

Apart from the following application for enrollment and further KLU forms on the next pages, there are some personal documents that have to be submitted for your enrollment at KLU, too. **Please find a checklist listing all required enrollment documents [here](#).**

All documents must be submitted by email to [studentservices@klu.org](mailto:studentservices@klu.org) by **August 20** of the study start year. Kindly be aware that missing, incomplete or unsigned documents may stop your enrollment process.

**A total of 4 signatures must be provided in this merged document. Please ensure that all required fields are completed and all signatures are obtained.**

## **Application for Enrollment**

**This application form should be filled in electronically**

Please send a [photo](#) of you as separate attachment via email

### **Personal details & KLU email address**

Last name(s) (as per passport)

First name(s) (as per passport)

An email address will automatically be assigned to each person at KLU. It consists of your first name and your last name (e.g., [john.doe@stud.klu.org](mailto:john.doe@stud.klu.org)). **If you have more than one first or last name, please let us know your "Rufname"** = the name by which you are known. This name will be used for your KLU email address.

Last name ("Rufname")

First name ("Rufname")

### **Address**

The KLU requires a valid German address for all further communication. If you are still resident abroad, please inform us of your German address after your arrival and leave the following fields blank.

Street and number

Additional information (eg. at, apt. no.)

Postal code

City

Emergency contact (Name, Email and/or telephone number)

### **Health Insurance Details**

All students must be covered by statutory health insurance in Germany (German Social Security Code V, Paragraph 1 Clause 9). Kindly note that without a proof of health insurance your enrollment cannot be processed. Important: **International students (<30 years) have to sign up for a German, public insurance.** For more information regarding health insurance and what to submit for enrollment, please read [here](#).

Please mark the appropriate box:

**I have a student health insurance at a public health insurance company** (e.g., AOK, DAK, TK)

Please ask your insurance provider to report your insurance status to KLU via the electronic reporting system.

**I have a private health insurance**

Please submit a copy of the policy from your private insurance provider and additionally ask a public health insurance company to report your exemption from statutory insurance to KLU via the electronic reporting system.

# Declarations of agreement

Please read this section carefully before completing the application form

## Usage of LAN and WLAN

The provided internet services may solely be used for business purposes by you or third parties you grant access. Private usage of services is only allowed under the agreement of data collection. All information provided by third parties are intellectual property of their respective owner and may be subject to copyright, trademark or data privacy laws.

You are obligated to respect cultural, religious and ethnic interests of other internet users and to not use or publish offending, harassing or unlawful content. Usage that does not comply with the interests of the KLU or may harm its public image, potentially compromises the network security or violates applicable law is strictly forbidden.

The KLU takes no liability for the use, lawfulness or correctness of the provided content or transferred data or any damage caused to you or third parties by internet usage (e.g. viruses).

System usage is subject to automatic logging, which will be stored for three months. The logging contains:

- Assigned IP address
- Called IP address
- Name in user administration (or MAC address of guest users)
- Date and time
- Duration of connection

In case of violation of this agreement these logs may be analysed in order to pursue legal persecution.

In case of violation of this agreement by you or third parties you grant access you are committed to identify the KLU from and against any liability damage and expense arising out of legally justified claims.

The provisioning of internet usage including private usage is an unsolicited service of the KLU. It can be cancelled at any time especially in cases of violation.

## Third Party Liability Insurance

I have understood that any damages I may cause are not covered by the Kühne Logistics University or the exchange program, e.g. damages to other persons, damages to property, financial damages and damages to rented accommodation.

I am aware of the financial risks which arise if I do not hold a third party liability insurance policy in Germany. I am personally liable for any damages I may cause, in accordance with the German law (BGB § 823). Please follow the link to KLU's website (<https://www.klu.org/about-klu/student-services/insurances>) for more information regarding third party liability insurance.

## Declaration

**I hereby confirm** that I have read and accept the agreement terms to the usage of LAN and WLAN.

**I hereby confirm** that I have been informed by Student Services of the necessity of a third party liability insurance.

