

General Program Regulations of Helmut Schmidt University/Bundeswehr University Hamburg for participants in the continuing education programs of the Center for Postgraduate Studies (Zentrum für Wissenschaftliche Weiterbildung – ZWW).

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1. Scope of application

These General Program Regulations apply to all contracts pertaining to continuing education programs at the Center for Postgraduate Studies (ZWW) but not to the postgraduate Master's programs. The provider and contracting party for the purpose of these General Program Regulations is the Federal Republic of Germany, represented by the Federal Ministry of Defense, in turn represented by the President of Helmut Schmidt University/Bundeswehr University Hamburg, who is represented by the Chancellor.

2. Contract conclusion

(1) In order to participate in continuing education courses offered by the ZWW, participants must register via the ZWW homepage. The specific registration formalities and admission requirements for the individual continuing education courses are listed on the respective landing pages.

(2) By registering for a continuing education course at the ZWW, the participant enters into a binding contract and accepts these General Program Regulations.

(3) Upon receipt of registration, the ZWW will initially send acknowledgment of receipt by email. After reviewing the capacities of the continuing education program, the ZWW will confirm successful registration by sending confirmation of registration in a separate email. The contract will take effect upon receipt of confirmation of registration.

3. Terms of payment

(1) Fees are charged for all continuing education courses offered by the ZWW. The participation fees are listed on the landing pages of the respective continuing education programs.

(2) Prior to the start of the continuing education course, the invoice and information on payment arrangements (the necessary bank details) will be sent to the participant.

(3) The specific payment deadline for the selected continuing education program is stipulated in the invoice.

4. Cancellation or withdrawal of the participant

(1) Without prejudice to the possibility of revocation, participants may cancel their registration or withdraw from the contract.

(2) Notice of withdrawal must be sent to the ZWW in writing or by email to zww-info@hsu-hh.de. If cancellation is not effected as specified, the participation fee will be payable in full and there will be no refund of fees already paid. The date on which the ZWW receives notice of withdrawal is critical for determining the date of withdrawal.

(3) If withdrawal occurs up to 3 weeks before the start of the course, no fees will be charged. If the participation fee has already been paid, it will be refunded.

(4) In the event of withdrawal no later than 3 days before the course begins, 50% of the participation fee will be charged. If the participation fee has already been paid, only 50% of the participation fee will be refunded.

(5) In the event of withdrawal at a later date (from 3 days before the start of the course onwards), 100% of the participation fee will be charged. A refund will no longer be possible.

(6) If a participant is unable to continue attendance of an ongoing course, the participation fee will also not be refunded.

5. Cancellation or changes effected by the Helmut Schmidt University/Bundeswehr University Hamburg

(1) Helmut Schmidt University/Bundeswehr University Hamburg is entitled to unilaterally cancel continuing education programs prior to their start or even during an ongoing course in the following cases:

a) If a minimum number of course participants has been indicated on the ZWW homepage, Helmut Schmidt University/Bundeswehr University Hamburg is entitled to cancel the course in due time if that minimum number has not been achieved.

b) If the lecturer is unable to conduct a course due to illness and a suitable replacement is not available, Helmut Schmidt University/Bundeswehr University Hamburg is entitled to cancel the course.

c) If a course cannot be conducted due to force majeure, Helmut Schmidt University/Bundeswehr University Hamburg is entitled to cancel the course.

(2) If Helmut Schmidt University/Bundeswehr University Hamburg cancels the course before it begins, participation fees that have already been paid will be refunded. In the event of cancellation during an ongoing course, participation fees will be reimbursed on a pro rata basis. The participants shall not be entitled to any further claims.

(3) If Helmut Schmidt University/Bundeswehr University Hamburg is able to conduct the cancelled course at a later date, it shall inform the participants thereof without delay. Within one week of receiving this information, the participants are entitled to decline participation at the rescheduled time. In this case, no costs will be incurred.

6. Liability

(1) Use of facilities, rooms and equipment is at the risk of each individual.

(2) Helmut Schmidt University/Bundeswehr University Hamburg will only assume liability for damage relating to the conduct of courses in the event of intent or gross negligence. This limitation of liability shall not apply in the event of injury to life, body or health due to a negligent or intentional breach of duty on the part of Helmut Schmidt University/Bundeswehr University Hamburg, its legal representative, or a vicarious agent of Helmut Schmidt University/Bundeswehr University Hamburg.

7. Copyright in course materials

(1) The course materials provided are subject to copyright.

(2) Reproduction and dissemination of course materials are subject to the approval of Helmut Schmidt University/Bundeswehr University Hamburg.

8. Data privacy

(1) By registering for a course, the participants consent to the storage and processing of the personal data provided for the purpose of conducting the course. This consent can be revoked at any time.

(2) The personal data of the participants will be treated confidentially, used in accordance with data privacy regulations, and will not be passed on to third parties.

(3) If networking is a required element of the course, the relevant data will be passed on to the other participants and lecturers.

9. Release of photographs and video recordings

(1) The participants are hereby informed that photographs and videos may be taken during their courses for advertising and publicity purposes.

(2) The persons who are photographed or filmed hereby consent to such photographs or videos being used for the aforementioned purposes.

(3) This consent can be revoked at any time.

10. Certificates and certificates of attendance

The ZWW will issue the participants with a certificate of attendance or a certificate (in the case of tests/examinations) after the course has been completed.

11. Final provisions

(1) The law of the Federal Republic of Germany shall apply exclusively.

(2) Any collateral agreements must be made in writing.

(3) Should individual provisions of the contract be invalid, this shall not affect the validity of the remaining provisions.

(4) The place of jurisdiction is Hamburg in as far as the contracting parties are able to effectively agree on this.