



## Intern in China Program

### Terms of Cooperation

By registering for the Star Exchange Intern in China Program the applicant agrees to the terms of cooperation between him or her and Star Exchange and/or its partner institutions as these terms are listed on the following pages of this document.

In the event of any infringement by the applicant Star Exchange reserves the right whether or not to ban him or her from all programs of Star Exchange itself, its partner agencies, its partner universities and other partner institutions in future. Additionally the applicant will be charged with all costs resulting from his or her infringement - upon presentation of the relevant receipts.

<b>Topic</b>	<b>P.</b>
Duties of Star Exchange	1
Duties of the Applicant	2
Regulations in the Event of Program Termination	3



## Duties of Star Exchange

### 1. Program Clarification

On its website Star Exchange will carefully explain the circumstances and conditions of the Star Exchange Intern in China Program to the applicant as well as provide important information for download. Should any further questions arise on the applicant's side, Star Exchange will answer those with the same care.

### 2. Timely Reporting

Star Exchange will timely report back to the applicant the outcome of his or her application. If the application can be accepted without discussion or need for corrections, it may be that Star Exchange's partner in China will contact the applicant directly. However, the applicant should feel free to contact the responsible program coordinator at Star Exchange at any time.

### 3. Auditing and Mediation

Star Exchange ensures the applicant, that all its partner agencies have been personally audited by Star Exchange employees. In the event of a dispute between the applicant and a partner agency Star Exchange will mediate to reach a satisfying outcome for all parties involved.

### 4. Disclaimer

Star Exchange cannot be held liable for the results of any omissions or mistakes made by the applicant him- or herself and/or its partner institutions.



## **Duties of the Applicant**

### **1. Honesty**

The applicant ensures that during the application and following intern program all information from his or her side has been provided truthfully.

### **2. Timely Notification**

Should the applicant wish to withdraw from the program or should the underlying facts of the information provided by the applicant change, he or she must inform Star Exchange and its partner agency, which is responsible for the applicant, immediately.

### **3. Feedback**

Should any problems arise the applicant must contact his account manager in China as soon as possible; so a satisfying solution can be found together.

### **4. Other Duties**

Other duties may arise from the conditions of the intern contract and possible other agreements between the applicant and the partner agency which is responsible for him.



## **Regulations in the Event of Program Termination**

### **1. Cancellation**

Should the applicant wish to terminate the program he or she will inform Star Exchange and its partner agency immediately.

### **2. Refund of paid deposits and program fees**

The deposit will be refunded by the partner agency, if:

- no internship match can be found
- the applicant cancels the program before the matching process begins

After the beginning of the matching process, the deposit will not be refunded.

After signing the binding enrollment form with our partner agency, the program fee is not refundable.

### **3. Further Regulations**

Further regulations may derive from the intern contract and/or other agreements between the applicant and the partner agency.