

Berliner Hochschule für Technik Berlin - Fernstudieninstitut

Berlin University of Applied Sciences and Technology,
Institute of Distance Learning

LuxemburgerStr. 10, 13353 Berlin

fsi@bht-berlin.de

Application for distance learning courses

Please complete all required fields and tick both checkboxes at the end of page 2 before submitting your application and proof of identity to fsi@bht-berlin.de

Address

Last name(s): _____ First name: _____

Street, Nr.: _____ Postal Code: _____

E-Mail: _____ City: _____

Date of Birth: _____ Place of Birth: _____

Billing Address (the payers details will be used for invoicing)

Last name/First name or company: _____

Street, Nr.: _____ Postal Code, City: _____

How did you find us?

Printmedia: ☐ daily press

☐ journal

other:

☐ _____

Internet: ☐ search engine

☐ education portal

Recommendation: ☐ friends/colleagues

☐ employer

Information

Registration is only possible if all required information has been provided completely and accurately. Once we have received your application, we will first verify that all documents have been submitted and that you meet the admission requirements for the selected course.

If your application is successful, we will send you a contract confirmation. The usage fee is due upon receipt of the contract confirmation for the distance learning module. The payment date depends on the desired start date of the program and will be specified in the contract offer. The contract is deemed to have been concluded upon receipt of payment by the distance learning institute. The minimum term of the contract is 6 months. In the case of distance learning modules lasting several semesters, there is no obligation to continue in the next semester.

Upon acceptance of the contract, you will be registered as a participant on our online learning platform. Your first and last name, place of residence (without street and house number), and email address will be visible there exclusively to fellow participants and lecturers of the same course. This serves the purpose of networking among participants and communication with the distance learning institute and is mandatory.

To participate in our courses, you will need a standard computer (notebook, PC, or equivalent) with internet access. If video conferences take place as part of the course, these are usually recorded so that all participants can view the recordings again at a later date.

The recordings will only be made available within the course and will be deleted after the course has ended. The BIM course (on-site appointments in the BHT BIM laboratory) is excluded from this. We reserve the right to limit the number of participants in the event of very high demand or to cancel a module if the number of participants is too low.

I would like to register for the following distance learning course:

Distance Learning course:	BIM: Building Information Modeling with Revit software
Duration	2 months
Fee (total) EUR	1.750,00
Course Start	upcoming march or october of the corresponding year

- ☐ Additionally I would like to register for buildingSMART “Professional Certification - Foundation” exam.
Examination Fee: €357 (including 19% VAT).

Repeat/catch-up fee

If participants have to retake or repeat course or the exam, a fee will be charged.

Course Repetition Fee: 300€

My previous qualifications:

Professional qualification as: _____

Length of professional experience: _____ years as _____

Your application only be processed without the following consents(please tick both boxes):

- ☐ Yes, I agree to the processing of my personal data.
- ☐ Yes, I have read and agree to the terms and conditions set out in the document ‘General Terms and Conditions at the Institute of Distance Learning’ [Allgemeine Weiterbildungsverordnung](#) and acknowledge the [cancellation policy](#).

Please submit the completed application form together with a copy of your ID to fsi@bht-berlin.de.