

# Binding application



Deutsche  
Sporthochschule Köln  
German Sport University Cologne  
Universitäre Weiterbildung

I would like to register for the following course and agree to the terms and conditions:

**Please complete all sections fully and write legibly!**

European Handball Manager

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Course title/date

☐ Ms/Mrs   ☐ Mr   ☐ other

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Title, surname, first name

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Job title

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Street, number

Zip code, town, country

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E-mail (necessary for the confirmation of the course registration)

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Phone

Mobile phone

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Date of birth

Place of birth

☐ I would like to pay in five instalments.

☐ I have enclosed proof that I meet one of the three admission requirements.

After the deadline has closed, the Examination Board will decide on registration for the certificate programme and inform you. The course fee must be transferred to the account of the German Sport University Cologne before the course begins. The bank transfer details are on your application confirmation.

I herewith confirm that I have read and understood the terms and conditions and the data protection information. Based on the terms and conditions I give my binding application to the further education course shown above. I am aware of the fees for the course. If I elect to pay in instalments, I hereby commit to paying each instalment in full by the respective due dates. In the event of a late payment of any instalment, the total outstanding balance shall become immediately due and payable in full; in such case, the instalment agreement shall be deemed null and void. **I HAVE BEEN INFORMED OF MY RIGHT OF WITHDRAWAL. THE WITHDRAWAL PERIOD WILL EXPIRE AFTER 14 DAYS FROM DATE OF CONCLUSION OF THE CONTRACT.**

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Place/date

Signature of the participant

Application has to be sent to: [weiterbildung@dshs-koeln.de](mailto:weiterbildung@dshs-koeln.de)

# Terms and Conditions

As of: 01. July 2025

## 1. Eligibility for participation

Any person is eligible to participate in courses offered by the Department of Further Education. Minors must include a declaration of consent from their legal guardian in their application. If courses stipulate certain admission requirements, participants must fulfil these. The admission requirements are stated in the course descriptions. Participation in all practical courses is only permitted if the applicant has completed a health check-up prior to commencement of the course. If too few applicants register for the course, the German Sport University Cologne (hereafter "GSU Cologne") reserves the right to cancel the course.

## 2. Application

Applications for courses can be made by handing in or sending the properly completed application form, including all necessary certificates. By signing the applicant acknowledges the terms and conditions. No later than the expiry of the application deadline will the applicant receive written confirmation whether the minimum number of people have applied and whether the course will take place or not. If there are not enough places on a course, the unsuccessful applicant will be notified immediately. Applications will be considered in the order in which they are received. The application is binding subject to the provisions of No. 4.

## 3. Fees

The costs for the courses can be found in the course descriptions. The fees must be transferred on to the account of the GSU Cologne no later than when the course commences. Fees do not include the participant's board or lodging. Lunch is included only for single, specifically indicated events. A discount in the fees for external students, unemployed persons and apprentices/trainees is only given if the respective status exists during application. A discount for SpoHo.Net PLUS members can only be given on the basis of a membership which was taken out a minimum of one year before. The application then needs to be accompanied by a respective proof of status or this proof is handed in later. If a course is cancelled at short notice and cannot be held at a later date, the fee already paid will be refunded. Any further claims to costs for travel etc. are not permitted. If an instalment payment arrangement is agreed upon during registration, the participant undertakes to remit all instalments in full and on time according to the agreed due dates. In the event of late payment of any instalment, the entire outstanding balance shall become immediately due. The instalment arrangement shall then be rendered null and void.

## 4. Cancellation

Participants may withdraw from courses without giving reasons. This must be given written text. Withdrawal is exempt from charges within 8 weeks of the commencement of the course. Cancellations up to 3 weeks before the commencement of the course are subject to a charge of 20% of the course fee of at least €20. Cancellations later than 3 weeks prior to commencement of the course will be subject to a charge of 50% of the course fee. The participant is entitled to prove to GSU Cologne that the cancellation has caused no or a substantially lower damage than the fixed penalty. The cancellation fee will not be charged if the participant can prove a breach of duty on the part of the GSU Cologne. If the participant withdraws from the course after it has commenced, he/she will be charged the full cost of the course. Non-attendance of the course, regardless of the point of time, does not exempt the participant from the obligation to pay. No charge will be made if the participant can find an authorized substitute until 3 days before the commencement of the course and the aforementioned substitute has handed in a binding application in accordance with number 1 of the principal terms and conditions. The cancellation of the original participant is to be carried out in written text. The original participant and substitute are responsible for their own financial settlement of the fee paid. If the participant is unable to find an authorized substitute and his/her non-attendance is due to ill health and if he/she has medical certificate stating such, the course fee is lowered to 50% of the original fee.

