



UNIVERSITAS  
UDAYANA  
BALI INDONESIA



# MECHANICAL & ELECTRICAL ENGINEERING

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**TERMS OF CONDITION**

## **MECHANICAL & ELECTRICAL ENGINEERING**

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### **1. APPLICATION DEADLINES**

The registration to the SIB “Mechanical & Electrical Engineering” program may be submitted online at [www.studyinbali.com](http://www.studyinbali.com) until January 15th for summer classes and June 15th for winter classes. Please note that each course has a limited number of places that will be therefore assigned on a first come - first accepted basis.

### **2. TUITION FEE & PAYMENTS**

The course fee includes tuition, lectures & guest lectures, excursions, workshops, administration & enrolment + selected student services. The fee does not include travel expenses, accommodation, travel insurance and visa costs.

Course Fee: € 1,850.00

The tuition fee has to be remitted to the StudyInBali Bank account no later than eight weeks before lecture starts. By signing the application form, the student guarantees that he will pay the entire amount of the course fee.

### **3. METHODS OF PAYMENT**

After the application students will receive an invoice and the entire amount has to be paid right after its receipt. Please specify the cause of the payment by writing the Session, participant’s name and participant number on the bank transfer statement. A copy of the bank transfer receipt needs to be sent to StudyInBali at [hello@studyinbali.com](mailto:hello@studyinbali.com) as a scanned document. Please note that all bank charges are your responsibility along with any charges related to the transfer of these funds (conditions “OUR” on payment order). In case any bank expenses are charged to SIB, you will be asked to pay the missing amount cash upon arrival directly to the International Office in Bali.

Bookings cannot be confirmed until full payment has been received. Before making your travel arrangements please make sure that your booking has been processed and the course is running.

### **4. CANCELLATIONS AND REFUNDS**

#### **Cancellations by the students**

All cancellations must be made in writing according to the following deadlines:

- 8 weeks before: full refund of the tuition fee (100%) minus 50 € administrative fee
- 8 to 4 weeks before: refund of 50% of the tuition fee minus 50 € administrative fee
- 4 weeks or less: refund of 0% of the tuition fee minus 50 € administrative fee. Same if you break off your studies in Bali.

In case of withdrawal from the course, an official withdrawal notice written by the enrolled student shall be sent to SIB at [hello@studyinbali.com](mailto:hello@studyinbali.com). In case a student is denied his/her visa, a reimbursement of the full tuition fee (minus 50 € administrative fee) will only be possible if the student sends a proof of the visa rejection. Proof of visa rejection shall be sent to [hello@studyinbali.com](mailto:hello@studyinbali.com).

## **Cancellations by Universitas Udayana**

Universitas Udayana (UNUD) reserves the right to amend or cancel the program or change course location and dates. If UNUD cancels the program, it shall attempt to give students at least due weeks' notice and students will have a full refund of the tuition fee. SIB and UNUD will not be liable for any losses (included, but not limited to travel and accommodation costs) arising as a consequence of any modifications or cancellation of courses, time-tabling constraints as set out above beyond the cost of the course.

## **5. APPLICATION AND CONDITIONS**

The minimum number of participants to run the program is 10. Applications are processed in the order in which they were received, the number of participants to the program is limited. Application is possible up to the deadline of the semester indicated on the StudyInBali website or until the program is fully booked, whichever comes first.

## **6. ADMISSION REQUIREMENTS**

All classes are held in English, so you will be required to have a fluent understanding of the English language. The course addresses international Bachelor Students and Master Students from the fields of

- Mechanical Engineering
- Mechanics
- Mechatronics
- Electrical Technology
- Renewable Energies
- Environmental Engineering
- Related faculties
- also professionals are welcome to join the course

The program will not take any responsibility for the students' choice of a course level that is not suitable to their background and skills.

## **7. ATTENDANCE**

For all classes, excursions, workshops and trainings a minimum of 75 % attendance is compulsory. The 75% attendance is needed to be admitted to the final exams. (Students have to sign the attendance list every time participating in class/excursions.)

## **8. CERTIFICATES**

The participants will receive an official certificate from Udayana University in digital form (PDF) approx. 10-15 days after the last day of class to the email addresses stated in the application form. There will be a graduation ceremony held approx. 10-15 days after the end of class where the original certificates will be handed over officially to the participants. For those who will not take part at the farewell meeting, on request, the original certificates can be delivered via DHL. This will bring along additional costs, which are your responsibility. The recipient's address has to be confirmed before the documents are sent.

## 9. CREDIT POINTS

Each module's credits are transferable to the European Credits Transfer System (ECTS). If you want to have the subjects credited at your home university, we suggest having the course pre-approved by the home institution's exchange coordinator, academic advisor, or a professor. Whoever is in charge of credit transfer should sign a "Learning Agreement" in order to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition for the educational components successfully completed abroad. Universitas Udayana and Studyinbali are not responsible for the recognition of credit points at student's home university.

