

FUB-ContinuEd Program Regulations and Code of Conduct

I. Program Regulations

FUB-ContinuEd (Freie Universität Berlin Continuing Education Program) is an official program of Freie Universität Berlin, which has entrusted ERG Universitätservice GmbH with the task of carrying out the organization and management of FUB-ContinuEd.

Courses offered by FUB-ContinuEd are subject to the following specific program regulations:

1. Admission Prerequisites

Admission will not be denied on the basis of skin color, ethnic or national origin, creed, gender/sex, religion, disability, familial status, age, or sexual orientation/identity.

Participants in the FUB-ContinuEd program must be at least 18 years old.

In order to complete a course in English, participants need to possess English language abilities in speaking and writing on the Upper Intermediate Level (at least B2, preferably above, according to the [Common European Framework of Reference for Languages CEFRL](#)). 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, see below), participants need to possess German language abilities in speaking and writing on the Upper Intermediate Level (at least B2, preferably above, according to the CEFRL).

Participation in a specific German *language* course requires adequate language skills for the level in question. An online test that all participants in 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 Tuition 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.

Should a participant's language skills fail to meet the prerequisites formulated for a given course (prior submitted and accepted official test results notwithstanding), they may lead to the denial of a certificate for the course. The decision for the latter will be made in consultation with the instructor, the participant, and the FUB-ContinuEd Program Director.

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 on-site, 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.

2. Course Enrollment

Enrollment in courses is carried out following the “first-come, first-served” principle, that is, based on chronological receipt of the online application. Maximum enrollment in all courses is 15 participants.

3. Technical Requirements (online courses only)

For our online courses, we expect participants to ensure that they have at their disposal adequate technological equipment to actively participate in the course from beginning to end, including synchronous online activities as well as asynchronous assignments. Participants need to be online for each live session (for the specific time slots, see syllabus) while the course is running. There will be no recordings of live sessions, so a missed session cannot be accessed later.

Our online courses feature a good amount of independent coursework and thus expect participants to be able to set up a self-disciplined study routine. We also recommend that participants make sure to have a quiet and appropriate working space.

Technical equipment needed:

- Stable Internet connection.
- Fully functional device, such as computer, laptop or tablet (use of smart phones is not recommended) with camera and microphone, headset recommended.
- Recommended operating systems: Windows 10 or higher or Mac OS X 10,13 or higher. Avoid using a VPN.
- Software: Webex Meetings. Please log in to Webex at least a day before course start in order to avoid any technical delays on the first live session.

4. Course Design and Course Requirements/Assignments

FUB-ContinuEd **online** courses feature a combination of synchronous activities (e.g. live sessions, group discussions) and asynchronous activities (e.g. pre-recorded lectures, assignments, readings, etc.). Course elements from both categories add up to 4 hours of workload per week.

The live sessions in our online courses will be combined with independent work through an online platform, both individually and in groups. Please see the specific course requirements in the respective course syllabus for the various formats of the course assignments.

FUB-ContinuEd **on-site** courses take place as multi-day workshops with a range of synchronous activities (group interaction and discussion, role-play, individual exercises etc.). Please see the time investment and specific course requirements in the respective course syllabus for details.

5. Attendance

In order to make the most out of the chosen course, participants should attend all on-site or online sessions of that course. Punctuality is expected, also out of respect to both instructors and fellow participants. A minimum attendance rate of two-thirds of all synchronous online sessions/of the on-site course time is necessary to receive a certificate for a course.

6. Certificate

FUB-ContinuEd will issue a certificate of attendance for each participant, provided the participant attended two-thirds of all synchronous online sessions/of the on-site course time. The certificate lists the course taken and the duration of the class.

7. Learning Difficulties and Physical Disabilities

Participants with identified learning difficulties and/or physical disabilities should inform the FUB-ContinuEd Program Director in writing and discuss possible challenges or limitations prior to the beginning of the course. If possible, in the online or on-site course setup, FUB-ContinuEd will take appropriate measures to accommodate any participant's special needs.

II. Code of Conduct

Our on-site or online study environment is a place for safe, respectful, polite, and comfortable academic and personal exchange and interaction. While communicating and interacting online or on-site, participants, instructors, and staff pledge to:

- Use polite language and give room to others' contributions
- Respect others' opinions and statements
- Conduct discussions respectfully and factually
- Refrain from disrespectful non-verbal communication (facial expression, gestures, other body language)
- Participate in live sessions or other synchronous interaction actively, concentrate when others are talking, and focus when talking themselves
- Try to be present visually and acoustically in live online sessions or other synchronous interaction whenever possible and conducive to the learning/teaching experience (exceptions permitted)
- Complete assignments on time and (if collaborative in nature) in cooperative spirit and conducive to the learning experience of others
- Respect copyright and ownership laws of participants, faculty, staff and other sources
- Tolerate others' privacy
- Refrain from comments on the personal surroundings of other participants in online courses

