

Freie Universität Berlin Continuing Education Program (FUB-ContinuEd) General Terms and Conditions of Business (AGB)

The FUB-ContinuEd program is an official academic program offered by Freie Universität Berlin.

These terms and conditions apply to all services and provisions associated with online courses offered by the FUB-ContinuEd program. The terms and conditions of any and all of our customers and suppliers are hereby voided and have no validity. Any changes or additions to these terms and conditions, made before or at the time an agreement is entered into, must be confirmed in writing in order to have any validity.

Freie Universität Berlin has entrusted ERG Universitätsservice GmbH with the task of carrying out the organization and management of FUB-ContinuEd.

1. Registration and Admission

Course registrations can be completed online by accessing the online registration form at www.continued.fu-berlin.de.

Enrollment for each course is limited to 15 participants. It is therefore essential to register as early as possible.

Registration Deadline for FUB-ContinuEd:

4 weeks prior to the start of each course (see specific course description for dates)

Admission will not be denied on the basis of race, ethnic or national origin, creed, gender/sex, religion, disability, age, or sexual orientation/identity. Participants need to be at least 18 years old, however, and fulfil the course requirements defined per course (see syllabus).

When the registration has been accepted by the FUB-ContinuEd office, the participant will receive a formal admission letter and invoice via e-mail. The registration becomes legally binding by means of this letter and invoice, with the fees due by the deadlines outlined in the invoice. The participant thereby accepts the payment conditions outlined below.

Participation in an online course (carried out on a first-come-first-served basis) cannot be guaranteed unless all fees have been paid by the established deadline. If the invoice has not been settled in full, the application may be cancelled and the place given to another participant instead.

2. Methods and conditions of payment

All bank charges/transfer fees have to be borne by the participant.

All payments must be made in Euros (€) by bank transfer. Freie Universität Berlin does **not** accept checks of any kind.

Transfers of funds should be sent to the following bank and account:

Deutsche Bank
Otto-Suhr-Allee 6-16
10585 Berlin, Germany
Account Number: 512 16 45 05
German bank code (BLZ): 100 708 48
Account holder: Freie Universität Berlin
IBAN: DE52 1007 0848 0512 1645 05
SWIFT Code: DEUTDEDB110

For transfers originating from abroad (non-EU), the transaction must be made as an "OUR transfer" (= the sender bears all transfer charges).

Any **outstanding fees** resulting from an insufficient transfer need to be paid before the start of a course. As long as the fees have not been paid in full, the participant will not be able to join the course.

Overpayments up to an amount of € 25 will not be refunded to the participant, as the applicable fees for the return transfer charged by the bank would exceed this amount. All non-refunded overpayments will be collected by FUB-ContinuEd and the total amount will be donated to charity at the end of the year.

3. Cancellation/Refunds/Changes

Cancellation of participation in the FUB-ContinuEd program is possible in principle and must be submitted in writing, subject to the following conditions:

The Registration Fee cannot be refunded at any point after it has been paid.

In case of cancellation up to five weeks prior to the start of a course, the participant receives a full refund of the Course Fee for said course, minus any bank fees applicable to the reimbursement of monies paid.

In case of cancellation after this date, no refund of any kind is provided.

All participants are strongly recommended to consider taking out their own cancellation insurance when applying for FUB-ContinuEd.

FUB-ContinuEd reserves the right to cancel a course that contains less than 6 participants up to four weeks prior to the start of the course. Should such cancellation be necessary, the affected participants will be notified and offered to switch to a different online course offered by FUB-ContinuEd in the same time period or the next one following. If no solution along these lines is possible for an applicant, he*she may cancel his*her participation in the FUB-ContinuEd program free-of-charge and receive a full refund of all fees paid up until that point.

Participants may change courses up to five weeks prior to the start of the program under the following conditions:

- they apply for such a course change in writing
- the maximum enrollment of the desired course has not been met
- the FUB-ContinuEd Program Director has approved the course change.

A processing fee of 50 Euros per course change will be charged.

4. Contents and objectives of the FUB-ContinuEd program

The contents and objectives of the individual courses in the program are available on the official program website (www.continued.fu-berlin.de). The selection of a course is the responsibility of each participant. We therefore

urge all participants to take note of any relevant preconditions or other aspects of a course. Each participant should consider especially whether the contents and objectives of a given course correspond with his*her needs and expectations and also whether he*she possesses the necessary prior qualification for a course. All participants are subject to the **FUB-ContinuEd Program Regulations and Code of Online Conduct**, as posted on the program website.

