

# Notes on Your Registration for Internal Seminars offered by Healthy Campus Bonn

These conditions of participation refer to the lectures and workshops within the framework of the student health management of Healthy Campus Bonn.

## Conditions of Participation

The seminars are only open to doctoral students at the University of Bonn.

## Registration

Generally, registrations are only possible with the online registration form and will be sent automatically to the e-mail address [healthy-campus@uni-bonn.de](mailto:healthy-campus@uni-bonn.de). Please note that the number of participants is limited for didactic and/or location reasons.

## Waiting List

If all the places in the event you have requested are already taken when your registration is received, you will be placed on a waiting list in the order in which your registration is received. You will receive an e-mail informing you of your inclusion on the waiting list. If participants cancel, we will offer the place on the event to those on the waiting list. If you confirm an offered place, the registration is binding.

## Attendance/ Certificate of attendance at events

Attendance is compulsory. If you cannot attend the seminar 100 %, please inform your contact person for the seminar. A certificate of attendance for lectures and workshops will be given to participants who have attended at least 90 % of the event.

## Cancellation / Non-Attendance at Events

A withdrawal from the event is possible if there is an important reason for this. Independent cancellations from the course are possible up to 7 days before the event. For cancellations at short notice, please write an e-mail to [healthy-campus@unibonn.de](mailto:healthy-campus@unibonn.de).

Please note: An unexcused absence from the respective event will result in you being blocked from all Healthy Campus Bonn events for the current semester. This also applies to events in the current semester for which you have already been accepted. We will inform you about your exclusion by email in the given case.

## Event Cancellation

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.

## Costs

The costs for internal seminars are assumed by Healthy Campus Bonn.

**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

Poppelsdorfer Allee 47

53115 Bonn

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

Tel.: +49 228 73-1877

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.

**Data Security**

By registering, you agree that your data will be electronically stored and processed for the purposes of your registration. The privacy policy of the University of Bonn applies ([https://www.uni-bonn.de/en/data-protection-policy?set\\_language=en](https://www.uni-bonn.de/en/data-protection-policy?set_language=en)).

**Seminars and Consultations as Online Offers**

Please refer to the information on the Healthy Campus Bonn homepage for the respective technical requirements for participation in online offerings. Please be aware that you can only participate in the online offerings of Healthy Campus Bonn with a functioning camera and microphone.

If you are unable or unwilling to turn on the microphone and camera on your end device 30 minutes after the start of the event, the lecturer will exclude you from the lecture/workshop. It is not permitted to record the online lecture/workshop in any form, not even in the form of screenshots.

If seminars and counselling sessions are offered online, you agree that your name and, if applicable, your email address will be forwarded to the seminar leader(s) so that you can be invited or admitted to participate in the course on the respective online platform. When participating in a course, the data protection and terms of use of the online platform via which the seminar is offered apply. Our trainers also follow these when using their own software licences.

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