

- Unofficial translation -

## **Terms and Conditions**

### **of MARburg University Research Academy (MARA)**

#### **1. Area of Applicability**

These Terms and Conditions apply to the courses, events and external consultations offered by MARburg University Research Academy (MARA) in the area of continuing education of junior scholars at Philipps-Universität Marburg.

#### **A. Workshops**

#### **2. Registration**

Participants must register personally and online for workshops at least 14 calendar days prior to the beginning of the course or, as applicable, prior to the date by which they are expected to submit an advance assignment (e.g., hand in a manuscript or similar). Late registration is possible only in exceptional cases provided that places are still available. The effective date of registration is the date of receipt by MARA. The registration is binding and will be confirmed in writing.

#### **3. Admission and Number of Participants**

(1) A workshop requires a minimum of five participants. Higher minimum participation can be determined for special course formats. The maximum number of participants is determined by workshop design and room capacity.

(2) The workshop offerings address doctoral candidates and postdoctoral scholars. In exceptional cases, workshops may be offered to advanced graduate students. Individual workshops may determine that additional participation requirements be met or define priority criteria for the assignment of places (e.g., previous knowledge, affiliation with a specific target group or program). Additional participation requirements can be identified by consulting the respective workshop description.

(3) MARA workshops are open primarily to MARA members and associated members (both those pursuing and holding a doctorate; see MARA Statutes, § 2). MARA may grant equivalent status to non-members, generally or for specific courses, as part of official collaborations or on special occasions.

(4) Participants are admitted to courses after the registration deadline. Admission is issued when an applicant meets the participation requirements of the respective workshop as stated in para. 2 and is an (associated) MARA member, or has been granted equivalent status per internal agreement, and places are still available. Participants are admitted in the order of their dates of registration. If the number of registrations exceeds the number of available places in a workshop, a waiting list is compiled in the order of the dates of registration. Members and non-members of Philipps-Universität who are not members of MARA and have not been granted equivalent status to MARA members are also first placed on a waiting list by date of registration and will be considered for

admission immediately after the registration deadline once the waiting list is cleared of those who have priority. Registrations after the registration deadline will be considered last. Admission entails a binding agreement to participate. Registrants have no legal entitlement to the course being conducted.

(5) MARA employees may participate in individual workshops if capacity permits.

#### **4. Payment**

The invoice total is due upon admission and must be paid via bank transfer prior to the beginning of the course or submitting an advance assignment. Proof of the bank transfer (usually a bank statement) shall be presented at the beginning of the course. The entire course fee must be paid even if the participant attends only part of the course. Not attending the workshop does not relieve the registrant from the obligation to pay the fee if the registrant failed to cancel his or her registration in time or after the deadline without important reason as specified in para. 5. Upon consultation with MARA, a non-registered person may attend in place of the person registered; the latter then enters into the initial registrant's payment obligation. With the exception of persons taking the place of initial registrants, all participants are liable for payment of the fee even if the fee is to be paid by a third party. Overpayments will be refunded.

#### **5. Withdrawal and Exclusion**

Registration for a workshop can be cancelled without stating a reason up to 12 calendar days prior to the beginning of the workshop. Notice of cancellation must be submitted in written form.

(2) Participants can withdraw from the contract regardless of the cancellation period mentioned in para. 1 provided that they have an important reason. MARA must be notified of an important reason in written form one week after the last day of the course at the latest. Withdrawal is not possible without written notification within the period stated. The existence of an important reason must be substantiated two weeks after the last day of the course at the latest.

Important reasons are:

1. Inability to attend the workshop due to illness, an accident, and the like as documented by a medical certificate.

2. Some other case of hardship, which must be documented in written form. Whether the case presented qualifies as a hardship is determined by the MARA Managing Director.

(3) Repeated non-attendance of free-of-charge workshops without cancellation in time or cancellation without an important reason once the cancellation period has expired can result in exclusion from MARA workshops for the current and following half-year period.

#### **6. Changes and Cancellation of Courses**

(1) The organizing entity may make changes of any kind relating to the content, schedule, and instructors of courses provided that these are consistent with the general conception of the course.

(2) A workshop can be cancelled for important reasons before it begins—particularly in the event of illness of the instructor or an insufficient number of participants—in which case the complete

amount paid will be refunded. If the workshop can be rescheduled at a later date, previous payments can be transferred as credit per agreement.

(3) Additional claims for compensation are excluded.

### **7. Participation Certificates**

Participants will be issued a certificate of participation if they have successfully attended at least 80% of a workshop. In certain cases in which courses are part of a more extensive program, a certificate of participation can be issued for the entire program upon attendance of all components of the program. In certifying programs, a certificate of participation is issued after a participant has successfully met all requirements.

### **8. Coverage of Expenses for Care**

For the duration of one of its workshops, MARA refunds expenses of up to 300 EUR to workshop participants, within the limits of its financial means, for childcare for children up to one year old, for older children younger than age 15 outside of the regular operating hours of childcare centers, and/or for care of relatives in need of care, as documented by a medical certificate, to the extent that this care is not provided by relatives.

(2) An application for the refund of such expenses, including proof of the amount of these expenses and the actual services procured, is to be submitted to MARA no later than one month after the end of the workshop.

## **B. Other Events**

### **9. Conditions of Participation**

It can be determined that paras. 2 to 7 apply—in part or in their entirety—to other events (e.g., information events, MARA DAY, and the like).

## **C. External Consultation**

### **10. Registration, Admission, and Implementation**

(1) Registration for an external consultation is either with the consultant or—if thus stated on the MARA website—with the responsible person at MARA after an initial interview. Registrants are asked to make their own appointments individually with the external consultant.

(2) External consultations are offered to the junior-scholar target group stated in the public announcement. Additional requirements may have to be met; if applicable, they can be found on the MARA website. External consultations are open to MARA members only. Participants can only be admitted if and as long as the available budget allows. There is no legal entitlement to an external consultation.

(3) The consultation terms and conditions determined by the consultant apply.

## **D. Additional Provisions**

### **11. Confidentiality, Copyrights, Data Protection**

(1) Participants are required to keep confidential all information about processes and facilities acquired during MARA events or about which provisions demand that they maintain secrecy. This obligation remains in effect after the end of the event.

(2) The participants are required to refrain from disseminating or providing third parties access to any copyrighted material that is handed out during the respective event. All copyrights remain unaffected.

(3) Participants' personal information is processed for the purpose of organizing events only. Such information will not be disseminated to third parties.

### **12. Final Provision**

Any of the provisions of these Terms and Conditions that have been determined invalid does not affect the validity of all other provisions.