

Course Registration: Winter Semester 2020/2021

Carl von Ossietzky Universität Oldenburg
Center for Lifelong Learning (C3L)
Management of Technology Enhanced Learning (M.A.)
26111 Oldenburg
Germany

or as fax to:
+49 (0)441 798 - 4411

or per E-Mail to:
mtel@uol.de

Personal Data

Ms. Mr.

Family name, first name, title

Birth date and city/country

Nationality

Private address

Use this address for: Mail Packages (please check)

Employer

Job function/title

Business address

Use this address for: Mail Packages (please check)

Address for packages, if different from above

Use this address only for package deliveries

E-Mail

Telephone (work, private, mobile)

Participation as Student or Guest Student

Please indicate if you will participate as a student or as a guest student:

Application as a student

in the Management of Technology Enhanced Learning (MTEL) programme with the goal of obtaining a Master of Arts (M.A.)

Admission requirements

- ✓ Bachelor's degree or equivalent qualification
- ✓ Proof of at least one year of work
- ✓ English language competence (C1 Level) or native language English

Application Deadline

The deadline for applying for Winter Semester 2020 is between May 1, 2020 and August 1, 2020.

Course and Semester Fees

171. 82 EUR semester fee, in addition to course module fee. An invoice will be sent separately for this fee.

For more information, see: <https://uol.de/mtel/fees>

Participation as guest student (MTEL certificate)

Admission requirements

None

Application Deadline

At the latest, the beginning of the first course that you would like to visit. It is not necessary for you to apply to the programme as a student.

Course and Semester Fees

120 EUR guest student fee, in addition to the course module fee. An invoice will be sent separately for this fee.

For more information, see: <https://uol.de/mtel/fees>

Registration for Course Modules

Please indicate the course module(s) for which you want to register:

- mtl100**
Principle, theory, and practice of technology enhanced learning (TEL)
Prof. Dr. Paul Prinsloo
Start: October 10, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

- mtl110**
Learner Support in technology enhanced learning (TEL)
Dr. Susan Bainbridge
Start: October 19, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

- mtl115**
Design of technology enhanced learning (TEL) environments
Dr. Jill Fresen, Prof. Dr. Olaf Zawacki-Richter
Start: October 26, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

- mtl125**
International and transnational education issues in technology enhanced learning (TEL)
Dr. Don Olcott, Jr.
Start: September 28, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

- mtl200**
Strategic management and education leadership in technology enhanced learning (TEL) environments
Prof. Dr. Yasar Kondakci
Start: November 16, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

- mtl220**
Change management and innovation for technology enhanced learning (TEL)
Dr. Albert Sangrá
Start: November 2, 2020 (online)
Fee: 900 EUR (discount for module package available, see next page)
On-Campus Period: None

Payment Method

On the begin date of the first course for which you have registered, the University of Oldenburg will issue an invoice for all modules for which you have registered.

Please indicate your payment method (choose one):

- Per module** By invoice
 By direct debit

The fee is due at the beginning of the module. You can pay by invoice or direct debit. **Direct debit is only possible with a SEPA account.** We are currently unable to handle credit card transactions.

- Monthly partial payment** By direct debit only

The monthly partial payment starts at the beginning of the module. The amounts will be withdrawn from your bank account by SEPA direct debit every month for a period of six months. **Direct debit is only possible with a SEPA account.**
Note: The discount scheme is not applicable for this option.

- Discount scheme** By invoice
 By direct debit

- Please select **ONE** of the following discount offers:
 2 Modules (certificate): 1 690 EUR (110 EUR discount)
 13 Modules: 10 900 EUR (1 400 EUR discount)

The fee is due at the beginning of the first booked module. You can pay by invoice or bank debit. **Direct debit is only possible with a SEPA account.** Any unused amount from this semester will be transferred as a credit to the following semester.
Note: A monthly partial payment is not applicable for this option.

Direct Debit Procedure – Personal Statement (if applicable)

Note: This option is only possible with a SEPA account.

I authorize the University of Oldenburg to collect the fees due from me by direct debit from my bank account on the due date (please choose the direct debit option above as payment method). At the same time, I instruct my bank to allow the direct debits made by the University of Oldenburg. I can revoke my participation in the direct debit procedure at any time. I have taken note of the creditor identification number (DE33UOL00000625025) of the University of Oldenburg. **Direct debit is only possible with a SEPA account.**

.....
Account holder

.....
Bank name

.....
IBAN

.....
Swift code (BIC)

Invoicing

- Invoice should be sent to the course participant**
The invoice will be sent by e-mail and addressed to the course participant.
- Invoice should be sent to another person or company:**
The invoice will be sent by e-mail and should be addressed to:

.....
Family name, first name or employer

.....
Department

.....
Business address

.....
E-mail

Signature

Signature of Participant

Signature of Invoice Recipient
(If not identical with participant)

.....
City/Country and Date

.....
Signature

.....
City/Country and Date

.....
Signature

In your first semester, you will receive a separate invoice from the University of Oldenburg for the semester fee (currently 171.82 Euro without semester ticket). This invoice will be sent to your private address. In the follow-on semesters, please transfer the semester fee to the bank account identified in this first invoice; this fee is required for each semester that you are registered as a student. Bank transfer information will be included with the invoice, along with semester documents (e.g., student ID).

