



GISMA Business School Application Form

GISMA BUSINESS SCHOOL
UNIVERSITY OF APPLIED SCIENCES

DESSAUER STRASSE 3 - 5,
10963 BERLIN

GESCHÄFTSFÜHRUNG:
DANIEL BOLZ
LARS VAN DER LEEUW-
HOLTVOETH
HRB 216113, AMTSGERICHT
HANNOVER

TEL. BERLIN: +49 (0)30 5858409-50
INFO@GISMA.COM
WWW.GISMA.COM

Every student is responsible for submitting the application and application documents according to the chosen programme.

1. PROGRAMME INFORMATION

Please note: in order to apply for the Global MBA the applicant has to have 3 years of relevant postgraduate work experience. In order to apply for the M.Sc. International Agribusiness the applicant has to have 1 year of relevant postgraduate work experience.

Please choose the programme and intake you are applying for.

Course	Intakes		Location
Global MBA	May 2021	September 2021	Berlin-Potsdam
MSc International Business Management	May 2021	September 2021	Berlin-Potsdam
MSc Leadership for Digital Transformation	May 2021	September 2021	Berlin-Potsdam
MSc Data Science, AI, and Digital Business	May 2021	September 2021	Berlin-Potsdam
MSc International Agribusiness	May 2021	September 2021	Berlin-Potsdam
BSc Data Science, AI, and Digital Business	May 2021	September 2021	Berlin-Potsdam
BSc International Business Management	May 2021	September 2021	Berlin-Potsdam

Please, tick your mode of study

Full-Time

Part-Time

(only the Global MBA is offered as part-time option)

2. PERSONAL INFORMATION

Please enter exactly as shown in your passport.

Title (Dr, Mr, Mrs, Miss, Ms) _____

First name(s) _____ Surname _____

Gender _____ Date of birth (DD/MM/YYYY) _____ / _____ / _____

Country of birth _____ Country of residence _____

E-mail _____

Phone number (country area/code) _____

House Number _____

Street _____

City _____

Postal code _____

3. EDUCATIONAL BACKGROUND (A)

Please attach relevant certified copies and translations (German or English) of your certificates and submit them together with your application.

College / University (1)	Date (from–to)	Study Programme
Degree Certificate		
Original name (e.g. Bachelor, Diploma, Master etc.)	Date	Country
Standard study period	Acquired ECTS*	Final Grade (if applicable)
Further Remarks		

*In case ECTS do not apply please provide total credit points or similar overview.

College / University (2)	Date (from–to)	Study Programme
Degree Certificate		
Original name (e.g. Bachelor, Diploma, Master etc.)	Date	Country
Standard study period	Acquired ECTS*	Final Grade (if applicable)
Further Remarks		

*In case ECTS do not apply please provide total credit points or similar overview.

College / University (3)	Date (from–to)	Study Programme
Degree Certificate		
Original name (e.g. Bachelor, Diploma, Master etc.)	Date	Country
Standard study period	Acquired ECTS*	Final Grade (if applicable)
Further remarks		

*In case ECTS do not apply please provide total credit points or similar overview.

College / University (4)	Date (from–to)	Study Programme
Degree Certificate		
Original name (e.g. Bachelor, Diploma, Master etc.)	Date	Country
Standard study period	Acquired ECTS*	Final Grade (if applicable)
Further remarks		

*In case ECTS do not apply please provide total credit points or similar overview.

EDUCATIONAL BACKGROUND (B)

Please attach relevant certified copies and translations (German or English) of your certificates and submit them together with your application.

Other Professional Education (apprenticeship, professional training)	Final Grade (if applicable)

EDUCATIONAL BACKGROUND (C)

Please attach relevant certified copies and translations (German or English) of your certificates and submit them together with your application.

The Highest School-Leaving Qualification and/or University Entrance Qualification	Final Grade (if applicable)

4. ENGLISH LANGUAGE PROFICIENCY

If English is not your native language please provide a relevant proof of English .Please also indicate which English tests you have completed or have registered to take. If you stayed in an English-speaking country for an internship or work or if your studies were completed in English, please provide a relevant proof.

Institution / Organisation	Award	Exam Date 'Past or Future'	Result (mark NA if not achieved yet)	Additional Comments

5. PROFESSIONAL WORK EXPERIENCE

Please attach relevant proof of work experience (including internships) after your first university degree (e.g. reference letters from your employer and their translations into German or English).

