

Terms and Conditions

Preface

This document lists the general terms and conditions of the SPACES 2 integrated training and knowledge exchange programme, funded by the German Federal Ministry of Education and Research (BMBF). Before applying for participation, please read this document very carefully. When accepting the offer of a place at one of our courses, you are also agreeing to comply with these conditions, as well as any conditions set by the course host (i.e. University/Institute rules regarding codes, conditions, and policies on site).

1. General expectations

Regular attendance, punctuality, active participation and exchange in lessons as well as considerate interaction with other course participants and lecturers are the basis for a fruitful and successful course. Course organisers have the right to expel participants who fail to follow these rules.

2. Application and Participation

For the majority of the courses and opportunities in the SPACES 2 programme, we invite applications from southern African university students, early-career researchers and practitioners. Some courses are also open to German participants.

Due to funding from the BMBF, we can offer a limited number of funded slots for participation. Generally, to apply for a funded slot, online registration is needed and some documents, indicated in the announcement of the courses must be provided. These typically include:

- Curriculum vitae
- Letter of motivation, clearly stating why the course would be important to you
- Letter of Recommendation of the University (signed by main supervisor/similar), stating the need of funding
- Copy of passport (necessary for flight reservations)

All applications will be reviewed by the course coordinators and decisions of acceptance will be communicated directly to the participants.

3. Funded participation: general conditions

For those participants receiving a funded slot for the course, the funding is limited to costs for basic transfer (flight, bus, shuttle or in exceptional cases rental vehicle) to travel to course site and back, basic accommodation (typically in shared rooms for two people) and simple catering during course days.

The funding is limited to the duration of the course programme, i.e. no additional nights nor journeys can be funded. In most cases, participants should be prepared to cover some costs themselves, for example the expenses of dinner on free evenings.

No costs of accommodation or travel booked by participants without prior agreement with course organisers can be reimbursed.

Often, also a limited number of self-funded slots are available for the courses – information of these opportunities is provided on a case-by-case basis for each course and depends on capacities of the course coordinator. Participants on self-funded slots are expected to cover the costs of their own travel and accommodation.

4. Transportation for funded participants

When organising transportation (flights, bus or shuttle transfer) for participants, the organisers need to comply with the German Federal regulations. In principle, flight travel is only approved when no other options (public transport) are available. However, we will try to find the most convenient way of travel within budgetary limits. Thus, all participants are asked to provide detailed information about the airport of departure and where relevant, suggestions for specific flights.

If the option car is used, participants will be informed about fellow travellers and pick-up and return of the car. The participants are obliged to treat the rental car with care and only to use it for agreed transfer (no private usage allowed). Self-inflicted damages to the rental car are covered by the participants.

5. Changes to flights or other connections

Participants are strictly not allowed to change flight tickets or to make any chargeable seat reservations. If special seats are needed for valid reasons, please contact the organiser (ak-spaces@thuenen.de).

6. Cancellation of participation

If a participant has to cancel participation, the organisers have to be informed immediately (ak-spaces@thuenen.de). Cancellations are free of charge until the issuance of the travel tickets. After that time, fees can be charged by the organizers if the cancellation is without valid reasons. The amount due depends on the cancellation conditions of the accommodation facility and the transportation company. The participants of each course will be separately informed of the conditions that apply.

7. Cancellation of the course

The organizer has the right to cancel the course in the case that not enough participants apply or in the case of an unforeseen incident.

8. Delay or transport refusal

In case of self-inflicted delayed participation, the organiser may claim compensation for the costs incurred. The participants are responsible for catching their transport connections, including flights, agreed meeting points for shuttle transfer, etc. In cases of self-inflicted delay, the participants have to organise alternative travel on their own and on their own cost.

9. Visa

All participants are responsible to organise their own visa – please check the application requirements and times carefully and initiate the process well in advance. The organizers will support the process by issuing an invitation letter for accepted participants on request. If participants are refused a visa or denied entry at the border, the organisers must be informed immediately.

Cancellation of attendance due to self-inflicted delayed issuance of visa will be dealt with as a non-valid reason for cancellation (see above).

The costs of visa can be reimbursed when visa is necessary for course travel and request is made in advance. You will need to fill out a form and deliver a copy of the original invoice to get compensated.

10.Liability

The organizers will not be liable for

- Costs incurred by the cancellation of any means of transportation by transportation providers
- Loss or damage of luggage during travel or during the course
- Damage of the participants hardware, software or documents during the course or the journey
- Cancellation of the course due to reasons which are out of their control
- Participants' self-inflicted damages during the course or the journey
- Participants' self-inflicted damages to the rental car

We urgently recommend to take out an insurance for cases of loss and damage.

11.Confidentiality

The organizers and teachers operate a policy that is subject to discretion. All personal data will be held and processed in accordance with the rights of the participants and under the obligations of the data protection laws, in particular the General Data Protection Regulation (DSGVO).