

## Conditions for Participation

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### Target Group

- The transdisciplinary qualification program for postdocs offered by the Academic Staff Development is aimed at postdoctoral researchers at the University of Freiburg, who do not yet have a W3 professorship.
- Postdoctoral researchers from all faculties are eligible to participate in the program if they are conducting research (e.g. working on a habilitation thesis) at the University of Freiburg and are earning further qualifications to improve their chances of receiving a professorial appointment.

### Registration and Waiting List

- To register for workshops or other events, you need to register with your login data from the Rechenzentrum and via your new role acting as „Postdoc“ in [HISinOne](#). You must use your own account to register for courses. Please take note of registration deadlines.
- The registration is binding. Requests are processed in the received order (first come, first served).
- Your personal information (in particular your name, faculty and your email address) will be passed on to the course instructor, who may contact participants prior to the workshop.
- If a workshop is already fully booked, you will be placed on the waiting list. Persons on the waiting list will be sent a message on short notice if free spaces become available.

### Participation and Certificate

- The number of participants in our workshops is limited.
- You may only participate in a workshop if you belong to its target audience.
- An atmosphere of trust as well as an active participation are basic prerequisites of every workshop. Course instructors are therefore authorized to exclude participants who are not involved in the workshop. Participants may also be excluded for passing on confidential information to a third party or for any other kind of inappropriate behavior.
- All workshops in the qualification program begin at the time indicated (sine tempore). Participants are expected to be on time.
- For certain types of courses (e.g. workshops), you can only receive a certificate if you attended the entire course. If you miss more than 20% of the workshop, you cannot receive a certificate.

## **Cancellation of Registration and Workshops**

- If you are unable to attend a workshop you have registered for, please cancel your registration via HISinOne at the latest 7 days prior to the workshop or after this period via email to [kursprogramm@zv.uni-freiburg.de](mailto:kursprogramm@zv.uni-freiburg.de) so that a person on the waiting list can take your place. Please do not send your cancellation notice directly to the course instructor.
- If you fail to attend a workshop without cancelling your registration in time, if you miss more than 20% of a workshop, or stop attending it after it begins, we reserve the right to exclude you from any further offers of the Postdoc Qualification Program for one semester in case you cannot provide a doctor's certificate or other valid evidence. In this case we cannot issue a certificate for attending the workshop either.
- We reserve the right to cancel workshops at short notice in certain justified cases (e.g. illness of the instructor).