

Date of Last Revision: March 01, 2014

## Registration

Please register online via the main HDZ website.

- HDZ workshops are only open to persons teaching at HDZ partner universities. Teachers from other higher education institutions can take part in the workshops if there is available space. Please clarify directly with the respective contact persons.
- Your registration is binding.
- Ahead of the workshop, you will receive an email or letter with detailed information regarding the start, end and location of the workshop, and, if applicable, on required preparatory work.
- On account of the coaching formats and classroom observation, you should complete module I at the university at which you teach. For this reason, teachers from the university offering the workshop receive preferential treatment over teachers from other universities.
- In principle, module II workshops can be attended without having to complete module I in advance. They may also be recognised as module III credits in case of prior approval by the respective educational development unit.
- All of our workshops can of course also be attended independently and regardless of whether the participant wishes to obtain the Baden-Württemberg Certificate or not.

## De-registration and Workshop Cancellation

- If you would like to de-register from a workshop, please do so in writing no later than 14 calendar days before the workshop starts (date as postmark or email).
- If you de-register later or simply do not attend the workshop, you must pay the workshop fee of 25€/day, regardless of your reason for de-registration. It is not possible to transfer your spot to another participant in your place.
- We reserve the right to cancel workshops on short notice should it be absolutely necessary.

## Workshop Locations and Times

- The workshops always take place at the specified university. The exact location is indicated in your registration confirmation, in the letter of invitation or on the respective website.
- The workshops are generally all-day events. The exact times are indicated in your registration confirmation or on the website.

## Participation and Certification

- You receive a certificate of attendance for every workshop you have completed entirely.
- The number of participants for the workshops is generally limited to 12 to 16 persons.
- Participants receive a spot based on the order of registration.
- We keep waiting lists for fully booked workshops. Persons on the waiting list are notified in case there is an open spot.

### **Costs and Methods of Payment**

- The costs for the workshops are covered by the state universities of Baden-Württemberg.
- You will be charged a contribution fee of 25 € per workshop day.
- The method of payment depends on the terms of the university offering the workshop.

### **Data Policy**

- By registering for workshops, you agree with the processing of your personal data for organisational use and informational purpose. Your personal data will be treated confidentially and will not be given to third parties.

Changes and detailed information are given on our homepage: <http://www.hdz-bawue.de>