**I hereby declare** that all the information in this document is complete and correct. I am aware that my admission/enrollment may be denied or withdrawn if I provide false or incomplete information. I accept that details of my previous qualifications may be checked by Kühne Logistics University in conjunction with the relevant institutions.

I explicitly state that my current job or situation does not prevent me from taking up this degree. Furthermore, I guarantee that I have not failed any entry, intermediary or final examinations in my selected course at a different institution of higher education.

I am aware that applications for the determination of equivalence and crediting of coursework must be filed with the Board of Examiners within six weeks of enrollment of the KLU (§ 10 (3) ASPO).

I confirm that I have been informed by Kühne Logistics University that I must submit all enrollment documents (e.g. Bachelor's degree certificate / transcript / English language certificate / KLU forms / Health insurance notification) **by August 20 (year of study start)**.

Place, date (dd-mm-yyyy)

**Applicant's signature**

**The application is only valid with your signature!**

## KÜHNE LOGISTICS UNIVERSITY (KLU) CODE OF ACADEMIC INTEGRITY

*The KLU expects absolute integrity of every enrolled KLU student in all academic activities, not only in formal coursework and exam situations, but in all interactions connected to the educational process, including the use of university's resources. Academic integrity entails a firm adherence to a set of values, most essentially to an academic community. These values are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. This document is specifically concerned with the conduct of students even though all KLU faculty assume responsibility of maintaining and furthering these values.*

### **I. Categories of violations of the Code of Academic Integrity**

The following categories are examples of activities that violate the Code of Academic Integrity and subject their actors to proceedings under this code. This is not a definite list.

#### **1. Plagiarism**

The act of taking another's ideas and presenting them as one's own, e.g. the use of published or unpublished work, of work done partly or wholly by another person, of work obtained from an essay database or a website, or of recorded material from lectures and tutorials without proper acknowledgement.

#### **2. Falsification**

The fabrication or alteration of data – for example, by changing data in order to confirm a hypothesis not supported by the actual data, or the invention or fabrication of the results of an experiment, which are then reported as genuine measurements.

#### **3. False citation**

The citing of a source for information, when the source does not contain that information.

#### **4. Academically inappropriate behavior in examinations and other graded situations**

- Talking with your fellow students during the exam and any other disruptive behavior in the classroom
  - Taking any form of electronic devices (unless specifically allowed by the instructor).
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- Impersonation or attempted impersonation of a student (including, for example, failing to fill in attendance cards or cover sheets of scripts in a way that accurately identifies the author).
- Unauthorized removal of an examination script or blank examination stationery from the examination hall except when authorized by a person with designated authority to do so.
- Any absence from the examination hall during the period of an examination without permission (note that students who have left the examination hall without permission will not normally be allowed back into the hall).
- Unauthorized and undeclared acquisition of examination questions prior to an examination, whether or not that examination is to be sat by the student concerned.

#### **5. Aiding and abetting, or offering to act as an accomplice to academic misconduct**

Giving material to another student that could be submitted for assessment will count as aiding and abetting, as will the offer to provide material whether or not it is accepted by another student (for example, advertising an essay-writing service). The theft of another student's work in furtherance of academic misconduct would be viewed as a very serious misconduct.

Examples:

- Collusion with another person (whether or not a student) during an examination;
- Assisting any student in academic misconduct relating to an examination or class test;
- Writing an essay for a student;
- Providing one's own work that could be submitted for marking (either an entire piece of work or a part) or providing material gained from some other source including the unauthorized distribution of recorded material.

#### **6. Contract cheating**

A form of 'aiding and abetting' where a student commissions or seeks to commission another party (either paid or unpaid) to complete an assignment on his/her behalf. This is viewed as extremely serious misconduct which is subject to a very severe sanction.

## **II. Organization and procedure**

### **1. Reporting academic misconduct**

Students and staff members discovering an apparent violation should report the matter to the faculty member in charge of the course or to the Chairman of the Board of Examiners no later than 3 days after discovering the violation.

