

## Study Contract

Master of Business Administration  
MBA

**The following contract is concluded between**

**PFH Private Hochschule Göttingen\***,

Private University of Applied Sciences  
Weender Landstraße 3-7, 37073 Göttingen, Germany  
(hereafter referred to as the University)

**and**

**Ragina**

Name

**26/06/2002**

Date of Birth

**Mathai Podikunju**

Surname

**Trivandrum**

Place of Birth

**Muthichinethu House Thiruvandoor P.O Chengannur, Alappuzha**

Address

**689109**

Post Code

**Chengannur**

City

**Kerala**

Province/State

**India**

Country

\*PFH Private University of Applied Sciences Göttingen is a state-recognised and fully accredited university under the Higher Education Act of Lower Saxony. The University acts through its holding company "Gesellschaft für praxisbezogene Forschung und wissenschaftliche Lehre GmbH", Weender Landstraße 3-7, 37073 Göttingen, Germany, which at the same time has all rights and obligations.



§ 1

The University commits itself to offer the full-time study programme

**Master of Business Administration**  
With a MBA degree

according to the study and examination regulations and the current curriculum, whereas changes to these regulations and the curriculum made by the responsible committees will immediately become an integral part of this contract upon their coming into effect. The University's duty is to teach the student the required knowledge and provide him with the necessary skills in order to achieve the goals set out in the study programme.

§ 2

The student commits to carry out his studies according to the study and examination regulations as adopted in their current version (see § 1). The student shares the responsibility for fulfilling the duties and exercises according to his ability in cooperation with university members. The student is especially responsible for producing evidence of the fulfilment of all enrolment conditions, in particular an undergraduate degree enabling admission to the study programme within two weeks after the stipulated date of enrolment. Failure to provide this evidence will invalidate the enrolment and the student will not receive a student-ID. The student is required to present the original undergraduate certificate. In case of foreign certificates the student is to obtain an official attestation of equivalency. If the original undergraduate degree certificate is not in English or German, the student must submit a certified translation into German by an appointed and sworn-in translator authorised in Germany.

§ 3

Registration and re-registration according to the matriculation regulations are completed with the timely payment of the due fees. Tuition fees amount to 5,940,- € per semester (= 990,- € monthly). Your confirmation of acceptance letter will only be sent to you by PFH after receipt of the one-off enrolment fee of 500,- € plus the one-off administration fee of 500,- € (waived for EU citizens). Tuition fees are due on the first working day of the respective semester. If the student has not completed his or her studies by the end of the regular study period, the tuition fees to be paid shall be reduced by half of the tuition fees stipulated in the study contract until the final completion of the studies or the end of the study contract. The regular period of study shall depend on the duration of the respective academic year in which the student is enrolled. If a re-registration into a lower semester or study year is carried out during the course of study, the regular study period of the year into which the student is re-registered shall apply. The fee for the final examinations amounts to 1,000,- € and is due on the day of the registration for the master's thesis.

All fees are to be paid into the following bank account via the European SEPA Direct Debit CORE scheme or, in case of international bank accounts, via debit transfer:

Bank account holder: PFH Göttingen  
Bank: Sparkasse Göttingen  
Bank's address: Weender Strasse 13, 37073 Göttingen, Germany  
IBAN DE 40 2605 0001 0000 0029 49  
BIC/SWIFT NOLADE21G0E

§ 4

The study contract is generally designed for the entire duration of the study programme and is legally binding during its validity. The student may terminate the contract without giving any reasons with three months' written notice prior to the end of a given semester. The University may terminate the contract immediately if the student continuously neglects to fulfil his duties according to the study and examination regulations, does not duly pay the fees according to § 3 and thus fails to re-register, or if other grounds for removal from the students' register are given.

§ 5

The student assures that he/she has not irrevocably failed a master's thesis or parts of the final examination in a similar course of studies at another university or other institute of higher education under the German Higher Education Framework Act (Hochschulrahmengesetz).

The student assures that he/she is not registered at any other university or institute of higher education under the German Higher Education Framework Act. The student is to inform the University immediately, should he/she register at another university or higher education institute.

The student is to inform the University immediately of any leave of absence due to illness or otherwise and submit a doctor's certificate, should the illness last more than three days.

The overall conditions of the study contract and the respective rules of the University are part of this contract.

This contract is subject to German law.

This is a duplicate contract. It is to be mutually signed; one copy is to be given to the student, the other is to be kept at the University.

