

From Data to Insights: Driving Corporate Performance | SoSe 2024 Letter of Commitment

By signing this document, I declare that I have read and agree to the following terms of enrollment for the course “From Data to Insights: Driving Corporate Performance” offered by the Institute of Management Accounting and Control at the University of Münster in 2024.

I. Background

For didactical and capacity reasons, the course is restricted to a maximum of 25 participants. To assure a vivid learning experience, vacancies will be allocated to those students that show commitment to the course. The design of the course does not allow for “no shows”, a lack of preparation by students, or unwillingness to actively participate.

The (digitally) signed document is to be submitted via email to mac@wiwi.uni-muenster.de.

Further information about the course is available in the syllabus, which is published on the institute’s homepage. The institute will provide all teaching materials required for the course.

II. Terms of course enrollment

Hereby, I apply for the course “From Data to Insights: Driving Corporate Performance”. With this application, I commit to the following if I am admitted to the course:

(1) **Preparation**

I will read the course material and pro-actively prepare the cases to contribute to each course session.

(2) **Attendance**

I will **attend all (online) sessions** and actively contribute to all necessary group work. In online sessions, I will attend via chat, audio and/or video in sessions (e.g., a laptop and webcam) as instructed by the lecturer prior to and during the course. In the rare case of my absence, I will inform the lecturer pro-actively and provide a reasonable explanation (e.g., a formal certificate of illness).

(3) **Stata License**

If a campus license is not available for the course, I will provide or purchase a personal Stata/IC license (from the German Stata distributor) for the duration of the course (e.g., with a six months license starting in the first week of the course). The institute may reimburse me for the expense of purchasing this license after I have completed the (first) submission or test of the course. To do so, the institute may receive the account, contact and billing information (incl. the receipt) of my purchase. I understand that only the Stata student license with a duration of six months may be reimbursed.

(4) **Equipment**

I will ensure that I have access to an operational computer with licensed Stata installed for any work at home and during each session of the course. For online sessions, I will ensure a sufficient, stable internet connection, and provide and switch on the equipment required to interact via chat, audio and/or video in sessions (e.g., a laptop and webcam) as instructed by the lecturer prior to and during the course.

(5) **Personal information**

I agree to share and/or let the institute **share my personal information** with providers of teaching material, data analysis programs and/or communication tools (e.g., Stata or Zoom) if necessary for successfully attending the course. I understand that I have to accept the terms and conditions of these providers.

(6) **Sharing of student's work**

I agree to share and/or let the institute **share my personal coursework** (e.g., case solutions or reports) with other course participants as instructed by the lecturer prior to and during the course. I understand that the lecturer or other course participants will ask for my permission if my work is to be shared with any third parties.

(7) **Course material and tools**

I will not record, copy or share any course material (e.g., case study material, lecture slides, streamed online sessions or videos produced by the lecturer), as sharing, reproducing, or providing access for third parties may break license agreements, terms and conditions, or data protection acts. Further, I acknowledge that I cannot share access to any (personally) licensed programs or tools used in the course. I am aware that any such actions may lead to serious infringements of my, my fellow students', the lecturer's or third parties' rights.

(Place and date)

(Name)