

Disclaimer: This is a translation of the original in German for information purposes only, it is not a legal document. In the case of doubt, the German document should be referred to.

### **Conditions of participation for the qualification workshops of the Graduate Academy**

1. The workshops are open to all doctoral candidates who are enrolled at Carl von Ossietzky University of Oldenburg as well as to all Postdocs and Junior Professors of Carl von Ossietzky University of Oldenburg. Furthermore, doctoral candidates of Hochschule Bremen City University of Applied Sciences, Hochschule Emden/Leer, Jade University of Applied Sciences, and University of Bremen may participate in the workshops.

The registration for participation is binding.

2. A course fee between 30 EUR and 90 EUR (depending on the length of the workshop) applies. If a workshop is free, it is indicated. A workshop takes place if at least 8 registrations have been received.

3. The secretariat of the Graduate Academy confirms the registration via email and asks the participants to transfer the course fee within a specified period of time to the account of the Graduate Academy. Should the course fee not be received within the specified period, the course participant is being reminded of the payment within 14 days. If the course fee is still not being received, a first written reminder is being sent. For the costs associated with late payment, a flat charge of 5 EUR is being charged for each written reminder unless it can be proven that no damage has been inflicted or that it is significantly lower than the flat charge. There is no impact on follow-up claims.

4. Doctoral candidates and Postdocs can only register for workshops individually. The registration of more than one participant is not possible. Places are allocated based on a "first come, first served"-basis.

5. Registrations, which have not resulted in a confirmation of participation because the number of registrations exceeds the number of workshop places available, are kept on a waiting list unless the secretariat of the Graduate Academy is being informed that this is against the personal wish of the registered individual.

6. Information contained in the online registration form (esp. regarding the doctoral process and the email-address) may be forwarded to the relevant course instructor for preparation purposes. The instructor may contact the participants before the workshop.

7. The duty of payment remains intact in the case of withdrawal or absence of a participant unless a written excuse including relevant documentation is being presented to the Graduate Academy and is being accepted. For reasons of absence such as illness, an accident, a case of death within the family, and acts of nature beyond control, the Graduate Academy can agree to waive the entire course fee. In the case of doubt the decision lies with the Graduate Academy.

8. If the workshop has to be terminated based on reasons that lie within the responsibility of the Graduate Academy, the course fee for those parts of the workshop that have not taken place will be refunded.

If the minimum number of registrations is not being received, the Graduate Academy may cancel the workshop. Transferred course fees will be refunded.

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9. The Carl von Ossietzky University of Oldenburg, its legal representatives and assistants are liable – also in non-contractual settings – solely for intent and gross negligence. Liability for damages arising from loss of life, physical injury or damage to health, and from contractual duties shall remain unaffected (cardinal obligation). There is no liability for the personal property of participants or for any articles brought to the training course.

10. Should individual terms of this contract be or become invalid, this will not affect the remaining terms of this contract. The contracting parties shall undertake to replace the invalid or unenforceable provision with one which comes closest to the intended purpose of the invalid or unenforceable provision.

(As of date: February 13th, 2017)