

## General Terms and Conditions

The program “**Europe at the crossroads: Tübingen-Berlin International Summer School**” (hereinafter referred to as “program”) is an offer by Eberhard Karls Universität Tübingen and its International & European Studies (hereinafter referred to as “IES”) program and Freie Universität Berlin and its International Summer and Winter University (hereinafter referred to as “FUBiS”).

**The integrated 4-week program takes place from 15th June to 13th July 2019** and consists of the subject courses “European Integration and the Political System of the EU”, organized by FUBiS, and “Human Rights in Europe: current issues and challenges”, organized by IES.

These terms and conditions apply to all services and offerings associated with the program “Europe at the crossroads: Tübingen-Berlin International Summer School”. The terms and conditions of any and all of our customers and suppliers are hereby voided and have no validity. Any changes or additions to these terms and conditions made before or at the time an agreement was reached must be confirmed in writing before becoming effective.

As for the program part carried out in Berlin, the Freie Universität Berlin has entrusted **ERG Universitätsservice GmbH** with the task of carrying out the organization and management of the program “Europe at the crossroads: Tübingen-Berlin International Summer School”.

### 1. Conclusion of Contract

Registrations for the program are to submit through an online registration form provided on the FUBiS website ([www.fubis.org](http://www.fubis.org)).

#### Program dates and deadlines 2019

- Duration: June 15, 2019 - July 13, 2019
- Registration deadline: April 15, 2019

Once the online registration is received and processed, FUBiS will send the student a confirmation and an invoice by e-mail. The registration for the program becomes legally binding by sending the confirmation and invoice. The participant thereby accepts the payment conditions outlined below. **All bills must have been paid in full within 7 days after receipt of the registration confirmation and the invoice.** Failure to do so will result in the cancellation of the registration. All fees listed apply to individual registrations.

Enrolment for each course offered as part of the program is limited to 18 students. It is, therefore, essential to register as early as possible. If no place is available in the program by the time the applicant submits his/her online registration, FUBiS will contact the applicant in due time in order to discuss other options. Should no solution be found, FUBiS will refund all payments possibly made so far.

Admission will not be denied on the basis of race, ethnic or national origin, creed, gender/sex, religion, disability, age, or sexual orientation/identity.

No insurance policy of any kind is included in the program, tuition or housing fees for the program outlined below. Each participant must have health insurance, which must be valid in Germany (preferably Europe) for the duration of the program. It is strongly recommended that students also purchase an accident insurance and indemnity/liability insurance. It is possible to book an optional insurance package through FUBiS that includes health, liability and damage insurance for the duration of the 4-week program.

## 2. Methods and conditions of payment

All payments must be made in Euros (€).

### Payment via bank transfer:

All payments must be made to the **following account** of the Freie Universität Berlin:

Account holder: Freie Universität Berlin  
Account No.: 512164500  
IBAN: DE90 10070848 0512164500  
BIC / Swift-Code: DEUTDE33HAN  
Bank Name: Deutsche Bank AG  
Address: Otto-Suhr-Allee 6-16, D-10585 Berlin, GERMANY

Please note that you are required to cover all transaction fees associated with such a transfer of funds.

Should the participant's account, due to currency conversion or bank-specific procedures, show a minor amount still payable after the conclusion of the payment transaction process, the participant has to pay the remaining amount during the opening event of the respective term at the very latest.

### Payment by credit card:

We accept **Visa and MasterCard**.

For payment by credit card you must provide Freie Universität Berlin with the name of the card, your 16-digit credit card number, the name of the credit card holder, the expiration date of the card and the 3-digit card verification number, which you can find printed on the back of the card right after the 16-digit card number. If the name of the credit card holder does not match the name of the participant, we shall need the full address of the credit card holder.

## 3. Contents and objectives of the program

The course listing, contents, and objectives are published on the official websites of both program providers, that is [www.fubis.org](http://www.fubis.org) for Freie Universität Berlin/FUBiS and <https://uni-tuebingen.de/european-studies/> for Eberhard Karls Universität Tübingen/IES. The selection of courses is the responsibility of each participant. We therefore advise the participant to take note of any relevant prerequisites, language level requirements, workload or other aspects of the offered courses. Each participant should consider if the course contents and objectives of the offered courses correspond with his/her needs and expectations and also whether he/she possesses the necessary prior qualification for the offered courses. We recommend that participants contact their advisor prior to registration.

### Quality

FUBiS and IES teaching personnel are carefully selected in a rigorous screening and application process. Instructors must have demonstrated outstanding competence and experience in their particular discipline. Furthermore, Freie Universität Berlin and Eberhard Karls Universität Tübingen guarantee that all courses, corresponding to their content, will be carried out in a professional manner and are in fulfillment of the stated objectives. A course and program evaluation and assessment procedure is in place.

### Transcript

Every student receives an official transcript at the end of the program. The transcript lists the duration of the program, the course titles, the number of contact hours, the number of ECTS credits earned, and the grades. Please note that credits can only be awarded if the student is currently / has been enrolled at a university.

**Location**

The program and all courses are held in one of the campus facilities of Freie Universität Berlin and Eberhard Karls Universität Tübingen. A transfer to a non-university site due to unexpected unavailability of space may occur under certain circumstances.

**Number of participants per course**

The maximum enrolment shall not exceed 18 students.

**Language Proficiency**

The courses are taught in English. Language proficiency on an advanced Intermediate level (*Mittelstufe II*) is a necessary prerequisite for participation in these courses.

