

# Notes on Your Registration for Internal Seminars offered by the Human Resources Development\*

## Registration

Registrations are only possible with the online registration form and are to be sent to the e-mail address [pe-karriere@uni-bonn.de](mailto:pe-karriere@uni-bonn.de). We reserve the right not to consider registrations received by post or fax. After processing your application you and your supervisor will receive an e-mail with information about your registration status. Please note that the number of participants is limited for didactic reasons and due to limited space.

## Conditions of participation

The seminars are only open to

- Employees of the University of Bonn who have a valid employment contract at the time of the seminar
- Students enrolled at the University of Bonn
- PhD-students whose thesis is supervised by a professor of the University of Bonn

## Participation in the seminar

If you have received a confirmation, this is – even if not explicitly mentioned – conditional. The seminar may be cancelled due to low registration numbers, illness, or another significant reason. In this case you are not entitled to the provision of the same seminar at a later date.

## Attendance

Attendance is compulsory. If you cannot attend the entire seminar, please inform your contact person for the seminar. If you are present for less than 90% of the time, you will not receive a certificate of attendance.

## Cancellation

It is possible to withdraw from the seminar if there is an important reason for doing so. If the cancellation is made less than 21 days before the start of the event without sufficient grounds, we reserve the right not to consider future applications made by you.

## Costs

The costs for internal seminars are assumed by the Human Resources Development & Career department.

## Catering

In most cases, no catering is provided at half-day events. At full-day events, the Human Resources Development & Careers department provides coffee, tea and water for the participants.

## Data security

By registering, you agree that your data will be electronically stored and processed for the purposes of your registration.

## Pictures Taken at Events

Pictures and videos may be recorded at all (online) events organized and administered by Human Resource Development. This includes events that Human Resource Development organizes using third parties. The images may be used for group photographs, overview

photographs and campaigns. Images like this may be used for internal and external marketing (e.g. University of Bonn home page).

The person responsible for managing the images is:

Max Pietza

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53115 Bonn

Email: [mpietza@uni-bonn.de](mailto:mpietza@uni-bonn.de)

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Please contact the person above if you would like an image in which you are recognizable to be deleted.

We also offer the “Notes on Registration” for you to download.

**\* Career Center conditions of participation**

Enrolled students of the University of Bonn can participate in the seminars of the Career Center. You can find the terms and conditions [here](#).