

## Terms of Participation for Transferable Skills Courses

The following terms and conditions apply exclusively to the transferable skills courses organized by Academia Raetica.

### Publication of courses

Academia Raetica emails a course overview to the scientific staff at the institutions of Academia Raetica and posts the courses in this events section on its website: <https://academiaraetica.ch/en/courses-and-events>.

### Target group

The transferable skills courses by the Academia Raetica are exclusively reserved for doctoral students, post-docs, and other scientists from the member and partner institutions of Academia Raetica. Other interested parties may participate in case of vacancies and based on a special agreement.

### Registration

To register, please fill out the form that you will find in the website entry for the respective course in the events section of our website: <https://academiaraetica.ch/en/courses-and-events?category=ueberfachliche-kurse#result>. Registration will be processed according on a “first come, first served” principle. You will receive a confirmation of your binding registration by e-mail.

By registering you are committing to attend the entire course. Please note that the enrollment for the individual courses usually ends three weeks before the start of the course. Around one week before the first day of the course, you will receive detailed information about the course by e-mail.

There is a minimum number of participants for the courses. If the number is too small, a course will be canceled or rescheduled. Those who have registered for the course will be informed about its cancellation by e-mail and will receive a refund. If the maximum number of participants of a course is reached, Academia Raetica may place additional registrations on a waiting list.

### Withdrawal, absence, or incomplete course attendance

You can cancel your registration free of charge **up to ten days** before the beginning of the course. Participants who cancel less than ten days before the first day of the course will be asked to submit a written excuse with appropriate documentation (e.g. medical certificate, confirmation of the supervisor) to the course coordinator Daniela Heinen ([daniela.heinen@academiaraetica.ch](mailto:daniela.heinen@academiaraetica.ch)). The same rules apply, if you are suddenly unable to attend a course or part of a course.

It is important that you notify us of your absence in a soon as possible. Only urgent, unpredictable, or unavoidable reasons are accepted as excuses. We reserve the right to notify your supervisor of unexcused absences or non-compliance with our terms and conditions.

## Certificate of attendance

You will receive your course certificate by e-mail after successful completion of the course. The requirement is a complete participation as well as the completion of all assignments.

## Course credits

Whenever possible, the course offer is designed according to ECTS principles. One ECTS is equivalent to a work load of 25 to 30 hours. If you need ECTS credits, please discuss in advance with your supervisor at your university whether you will receive credits for the selected course.

## **Contact**

Academia Raetica

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