**Instructions on the Right of Withdrawal**

**Right of Withdrawal**

"You may revoke your contractual declaration with a written notice (e.g. by letter, fax or e-mail), without giving any reasons, within two weeks starting on the day you receive these instructions. The deadline for withdrawal will be deemed met if the revocation is dispatched in good time. The revocation is to be addressed to: PFH Private Hochschule Göttingen or Gesellschaft für praxisbezogene Forschung und wissenschaftliche Lehre GmbH, both of which are registered at Weender Landstraße 3-7, 37073 Göttingen. In the case of an effective withdrawal, all payments and services received as well as uses made thereof (e.g. interest) are to be refunded or returned."

**End of the Instructions on the Right of Withdrawal**

I hereby confirm that following my declaration of intention with regard to the conclusion of the contract I have been instructed on my right of withdrawal.

Göttingen, \_\_\_\_\_  
(to be filled out by the University)

Chengannur, 30/09/2024  
Place, Date

\_\_\_\_\_   
(to be filled out by the University)

Rejina  
X Student (Signature)

PFH Private Hochschule Göttingen



## Conditions of the study contract

### 1. Admission

The University strives for a harmonious relationship with students (and their guardians), in order to achieve the common goal of a thorough preparation for professional life. The University does not discriminate on the basis of political persuasion or spiritual confession.

The registration is concluded when the matriculation and administration fees as well as the tuition fees for the first semester have been paid, the application form has been submitted, the original undergraduate degree certificate has been presented and evidence of social security is given. If the original undergraduate degree certificate is not in English or German, the student must submit a certified translation into German by an appointed and sworn-in translator authorised in Germany.

### 2. Content and organisation

The contents, organisation and curriculum of the study programme are explained in the given information material.

The University is authorised to make organisational changes in form and content as long as the aim of the study programme isn't jeopardised.

### 3. Tuition fees

Upon conclusion of the study contract a commitment to payment of the tuition fees arises and remains in place for the entire duration and validity of the contract. The tuition fees are due at the beginning of each semester, at the latest on the first working day of a given semester. Fees are to be paid by direct debit for which students are to give the University a direct debit mandate. In case of international accounts outside the SEPA area, fees are to be paid via direct debit transfers.

The payment obligation and its fulfilment shall remain unaffected by the student's failure to participate in university activities or by any other interruptions, including but not limited to irregular attendance of lectures or holidays that happen to fall during lecture periods.

The student may be removed from the students' register if the tuition fees are not paid. In this case, a notification of the loss of the student status is made to the Immigration Office.

Apart from the tuition fees, other fees apply for matriculation, administration and final examinations. The details of these fees can be found in the overview of fees which is available on the University's website, upon request (at student services) and in the respective study contract. Library services are free of charge (except in case of interlending, fines, damages, etc). Individual learning aids are not covered by the fees.

### 4. Termination of the contract

The contract may be terminated with three months' written notice prior to the end of a given semester. If the student is in breach of one or more of the obligations arising from the study contract, the University may terminate the contract after having issued a warning. The University may terminate the contract with immediate effect in the

case of a very serious breach, or repeated breaches. In particular, the University is entitled to terminate the contract if the student's course achievement does not fulfil the requirements.

Upon termination of the contract, the student will be removed from the student registry and a notice of loss of student status will be submitted to the Immigration Office.

The University reserves the right to cancel the contract if by the time the course is due to start less than eight candidates have been accepted into the programme. If the contract is cancelled on this basis, the University shall refund all payments it received from the student.

### 5. Conduct

The main basis of the study contract is cooperative behaviour. The rules of good manners apply not only toward tutors and professors. Fellow students are also to be shown the same courtesy and consideration. The house rules and the respective study and examination regulations form an integral part of the study contract.

Compulsory attendance applies for all obligatory university activities. In case of absence, students are required to submit a written excuse.

The same condition applies for mandatory work placements. The student is obliged to follow the instructions of authorised university members within the scope of the study programme's aims.

### 6. Insurance

The student is provided with accident insurance on the way from home to University and vice-versa as well as on campus during lecture periods.

If applicable (see curriculum), during work placements the student is covered by accident insurance (through the company) according to German law if the placement is regulated by a placement contract with a company in Germany or a subsidiary of a German company abroad.

The German Social Accident Insurance does not apply in case of work placements in a foreign company outside of the borders of the Federal Republic of Germany; in such cases, the student is responsible for organising his own insurance.

The student is to see to his own health insurance and must provide the University with evidence thereof.

### 7. Visa and residence permit

The student is responsible for obtaining an appropriate visa to enter Germany and to obtain a residence permit for the duration of the studies.

If despite reasonable efforts on behalf and through no fault of the student a visa is not granted in time for the start of the programme, the University shall refund all payments it received from the student.