

GENERAL TERMS AND CONDITIONS OF THE TUM GRADUATE SCHOOL'S KICK-OFF SEMINARS

By registering for a Kick-Off Seminar you agree to the following terms and conditions:

1. Mandatory Participation

Your participation is required by the "TUM Regulations for the Award of Doctoral Degrees, effective January 1, 2014". You need to be at least a preliminary member of TUM Graduate School when registering for the Kick-Off Seminar. Participation within the first 6 months of your membership is recommended.

2. Transferable Skills Courses

During the Kick-Off Seminar you will participate in a transferable skills course. A list and description of offered courses is available on the registration website. You will have to choose one two-day course. Please note that, in general, the course registration is on a "first come, first served" basis.

3. Travel Arrangements

- (1) The event is financed by the TUM Graduate School and no costs will occur to you. We will provide accommodation, catering and the bus transfer from Munich, Arcisstraße to the location and back. Travel costs to and from Arcisstraße cannot be reimbursed. Private journey to the Kick-Off location is possible, however, this will be at your own costs.
- (2) If you are a TUM employee: You do not need to request an individual travel authorization as we submit a collective travel authorization request (Dienstreiseantrag) for the Kick-Off Seminar.
- (3) Your supervisor has to agree on your participation prior to registration.

4. Cancelling your registration

Please note that your registration is binding.

- (1) You can cancel your registration without incurring any fees up to 3 weeks before the seminar.
- (2) For any cancellations after that, a fee of 100€ will be charged.
- (3) For cancellations on the day of the event or the case of non-attendance, an amount of 450€ will be charged.
- (4) In case of a cancellation due to illness, we must be informed by 8 am on the first day of the event. In addition, a medical note must be sent to us within three days at the latest.

5. Your personal data

- (1) Your data will be used for the purpose of facilitating the organizational process.
- (2) Your name, email address, academic background as well as nationality may be forwarded to the trainer(s) of the workshop you registered for to allow the trainer/s to adequately prepare the workshop and/or to get in touch with you before or after the Kick-Off Seminar (preparation, photo documentation, etc.). If you do not agree with this, please send us an email (kickoff@zv.tum.de).
- (3) Your name and email address may be forwarded to other participants of the Kick-Off Seminar if it is necessary for you to get into contact with each other in order to prepare something for the event. If you do not agree with this, please send us an email (kickoff@zv.tum.de).

6. Photos

- (1) Photos which are taken during the event as well as the posters you bring along will be uploaded on a dropbox and made accessible only for participants.
- (2) If you do not wish to be photographed or if you do not agree to the use of photo material on our flyers/website, please send us an email (kickoff@zv.tu,.de) and talk to our staff members at the Kick-Off seminar.