### **2. Time frame and handling**

Academic misconduct is handled by the Board of Examiners. A hearing will be held within four weeks, as far as possible. The faculty member concerned, the student in question, and the Board of Examiners will be present at the hearing. The faculty member shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or

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she wishes, to present evidence refuting the charge. After the hearing the Board of Examiners may either dismiss or, if there is clear and convincing evidence that the student has violated this code, find the student guilty. If the student is found guilty, the faculty member may impose any suitable punishment. The student will be informed about the punishment by the Chairman of the Board of Examiners in written form.

### 3. Appeals

Appeals against decisions by the Invigilator or the Examiner(s) must be made to the Board of Examiners. In accordance with § 66 HmbHG a student can file an appeal against decisions by the Board of Examiners with the Board of Appeals.

The student must appeal to the Board of Examiners within two weeks of being informed about the misconduct; the same time frame is applied to appeals against decisions made by the Board of Examiners. The Board of Examiners should make a decision as soon as possible so that the student's progress is not unduly delayed. Students must be advised in writing of the two-week time frame for appeals against decisions made by the Board of Examiners.

### 4. Possible sanctions

Academic misconduct can be sanctioned by the invigilator or examiner by, e.g., withdrawing the student from the exam immediately. Invigilators, examiners and member of the Board of Examiners should make all information concerning academic misconduct available to the Registrar's Office.

- **Written warning** can be issued by the Board of Examiners.
- The **student's grade** may be downgraded or capped.
- The student may be awarded a **'fail' / 5.0 for the work** in which academic misconduct was found.
- The student may be awarded **'fail' / 5.0** for the course **with the right** to reassessment in the affected course, when the misconduct is such that it does not give the student an advantage in reassessment of the same course or the course is a required course.
- **Discontinuation of Studies** – expulsion from the University with no certificate, diploma or degree awarded. This refers to §31 of the KLU's Constitution.

Any financial or other consequences resulting from a sanction for academic misconduct are wholly the responsibility of the student.

Generally the decision made by the examiner or the invigilator is valid until either the Board of Examiners or the Board of Appeals has decided differently. The Board of Examiners will deal with academic misconduct only if a student appeals against decisions about or accusations of academic misconduct. If a student wants to appeal against decisions made by the Board of Examiners, s/he can do so in accordance with §9 (8) ASPO (Master programs) or §9 (8) SPO (Bachelor program). Whenever a student is requested to attend any appeal meeting, she/he has the right to be accompanied and represented by another person. Students who are unable to or choose not to attend in person may send a written statement.

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### III. Record keeping and anonymity

The Registrar's Office must keep records of investigations into academic misconduct. The main reasons for record keeping are to allow identification of repeat offenders and to allow the efficiency of the University's procedures to be monitored. Records help the University identify long term trends, for instance as part of academic audit. A record of past decisions helps Board members to determine appropriate.

The University is aware of its responsibilities under the Federal data protection laws.

Records of convictions for academic misconduct will be kept as a password-protected "Register of Misconduct" by the Registrar's Office on the basis of reports of substantiated investigations submitted by the Board of Examiners and, if applicable, the Board of Appeals. This record will include the following information:

- Student Name;
- Student ID;
- Program;
- Courses(s) concerned;
- Offense;
- Date of consideration;
- Members of the Board of Examiners / Board of Appeals;
- Outcome.

Only the Registrar, the Deans and Chairs of the Boards will have access to the full record. Its main use will be to assist in identifying repeat offenders. Names will remain on the Register for at least five years after graduation.

The Registrar's Office will produce annual monitoring reports for the Academic and Program Directors. These reports will provide information on how many cases have been dealt with during the year, the programs involved, a summary of offences and a summary of outcomes. All monitoring will be anonymized and will not identify individual cases.

In cases that result in the exoneration of a student accused of academic misconduct, no record will be kept of the accusation.