## 5. Liability

The GSU Cologne and its employees are only liable for wilful intent and gross negligence – except in the case of injury to health, body or the life of a participant and the duty to carry out the course. The participants are responsible for their own insurance coverage.

## 6. Data protection

Name and addresses of participants are handled solely for the purpose of the execution of the further education course, for accounting purposes and for passing on information about future courses. The legal basis is article 6 (1) sentence 1b) DS-GVO. For more information, please see our data protection information.

## 7. General information

If participants are absent for more than 10% of the lessons of the course as well as missing the integrated practical units the Department of Further Education reserves the right not to award a certificate to a participant. The content, schedule and dates of the further education courses as well as the assignment of speakers and instructors can be changed by the Department of Further Education whilst keeping the overall character of the course.

## 8. Right of withdrawal

You have the right to withdraw from this contract within fourteen days without giving any reason. The withdrawal period is fourteen days from the date of conclusion of the contract. The withdrawal is to be sent to:

**Deutsche Sporthochschule Koeln**

Stabsstelle Hochschulkommunikation und Universitaere Weiterbildung (HKomUW)

Abteilung Universitaere Weiterbildung

Am Sportpark Müngersdorf 6

50933 Cologne, Germany

Telephone: +49 221 4982-2130

Email: [weiterbildung@dshs-koeln.de](mailto:weiterbildung@dshs-koeln.de)

In order to exercise your right of withdrawal, you must inform us of your decision to withdraw from this contract by means of a clear statement (e.g. a letter sent by post, fax or e-mail) (see sample withdrawal form below).

If you make use of this option, we will immediately send you a confirmation of receipt of such a revocation (e.g. by e-mail). In order to comply with the withdrawal period, it is sufficient for you to send the notification of the exercise of the right of withdrawal before the expiry of the withdrawal period.

**Consequences of withdrawal**

If you withdraw this contract, we shall reimburse to you all payments received from you including the costs of delivery (with the exception of the supplementary costs resulting from your choice of a type of delivery other than the least expensive type of standard delivery offered by us), without undue delay and in any event not later than 14 days from the day on which we are informed about your decision to withdraw from this contract. We will carry out such reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of such reimbursement.

If you requested to begin the performance of services during the withdrawal period, you shall pay us an amount which is in proportion to what has been provided until you have communicated us your withdrawal from this contract, in comparison with the full coverage of the contract.

# Sample Withdrawal Form

(If you wish to withdraw from the contract, please complete and return this form.)

## Withdrawal recipient:

German Sport University Cologne  
Stabsstelle Hochschulkommunikation und Universitäre Weiterbildung (HKomUW)  
Universitäre Weiterbildung  
Am Sportpark Muengersdorf 6  
50933 Cologne, Germany

Email: [weiterbildung@dshs-koeln.de](mailto:weiterbildung@dshs-koeln.de)

## Withdrawal content:

I hereby revoke my registration/contract dated: \_\_\_\_\_

for the event: \_\_\_\_\_

Event date: \_\_\_\_\_

## Registered person:

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Street & house number: \_\_\_\_\_

Postal code & city: \_\_\_\_\_

Country \_\_\_\_\_

Email: \_\_\_\_\_

Signature (only required if submitting on paper): \_\_\_\_\_

Date of withdrawal: \_\_\_\_\_

# Data protection information

## Privacy Policy

The website <https://www.dshs-koeln.de/> (hereinafter referred to as "Website") is provided by Deutsche Sporthochschule Köln [German Sport University Cologne] (hereinafter referred to as "German Sport University" or "we"). Data will be collected, processed and stored automatically every time this Website is used. German Sport University observes the statutory provisions of the European General Data Protection Regulation (hereinafter referred to as "GDPR") and the national laws on data protection - insofar as such are compatible with the GDPR -, such as, in particular, the Datenschutzgesetz Nordrhein-Westfalen [Data Protection Act of the German federal state of North Rhine-Westphalia]. We provide the information below to inform you which of your personal data will be collected while you use this Website and how we will handle these data. You can access this Privacy Policy at any time by using this link <https://www.dshs-koeln.de/privacy>.

