

## Course Registration 2023/2

Certificate programme

Online Teaching and Learning

✉ Carl von Ossietzky University of Oldenburg  
Center for Lifelong Learning (C3L)  
Online Teaching and Learning CA  
26111 Oldenburg  
Germany

✉ or per E-Mail to:  
[e-teaching@uol.de](mailto:e-teaching@uol.de)

### Personal Data

Ms.  Mr.

Family name, first name, title

Birth date and city/country

Nationality

Private address

Use this address for Mail

Employer

Job function/title

Business address

Use this address for Mail

E-Mail

Telephone (work, private, mobile)

### Registration

- **Admission requirements**  
none
- **Application Deadline**  
Preferably before the start of the PreWeek of the chosen course module. At the latest, until the beginning of the first course that you would like to visit.

Please choose if you want to apply for a CAS programme (two modules in two semesters) or for single modules.

#### Certificate Programmes (CAS)

Please indicate the CAS Programme(s) for which you want to register:

- Basics of Online Teaching and Learning**  
Start: 18.09.2023 (online)  
Module A: Principles, Theory and Practice of TEL (Summer 24)  
Module B: Learner Support in TEL (Winter 23/24)  
Fee: 1800 EUR  
(discount for certificate package available, see next page)  
On-Campus Period: None
- Media and Trends in Online Teaching and Learning**  
Start: 25.09.2023 (online)  
Module A: Design of TEL Environments (Summer 24)  
Module B: International and Transnational Education Issues in TEL Environments (Winter 23/24)  
Fee: 1800 EUR  
(discount for certificate package available, see next page)  
On-Campus Period: None

#### Course Modules

Please indicate the course module(s) for which you want to register:

- Learner Support in Technology Enhanced Learning**  
**Dr. Susan Bainbridge**  
  
PreWeek: 05/09/2023  
Start: 18/09/2023 (online)  
Fee: 900 EUR  
On-Campus Period: None
- International and Transnational Education Issues in TEL Environments**  
**Dr. Don Olcott**  
  
PreWeek: 11/09/2023  
Start: 25/09/2023 (online)  
Fee: 900 EUR  
On-Campus Period: None

### Payment Method

On the begin date of the first course for which you have registered, the University of Oldenburg will issue an invoice for all modules for which you have registered.

Please indicate your payment method (choose one):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Per module</b>   | <input type="checkbox"/> By invoice<br><input type="checkbox"/> By direct debit | <p>The fee is due at the beginning of the module. You can pay by in-voice or direct debit. <b>Direct debit is only possible with a SEPA account.</b> We are currently unable to handle credit card transactions.</p>   |
| <input type="checkbox"/> <b>Monthly partial payment</b><br>(By direct debit only)                          |   | <p>The monthly partial payment starts at the beginning of the module. The amounts will be withdrawn from your bank account by SEPA direct debit every month for a period of six months. <b>Direct debit is only possible with a SEPA account.</b><br/> <b>Note:</b> The discount scheme is not applicable for this option.</p>               |
| <input type="checkbox"/> <b>Discount scheme</b><br>2 Modules (certificate):<br>1690 EUR (110 EUR discount) | <input type="checkbox"/> By invoice<br><input type="checkbox"/> By direct debit | <p>The fee is due at the beginning of the first booked module. You can pay by invoice or bank debit. <b>Direct debit is only possible with a SEPA account.</b> Any unused amount from this semester will be transferred as a credit to the following semester. <b>Note:</b> A monthly partial payment is not applicable for this option.</p> |

### Direct Debit Procedure – Personal Statement (if applicable)

Note: This option is only possible with a SEPA account.

