

Conditions of Participation

1. Conclusion of the Contractual Relationship

Participation is possible for **B.Ed. and M.Ed. students from one of the following partner institutions and pre-service teacher education study programs:** University of Potsdam (Chemistry, English, French, Music), University for Music and Performing Arts Vienna (Music), LUCA Leuven (Music), Masaryk University Brno (French), University Paris-Nanterre (French), Homi Bhabha Centre for Science Education (PhD students), Royal Conservatoire The Hague (Music), University of Bristol (Music) and SUNY Cortland (History, Social Studies, Education). Students will be nominated at their home university. **BA and MA students from other study programs are welcome to apply at their home university.**

2. Application & Costs

Students are nominated by faculty from their home university. Nominated students confirm their participation by submitting an online registration (link to be provided by home institution) by April 25, 2022. By registering, participants agree to our conditions of participation. Though slots of participants are limited, partner institutions may also designate a waiting list of “alternates”. Prospective students should carefully read the information below about cancellations.

The academic program (opening ceremony, study groups, keynotes, workshops, course material, city tours, certificate of completion) is free of charge. Please also see agenda for further information. For participants from partner universities, the University of Potsdam will provide accommodations from Sunday, August 28 to Saturday, September 3 with funds from the German Academic Exchange Service (subject to the allocation of funds).

Costs for travel to/from Potsdam will be covered by the students.

For recipients of EDUC scholarships, the funding conditions may differ. We will contact you directly about this as soon as possible.

3. Accommodation & Stay

Participating students from our partner universities will be housed at the [B&B Hotel Potsdam](#) in the heart of Potsdam, next to the central station and a few minutes by bus or train to the campus. They will be assigned to triple-occupancy rooms (three beds per room) from Sunday, August 28 with checkout on Saturday, September 3. Room assignments will consider the roommate preferences provided in the housing information submitted with registration but requests cannot be guaranteed.

Breakfast is available at the hotel for an additional 8.50€ (approx. 9 USD / 210 CZK) per person/day, to be paid by the student. In case participants arrive before August 28 or want

to extend their stay, they will pay for the additional costs themselves. The price of a triple-occupancy room at the B&B hotel – subject to availability – is 96.50€ (approx. 107 USD / 2,382 CZK) per room/night (breakfast not included).

Please note that the University of Potsdam is only an intermediary for the accommodation. The respective terms and conditions including cancellation policy of the third party provider apply. The participant is liable for all damage to the accommodation. The accommodation has to be returned in an orderly and clean condition.

Participating students should budget approx. 250€ (approx. 275 USD / 6,170 CZK) for meals, social activities (unless otherwise specified in the agenda) and personal expenses.

Costs for travel to/from Potsdam will be covered by the students.

For recipients of EDUC scholarships, the funding conditions may differ. We will contact you directly about this as soon as possible.

Should you have any specific requirements or special needs please don't hesitate to contact Stefanie Goertz (stefanie.goertz@uni-potsdam.de).

4. Cancellations/Alterations

Students of the University of Potsdam:

The regular conditions for registration and participation apply:

- [General information](#)
- [Illness during your studies and medical certificates](#)

Students of the participating partner institutions:

The cancellation of participation is only possible subject to the following conditions:

- Cancellations can only be considered up to six weeks before course starts in written form via email to teach-the-sdgs@uni-potsdam.de and to the relevant contact person at home university. Additional conditions for participation and cancellation may apply according to regulations at home university.
- Cancellations less than six weeks before course starts are only possible upon presentation of a medical certificate, otherwise the student must bear any costs incurred (e.g. for hotel room) in case no substitute participant can be found.

If there are not enough participants, the program can be canceled up to 6 weeks before the start of the course.

5. Visa Requirements

Registered participants from countries requiring a visa will receive an invitation from the University of Potsdam to be presented at the embassy. The condition for receiving such a letter of invitation is that you have already registered.

The prerequisite, however, is that the participants apply for the visa at the relevant embassy in good time. In this regard we recommend to apply for visa as early as possible, at least 12 weeks before the start of the course.

6. Insurance and Data Protection

It is mandatory to have health insurance for the duration of the stay in the Federal Republic of Germany. We suggest obtaining an international travel insurance including health care and Covid-19 coverage valid during your stay in Germany. Furthermore, we recommend taking out liability insurance. It is the participants' own responsibility to obtain the necessary insurance coverage. However, please check with your home institution to see if assistance in obtaining such insurance is available.

The participants are liable for all damages caused by them.

The participants agree that the ISCO/ZeLB electronically record and process their data for the purposes of registration, billing and correspondence, but may not pass them on to third parties, except in the case of visa matters or contractually bound third-party providers.

The participant is responsible for communicating any change in personal data, in particular postal and e-mail addresses, immediately.

7. Information about the current situation regarding the Pandemic COVID-19

Please note that depending on current regulations, in areas of public life the '3G' (vaccinated, recovered, or tested), '2G' (vaccinated or recovered) or even '2G+' (vaccinated, recovered & tested) rule may apply. The respective program and the participants are obliged to follow the applicable rules.

If there is no proof of recovery status or a negative test result (please note validity and costs for this), these persons must be excluded from the lessons and, if necessary, also from activities of the social program in the sense of the health and safety of all participants. For this reason, we recommend vaccination with a vaccine approved and recognized in Germany ([listing Paul-Ehrlich-Institut](#)).

Please check regularly for current measures and regulations on the websites of the [University of Potsdam](#), the [City of Potsdam](#), the [Robert Koch Institute](#), the [Federal Ministry of Health](#) and the [Federal Foreign Office](#).

8. Rules of Conduct

In the interest of everyone involved, all participants are expected to behave properly during the programs. Regular attendance of classes is obligatory. In case of repeated unexcused absences participation will not be certified or ECTS credits may not be awarded.

The Youth Protection Act is imperative. Alcohol consumption is prohibited for minors. In the event of reckless or uncontrolled behavior, the participant may be expelled from the program.

The course participant is required to obey all University of Potsdam rules (e.g. regarding COVID-19 regulations) and all accommodation house rules for the duration of his or her stay. Serious violations can lead to exclusion from the program. Any occurring costs will not be refunded.

The organizer and its representatives and assistants (vicarious agents) assume no liability for personal injury, property damage and/or financial loss of any kind.

9. Minor Participants

In agreement with the ISCO/ZeLB the participation of minors (less than 18 years of age) is generally possible. The minimum age for participation in the programs is 16 years. If a prospective participant is not of age yet, the following documents are required:

- A declaration of consent by the legal guardians/mother/father (if so, by the supervisor in charge), for the general participation in the program
- a copy of the identity card/s of the legal guardians/mother/father.

Please download the document [“Consent for Minor Course Applicants”](#). Fill it in together with your legal guardians/mother/father and send it via e-mail to teach-the-sdgs@uni-potsdam.de. We further recommend a declaration of consent by the legal guardians/mother/father, notarially certified in the home country, to enter Germany. This document is intended exclusively for the participants, as it may have to be presented at the airport for departure to Germany.