Furthermore, German Sport University has taken technical and organisational measures to ensure the protection of your personal data against any unauthorised access. We verify these security measures on a regular basis and adapt them to the technological progress, if needed.

### 1. Controller / contact

The controller as defined in data protection legislation is:

Deutsche Sporthochschule Koeln

Am Sportpark Muengersdorf 6

50933 Koeln

Deutschland

Tel.: [+49 221 49820](tel:+4922149820)

Email: [infopoint@dshs-koeln.de](mailto:infopoint@dshs-koeln.de)

Website: [www.dshs-koeln.de](http://www.dshs-koeln.de)

### 2. Contact details of the Data Protection Officer:

You can contact the Data Protection Officer of the controller as follows:

Deutsche Sporthochschule Koeln / German Sport University Cologne

Der Datenschutzbeauftragte

Am Sportpark Muengersdorf 6

50933 Koeln

Deutschland

If you have questions or suggestions regarding data protection, please do not hesitate to contact us, at any time, by sending an email to [datenschutz@dshs-koeln.de](mailto:datenschutz@dshs-koeln.de).

### 3. Subject matter of data protection

The subject matter of data protection are personal data. Pursuant to Art. 4(1) of the GDPR, personal data means any information relating to an identified or identifiable natural person (data subject). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier. Such an identifier can be, for example, a name, residential or postal address, telephone number or even usage data. Usage data means such data which are necessary to use our Website, such as, for example, information on the start, end and scope of the usage of our Website.

### 4. Your rights as a user

Due to the collection and processing of your personal data, you have the following rights towards us regarding your personal data:

- right of access pursuant to Art. 15 of the GDPR;
- right to rectification of your data pursuant to Art. 16 of the GDPR or right to erasure pursuant to Art. 17 of the GDPR;
- right to restriction of processing pursuant to Art. 18 of the GDPR;
- right to data portability pursuant to Art. 20 of the GDPR.

Insofar as you believe that your above-mentioned rights arising from the applicable data protection legislation are infringed, you also have the right to lodge a complaint with the competent supervisory authority pursuant to Art. 77 of the GDPR. For this purpose, you may contact the

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
[State Officer for Data Protection and Freedom of Information of North Rhine-Westphalia].  
Kavalleriestrasse 2-4, 40213 Duesseldorf  
Postfach 20 04 44, 40102 Duesseldorf,  
Tel.: [+49 211 38424 0](tel:+49211384240)  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

For more information, please refer to <http://www.ldi.nrw.de>.

**Right to object:**

***If your data are processed for the performance of a task carried out in the public interest or in the exercise of an official authority entrusted to German Sport University, you may object to such processing, at any time, pursuant to Art. 21 of the GDPR by writing to the above address, on grounds relating to your particular situation which are opposed to such processing. In this case, the processing of the personal data will be stopped, unless German Sport University is able to demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or insofar as the processing serves the establishment, exercise or defence of legal claims.***

## **5. Type and scope of the collected data**

### **5.1 Automatically collected data**

We automatically collect data transferred by your browser to our servers for technical reasons every time you visit our Website. That will be done without any action on your part and refers to the following data, which are technically necessary for us so that we are able to display our Website and ensure its stability and security:

- date and time of access;
- the operating system used;
- the amount of data transferred;
- the URL of the website which you visited before accessing our Website;
- sub-pages accessed on our Website through an accessing system;
- type, language and version of the browser used;
- the IP address.

Such data will be stored for a period of seven days and will then be erased, unless any further storage of the data is permitted and necessary based on a legal regulation (e.g. for the purpose of a civil or criminal prosecution of an attacker).

The legal basis for such data processing is Art. 6(1) sentence 1 point (e) of the GDPR in conjunction with Sec. 3(1) and (3) of the *HG NRW* [Higher Education Act of the German Federal State of North Rhine-Westphalia].