**In case of students who are on the Register but remain at or return to the institution to undertake a further program of study, their records of offences will continue to exist on the Register throughout that further program, unless the five years have expired.**

*By signing this document, I confirm that I am familiar with all details of the KLU Code of Academic Integrity. I have been made aware of the consequences that occur when disregarding this code.*

Name of student

**Signature**

Degree program

Date

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## **KLU Library Usage Regulations**

*The following rules and regulations apply until further notice for the use of the Library of the Kühne Logistics University (KLU).*

### **Aim of the Library:**

The KLU Library (hereafter: the Library) is primarily intended to be an academic library serving research, teaching and studying purposes. It provides information services, including professional training and gathering of relevant information for KLU students, faculty, staff and alumni.

### **Admittance:**

- The use of the Library and its facilities is open to all KLU patrons.
- External users with a legitimate interest may be permitted to use the Library holdings on site by special agreement with the Head of Library.
- All Library inventories can be borrowed and information facilities used with a specific library user card/ID card.
- Library member's rights and user cards are not transferable.

### **Behaviour within the Library:**

- Everybody using the Library is expected to behave in a respectful and considerate manner towards the interests of other users and the Library staff and in using the Library equipment. Anyone behaving in an unacceptable manner will be asked to leave. Every user has to respect the legitimate needs of other users and to behave in a way that will not obstruct the operation of the Library.
- Please show consideration for others who want to read or study in silence, especially in the quiet working area (2. Floor).
- We ask that mobile phones are turned off when entering the Library/use of mobile phones are prohibited in the Library. If you need to talk on the phone, please take/make the call outside.
- Jackets, coats and other outerwear and larger bags are not to be taken to the Library, please store them in the lockers in front of the library. The Library staff may perform spot checks of user's bags.
- No reservation of seats can be made (by placing personal belongings, etc.)
- No responsibility for customers' possessions can be accepted.
- Food and drink consummation is not allowed in the Library. It can cause damage to our stock and the computers, and the consumption of food can cause annoyance to other users. You may bring in water in closed containers.
- Please do not write in, underline, mark in or otherwise mutilate Library materials. Please do not take pages or leaflets from loose-leaf collections or manuals.
- Smoking is not permitted anywhere in the building of KLU, including the Library.
- It is not allowed to bring pets into the Library.
- Users are obliged to follow these regulations as well as any instructions from Library staff. They are liable for any damage or disadvantageous consequences for the Library resulting from the disregarding of these regulations or instructions.

### **Borrowing rules:**

*Please refer to the loan regulations of the Library in Attachment A for detailed applicable rules for lending.*

- Library inventories are principally available to its users in the reading and working areas of the Library. KLU patrons may borrow materials. Exempted from this are current periodical issues, limited course materials and reference copies.

- To borrow items from the Library, a valid Library user card/ID Card must be shown. The user accepts the Library Usage Regulations when signing for his/her library card. The Usage Regulations are publicly displayed in the Library. The account of the lending follows by lending registration.
- KLU Faculty may assign their assistants (e.g. teaching assistant) with the task of borrowing items from the Library on their account. If so, the assistants will need written authorisation to do so.
- Returning lend items too late (after the return date) leads to the exclusion of further lending until the items have been returned. If media is not returned, the Library will demand compensation/replacement of the material. Compensation will be demanded amounting to current replacement value. Lending Rules applies.
- External users do not have borrowing rights.
- Students and staff may take items for photocopying outside the library for a short time against a deposit (e.g. driver license, identity card, mobile phone, etc.).
- All media must be returned to the front desk immediately after use at the photocopiers. Else, it must be returned at the end of an individual's working day at the latest.
- Users should treat Library goods and facilities with care. If facilities or media are marked, stained, damaged or stolen, the person responsible (in case of lending material, the borrower) will be obliged to pay compensation. Compensation will be demanded amounting to current replacement value.
- Use of borrowed materials must comply at all times with the copyright holders' terms and conditions. Unauthorised use such as redistribution or the selling of data is strictly prohibited

