



## Conditions for Participation

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### Target Group

- The transdisciplinary qualification program offered by Freiburg Research Services is aimed at postdoctoral researchers of the University of Freiburg under the level of a W3 professorship.
- Postdoctoral researchers from all faculties except the Faculty of Medicine are eligible to participate in the program.
- The prerequisite for participation is written evidence that you are conducting research, working, or writing your habilitation thesis at the University of Freiburg.

### Registration and Waiting List

- To take courses or workshops, you need to register by sending an e-mail to [kursprogramm@frs.uni-freiburg.de](mailto:kursprogramm@frs.uni-freiburg.de). Please take note of registration deadlines.
- When you register for your first course, you need to include written evidence that you are conducting research, working, or writing a habilitation thesis at the University of Freiburg (e.g., employment contract, funding statement, or, if you are receiving external funding, a statement from your mentor or institute). Upon submitting this evidence, you will be placed on file as eligible to take courses for the duration of your employment/your funding at the University of Freiburg or for a maximum of two years. After two years at the latest, you must again submit evidence that you are still conducting research, working, and/or writing a habilitation thesis at the University of Freiburg.
- Registration for courses is binding. You will receive an e-mail to confirm your registration as soon as we have received written evidence of your affiliation to the University of Freiburg.
- Requests are processed in the order in which they are received (first come, first served).
- Information from your registration (your statement concerning your doctoral degree and your e-mail address, in particular) will be passed on to the trainers. The trainers may contact the participants before the course begins.
- If a course you would like to take is already full, you may request to be placed on the waiting list (by sending an e-mail to [kursprogramm@frs.uni-freiburg.de](mailto:kursprogramm@frs.uni-freiburg.de)). Persons on the waiting list will be sent a message on short notice if a place becomes free.

### Participation and Certificate

- The number of participants in courses is limited.
- You may only take a course if you belong to its target audience.
- We will inform you immediately by e-mail of any changes to courses.
- The trusting and productive participation of the participants is what makes the courses come alive. Teachers are therefore authorized to exclude participants who fail to participate from the rest of the course. Participants may also be excluded from the course for spreading confidential information from the courses in the public or for any other kind of inappropriate behavior.
- All courses in the qualification program begin at the time indicated (sine tempore). Participants are expected to be punctual.
- If you miss more than 20% of the course meetings, you cannot receive a certificate.

- For certain types of courses (e.g., workshops), you can only receive a certificate if you attended the entire course.

### **Cancellation of Registration and Courses**

- If you are unable to attend a course you have registered for, we ask you to please cancel your registration by sending an e-mail to [kursprogramm@frs.uni-freiburg.de](mailto:kursprogramm@frs.uni-freiburg.de) no later than seven days before the course is scheduled to begin so that the next person on the waiting list can take your place.
- Please do not send your cancellation notice directly to the teacher.
- If you fail to attend a workshop without cancelling your registration, miss more than 20% of a course, or stop attending a course after it begins, we reserve the right to exclude you from the FRS qualification program for postdoctoral researchers for two semesters if you do not provide a doctor's certificate or other valid evidence. We cannot not issue you a certificate for attending the course either in this case.
- We reserve the right to cancel courses at short notice in certain justified cases (e.g., illness of teacher).