



## Letter of Acceptance

By signing this agreement I confirm my participation in 2020 in the

### **Viadrina Summer Program - Europe and beyond.**

I confirm that I will attend the program from June 3<sup>rd</sup> (arrival) to July 18<sup>th</sup> (departure). With my signature I confirm that I agree with the terms stated in Annex 1 (General Standard Terms and Conditions) and Annex 2 (Code of Conduct).

I will attend the following course/courses:

1. ...
2. ...
3. ...

Name:

Date:

Signature:

## Annex 1

### General Standard Terms and Conditions

#### A Program and Services

1. These General Standard Terms and Conditions relate to the services described in the program
2. In cases where viadrina sprachen GmbH arranges services that are not part of the programs described range of services for the participants of a program, the contractual terms and conditions of the respective service provider apply.
3. The minimum age for participation in the summer courses is 18. Special terms and conditions of participation apply to younger participants, who furthermore require the consent of their parents or guardian.

#### B Registration

1. Please complete and return the LETTER OF ACCEPTANCE to [summer-program@europa-uni.de](mailto:summer-program@europa-uni.de), it will be forwarded to viadrina sprachen GmbH. Your registration will not be deemed to have been accepted until it has been checked and confirmed by viadrina sprachen GmbH, you will get an invoice upon approval.
2. Registration will be deemed to be booked once the full course fee has been paid by bank transfer before the deadline (you will receive a receipt or invoice).
3. The contract will be deemed to be formed on confirmation by viadrina sprachen GmbH.
4. If not enough registrations for a group course are received by the registration deadline, we reserve the right to cancel the course. In this case, program fees that have already been paid will be refunded in full.

#### C Course Dates

1. The participants will be informed about the course dates before the course begins.
2. There will be no teaching on national holidays in Germany.

#### D Withdrawal

1. Participants can withdraw from the contract at any time before the program has begun. We recommend sending the notice of withdrawal by e-mail to [summer-program@europa-uni.de](mailto:summer-program@europa-uni.de). If the notice of withdrawal is received:
  - a. Before the registration deadline, the program fee will be reimbursed in full
  - b. After the registration deadline, but 14 days before the program starts (thus before May 20<sup>th</sup>, 2020), Viadrina reserves the right to retain up to 50% of the program fee.
  - c. After May 20<sup>th</sup>, 2020, the entire fee will be retained, i.e. there will be no reimbursement

#### E Passport, Visa, and Health Regulations

You are yourself responsible for complying with the respective passport, visa, currency, and customs regulations and for procuring an entry visa, if necessary. Should a visa and a passport be required for participation in our program, you will find relevant information at the German Foreign Ministry.

#### F Liability and Limitation of Liability

1. viadrina sprachen GmbH is liable with the due care and diligence for the implementations of the program and for the careful selection and monitoring of service providers.
2. The liability of viadrina sprachen GmbH for damage (excluding physical injury) is limited to three times the travel price – inasmuch as damage to the traveler is caused neither intentionally nor by gross negligence or if viadrina sprachen GmbH is solely responsible for damage caused to the traveler by the fault of a service provider
3. Program participants are liable to all damage caused by them and must themselves reimburse owners who have suffered damage.
4. All participants are encouraged to take out health and liability insurance.

## Annex 2

### Code of Conduct

As a program participant you are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at Viadrina.

With your participation you agree

1. to maintain a polite and considerate atmosphere by, for instance, not eating in class, arriving punctually, not talking when other students or faculty are speaking, and generally abstaining from disrespectful verbal or non-verbal behaviors towards fellow students or faculty
2. to use electronic devices only when they are specifically needed for class. This includes, but is not limited to, making phone calls, surfing, playing games, texting, chatting, tweeting, skypeing, communicating electronically in any other way, or listening to music or other recordings
3. to attend class regularly and to fulfill mutually agreed upon assignments such as holding a presentation during a given class session
4. to respect the highest standards of academic integrity and to not plagiarize by always providing references and sources in academic work.

### Courses: Choosing Courses, Changing Courses, Dropping Courses

1. With your signature on the Letter of Acceptance you confirm your participation in the courses listed.
2. Changing courses
  - a. will have to be discussed with the program coordinators
  - b. will not be possible after June 5<sup>th</sup>, 2020
3. If you drop a course you must give notice by June 19<sup>th</sup>, 2020, or the course will appear as a failed course in your transcript of records (F)
4. Every course you attend will be graded