

## **General conditions of participation for international students in the shadowing program**

### **1. Application**

The application for the shadowing program of the Career Service of the Leuphana University of Lüneburg must be made in writing by sending the application form and a CV by email to [henrike.wehrkamp@leuphana.de](mailto:henrike.wehrkamp@leuphana.de). The application form must be completed in full and bear a legally valid signature. Receipt of the application does not constitute a claim to participation.

### **2. Matching**

After registration, Career Service will try to arrange one (or, if the student wishes, several) match(s) for the student with companies cooperating in the program. The selection of a company is made in consultation between Career Service and the student. The contact with the company after the matching is made by the student.

### **3. Evaluation**

Upon completion of the shadowing day, the student agrees to complete the evaluation form provided by Career Services and return it via email to [henrike.wehrkamp@leuphana.de](mailto:henrike.wehrkamp@leuphana.de).

### **4. Costs**

Participation in the job shadowing program is free of charge for students. Any travel expenses incurred are the responsibility of the student.

### **5. Liability**

The Career Service does not assume any liability.

### **6. Contact person**

Dr. Henrike Wehrkamp  
Universitätsallee 1, C40.M25  
21335 Lüneburg  
04131/677-4105  
[henrike.wehrkamp@leuphana.de](mailto:henrike.wehrkamp@leuphana.de)

## **7. Privacy**

Within the framework of the shadowing program, the Career Service of the Leuphana University of Lüneburg collects personal data using the attached registration form. This data is essential for the coordination of the program (conducting a selection process for participating shadows and collecting data for the purpose of evaluation). The data will not be passed on to third parties, but will be used exclusively in the Career Service. The evaluation results will be published in anonymous form.

By signing at the end of the form, the student agrees, that the data from the completed application form and from the curriculum vitae will be recorded and processed in accordance with § 4 para. 2 sentence 2 NSDG.

The student has noted that his/her rights to information, correction, deletion and blocking of data (in accordance with §§ 19, 20 of the Federal Data Protection Act) are not affected by this consent.

## **8. Acknowledgement of the conditions of participation**

By registering, the student accepts the conditions of participation as binding for him/herself.

## **9. Place of performance and jurisdiction**

The place of performance and jurisdiction is Lüneburg, provided that both parties to the contract are merchants, legal entities under public law or special funds under public law. All legal relationships between companies and Career Service shall be governed by German law.

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(Date, signature)