### **5.2 Cookies**

We use so-called “cookies” on our Website. These are small text files that your internet browser places on your hard disk and through which the entity placing the cookie (in this case, German Sport University) receives certain information. If you re-visit a given website, your browser will transmit the information stored in the cookie information back to the website. This enables the display of individual, adapted information or the provision of services for users. Cookies make the whole website more user-friendly and effective. Cookies cannot run programmes or transmit viruses to your computer.

This Website uses transient cookies.

Transient cookies are automatically erased when you close your browser. These include, in particular, session cookies. These store what is referred to as a “session ID”, with which various requests from your browser can be assigned to the common session. This will allow your computer to be recognised if you return to our Website. Session cookies will be erased as soon as you close your browser.

The legal basis for such data processing is Art. 6(1) sentence 1 point (e) of the GDPR in conjunction with Sec. 3(1) and (3) of the *HG NRW*.

You can configure your browser settings according to your requirements and e.g. decline the acceptance of third party cookies or all cookies, or delete cookies which have already been saved. If you disable the placement of cookies in the web browser that you use or erase cookies that were placed, you may, in certain circumstances, not be able to use all the features of our Website to their fullest extent.

### **5.3 Data entered by users**

The Website also offers you the option to transfer personal data to German Sport University for the purposes listed below.

#### **5.3.1 Contacting German Sport University by email**

Our Website offers you the option to make a quick and uncomplicated electronic contact by email. For this purpose, you have several email addresses available under "Contact" to which you may direct your request or query. This is done, on the one hand, to comply with our legal obligations and, on the other hand, to be able to answer your questions regarding our offer and our university. Insofar as you contact us by email or use a contact form, you voluntarily agree that we save and retain the personal data you transferred to us in this manner. We will store and further process your data exclusively for the purpose of handling your request and to contact you. The legal basis for such data processing is Article 6(1) sentence 1 point (a) of the GDPR. You can withdraw your declaration of consent at any time with future effect. Your personal data will then be erased immediately, unless their further storage is permitted and required based on a legal provision. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Your personal data will be erased, in full, after your request has been fulfilled or your question was answered, without any withdrawal being necessary on your part. Such personal data will not be disclosed to any third parties. Since this form of transfer of your data to us is done voluntarily, we inform you that you should only transfer such data that are relevant for your request - in view of the principle of disclosure of sparse data which applies to electronic data traffic in general. In addition, we inform you that your contact by email will not be encrypted, which means that any information mentioned in the email might also be read by any unknown third parties.

#### **5.3.2 Transfer of application documents**

You are also given the option to file an application with German Sport University for the exercise of a professional activity, for the purpose of studying at German Sport University or - if you already are a student of German Sport University - for the purpose of studying at a different education institution abroad. We will exclusively collect and process data of applicants arising in this connection to implement the application process. If you apply for studies or for a stay abroad, please observe the additional data privacy information included in the encrypted application form [LSF](#) or [OMA](#). If you file an application to exercise a professional activity, your personal data may also be processed electronically. This is especially the case if application documents are sent to us electronically by e-mail. Your data will be processed exclusively for the purpose of handling your application. The legal basis for such processing is Art. 6(1) sentence 1 point (b) of the GDPR. If you file your application by email, we explicitly inform you that the communication is not encrypted, and that the data transferred by you may thus also be read by unknown third parties. Therefore, we always recommend sending applications by post and not by email.

If German Sport University enters into an employment contract with an applicant, the data transferred will be stored for the purpose of managing the employment relationship while observing the legal regulations. If, however, no employment contract is concluded with an applicant, the application documents will be erased automatically two months after the notification of the decision on rejection, unless the continued retention of the data is necessary based on a legal regulation.