Information for Participants

1. Fees

(1) A fee is charged for each module booked. This fee is due at the beginning of the respective module. A corresponding invoice will be issued by the University of Oldenburg. Invoices are sent exclusively by e-mail (pdf attachment). The fees are stated in the current fee scheme found on the MTEL website. For further information, see: <https://uol.de/mtel/fees>

(2) Alternatively, you can pay by monthly instalments over a period of six months. The first instalment is due at the beginning of a module, afterwards monthly at the middle of each month. Please notice that payment by instalments is only available via the SEPA direct debit payment option.

(3) If you want to use the price advantages of the discount scheme, the fees for the booked amount will be charged once with the beginning of the first booked module. The booked amount is available for four years. The discount scheme cannot be combined with the monthly instalment payment option.

(4) In addition to the module fees, the University of Oldenburg charges a semester fee. This is collected separately by the corresponding central administration office of the University of Oldenburg and is currently 171.82 EUR per semester for enrolled students and 120.00 EUR per semester for guest students (subject to change). For further information please see <https://uol.de/en/students/fees/semester-contribution>

2. Registration

(1) To complete the entire course of study (with a Bachelor's or Master's degree), you must apply for admission to the Management of Technology Enhanced Learning (M.A.) programme (see para. 2.2 below). If you only plan to attend individual modules as continuing education (certificate), please register as a guest student (see para. 2.3 below).

(2) To register for a course module, you must first be admitted to and enrolled in the MTEL programme. To apply for admission, see: <https://uol.de/mtel/application>. Already enrolled students (from previous semesters) are automatically registered upon payment of the semester fee (see para. 1.4 above). Deadlines for submitting the semester fee can be found here: <https://uol.de/en/students/re-registration/>.

(3) To register as a guest student, you must submit your Module Registration form before the module starts. Guest students do not have to comply with the admission requirements but are still required to pay a semester fee (see para. 1.4 above).

3. Regulations

Examination and admission requirements, fees, etc. are described in the program-specific regulations, which can be found here: <https://uol.de/mtel/downloads>

4. Number of course participants

The minimum number of course participants for a scheduled course to take place is 10. For course modules that do not achieve a registration of 10 participants, the University of Oldenburg can cancel the module up until the first day of module start. The maximum number of course participants is 22. Admission to modules occurs in the order in which registrations are received.

5. Confirmation of registration

(1) Regardless of the status of your admission to the Master's programme, you will receive a confirmation e-mail confirming receipt of your module registration.

(2) If the University of Oldenburg declines your admissions application, you can still participate as a guest student. If you choose not to participate as a guest student, no fee payment is due; please send C3L a notice in writing that you will not participate as a guest student.

6. Withdrawal

(1) Conditions for withdrawal and reimbursement are specified in the Fees and Payment Regulations of the University of Oldenburg (see:

<https://uol.de/mtel/fees>). This regulation is valid independently of already paid semester fees.

(2) In the event of premature termination of a module, fees may be reimbursed at the request of the student or guest student:

- All requests for reimbursement must be sent to the MTEL programme director.
- 100% of the course registration fee is reimbursed for cancellations requested before the course start date.
- 50% of the course registration is reimbursed for cancellations requested within the first two week of the course module.
- If you re-register for a cancelled module at a later date, the full course module fee will be charged at that time. Fees that have already been paid for the previous cancelled course will not be taken into account.

7. Services of the University of Oldenburg

The services of the University of Oldenburg include:

- provision of study materials at the beginning of the module,
- organisation of attendance times (in blended learning modules),
- counselling and mentoring by mentors and lecturers,
- provision of an Internet-based learning environment and its support,
- execution and evaluation of examinations,
- issuance of a certificate at the end of the module. Participants who fail a module will receive a certificate of attendance.

8. Privacy statement

(1) Your personal data will be collected and stored in accordance with § 17 NHG (Lower Saxony's university data privacy law, <http://www.schule.de/22210/nhg.htm>) during your study period at the University of Oldenburg.

(2) The University of Oldenburg ensures that personal and company-related data exchanged within a module are handled confidentially and are not accessible to third parties.

(3) You agree not to make any data of other participants (personal or company-related data) available to third parties.

(4) To help us ensure learning support for participants, the number of logins in the internet-based learning environment are evaluated and made available to the lecturers and the programme management via the learning environment.