*

Student's signature

Place and Date

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

IN CASE OF EMERGENCY PLEASE CONTACT

Primary contact

Name, Surname

Relationship

Telephone Number

Email address

Secondary contact

Name, Surname

Relationship

Telephone Number

Email address

ADDITIONAL INFORMATION

such as special medical or personal considerations, allergies, medication, etc.

☐ *I agree to GISMA University of Applied Sciences GmbH collecting, processing, and using my personal data (name and contact information) to be able to share this data with my contact persons in the case of an emergency.*
I have the consent of the provided contact persons to share their personal data (name, relationship, phone number, email address) with GISMA University of Applied Sciences GmbH so they are able to contact them in case of an emergency.
This consent can be revoked at any time.

Student's signature

Place and Date

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

Data protection declaration in accordance with Art. 13 DSGVO and consent to the production and publication of photos/film recordings, interviews, and testimonials

Topic/Event: **GISMA Business School University of Applied Sciences GmbH Programme Student**

1. Name and address of the person responsible

The person responsible within the meaning of the EU data protection basic regulation (DSGVO) and other national data protection laws of the member states as well as other data protection legal regulations is:

GISMA Business School University of Applied Sciences
Konrad-Zuse-Ring 11,14469 Potsdam. Germany
E-mail: privacyprotection@gisma.com

2. Name and address of data protection officer

The data protection officer of the person responsible is:
scope and focus Service-Gesellschaft mbH
Phone: 0511 / 364 221-0
Fax: 0511 / 364 221-99
Internet: www.scope-and-focus.com
E-mail: Datenschutz@scope-and-focus.com

3. Data processing within the framework of the production and publication of photos and film recordings

a) Scope of data processing
We process the following data from you within the framework of the production and publication of photos/films on the above-mentioned topic/event:
- First name and surname.
- E-mail address and telephone number.
- Company.
- Media content in which you / your company are perceptible.

b) Purposes of data processing
Please complete:
The publication and preparation of pictures and/or videos, interviews, or testimonials in written form or as an audio or video tape authorized by me on the Internet or other press or printed matter.

c) Legal basis for the processing of personal data
The legal basis for the processing of your above mentioned personal data by the responsible body is your consent, Art. 6 para. 1 sentence 1 lit. a DSGVO.

Further recipients of your personal data

Your personal data will only be used within Global University Systems (GUS) but will not be given to any other recipients outside the company.

Duration of storage of personal data

Your personal data mentioned above will be stored for as long as it is required for the purposes mentioned above (supplement how long you will be stored possible until revoked).

Your rights as a data subject

Pursuant to Art. 13 para. 2 DSGVO, you have a right to information about your personal data processed by EMU (Art. 15 DSGVO), a right to correction of your personal data (Art. 16 DSGVO), a right to deletion (Art. 17 DSGVO), a right to restriction of processing (Art. 18 DSGVO) and a right to revocation of your consent (Art. 7 para. 3 DSGVO).

You also have the right to lodge a complaint with any regulatory body. The competent supervisory authority for the responsible body is the State Commissioner for Data Protection and for the Right to Inspect Files in Brandenburg.

Dagmar Hartge
The State Commissioner for Data Protection and for the Right to Inspect Files Brandenburg
Stahnsdorfer Damm 77
14532 Kleinmachnow
Phone +49 33203 356 - 0
Fax +49 33203 356 - 49
E-Mail : Poststelle@LDA.Brandenburg.de

Declaration of consent

Full Name

E-mail

Telephone (including country code)

GISMA Student ID Number

☐ I declare my consent to the free use, duplication, distribution, exhibition and public reproduction of photographs, videos, interviews, testimonial concerning my person, my company, and the use of my above-mentioned personal data for the purposes described above and transfer to the responsible authority the rights to my own image including the right to use these photographs for the above-mentioned purposes.

