

## Terms and Conditions for Employment Promise after successful graduation

Please note that these terms and conditions (these “Terms”) apply only to students enrolled in one of the participating degree programs at the University of Europe for Applied Sciences (“UE” or “University”) commencing their studies between 01.09.2021 - 30.08.2022.

### The UE Employment promise

**If you enrol in one of the participating degree programs at UE, complete successfully that degree program within the regular period of study, with the necessary grade requested, and you do not obtain qualifying employment nor become self-employed within twelve (12) months of successful completion of the degree program, you may:**

- Enrol in a **Master’s program** at a UE location of your choice, after concluding your **Bachelor’s degree** at our **campus in Potsdam (“Top-Up Master”)**
- Enrol in another **Master’s program** at UE location of your choice, after having completed a **Master’s program at UE (“Top-Up Double Master”)**,

**as a second study program, for which no tuition fees will be charged.**

This commitment is subject to the following conditions:

### Definitions:

<b>Additional Costs</b>	All fees, costs or expenses that are not tuition fees, such as: <ul style="list-style-type: none"> <li>- Room, housing, meals, living expenses, travel, supplies, computer or IT equipment;</li> <li>- Any registration, enrolment, or other fees charged by either UE, any of its affiliates, and/or any government agency in connection with your studies;</li> <li>- Library fees;</li> <li>- Cost of the semester ticket</li> <li>- Printing costs,</li> <li>- Costs associated with retaking an exam, etc.</li> </ul>
<b>Application Strategy for Qualifying Employment</b>	A strategy and application plan for qualified employment developed for you, together with UE's Career Services.
<b>Completion Date</b>	The date on which you are being notified by the University that you have passed your last exam and therefore successfully completed your studies. This will be earlier than the date on which the University issues your formal degree certificate.
<b>Fees for Second Degree</b>	The tuition fees applicable to a master's degree program at UE (excl. additional costs).
<b>First-degree</b>	Any Bachelor’s degree program at UE exclusively at the Potsdam location as well as any Master’s degree program at a UE location in Germany.
<b>Minimum grade</b>	"1.7" (corresponding to "2+") or better (GPA > 85 points), see Appendix 1.

<b>Participating Degree Program</b>	All Bachelor's programs at the Potsdam location (IHub) as well as all Master's programs at all UE locations.
<b>Placement Period</b>	Period of twelve (12) months, beginning of the day after your graduation date (completion of studies) during which you are actively seeking qualifying employment.
<b>Promise</b>	The UE employment promise, as described above.
<b>Qualifying Employment</b>	A full-time or part-time job as an employee, corresponding to your degree and in the occupational field related to the course of study of your first degree. Alternatively taking up self-employment (regardless of the occupational field) in or outside Germany.
<b>Second Degree</b>	Any master's degree program at a UE location of your choice after successful completion of a bachelor's degree program at the Potsdam location or a master's degree program at one of the UE locations (subject to availability).
<b>Self-employed Occupation</b>	The pursuit of employment on a self-employed basis.
<b>Terms and Conditions</b>	UE's terms and conditions for the Bachelor and Master degree programs, which apply to the individual degree program including the fee regulations for your degree program.
<b>Tuition Fees</b>	The amount you pay as fees for your studies at UE (excl. Additional Costs).

### **1. Eligibility requirements**

To be eligible for the Employment Promise, you must meet the following requirements ("**Eligibility Requirements**"):

- 1.1. your studies must begin within the period from 01.09.2021 to 30.08.2022.
- 1.2 The studies will be completed within the specified regular period of study. The start of studies will not be postponed subsequently, nor will you apply for a semester of leave or interrupt your studies for any other reason.
- 1.3 All examinations of your first-degree program must be passed at the first attempt and within the time specified by the university for this purpose.
- 1.4 You must graduate with a grade of "1.7" or better (GPA of more than 85 points).
- 1.5 If German is not your native language, you must demonstrate to have reached the language level "B2" in German at the beginning of the qualification phase. This shall be facilitated through the language courses provided by the university or your own language learning phases.
- 1.6 You must use your best efforts to find qualified employment throughout the placement period.
- 1.7 Together with the UE Career Service, you must agree on an application strategy for qualified employment. This shall happen within six (6) weeks after completion of your studies, i.e. after successfully passing your last examination.

- 1.8 You must remain in continuous communication with the UE Career Service throughout the placement period to adjust the strategy if necessary.
- 1.9. To the extent that you:
  - 1.9.1. receive a commitment for qualified employment during the placement period, but do not accept or begin that employment; or
  - 1.9.2. begin qualifying employment during the placement period, but leave that employment for any reason during or after the placement period; or
  - 1.9.3 engage in self-employment during the placement period, but terminate that employment,you will be considered to be in qualifying employment or self-employment within the Placement Period and will not be eligible for benefits under these Terms and Conditions.