Intolerant, disrespectful, disruptive or otherwise irresponsible behavior as well as actions detrimental to the learning experience and academic progress as well as the comfort and well-being of participants, instructors, and staff and/or the reputation of the program and Freie Universität Berlin are prohibited and will not be tolerated at FUB-ContinuEd. Such behavior includes, but is not limited to:

- Verbal abuse of faculty, staff, participants, and/or FUB-ContinuEd representatives
- Behavior that is noticeably disturbing or distressing to participants, staff, or faculty
- Sexual harassment, disorderly, lewd, indecent or obscene gestures or actions
- Harassment of any kind, hate speech, cyberbullying, online stalking, spamming, misuse of online chats, impersonating another user
- Disturbance of classes
- Secret and/or unauthorized recording of any online or on-site group activities, or unauthorized distribution or publication of any (authorized or unauthorized) recording
- Uploading of illegal material (as defined by German law) or of material disturbing to or disrespectful of other participants, faculty, or staff, societal, religious, ethnic, national, sexual/gender, cultural, or any other defined groups in online courses

If you have witnessed or strongly suspect a violation of these rules, or if you are a victim of an infraction, please contact your instructor and/or a FUB-ContinuEd program representative.

Participants violating this Code will be subject to appropriate review and sanctions, up to and including dismissal from the program. This Code of Conduct applies in conjunction with the [Code of Conduct for Digital Coursework of Freie Universität Berlin](#) as well as with German criminal law.

If a complaint is filed, based on this Code of Conduct, against an FUB-ContinuEd *participant*, the following applies:

1. Complaints against a participant should be filed directly with the Program Director.
2. If a participant appears to have violated the Code of Conduct, said participant will be notified that there has been a charge filed against him or her. The participant will also be notified when and where the review of the charge will take place. Depending on the gravity of the violation, a formal warning may be issued first or an actual violation review session may be immediately scheduled.
3. The Program Director, one additional FUB-ContinuEd staff member, and a representative of ERG Universitätsservice GmbH will conduct the initial review. At the review hearing, the participant will be presented with all details of the charge and be asked to present the participant's case. The participant may present other pertinent information, including written statements from witnesses, and/or may opt to add a personal witness to the meeting. Depending on the gravity of the situation, a representative of the Office of International Affairs at Freie Universität Berlin may be asked to weigh in as well at this initial hearing.
4. If the participant admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.
5. If the participant denies any wrongdoing, the review committee will consider all existing information, gather more data if necessary, and decide upon disciplinary steps taken. The participant will be notified within two working days of this decision.
6. The participant involved may appeal the decision reached in writing within two working days. A further hearing is then scheduled, including a formally designated representative of the Office of International Affairs at Freie Universität Berlin. After this hearing, the previous decision is either confirmed, rescinded or amended.
7. Any decision involving dismissal from the program will always be reviewed first by the Office of the Director of International Affairs.
8. Sanctions for violation of this Code of Conduct include (but are not limited to) the following: a warning/reprimand or dismissal from the program.

If a complaint is filed, based on this Code of Conduct, against an FUB-ContinuEd *staff or faculty member*, the following procedure applies:

1. Complaints against a staff or faculty member should be filed directly with the Program Director.
2. If a staff or faculty member appears to have violated this code, the staff or faculty member will be notified that there has been a charge filed against him or her. The staff or faculty member will also be notified when and where the review of the charge will take place. Depending on the gravity of the violation, a formal warning may be issued first or an actual violation review session may be immediately scheduled.
3. The Program Director and the CEO of ERG Universitätsservice GmbH will conduct the initial review. (If the complaint involves the Program Director, only the CEO will conduct the initial hearing.) At the review hearing, the staff or faculty member will be presented with all details of the charge and be asked to present his or her case. The staff or faculty member may present other pertinent information, including written statements from witnesses, and/or may opt to add a personal witness to the meeting. Depending on the gravity of the situation, a representative of the Office of International Affairs at Freie Universität Berlin may be asked to weigh in as well at this initial hearing.
4. If the staff or faculty member admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.
5. If the staff or faculty member denies any wrongdoing, the Program Director and/or the CEO will consider all existing information, gather more data if necessary, and decide upon disciplinary steps taken. The staff or faculty member will be notified within two working days of this final decision.

6. The staff or faculty member involved may appeal the decision reached in writing within two working days. A further hearing is then scheduled, including as participant a formally designated representative of the Office of International Affairs at Freie Universität Berlin. After this hearing, the previous decision is either confirmed, rescinded or amended.
7. Any decision directly affecting an employment or teaching contract will always be reviewed first jointly by the CEO and the Office of the Director of International Affairs.
8. In the case of staff or faculty members, sanctions for violation of this code of conduct include (but are not limited to) the following: warning/reprimand, suspension without pay, or termination of contract/employment.

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