## 10. VISA

Participants **need to apply for a Visa Sosial Budaya** at the closest Indonesian Embassy/Consulate in their country of origin. The program will provide an admission certificate (upon complete payment of tuition fee) in order to obtain a visa from a local Indonesian Consulate/Embassy. Please note that the visa application and issuing process take time, so consider applying for visa well in advance (check Embassy/Consulate website for more information). Please note that applying for a visa in time is your responsibility. Visa extension services can be provided by CIP/UNUD. The costs for visa extension and service are not included in the tuition fees. The service provided by the Tropical Engineering office is only assistance. To avoid fine because of the stay overdue (late extension) please make sure that you hand over your passport to the Tropical Engineering staff in time! Tropical Engineering and StudyInBali will not assume any costs due to delay.

## 11. INSURANCE

Participants have to have a valid health and accident insurance. Students are responsible for effecting all necessary insurances before semester start. We strongly recommend an insurance covering the return transport to the student home country. StudyInBali is not responsible.

## 12. LIABILITY & FORCE MAJEURE

StudyInBali does not assume liability for damage caused to someone's property or health, personal injury or any kind of financial loss. StudyInBali and UNUD shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lockouts or other industrial disputes compliance with any law or governmental order, rule, regulations or direction, accident, breakdown of plant or machinery, fire, flood, (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

## 13. THE ROLE OF STUDYINBALI

StudyInBali arranges and promotes the application for study placement at selected universities. StudyInBali does not offer any teaching of its own. Its assignment is to cooperate with its partner universities in organizing the study period. Lectures in English will be arranged by the partner university. StudyInBali does not provide travel agency services. Therefore, the students are responsible for arranging their own travels to the destination. StudyInBali does not arrange accommodation. The students are responsible for finding an apartment on the university campus or from the private market for the duration of the study period. StudyInBali does offer advice and recommendations pertaining to travel and housing arrangements.

#### **14. THE ROLE OF THE HOST UNIVERSITY & RESPONSIBILITIES**

As official partner of Universitas Udayana, StudyInBali exclusively offers courses provided by the international program “Tropical Engineering“, Faculty of Engineering. Udayana University is fully responsible for all classes held during the program. This includes the initial orientation, direction, all teachings, contents, lectures as well as the granting of credit points for passed courses. StudyInBali is not responsible for any contents of the lectures or for any changes in the contents of lectures by Udayana University. StudyInBali does attempt to inform the students of any changes affecting their studies.

#### **15. COMPLAINTS**

We hope you will have no reason to complain but if you are unhappy with any aspect of the services provided you need to report it immediately, within the duration of your study program, to the Head of the “Tropical Engineering” program, program coordinator, course coordinator, or contact us. We shall attempt to resolve the matter immediately but if you remain dissatisfied you have to write to us within 7 days from the end of your study program. Failure to complain in time may mean we will be unable to resolve the dispute. We do not guaranty that disputes can be resolved.

#### **16. DATA PROTECTION**

In order to process your application or booking we need to pass your details to the relevant suppliers. We will take all reasonable precautions to ensure the security of that information. We may also use the information you provide for marketing purposes and, if you do wish to receive any further information, please inform us or read more in our Data Protection Policy.

#### **17. INFORMATION MATERIAL**

SIB website and communication materials describe the “Mechanical & Electrical Engineering” program. Every care has been taken to ensure accuracy, however changes might have been introduced after publication. Whilst every attempt will be made to provide the course and the services described, SIB and UNUD reserves the right to make changes as appropriate for reasons of operational efficiency or due to unforeseen circumstances.

#### **18. EXCHANGE REPORTS, FEEDBACK QUERIES AND PHOTO/VIDEO MATERIAL**

Participants of StudyInBali’s programs allow StudyInBali to selectively use their exchange reports on e.g. the StudyInBali webpage.

The students are also requested to answer feedback queries. Student is obliged to fill in an online feedback questionnaire sent by StudyInBali after the study abroad semester.

By participating in the program, the student grants StudyInBali the irrevocable right and permission to use photographs and video recordings taken by the StudyInBali staff during the study program at events, excursions, workshops and on campus (semester documentation) commercially, on the StudyInBali website, on Social Media, in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation. The semester documentation will also be shared to all participants of the same semester program. The student agrees that such photographs and video recordings may be placed on the Internet. By participating in the program the student also agrees that he/she may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings. The student waives the right to approve the final product and agrees that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of StudyInBali.

## 19. APPLICABLE LAW

The law applicable for any dispute regarding the program is the German law and the place of jurisdiction is Dortmund.

## 20. SEVERABILITY CLAUSE

If a provision of these terms and conditions is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of these terms and conditions.

## 21. MODIFICATIONS

StudyInBali reserves the right to change the program and the fees after the conclusion of the contract between the student and StudyInBali, if these changes are caused by reasons that cannot be affected by StudyInBali (e.g. changes in taxes, currency, official fees, etc.) StudyInBali assumes no liability for literal errors and reserves the right to change contract terms and information about the program. StudyInBali aims to inform students asap about any changes.