## **2. Assertion**

- 2.1 If you believe that you have a valid claim to enforce the promise of employment ("**Claim**"), send an email to UE Service Center within 3 months after the end of the Placement Period providing the following information:
  - 2.1.1 Your full name and matriculation number;
  - 2.1.2 Program of study and campus where you graduated;
  - 2.1.3 Your graduation date;
  - 2.1.4 Desired master's degree program (as well as naming two other master's degree programs as alternatives), desired program location and start date; and
  - 2.1.4 A detailed summary of your attempts to find qualifying employment, including appointments you have had with UE Career Services.
- 2.2 UE reserves the right to request additional information in the form of supporting documentation, as well as to consider any other relevant information. The application form will be sent to you, together with details of the evidence required, upon receipt of your email in accordance with paragraph 2 above.
- 2.3 UE will review all complete claims and will endeavour to provide written notification to each claimant within 45 days of receipt of the claim. The review of the claim depends on your cooperation and may therefore be delayed if you do not respond promptly to follow-up questions or submit evidence incompletely.

## **3. Further information**

- 3.1 In reviewing your claim, UE will ask you to provide evidence of your efforts to obtain qualifying employment and may contact individuals or references with whom you have had contact in this regard. To ensure that you can provide this information, it is recommended that you:

- Keep originals or copies of all letters you send and receive;

- Retain all emails that you send and receive;
- Keep copies of all job advertisements to which you have responded; and
- Keep details of all job-placements you have contacted and the names of the referrers you have dealt with.

3.2 UE may ask Career Services for information about your contacts.

#### **4. Scope of the employment promise**

4.1 If your eligibility under the employment promise is given, you may:

4.1.1 start a Master's program at one of UE's locations in Germany after completion of your Bachelor's program at the Potsdam location ("**Top-up Master**"); or

4.1.2 after completion of your Master's program at UE, start another Master's program at one of UE's locations in Germany ("**Top-up Double Master**");

4.2 UE will make every effort to enable you to start the Master's program to your desired start date. However, this depends, among other things, on: which degree programs are offered at the respective time, the availability of a free places in the degree program of your choice, as well as the desired start date. Unfortunately, a respective claim is not granted. **The implementation of study programs depends on a minimum number of participants. Therefore, individual study programs may not be offered every semester.**

4.3 It is your responsibility to contact UE in good time to register for the desired study program, place and time.

4.4 Payment of an amount equivalent to the tuition fees for a Master's program or crediting of the value against another UE service, offer, or the like is excluded.

#### **5. Procedure of the second study**

5.1 If you meet the eligibility requirements, no tuition fees will be charged for your second degree as a master's program at UE.

5.2 Your second-degree program must be commenced within 12 months of the end of the placement period. This deadline cannot be extended.

5.3 The curriculum of the Master's program as well as any existing special admission requirements of the Master's study course are governed by the applicable examination regulations valid at that time.

5.4 The admission to the Master's program is subject to the following conditions:

5.4.1 The availability of a free places in the Master's program of your choice as listed in section 4.2.

5.4.2 The fulfilment of the admission requirements of the new degree program you have chosen.

## 6. Reasons for exclusion

6.1 Subject to the terms and conditions of the Employment Promise, you are not entitled to such claim if:

6.1.1 the eligibility requirements set forth in these terms and conditions are not fulfilled; and/or

6.1.2 any of the circumstances set forth in Section 1.9 of these Terms and Conditions are given; and/or

6.1.3 you act in a misleading, dishonest or fraudulent manner when making a claim, conceal or withhold relevant information, intentionally or grossly negligently provide false information when making the claim.

## 7. General conditions

7.1 The Employment Promise cannot be combined with any other refunds, discounts or credits offered by UE.

7.2 In the event of any conflict between these Terms and any other terms issued by UE, relevant to the Employment promise, these Terms shall prevail.

7.3 Rights under these Terms and Conditions may not be transferred or assigned to any other person (including a firm or company).

7.4 UE's liability for any claim (whether contractual or non-contractual) under these terms and conditions shall be limited to the maximum amount of the master program you would have chosen if you were able to successfully make a claim.

7.5 These Terms and Conditions shall be governed by German law. The place of jurisdiction is Berlin, if permissible, otherwise the place of residence of the claimant.

Valid as of 01.07.2021

### Overview of grades:

Grade		Grade Points	Æ	Description
1,0	Very good	95 - 100	98	An outstanding performance
1,3	Very good	90 - 94	92	
1,7	Good	85 - 89	87	A performance that is (significantly) above the average requirements
2,0	Good	80 - 84	82	
2,3	Good	75 - 79	77	
2,7	Satisfactory	70 - 74	72	A performance that meets average requirements
3,0	Satisfactory	65 - 69	67	
3,3	Satisfactory	60 - 64	62	
3,7	Sufficient	55 - 59	57	A performance that, despite its shortcomings, still meets the requirements
4,0	Sufficient	50 - 54	52	
5,0	Insufficient	0 - 49	25	A performance that no longer meets the requirements due to significant deficiencies.