

## Data protection

Below, we provide important information regarding the use of your personal data. In fulfillment of its public mandate to support and strengthen international mobility (cf. § 2 and § 3 of the Austrian Universities Act) and in accordance with its role and mission as an international university, WU offers its students exchange places at international partner universities. Students who apply for these exchange places have to undergo a selection procedure.

All personal data included in the application documents is processed by WU's International Office for the purpose of duly conducting these selection procedures. The following persons involved in the selection procedure have access to your personal data: WU International Office staff, the academic advisor responsible for the university in question and/or staff members reporting to this academic advisor (on bachelor's level), and the academic director and program coordinator responsible for the respective WU master's program (on master's level).

If the application is successful, the following personal data will be forwarded to the respective WU partner university: name, date of birth, sex, nationality, email address, phone number, WU degree program, number of semesters completed at WU. Some partner universities also require a current transcript (academic record of exams completed at WU). If this is the case, the WU Examinations Office will send your transcript to the WU International Office, which will then forward the document to the partner university.

In the event that your application for an exchange stay abroad is unsuccessful, your application data will be deleted six months after the end of the corresponding application period. The relevant reference date is the last day on which students may submit their application documents during the respective application period.

WU aims to facilitate an exchange of information on student mobility and networking among exchange students in a way that is as efficient as possible while also adhering to strict data protection and privacy standards. For this reason, WU will only disclose your personal data (name and WU email address) to other students if you explicitly agree to this exchange of information:

**I agree that my name and WU email address will be shared with other WU outgoing exchange students nominated for stays at the same WU partner university for the purpose of facilitating an exchange of information. "Other nominated outgoing students" here means students who have been selected to complete a stay abroad at the partner university in question at the same time as me or in the two semesters following my exchange stay.**

**Yes**  **No**

**I agree that my name and WU email address will be shared with incoming exchange students from my host university for the purpose of facilitating the exchange of information on matters related to student mobility. "Incoming exchange students from my host university" here means students from the corresponding partner university who come to study at WU in the semester before my stay abroad, during my stay abroad, or the semester following my stay abroad.**

**Yes**  **No**

**I agree that my name and WU email address will be shared with the WU Alumni Club during my exchange stay abroad for the purpose of providing networking opportunities and establishing contact between me and the WU Alumni Hub representatives in the host country, and I agree that my name and WU email address will also be shared with the WU Marketing and Communications office as well as student information office.**

**Yes**  **No**

You can revoke your any of the consents given above at any time. Revoking your consent will not affect the legality of any processing of your data based on your prior approval up to the time of withdrawal of your consent. You can revoke your consent by sending an email to [zas@wu.ac.at](mailto:zas@wu.ac.at).

You have the right to request information on your personal data, to request a correction of your data, and to have your data deleted at all times, in accordance with the applicable legal regulations. To make such requests, please contact [zas@wu.ac.at](mailto:zas@wu.ac.at) or [datenschutz@wu.ac.at](mailto:datenschutz@wu.ac.at). If you believe that WU's processing of your data is in violation of the applicable data protection regulations or any other data protection and privacy rights, you may file a complaint with the appropriate regulatory authority. In Austria, the appropriate regulatory authority is the Austrian Data Protection Authority (*Datenschutzbehörde*).

Please note that in the context of a student exchange stay, the partner university in question is responsible to make sure that any personal data received from WU is processed in accordance with the applicable regulations. Please also note that depending on the location of the partner university, the provisions of the General Data Protection Regulation (GDPR) may not apply and the processing of personal data may be subject to other data protection and privacy regulations that are in place in the respective region or country.

## Key information on student exchange

Please note that after you are nominated for an exchange stay abroad by WU, you are usually also required to complete a separate registration process with the partner university. It is the nominee's own responsibility to submit the required registration documents to the WU partner university in due time.

Nominated students are also responsible for obtaining any visa that may be required, making the necessary health-related arrangements (international travel and health insurance, vaccinations), and finding accommodation.

A nomination does not automatically mean that a mobility grant will be awarded. Nominated students are obligated to attend an IO information event on grants and credit transfer. Attendance of an information event is mandatory for all nominated students.

Once a student has been nominated for an exchange semester, cancellation is possible only in exceptional cases (illness, pregnancy, important family commitments, or unavoidable, unforeseen serious events). Appropriate proof will be required. If a student cancels his or her exchange without good cause, he or she is excluded from further participation in WU exchange programs (exchange semester, International Summer University programs) at his or her current degree level (bachelor's or master's level).

WU regards the exchange of information as essential for successful student mobility. For this reason, all WU exchange students are required to complete a report on their stay at the partner university after completing their exchange (Exchange Report) and upload it via the WU website. WU also asks all of its exchange students to participate in information events such as exchange fairs, to provide face-to-face advice to other students, and to rate their exchange experience in the WU outgoing student survey.

## Code of conduct for exchange students

As an ambassador of WU and a guest of the host university, every WU student who attends a foreign partner university as an exchange student is responsible for following the basic code of conduct for students.

Please note especially the expectations specified in the **we@WU** code of conduct (<https://www.wu.ac.at/en/students/campus-life/code-of-conduct/>). Any rules for conduct specific to the host university abroad are to be respected and adhered to as well. Any behavior that may harm WU's reputation must be avoided. Regional laws, customs, manners, and conditions deviating from Austrian standards must be respected at all times.

**By submitting my online application, I confirm that I have read and fully understood the above information on data protection and student exchange. I declare that during my exchange stay, I will comply with all the rules of conduct specified by WU and the partner university.**