

## Conditions for Participation

The transdisciplinary course programme is designed for all doctoral candidates of the University of Freiburg with the exception of the Faculty of Medicine. You may participate in the courses if you are registered or matriculated as a doctoral candidate at the University of Freiburg.

You can register for courses with the user identification and password of your doctoral candidate account. You must use your own account to register for courses.

**Registration is binding.** If you are not able to participate in a course for which you have registered, we ask you to cancel your registration **at least 7 days before the course** is scheduled to begin in order to enable waiting list candidates to take your place.

**Please note:** You have to cancel your registration by yourself and only via [HISinOne](#).

In case of any organisational questions (e.g. concerning absences because of sickness or scheduling conflicts), **please always contact us** directly (email to [qualifizierung@zv.uni-freiburg.de](mailto:qualifizierung@zv.uni-freiburg.de)). Notifications sent to the trainer **cannot** be taken into account. For **cancellations at short notice** (less than 7 days before the course begins), you have to send an **e-mail** to [qualifizierung@zv.uni-freiburg.de](mailto:qualifizierung@zv.uni-freiburg.de) providing appropriate evidence explaining your absence (e.g. doctor's cer-

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tificate, written confirmation by your adviser about official obligations).

If you fail to attend a workshop without cancelling your registration in time, miss more than 20 % of a course or stop attending a course after it begins, we reserve the right to exclude you from the qualification program for doctoral candidates for the current and the following semester, unless you provide a doctor's certificate or other valid evidence. We cannot issue you a certificate for attending the course either in this case. In justified exceptional cases participation in a course is possible even if you are unable to attend the entire course. However, the absence must always be brought to our attention in advance (**e-mail** to [qualifizierung@zv.uni-freiburg.de](mailto:qualifizierung@zv.uni-freiburg.de)) and may not exceed 20 % of the total duration of the course.

All courses begin promptly at the time indicated in the course catalog (i. e. sine tempore); punctuality is expected. Trainers are authorized to exclude participants from their courses who do not actively take part. Participants may also be excluded for passing on confidential information from the courses to the public or for other inappropriate behavior.

In order to ensure that the level of all doctoral candidates participating in a language course is compatible, a placement test may be held during the first class meeting. Passing this test is a requirement for continued participation in the course. Additionally, trainers may exclude participants whose language skills are not sufficient for taking the course or refer them to another course.