I authorize the University of Oldenburg to collect the fees due from me by direct debit from my bank account on the due date (please choose the direct debit option above as payment method). At the same time, I instruct my bank to allow the direct debits made by the University of Oldenburg. I can revoke my participation in the direct debit procedure at any time. I have taken note of the creditor identification number (DE33UOL0000625025) of the University of Oldenburg. **Direct debit is only possible with a SEPA account.**

Account holder	Bank name
IBAN	Swift code (BIC)

### Invoicing

- Invoice should be sent to the course participant**  
 The invoice will be sent by e-mail and addressed to the course participant.
- Invoice should be sent to another person or company:**  
 The invoice will be sent by e-mail and should be addressed to:

Family name, first name or employer	Department
Business address	E-Mail

### Signature

Signature of Participant	Signature of Invoice Recipient (If not identical with participant)
City/Country and Date	Signature
Signature	City/Country and Date
Signature	Signature

## Information for Participants

### 1. Fees

(1) A fee is charged for each module booked. This fee is due at the beginning of the respective module. A corresponding invoice will be issued by the University of Oldenburg. Invoices are sent exclusively by e-mail (pdf attachment). The fees are stated in the current fee scheme found here: <https://uol.de/c31/bildung-management/online-teaching-and-learning-cas/fees>

(2) Alternatively, you can pay by monthly instalments over a period of six months. The first instalment is due at the beginning of a module, afterwards monthly at the middle of each month. Please notice that payment by instalments is only available via the SEPA direct debit payment option.

(3) If you want to use the price advantages of the discount scheme, the fees for the booked amount will be charged once with the beginning of the first booked module. The booked amount is available for four years. The discount scheme cannot be combined with the monthly instalment payment option.

### 2. Registration

(1) To register for one of the modules or a CAS programme, you must submit your Module Registration form before the module starts.

(2) Participants do not have to comply any admission requirements. But applicants to the certificate program should meet the following criteria.

- a) Applicants have been awarded a Bachelor degree or comparable degree.
- b) Applicants have at least one year of work experience.
- c) Applicants can demonstrate English proficiency (B2 Level: Upper/intermediate level). This can be demonstrated through successful completion of B2 Level English proficiency tests or through completion of a higher education program in the English language. Proficiency tests should not be more than two years in the past.

(3) You will receive a confirmation e-mail confirming receipt of your module registration.

### 3. Implementation

Content and organization, instructors, fees, etc. are described on the website: <https://uol.de/c31/bildung-management/online-teaching-and-learning-cas>.

### 4. Number of course participants

The minimum number of course participants for a scheduled course to take place is 10. For course modules that do not achieve a registration of 10 participants, the University of Oldenburg can cancel the module up until the first day of module start. The maximum number of course participants is 22. Admission to modules occurs in the order in which registrations are received.

### 5. Withdrawal

(1) Conditions for withdrawal and reimbursement are specified in the Fees and Payment Regulations of the University of Oldenburg (see: <https://uol.de/c31/bildung-management/online-teaching-and-learning-cas/fees>). This regulation is valid independently of already paid semester fees.

(2) In the event of premature termination of a module, fees may be reimbursed at the request of the student or guest student:

- All requests for reimbursement must be sent to the programme director.
- 100% of the course registration fee is reimbursed for cancellations requested before the course start date.
- 50% of the course registration is reimbursed for cancellations requested within the first two week of the course module.
- If you reregister for a cancelled module at a later date, the full course module fee will be charged at that time. Fees that have already been paid for the previous cancelled course will not be taken into account.

### 6. Services of the University of Oldenburg

The services of the University of Oldenburg include:

- provision of study materials at the beginning of the module,
- counselling and mentoring by mentors and lecturers,
- provision of an Internet-based learning environment and its support,
- execution and evaluation of examinations,
- issuance of a certificate at the end of the module. Participants who fail a module will receive a certificate of attendance.

### 7. Privacy statement

(1) Your personal data will be collected and stored in accordance with § 17 NHG (Lower Saxony's university data privacy law, <http://www.schule.de/22210/nhg.htm>) during your study period at the University of Oldenburg.

(2) The University of Oldenburg ensures that personal and company-related data exchanged within a module are handled confidentially and are not accessible to third parties.

(3) You agree not to make any data of other participants (personal or company-related data) available to third parties.

(4) To help us ensure learning support for participants, the number of logins in the internet-based learning environment are evaluated and made available to the lecturers and the programme management via the learning environment.