#### **5.3.3 Events**

German Sport University hosts various events (e.g. information days, workshops, specialist conferences, congresses), inter alia, on its campus, in regular intervals. These will be announced on the Website. In order to participate in such events, you need, for organisational reasons, to register on our Website by using the online registration forms provided for such events. For this purpose, it is necessary that you provide certain information on your person and options to contact you (e.g. name, postal address, email address, date of birth). We will collect and store such data exclusively for the purposes explained in more detail in the description of the specific event. Insofar as German Sport University cooperates with other partners in such events, we might transfer your personal data to third parties; we will inform you of such transfer during the collection of your data, if appropriate. Therefore, please note the other data privacy information regarding the exact purpose, the legal basis, the type and manner, the scope and the possible transfer as well as the duration of the processing of such data. We will provide you with this information in a separate statement which will be displayed to you together with details of the event.

#### 5.3.4 Newsletter

German Sport University offers you the option to subscribe for the receipt of one or several free of charge newsletters. In these newsletters, we inform you, inter alia, about:

- news regarding admission requirements or application;
- important dates and deadlines;
- current outcomes of proceedings ("NC values");
- offers for receiving information and counselling;
- reports by graduates of the German Sport University;
- completed and current research projects;
- search for test subjects for research projects.

To enable us to send you such information, you need to subscribe to the newsletter in a so-called double opt-in process. For this purpose, you need to complete the online subscription form of the relevant newsletter, then click the check box "I wish to subscribe to the newsletter" and finally click the "Send" button. You will then receive a confirmation email to the email address you specified. In order to confirm the receipt of the newsletter, you need to click on the link contained in this email. If you fail to confirm your subscription within 24 hours, your information will automatically be erased. Furthermore, we will always store the IP addresses used and the time of the registration and confirmation. This serves as a means of proof of your subscription and, if applicable, to investigate any potential misuse of your personal data.

We only need your email address in order to be able to send you our newsletter. Additional, separately identified data can be provided voluntarily and will only be used to address you personally, if you so wish. After your confirmation, we will store your email address for the purpose of sending the newsletter. The legal basis is Art. 6(1) sentence 1 point (a) of the GDPR. You can withdraw your consent to the sending of the newsletter and unsubscribe at any time.

You can withdraw your consent by clicking the link provided in every newsletter email, or by using the unsubscribe form which is included as a link in the relevant newsletter subscription form. Your personal data, including your email address, which German Sport University stored in connection with the newsletter, will then be erased immediately.

Please note that after sending the newsletter, we analyse the user behaviour for statistical reasons, i.e. we will collect information on which of the links included in the newsletter you clicked on. This serves to improve or newsletter offerings. The analysis is done without storing your IP address and without reference to your email address, it is thus not attributable to your person.

#### 6. Data disclosure

For you to be able to use all functions of our Website, we need, in some cases, the services of external companies and external service providers which are contractually bound to us. These service providers have been carefully selected and commissioned by us, are bound to our instructions, and are audited at regular intervals.

#### 7. Embedding of YouTube videos

We have embedded YouTube videos in our Website which are stored at [www.YouTube.com](https://www.YouTube.com) and can be played directly from our Website. All such videos have been embedded in the "enhanced data protection mode", which means that no data about you as a user will be transferred to YouTube if you do not play the videos. The data stated in paragraph 2 will only be transferred if you play the videos. We have no control over such a transfer of data.

When you visit the Website, YouTube receives information that you have accessed the relevant sub-page of our Website. The data specified in section 5.1 of this privacy notice will also be transferred. This will take place regardless of whether YouTube provides a user account into which you are logged in or if no user account exists. If you are logged in to YouTube or Google (YouTube is part of the Google group), your data will be assigned directly to your account. If you do not want the data to be assigned to your YouTube profile, you must log out before activating the button. YouTube will store your data as user profiles and use it for the purposes of advertising, market research and/or the need-based configuration of its website. Such analysis is made (including for users who are not logged in), in particular, for the provision of need-based advertising and to inform other users of the social network about your activities on our Website. You have the right to object to the creation of such user profiles; if you intend to exercise this right, please contact YouTube.

Further information on the purpose and scope of the data collection and its processing by YouTube is provided in the company's data privacy policy. There, you will also find further information about your rights regarding this topic and your privacy setting options, <https://policies.google.com/privacy?hl=de&gl=de>. Google will process your personal data also in the USA and agreed to comply with the EU-US Privacy Shield, [www.privacyshield.gov/EU-US-Framework](https://www.privacyshield.gov/EU-US-Framework)

View and change the [Cookie-Configuration](#).