**Use of electronic resources, computers, printers and photocopiers:**

- Library computers, facilities and software serve primarily library-specific purposes, i.e. for catalogue- and literature research. Generally, the computers are not to be used for reading, writing and sending emails or for chatting over the Internet. We refer to the use of personal laptops, which can be used anywhere in the building via WLAN.
- It is allowed to use one's own laptop in the Library. The use of personal stereos is permitted if one uses headphones, unless complaints are received from other users.
- Use of provided electronic databases must comply at all times with the database copyright holders' terms and conditions. Unauthorised use such as redistribution or the selling of data is strictly prohibited.
- User names and passwords for access to electronic/online facilities and resources are not to be shared with un-authorized patrons, non-KLU members, or passed on to third party.
- A photocopier/printer is available to Library users. Any enquiries concerning operating it can be directed to Library staff. The user will be held liable for any damage to the devices. The user is responsible for observing copyright regulations. We refer the copying or printing of larger volumes of paper, e.g. course materials or theses to student copiers or copy shops.

**Acknowledgement and compliance with Library regulations:**

- The Head of Information Management & Library can apply sanctions at his/hers sole discretion against users who breach (clauses of) these regulations.
- In using the Library, the user acknowledges the current version of these publicly displayed and published regulations.

**Commencement:**

These regulations for library use are effective as of August 2013, and remain valid until replaced by new regulations.

*I hereby agree to the usage regulations of the KLU Library:*

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*Date, Place*

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***Signature***



**Loan Regulations for the KLU Library Resources**

Please come to the Reference Desk if you wish to lend out materials from the Library.

You can check the availability of the materials by consulting our online [Catalogue](#).

**Document Type**

**Loan Policy:**

Newspapers:

May not be removed from the Reading area of the Library.

Journals and magazines:

Current issues may not be removed from the Library. A copy machine is available. Older issues can be borrowed for short usage, please see details applicable to user lending status below:

	Loan period	Deposit
<b>Students</b>	Same day	id card, passport, driver's license, key, mobile phone
<b>Faculty</b>	Next day	library card
<b>Staff</b>	Next day	library card

Books/Other material:

May be borrowed, please see details applicable to user lending status below. Loans can be extended if another user has not requested the materials. Reminders are sent out on a regular basis. Please note that we reserve the right to recall any document at any time, should it be urgently required, and be prepared to return document on a short notice.

	Books Green dot	Books Yellow dot	DVDs, Videos	Max. number of documents
<b>Bachelor Students, Master Students</b>	4 Weeks	1 Week	1 Week	20
<b>Faculty, PhDs</b>	12 Weeks	1 Week	1 Week	30
<b>External Faculty</b>	4 Weeks	1 Week	1 Week	10
<b>Staff</b>	4 Weeks	1 Week	1 Week	20
<b>EMBA's</b>	4 Weeks	1 Week	1 Week	20
<b>Alumni</b>	1 month if they live in HH; If not, reserve, but no loans	1 week if they live in HH; If not, reserve, but no loans	1 week, if they live in HH; If not, reserve, but no loans	10

DVDs, Videos:

May be borrowed for the duration of 1 week, please see details applicable to user lending status.

Reference books (incl. some statistics books and KLU publications):

May only be consulted on-site and cannot be borrowed.



## Declaration of Consent

I, ....., am an employee/student/former student of Kühne Logistics University gGmbH (hereafter KLU), Großer Grasbrook 17, 20457 Hamburg, Germany.

KLU would like to produce photos and videos for the company. The purpose of the videos/photos is for marketing KLU and its programs/systems. The videos/photos shall be used online and offline.

Print advertising material includes usage for brochures, roll-ups, postcards, posters, flyers, KLU publications, etc.

Online usage includes KLU related social media platforms, KLU websites and any other online presence, including profiles on third party websites, KLU has.

If you agree with the intended usage please check the boxes below. If not, leave a blank.

I hereby declare my explicit consent to

being photographed for marketing KLU

being filmed for marketing KLU.

I further declare my explicit consent to

my photos being used online (social media e.g. LinkedIn)

my videos being used online

my photos being used in print or online advertising material.

this permission is also valid for use as KLU Alumni

I confirm that I understand the above and willingly agree to the usage of my videos/photos. I am aware that I can revoke this consent at any time by email sent to [mba@the-klu.org](mailto:mba@the-klu.org)

Hamburg, ..... (date)

Signature .....