Quality

FUB-ContinuEd carefully selects its instructors, who must demonstrate adequate competence and experience in their particular discipline. Furthermore, FUB-ContinuEd guarantees that all courses, corresponding to their content, will be carried out in a professional and competent manner and fulfill the stated objectives. A formal course and program evaluation procedure is carried out at the end of each course.

Certificate

When a participant fulfills all requirements of a course, he*she receives an official certificate of Freie Universität Berlin at the end of each attended FUB-ContinuEd course. The certificate lists the duration of the course, the course title, and an overview of the course topics.

Place of service provision

FUB-ContinuEd courses take place virtually using Blackboard and Webex as provided by Freie Universität Berlin. Participants are responsible to ensure that they have the necessary equipment and fulfill necessary requirements, such as stable internet connection, software, fully functional devices (laptop, tablet, PC or smart phone).

Academic skills

FUB-ContinuEd is a life-long learning program. We do not formally require specific types or levels of formal education from participants. However, they need to be able to follow instruction (and readings) on an academic level, contribute meaningful insights and analyses to the discussions in class, and solve a given assignment or problem by applying systematic, structured, cohesive, and creative thinking, alone or in collaboration with others.

Should a participant fail to demonstrate skills of this kind during the course, this may negatively affect said participant's course participation and at worst lead to exclusion from the course. The decision for the latter will be made in consultation with the instructor, the participant, and the FUB-ContinuEd Program Director.

Language skills

In order to participate in courses taught in English, participants need to possess English language abilities in speaking and writing on the Upper Intermediate Level (at least B2, preferably above). Non-native speakers may be requested to submit English test scores along with their application. For TOEFL, the score should be minimally 100. In the case of IELTS, the overall score must be at least 6.5 and the scores on individual parts must be no lower than 6.0.

For courses offered in German (excluding language courses), participants need to possess German language abilities in speaking and writing on the Upper Intermediate Level (at least B2, preferably above). These will be tested with an online test after admission to the program.

Should a participant's language skills at the beginning of a course fail to meet the prerequisites formulated for this course (prior submitted and accepted official test results notwithstanding), they may negatively affect said participant's course participation and at worst lead to exclusion from the course. The decision for the latter will be made in consultation with the instructor, the participant, and the FUB-ContinuEd Program Director.

Participation in a specific German language course requires adequate language skills for the level in question. An online test that all participants in language courses above the Absolute Beginner level need to complete after admission to the program will determine the participant's German language abilities prior to program start. Should the test result be below the necessary threshold for the level in question, FUB-ContinuEd will suggest a switch to a lower language level (if available) or offer a withdrawal from the language course and a refund of the

Course Fee for this course (if paid at that point, minus applicable banking fees). The Registration Fee is non-refundable after it has been paid. Should the test result allow the participant to move to a higher-level German course (if available), FUB-ContinuEd may suggest to the participant a switch to the higher level.

5. Data Protection

Each participant agrees to the storage and use of personal data for the fulfillment of the agreement of participation within the framework of the legal provisions of the General Data Protection Regulation and the Federal German Data Protection Act. Participants' personal data is not made available to third parties. Participants can demand the deletion of their personal data at any time.

(<http://www.erggmbh.de/datenschutz/index.html>)

6. Copyright

FUB-ContinuEd and ERG Universitätsservice GmbH reserve all copyrights, in particular intellectual property rights, to all materials that participants receive over the course of their participation in the FUB-ContinuEd program. Materials or content distributed to participants as part of and in the context of the program may under no circumstances be copied (except for personal use as intended), distributed, sold, or used on behalf of third parties or commercialized without the express permission of Freie Universität Berlin or ERG Universitätsservice GmbH. The participant receives all documents/materials exclusively for personal use.

7. Force majeure and acts of God

Cancellation of a course or other aspects of the FUB-ContinuEd program as a result of illness, acts of God or otherwise unforeseeable events or developments may occur. In such a case, participants are not entitled to having such courses or other aspects take place or carried out.

8. Severability clause

If any provision of these terms and conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these terms and conditions and the remainder of the provision in question shall not be affected.

9. Place of jurisdiction

The laws of the Federal Republic of Germany shall apply to these terms and conditions, and the parties agree to Berlin (Germany) as the place of jurisdiction.

Updated as of: June 2021