Employer	Date from-to	Responsibilities and Tasks

Employer	Date from-to	Responsibilities and Tasks
Total amount of relevant work experience		

6. MOTIVATION LETTER

Please explain your reasons for applying to your chosen degree programme at GISMA Business School and why this programme fits in with your future career plans. Summarise relevant knowledge and skills you have acquired through any work placement or previous qualifications. Share your long-term goals and how your course with GISMA will allow you to achieve them. Please also share how you can contribute to the programme (max. 500 words).

7. STUDENTS WITH SPECIAL NEEDS

At GISMA, we value diversity and inclusion and strive to offer the best study and growth environment to all our students. Thus, we kindly ask you to inform us about any medical condition that may require special examination arrangements or may affect your attendance of the programme.

All information provided is confidentially dealt with and professionally processed and is solely gathered to ensure that we provide the best service possible and understand the needs of students to ensure a high-quality student experience. After completing the application form, a member of our team may get in touch to discuss your needs further, if necessary.

Yes

No

If "Yes", please describe your condition:

8. APPLICATION CHECK LIST

The following application requirements have to be met in order to be admitted to the programme:

Passport photo

Copy of passport

Copy of visa/residence permit (if applicable)

Filled out application

Proof of language requirements

Motivation letter

Bachelor's degree from a recognised university in English/German or a certified copy

Transcripts in English/German or their certified copies

At least 1 year of postgraduate work experience after the first degree (applies only to MSc International Agribusiness/ at least 3 years of postgraduate work experience after the first degree (applies only to the Global MBA)

Certified copies of other relevant certificates/transcripts

9. HOW DID YOU HEAR ABOUT GISMA BUSINESS SCHOOL?

Social media Please specify: _____

Study Portals (i.e. FindMBA, Master and More, etc) Please specify: _____

Search engine Fairs and Events (QS tour, Master and More, Corporate Event, etc.) Referral

Student Agency Please specify: _____

Others Please specify: _____

10. YOUR INFORMATION – OUR FAIR PROCESSING NOTICE TO YOU

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

The information you provide on this application form will be processed in accordance with GISMA's Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

11. DATA CONTROLLER

We have appointed data protection officers (DPOs) who are responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

12. CONTACT DETAILS

For enquires relating to GISMA Business School University of Applied Sciences

Email address: privacyprotection@gisma.com

Postal address: Dessauer Str. 3-5, 10963 Berlin

Telephone: 0511 / 54609-0

Data protection management (office)

Full name of data controller legal entity: scope & focus Service-Gesellschaft mbH

Name or title of DPO: Data Protection Officer Ass. Jur. Phillip Fischer

Email address: datenschutz@scope-and-focus.com

Postal address: Leonhardtstraße 2, 30175 Hannover

Telephone number: + 49 511 \ 36 42 21-0

13. PROCESSING YOUR APPLICATION

(i) Processing your application:

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

14. CATEGORIES OF PERSONAL DATA

(i) Processing your application:

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us at privacyprotection@gisma.com.

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

15. RECIPIENTS OF YOUR DATA

In the case of some applications, we may need to share your application with the regulator of that particular industry (eg for law applications, the Solicitors Regulatory Authority). For more detailed information please read the GUS Privacy Notice on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>.

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

16. TRANSFERS TO COUNTRIES OUTSIDE EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible

17. RETENTION OF YOUR APPLICATION

If you are successful, your data will be saved and stored in our database for successful candidates. Our Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact dataprotection@gus.global in writing. No fee is usually required unless your request for access is unfounded or excessive.

Your Opt In Consents

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +49 (0) 511 54609-0 (Hannover) or +49 (0) 30 58 58 409-50. (Berlin) or by using the Unsubscribe link on future emails.

Please now check below as applicable:

I am happy to receive information from GISMA and other GUS group institutions

I do not want to receive information from GISMA and other GUS group institutions

18. SUBMITTING YOUR APPLICATION

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.

I accept the Terms and Conditions as set out in this application.

I accept the terms of this Fair Processing Notice and the Privacy Notice which supplements it.

Print Name _____

Date ____ / ____ / ____

Signature _____

NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.