



General Conditions of Participation in Virtual Exchange Courses Template

1. General conditions

- 1.1. These general conditions of participation conclusively regulate the contractual relationship between UNIVERSITY (hereinafter referred to as HOST UNIVERSITY) and the participants in the Spring School.
- 1.2. Participants are at least 18 years old.

2. Application procedure

- 2.1. All applicants apply for participation in the Spring School via an application form on LINK. The application documents are processed via SURVEY TOOL. A complete application consists of filling out the application form by stating name, home address, university, official university mail-address, confirmation of sufficient English language skills and the following documents: Letter/Proof of admission, Letter of motivation (Max.: 1000 words), short CV (max. 4 pages).
- 2.2. The application process starts on TIMING. The application deadline is TIMING.
- 2.3. The application documents are pre-reviewed by HOST UNIVERSITY. HOST UNIVERSITY forwards the applicants' documents to the relevant partner universities. The selection is made by each of the universities separately for their applicants. PARTNER notifies HOST UNIVERSITY of their selection. The following application criteria will be applied:

Criteria

Aspects





- 2.4. Two weeks after the application deadline, acceptance will be confirmed through a letter of acceptance via mail.
- 2.5. Applicants must confirm their acceptance by answering to the letter of acceptance.

3. Presence

- 3.1. Participants must inform HOST UNIVERSITY two weeks in advance if they plan not to attend the mandatory events of the Spring School.
- 3.2. HOST UNIVERSITY reserves the right to allocate the course place to someone else if the corresponding notification is not received.
- 3.3. Participants retain the right to the course slot if it cannot be allocated elsewhere.

4. Implementation

- 4.1. The Spring School will take place purely digitally from DATE to DATE according to the schedule published online on LINK. The main event will be hosted and coordinated by HOST UNIVERSITY. The location of the event is the HOST UNIVERSITY Zoom Account. The Spring School includes the following event formats: INSERT FORMATS. The Spring School will be held in English.
- 4.2. All participants will attend a mandatory preparation meeting on DATES. The meeting will be organised by HOST UNIVERSITY and will take place via the HOST UNIVERSITY WEBNIAR TOOL.
- 4.3. The following digital HOST UNIVERSITY applications are used for collaborative work in the workshops: INSERT TOOLS.
- 4.4. The course is designed for a total of NUMBER participants.
- 4.5. Participants are responsible for ensuring that the technical requirements (e.g. stable internet connection, state-of-the-art internet browser, loudspeaker, microphone or headset) for course participation are met. If participants are unable to take part in an online course due to a lack of technical requirements, they have no claim to redress.
- 4.6. Participants are obliged to keep the access data received for participation in the online courses in a safe place, not to pass it on to unauthorised third parties and to protect it from access.
- 4.7. Participants are obliged to show consideration for the interests and legal interests of HOST UNIVERSITY and to comply with the existing regulations of the respective software used. HOST UNIVERSITY is entitled to exclude participants from the Spring School if they disrupt the online seminar series and do not cease the disruption even after being threatened with exclusion.



5. Subject to change

- 5.1. HOST UNIVERSITY is entitled to make changes to the content, methodology and organisation before or during the courses, if these do not significantly alter the benefits of the announced courses for the participants.
- 5.2. HOST UNIVERSITY is entitled to replace the scheduled speakers in case of need (e.g. illness, accident) with other appropriately qualified persons regarding the announced topic.

6. Liability of HOST UNIVERSITY

- 6.1. HOST UNIVERSITY accepts no liability for damages that are not due to gross negligence or intent. Liability for injury to life, limb and health remains unaffected. The individual online seminars of the Spring School are prepared by HOST UNIVERSITY and the speakers to the best of their knowledge. Liability and guarantee for the correctness, topicality, completeness and quality of the contents are excluded.

7. Copyright

- 7.1. The working documents and the online course itself are subject to copyright protection and other legal protection rights. The working documents are intended exclusively for the personal use of the participants. Any other use, in particular any transfer, reproduction, making available to the public or other distribution, is not permitted without the prior written consent of HOST UNIVERSITY or the respective author. The recording of an online course by the participants in audio or video or by screenshots without the permission of HOST UNIVERSITY is also not permitted. The restrictions according to the German Copyright Act remain unaffected.
- 7.2. Irrespective of the question of whether a copyright or other property right exists in a specific working document, participants contractually undertake by registering for the Spring School to use the working documents only for their personal use and to refrain from any further use - as described above in section 7.1.
- 7.3. Photos or films as well as chat transcripts that are created during the online courses through recordings of the online course in audio and video or through screenshots may only be created by HOST UNIVERSITY and may continue to be used by HOST UNIVERSITY after the end of the online courses (for example for the website, folders, communication).

8. Data protection

- 8.1. The protection of participants' personal data is of particular concern to us. We therefore only process personal data in accordance with the provisions of the GDPR. You can find more information in the enclosed data protection notice.

9. Legal provisions

- 9.1. German law shall apply to the contract.





- 9.2. If individual provisions are or become invalid, this shall not affect the validity of the remainder of the contract. An invalid provision shall be replaced by a provision that comes as close as possible to its purpose by way of supplementary interpretation.
- 9.3. Amendments and supplements to the contract must be made in writing.

