

INFORMATION on International Short Programs

Data protection Statement

WU (Vienna University of Economics and Business) is committed to protecting your personal data. Your personal data are kept confidential and processed in accordance with the provisions of the applicable data protection laws. Pursuant to Article 13 of the GDPR, we hereby inform you about the processing of personal data in connection with the selection procedure as well as the participation in International Short Programs (such as the International Summer University WU and the Vienna Innovation Program)

CONTACT INFORMATION

Controller:

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Data Protection Officer:

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If you have general questions or concerns about data protection at WU, please contact datenschutz@wu.ac.at.

FOR WHICH PURPOSES DO WE PROCESS YOUR DATA?

In fulfillment of its public mandate to support and strengthen international mobility (cf. § 2 and § 3 of the Austrian Universities Act) and in accordance with its role and mission as an international university, WU offers students places at International Short Programs (such as the International Summer University^{WU} (ISU^{WU}) and the Vienna Innovation Program^{WU}). Students who apply for these places have to undergo a selection procedure. We process the applicants' personal data for the purpose of carrying out this selection procedure.

If your application is successful WU will process your data in order to fulfill its duties as organizer of the International Short Programs to facilitate an exchange of information and networking among participants in the programs and to document and promote the programs in WU's publications and electronic media.

WHICH CATEGORIES OF PERSONAL DATA DO WE PROCESS?

We process the following categories of personal data:

Name, date and location of birth, gender, nationality, email address, telephone number, passport details, emergency contact, starting year at home university, number of semesters completed at the home university, expected end of studies at the home university, grade point average in the relevant degree program, current transcript, personal data provided in your CV (in particular data on your education, work experience, language skills, etc.), data provided in your letter of motivation (in particular data on your partner university preference and your aptitude and motivation for the exchange stay, etc.), personal data included in the scholarship application documents (scholarship essay) if applicable, payment dates, organized accommodation (hotels), funding dates, T-Shirt size, photos of participants, videos of participants.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR DATA?

- Art. 6 (1) item c of the GDPR – compliance with our legal obligations
- Art. 6 (1) item e of the GDPR – for the performance of a task carried out in the public interest or in the exercise of official authority vested in the WU
- Art. 6 (1) item f of the GDPR – our legitimate interests in
 - o providing international programs,
 - o facilitating an exchange of information and networking among participants in the programs,
 - o documenting and promoting the programs and publishing photos and videos in WU's publications and electronic media.

DOES THE PROCESSING INVOLVE AUTOMATED DECISION-MAKING?

No, no automated decision-making (including profiling) is involved.

ARE YOU OBLIGATED TO PROVIDE YOUR PERSONAL DATA?

You have to provide us with the data that are necessary for the selection procedure and the fulfillment of our duties as organizer of the programs. Otherwise, we are unfortunately not able to carry out the application and organization process, which means that you will not be able to join the program.

TO WHICH OTHER PARTIES DO WE PASS ON YOUR DATA?

As a general principle of the programs, WU aims to facilitate an exchange of information and networking among participants in the programs in a way that is as efficient as possible while also adhering to strict data protection and privacy standards. For this reason, WU informs you about the ways in which your personal data will be disclosed in order to successfully run the International Short Program:

Your name and email address will be made available to the lecturers of the courses you have been assigned to, as well as to other nominated students for the purpose of establishing contact and exchanging information.

In order to carry out the program it might also be necessary to release personal data (name, date of birth, sex, nationality) to cooperating third parties, especially when organizing accommodation and company visits, or in cases of emergency (hospitals).

Please note that photos and videos will be taken at the International Short Program to document the events and to publish them in WU's publications and electronic media. If you do not want to appear on photos or videos that will be published, please inform the photographer directly at the event or stay in areas where no photos or videos are taken. You have the right to object at any time to such a processing of your personal data by contacting us (sending an e-mail to wuio@wu.ac.at is sufficient). Unless WU demonstrates compelling legitimate grounds for the processing of your data, after receiving your objection, we will no longer process the personal data and immediately discontinue publishing the photos and videos concerned or process the photos and videos in such a way that identification is no longer possible.

HOW LONG DO WE STORE YOUR DATA?

In the event that your application for International Short Program is unsuccessful, your application data will be deleted six months after the end of the corresponding application period. The relevant reference date is the last day on which students may submit their application documents during the respective application period. In the event that your application for the program is successful, your data will be deleted after 3 years.

WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

As a data subject affected by these data processing activities, any time vis-a-vis WU you have the right to information about and access to your data, correction or deletion of your data, restriction of data processing, data portability, and the right to object to the processing of your data. In addition, you have the right to file a complaint with the Austrian Data Protection Authority (Datenschutzbehörde). You can find more information about your rights as a data subject on the website of the Austrian Data Protection Authority at <https://www.data-protection-authority.gv.at/rights-of-the-data-subject>.

Key information on the participation in International Short Programs

The International Short Programs will only be carried out with a sufficient number of participants. The International Office reserves the right to make changes to the program and activities offered if there are cogent reasons.

Selected applicants will receive an acceptance letter via email with detailed information about the applicable participation fee and the payment process.

Your place in the International Short Program is only guaranteed once we receive your payment. If two weeks have passed and neither payment nor a confirmation of transfer has reached WU, the place on the program will be offered to other interested applicants.

Please note: the fee must be paid free of any bank charges borne by the recipient. Please make sure to pay any transaction fees your bank may charge. If you fail to cover any bank charges, you will be asked to pay the missing amount.

You will be informed by email once your fee has reached the university's bank account. Please note that international bank transfers may take up to 2 weeks and credit card payment procedures may take up to 8 weeks.

As a potential participant in the International Short Program, you are personally responsible for the visa procedures and the entire visa application process. It is also your responsibility to obtain insurance for the time of your stay in Austria. Travels abroad can involve a multitude of risks, especially health risks. You are responsible for arranging and paying for all necessary vaccinations and preventative measures.

Withdrawing the application after acceptance and assignment to the International Short Program is only possible if there are important reasons (illness, pregnancy, important family commitments, or unavoidable or unpredictable severe incidents). In such cases, appropriate proof will be required (e.g. medical report). If a student cancels his or her participation without good cause, his or her place on the program will be offered to other interested students, and WU will reserve the right to withhold a cancellation/processing fee. The amount depends on the date of cancellation.

Rules of conduct for International Short Program participants

Academic integrity must be a shared key objective for both WU and its students. Therefore, it is essential that students are aware of and informed about their responsibilities, as also outlined in WU's code of conduct we@WU.

All students taking part in International Short Programs must maintain good academic standing throughout the duration of the program. You may be dismissed from the program at any time for unsatisfactory class preparation, attendance, or performance, without being granted a refund. It is your own responsibility to ensure that any class work is submitted and received in due time. You must complete and submit all the required work and assignments for each course by the respective deadlines. Failure to complete a piece of work or assignment for a course may result in a failing grade in the course. Individual course requirements can be found in the respective course descriptions available in the academic section of the respective Program website.

In the case of ISU^{WU}, class changes are only possible in the following limited circumstances:

- You contacted the ISU^{WU} program manager and obtained written approval.
- The desired class has not reached maximum enrollment.
- The instructor(s) of the desired class agree(s).
- You can provide convincing arguments that you will be able to complete any pre-course assignment(s) or course requirement(s) for the course you would like to attend by the deadline agreed upon with the instructor(s).

Class attendance is mandatory at all International Short Program courses and will be recorded by university staff. One unexcused absence will negatively affect your grade due to the short duration of the program; it may lead to a failing grade and/or issuance of an ungraded certificate.

Absences are excused in case of illness. However, absences lasting two or more days due to prolonged illness are only excused if you present a medical certificate. If you are unable to attend a class because of an illness, you must inform the respective program manager immediately by phone or email in the morning. Otherwise, the absence will be considered unexcused.

As a students participating in International Short Programs you are expected to take full responsibility for your own actions or failure to act. You are an adult and a guest abroad; you are subject to the laws and regulations that govern your host country, Austria. You are expected to maintain proper standards of study and behavior and act in a responsible manner. Additionally, you are expected to comply with regulations set by the respective program manager, lecturers, and the organizing institution at all times, during both the academic lessons and the social program. You must avoid any inappropriate behavior and any actions that might harm the reputation of WU.

WU holds students responsible for knowing these policies. Ignorance of the policies is not an acceptable excuse for policy violation.

In case of a violation of these rules of conduct, WU may exclude the student from the International Short Program and/or take further disciplinary action (such as warning, grade penalty, notification of the home institution, class suspension, dismissal from the program, or any combination of the above).

I hereby confirm that the information provided is true and correct. By submitting my online application, I confirm that I have fully read and understood the above information on data protection and rules of conduct of WU. I understand that if I fail to comply with the rules mentioned above, I may be dismissed from the program (without refund) and may not get a certificate.