The publication of personal data and photos on the Internet involves the following risks:

- Data and photos that are made publicly available on the Internet can be accessed worldwide, i.e. even in countries without adequate data protection.
- The data entered can be read unnoticed and stored, modified, falsified, combined and manipulated in a variety of ways.
- There is the possibility of a worldwide automated evaluation of publications according to different search and analysis criteria, which can be linked arbitrarily with each other and with other personal data (e.g. to create a meaningful personality profile by merging information).
- Unsolicited commercial use, such as the risk of unsolicited letters or calls for advertising purposes, but also personal harassment (bullying, stalking)
- If copies are stored on other computers, the data can still be used by third parties even if they have already been changed or deleted in the original Internet offer.

The above-mentioned responsible body is not liable for unauthorized and improper use by third parties. This applies in particular to any unauthorized downloading or copying of the published photos.

You have the right to revoke your consent at any time to the person responsible. The revocation of the consent does not affect the legality of the data processing carried out on the basis of the consent up to the revocation.

I hereby voluntarily consent to the collection and processing of my personal data. I have been informed about the scope and purpose of the data collection and data processing as well as about my right of withdrawal. I have received a copy of the data protection declaration and the declaration of consent.

Place, Date

Signature

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

*Please email the completed form to **GISMA Visa and Student Support** at visastudentsupport@gisma.com*

GISMA Business School

University of Applied Sciences

Student Code of Conduct

2023

STUDENT CODE OF CONDUCT

1. PREAMBLE

At GISMA Business School University of Applied Sciences (GISMA) we are keen to ensure the continued sustainable development of our students.

We are dedicated to ensuring all students receive the best GISMA has to offer. As a result, it is important to note that the quality of service during your time with us is a symbiotic engagement between you the student and our staff and Faculty. On registration all students become part of a thriving and friendly community dedicated to helping you achieve success.

Our attitude to education at GISMA is based on a clear set of simple values. These values include, inter alia:

- To promote equality, diversity, mutual respect and understanding.
- To support, challenge and inspire students individually.
- To provide students with the tools they need to excel.
- To ensure staff and faculty are available to resolve queries and concerns.

Like all communities, GISMA has certain rules that we believe will be to the benefit of everyone. These rules, termed Code of Conduct, are based on mutual respect for fellow students, faculty, staff, property and the community in which the University resides.

All students are expected to be aware of and abide by the GISMA Code of Conduct, to do their part to uphold the name and reputation of the University, the rights of their fellow classmates and those that work to ensure they maximise on their student experience.

GISMA, and all those in the University's care, does not discriminate against race, age, gender, sexual preference/orientation, creed, religious belief, or disability. On accepting an offer to pursue your studies at GISMA you automatically ascribe to these terms. These terms apply to students enrolled in programmes and courses on the GISMA campus and those who represent GISMA in any capacity.

2. SCOPE

The Code of Student Conduct applies to all students of the University. It applies to

a) activities in which they engage in their capacity as students of GISMA Business School University of Applied Sciences; or
b) services or facilities they enjoy by virtue of being a student of GISMA Business School University of Applied Sciences; or
c) their presence in the vicinity of, or their access to, any premises owned, leased or managed by the GISMA Business School University of Applied Sciences; or

d) any activity not covered by (a), (b) or (c) above, which is considered to affect adversely the safety, interests, or reputation of GISMA Business School University of Applied Sciences, its students, employees, or authorized representatives, as outlined in this Code.

3. UNIVERSITY RESPONSIBILITIES

GISMA Business School University of Applied Sciences aims to deal with all disciplinary issues in a fair and consistent manner. It recognizes that, for the students and staff concerned, involvement in disciplinary procedures can be difficult and stressful. The University will therefore ensure that those involved are made aware of available guidance and support, and that disciplinary issues are dealt with as quickly as the specific circumstances allow.

The University will:

a) Make this Code available to all students and staff.
b) Deal with student disciplinary issues in a proportionate and transparent way, as soon as issues become apparent.
c) Respect the need for confidentiality in relation to disciplinary issues.

The Senate may devolve responsibility to relevant Senate committees, for:

a) Keeping the Code of Student Conduct under review, and proposing any amendments.
b) Discussing, reviewing and approving appropriate student disciplinary procedures and guidance.
c) Appointing members of the Student Discipline Committee and Student Discipline.