**4. Cancellation/Refunds/Changes**

Cancellation of participation in the program “Europe at the crossroads: Tübingen-Berlin International Summer School” is possible in principle, subject to the following conditions:

Participants have to inform FUBiS in writing about cancellation. In case of a cancellation received until the registration deadline (see 1.), the participant receives a refund of course tuition fees, of payments for accommodation, and (if applicable) of insurance organized or mediated by FUBiS and IES, minus possibly applied bank fees. A partial amount of the program fee (400 Euro) is non-refundable. No fees of any kind are refunded in case of a cancellation received after the registration deadline (see 1.). In this case, participants are requested to contact FUBiS via email at [fubis@fubis.org](mailto:fubis@fubis.org).

Freie Universität Berlin and Eberhard Karls Universität Tübingen reserve the right to cancel the program with an enrolment of fewer than 8 participants up to eight weeks before the start of the program. Should such cancellation be necessary, the affected participants will be notified immediately and informed about available alternatives. Should no solution be found, Freie Universität Berlin and Eberhard Karls Universität Tübingen will refund all payments made so far.

As the program is an intensive short-term study abroad program, there is no drop and add period and a class change is not possible. Should a student decide to drop a class, the rules and regulations for cancellation apply.

**5. Accommodation**

Freie Universität Berlin and Eberhard Karls Universität Tübingen – like most German universities – do not own any student dorms or housing facilities. Freie Universität Berlin and Eberhard Karls Universität Tübingen arrange appropriate off-campus accommodation for the duration of the 4-week program. In Tübingen students taking part in the program will either stay in a single or double room at a guest house (student dorm) or stay with a host family as an integral part of the program. In Berlin students taking part in the program will stay at the Old Town Hostel and share a room with one student of the same gender. Information about the housing type in both locations is published on the [FUBiS website](#) and the [IES website](#). Placement is subject to availability.

Please note that Freie Universität Berlin and Eberhard Karls Universität Tübingen only serve as an intermediary between students and the housing provider in each location. Freie Universität Berlin and Eberhard Karls Universität Tübingen are not liable for any agreement between the two parties of renter and landlord. Please note that your lease will be short-term. In Germany, it is customary that short-term leases are relatively more expensive than long-term leases - one can expect to pay more than twice as much for a short-term stay. Cost advantages that Freie Universität Berlin and Eberhard Karls Universität Tübingen might be able to negotiate with housing providers are passed on to the student.

Cancellation of booked accommodation is only free of charge prior to the registration deadline (see also 4.).

## 6. Copyrights and Rights of Use

Within the scope of the program, photos of the participants are taken at events (welcome events, excursions, teaching situations, farewell events, and special events if applicable). These photos are possibly distributed and/or published by FUBiS and IES on their website, on social networks like Facebook, Twitter, Weibo, or Instagram, in study abroad online portals as well as in print media for publication purposes and/or advertising purposes. Should a participant not desire any photos, it is his/her responsibility to inform the respective photographers commissioned by FUBiS/IES or the FUBiS team/IES team accordingly.

Freie Universität Berlin and Eberhard Karls Universität Tübingen reserve all copyrights to any materials distributed to participants. No materials or content thereof may be copied, sold or used for third parties without explicit prior approval by FUBiS and IES. Each participant receives all documentation and materials for personal use only.

Insofar as the program participants submit photos to FUBiS and/or IES (also within the scope of a photo contest organized by FUBiS and/or IES on Facebook if applicable), the following applies:

Upon submission of photos to FUBiS and/or IES, the program participants assure that these were created by themselves without the assistance of originator or ancillary copyright legally protected services of third parties. The participants assure that they can freely dispose of their photos in relation to the copyright usage rights.

If one or several individuals are recognizable in the photos, the persons concerned have to agree that the respective photo is made publicly accessible. The participants will confirm the preceding in writing on request by FUBiS and/or IES.

The participants further assure that through the utilization of the submitted photos according to the following provisions, no copyright, ancillary copyright, privacy or other rights of third parties are violated. Should any third parties still assert claims for infringement of their rights, the participants indemnify FUBiS and IES against all claims.

By submitting photos, the participants grant for the respective photos free of charge non-exclusive usage rights to Freie Universität Berlin and Eberhard Karls Universität Tübingen – unrestricted in terms of space, time and concerning the contents – for presentation purposes and/or advertising purposes in connection with the program.

The preceding use by Freie Universität Berlin and Eberhard Karls Universität Tübingen is not guaranteed. Freie Universität Berlin and Eberhard Karls Universität Tübingen are not obliged to make use of the photos.

Freie Universität Berlin and Eberhard Karls Universität Tübingen have the right to be named as the source for the photos used within the scope of the granted usage rights, and the participants agree to waive a separate copyright or photographer notice.

## 7. Force majeure and acts of God

Cancellation of a course or other aspects of the program as a result of illness, acts of God or otherwise unforeseeable events or developments may occur. In such a case, participants are not entitled to having such courses or other aspects take place.

## 8. Severability clause

If any provision of these terms and conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these terms and conditions and the remainder of the provision in question shall not be affected.

## 9. Privacy policy

Each participant agrees to the storage and use of personal data for the fulfillment of the agreement. Personal data storage protection is governed by Federal German Data Protection Act. Participants' personal data will not be made available to third parties.

## 10. Place of jurisdiction

The laws of the Federal Republic of Germany shall apply to these terms and conditions, and the parties agree to Berlin (Germany) as the place of jurisdiction.

Last updated: December 2018