

Conditions of participation in the Kassel Graduate Programme

The following provides you with information on these topics:

Registration for the Kassel Graduate Programme and registration fees	1
Conditions of participation.....	1
Participation fees for events	2
De-registration from an event.....	2
Cancellation of workshops	2
Registration	2
Range of courses.....	2
Certificate of participation.....	2
Contact	3

Registration for the Kassel Graduate Programme and registration fees

If you would like to participate in the Kassel Graduate Programme and attain a certificate of completion, please register to the further qualification event tool “Campus Events” at <https://www.uni-kassel.de/go/kgp-anmeldung>.

A one-time registration fee of 50 euros is charged.

Conditions of participation

- The Kassel Graduate Programme is open to members and associates of the University of Kassel, in particular doctoral students. Their affiliation with the University of Kassel is to be substantiated by means of a suitable document (e.g. admission confirmation as a doctoral student, signed supervision agenda, employment contract etc.).
- Some courses may define additional requirements for participation.
- The group size for workshops is limited. The sequence of registrations is decisive for participation.
- Following registration, you will receive an email on whether you have been accepted to the event. As a rule, we maintain a waiting list. In the event that a registered person cancels, persons on the waiting list will be informed at short notice.
- The participation of professors of the University of Kassel in individual workshops is possible if free spaces are still available. Please contact the Coordination Office.

Participation fees for events

- The participation fees are regulated by the fee regulations.
- In the case of paid courses, you will receive an invoice by email. The total amount is payable within one week of receiving the payment request.
- In the case of events held in cooperation with the Teaching Service Centre, the International Study Centre, the Startup School, the Career Service, personnel development or graduate centres and graduate colleges, their regulations concerning cost contributions and conditions of participation apply.

De-registration from an event

- You can de-register in writing or by email to graduertenakademie@uni-kassel.de prior to the registration deadline without incurring any costs.
- In case of paid programmes, de-registration at a later time or failure to attend still incurs the full participation fee in order to cover the previous planning and organisation cost of the event.

Cancellation of workshops

- Events may be cancelled at short notice for justified reasons (e.g. illness of the speaker). In this case, you will be informed by email and will receive reimbursement of the participation fees.

Registration

- Registration to the Kassel Graduate Programme and the individual events is possible via the further qualification eventtool "Campus Events" at: <https://www.uni-kassel.de/go/kgp-anmeldung>
- Before registering for these programmes and events as a guest, you will need to create a profile. If you have an account from the university of Kassel you can directly login with your uk-information (uk-number and personal password).
- Please note: The address you enter when creating a profile may vary from the invoice address for participating in future workshops. The profile address should include contact details, which we may use to reach you in the specialist field or privately for the long term. The invoice address may be of shorter-term nature, e.g. if your participation in a workshop is financed by a project or a specialist field.

Range of courses

An overview of current courses available can be found on the website <https://www.uni-kassel.de/go/kgp> or on our calendar for early career researchers at <https://www.uni-kassel.de/go/ga-kalender>.

Certificate of participation

You will receive a certificate of participation for each event you visit, provided you have attended the complete event.

Contact

If you have any questions or comments, you can contact us as follows:

graduiertenakademie@uni-kassel.de

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