4. STUDENT RESPONSIBILITIES

By matriculating, or by enrolling on any GISMA Business School University of Applied Sciences course or programme, a student becomes a member of the University community and is subject to University discipline. The University may also take action under this Code when the individual concerned is no longer registered or enrolled at the University.

Examples of student misconduct are provided below. This list is not exhaustive. The University may choose to investigate and take action on misconduct offences whether they take place at the University or elsewhere, including online and in social media.

As a student of GISMA, you are expected to:

- Be responsible in assisting in creating a supportive learning environment.
- Be punctual, attend all scheduled classes as stipulated on your timetable.

- Inform the Registry Office in case of illness or other absences.
- Not use mobile phones in classrooms, computer suites or learning areas.
- Not eat or drink in classrooms, computer rooms or learning areas.
- Not be disruptive. Rude and/or abusive behaviour towards fellow students/staff will not be tolerated.
- Not plagiarise. All work produced and submitted for all assignments and exams must be your own work. Please see details on plagiarism in the Student Handbook. Plagiarism and/or cheating may lead to disciplinary action by the University and/or Awarding Body/Examinations Board.
- Use GISMA virtual spaces for academic purposes only. Students should not use GISMA virtual spaces to:
    - Upload/download pictures, words or any material or information that is inflammatory, illegal, obscene, or untrue.
    - Stream, download/upload unsavoury content.
    - Upload/download material or software that can harm other computers or how the site functions.
- Not commit fraud, deceit, falsification of documents, deception or dishonesty in relation to the University or its staff or in connection to being a student of the University.
- Not share in any form and by any means with unauthorized individuals or groups, teaching and/or assessment material that belongs to the intellectual property of GISMA Business School University of Applied Sciences.
- Comply with a previously imposed penalty under this Code.
- Disclose any misconduct or behaviour prior to a student's enrolment at GISMA Business School University of Applied Sciences, which was not previously known to the University, which: raises questions about the fitness of the student to remain a member of the University community; suggests that the student poses a threat to any Person or the discipline and good order of the University; or raises questions about the student's fitness to be admitted to and to practice any particular profession to which the student's course or programme may lead directly.
- Comply with any University rule, regulation, or policy, including University Academic and Examination regulations, as regularly updated.

5. GERMAN LAW

As a student of GISMA you are required to adhere to and abide by all German laws regardless of your nationality and/or personal or religious beliefs. As such you are expected to:

- Comply with the terms of your visa and residence permit, where applicable.
- Not engage in conduct which constitutes a criminal offence. This includes:
    - Theft, fraud or deception.
    - Sexual misconduct.
    - Any form of assault.
    - Any form of hate crime.
    - Dealings with illegal drugs.
- Not carry/use offensive or threatening weapons on GISMA premises or neighbouring communities. NB: Any weapons found will be confiscated and the carrier of the weapon will be reported to the police.
- Not smoke (including the use of e-cigarettes) in any building in Germany including the GISMA Business School University of Applied Sciences building.
- Follow all safety and emergency procedures as given by law.
- Not show inappropriate physical intimacy in the University.
- Not engage in 'sexting' with other students.
- Not distribute religious or political materials at GISMA.
- Not to bring alcohol, illegal drugs onto GISMA premises.
- Not attend the University under the influence of alcohol, illegal drugs or 'legal highs'.
- Be respectful of other faiths, beliefs and sexualities, nationalities and genders.
- Not engage in serious bad behaviour, such as violence, physical, sexual or mental abuse, bullying, damage to property, and use of abusive or threatening language.

GISMA reserves the right to report any student engaging in the aforementioned activities to the police**.**

6. CAMPUS STUDENT LIFE

Studying is not the only aspect of a sustainable and enjoyable student life at GISMA. We hope all students enjoy and maximise their student experience while remembering they are ambassadors of GISMA. In this regard students are expected to:

- Dispose of litter responsibly by using collection points located in/around the University and community.
- Adhere to all non-smoking and designated smoking areas.
- Not consume alcohol on GISMA premises.
- Not damage or vandalise GISMA property or property in neighbouring communities. NB: Students must not tamper with fire-safety equipment. Fire equipment includes, inter alia, heat detectors, re-assigned routes of access and fire extinguishers. Please observe all fire alarms and related procedures.
- Be familiar with Health and Safety regulations.
- Never gamble on GISMA premises.
- Not engage in any form of bullying or harassment.
- Not engage in any action/behaviour that brings GISMA into disrepute. This includes breaking German law and the use of virtual actions to aid in inappropriate behaviour.
- Respect members of GISMA staff.
- Adhere to set opening hours and leave the University building before 7:00 pm, following the General GISMA Business School University of Applied Sciences rules.
- Have respect and consideration for everyone at GISMA regardless of race, age, gender, sexual preference/orientation, creed, religious belief or disability.

7. STUDENTS WITH SPECIAL NEEDS

Do you have any medical condition that may require special examination arrangements or may affect your attendance of the programme?

☐ Yes ☐ No

If "Yes", please describe your condition and how GISMA can help you:

Taking into account the condition(s) that you specified above, do you have any special requirements with regard to the materials that we will be providing in support of your studies, e.g. large print or Braille transcripts?

☐ Yes ☐ No

If "Yes", please describe how GISMA can support you:

8. DECLARATION

Herewith I certify that the information provided, and the statements made by myself are true and accurate. I hereby agree to observe and comply with all terms and conditions, policies, procedures and guideline of GISMA Business School University of Applied Sciences

I understand that failure to follow these rules, especially those relating to German law, may lead to my suspension or expulsion from GISMA Business School University of Applied Sciences.

Name, Surname

Place and Date

Signature

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

Dear Student,

Welcome to GISMA University of Applied Sciences.

We are pleased to provide you with your GISMA Student Card. This card is a form of identification and an access card to enter the campus premises and its facilities, including the seminar rooms.

Please keep your GISMA Student Card safe and in good condition. You must notify us as soon as possible if you lose your card, in which case you must register your presence in the building in our log until we provide you with a new card*.

You need to carry your GISMA Student card on campus at all times and have it available to produce as ID if requested by a member of staff.

*Replacement of GISMA Student card is charged at 20 Euros.

For any queries concerning the use of your GISMA Student Card, please contact your Student Support team at potsdam.reception@gisma.com.

Kind regards,
GISMA Student Support Team

STUDENT AGREEMENT

I hereby confirm that I agree with the above conditions for GISMA Student Card:

Student Name: _____

Student Number: _____

_____ _____

Student Signature Place and date

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

Dear Student,

Welcome to GISMA University of Applied Sciences!

You are receiving your Semester ticket for the **Summer semester 2023.**

You are required to always carry your **GISMA Student Card** on campus and have it available to use as ID if requested by a member of staff.

For public transport, you receive the **Semester Ticket**. The Semester Ticket - always in connection with your GISMA Student Card! - entitles you to use public transport throughout the entire VBB area ("VBB-Gesamtnetz"): https://www.vbb.de/fahrinformation/liniennetze/. Information on the Semester Ticket can be found at the pages of the VBB Verkehrsverbund Berlin-Brandenburg, which is the public transport authority covering the federal states of Berlin and Brandenburg: https://www.vbb.de/tickets/sondertickets/semesterticket-zusatzticket/. **When you are checked on the bus or tram, you must show your semester ticket together with your GISMA Student Card. The ticket cannot be shared with or sold to others**. Please ensure the safekeeping of the Semester Ticket and keep it in good condition. **Lost Semester Tickets will not be replaced by GISMA.**

As stipulated in your study contract terms, **all students are required to purchase the Semester Ticket for each semester they are enrolled**. The payment for the ticket in the respectively valid amount[1] is due at the beginning of the semester.

For any queries concerning the use of your GISMA Student Card and or the Semester Ticket, please contact your Student Support team at potsdam.reception@gisma.com.

With best regards
GISMA Student Support Team

I hereby confirm that I agree with the above conditions for Semester Ticket:

Student Name:

Student Number:

_____ _____

Student Signature Place and date

<-- If you are unable to insert a digital signature, please write your full name in the text field instead.

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[1] price is subject to adjustments by the public transport authority VBB