

REGISTRATION FOR THE PARTICIPATION IN A WORKSHOP

(please fill in this form **completely** and send it to us via email)

I hereby register **bindingly** to the following workshop:

Name of the workshop:		
Date(s) of the workshop:		
I am attending the workshop:	as part of the NRW Qualification Programme	as single participation

Personal Details:

Surname, first name		Title
Faculty/Institution	Employed as/status	
Institute/Department	University	
Phone	Fax	
Room	Email	

By registering for an event organised by the Higher Education Development Office (HEDO), you agree to the following terms and conditions:

1. The registration is **binding**. The staff of the HEDO must be informed of any absences prior to the workshop. You must be present at least 80% of the time in order to receive a proof of attendance. If you are unable to attend, please send a cancellation notice to the HEDO **at least 14 days** before the start of the workshop. Your place will then be given to the next person on the waiting list. In the event of non-participation **without** timely cancellation or in the event of cancellation without observing the deadline **while not stating and proving** valid reasons (e.g. illness), the HEDO reserves the right to **charge the person concerned for the costs incurred** (min. €10/AE; further costs if the workshop has to be cancelled completely).
2. The above given data is collected as part of the fulfilment of a task assigned to the university, and the data is necessary for this purpose pursuant to Art. 6 para. 1 lit. e. EU-DSGVO. Section 8 of the Higher Education Act of the State of North Rhine-Westphalia (HG NRW) provides further details. The form is used to register and document the individual achievements generated as part of the NRW Certificate "Professional Competence for Academic Teaching". The data will be stored permanently for the purpose of reissuing the proof of achievement if necessary. Data can be deleted at any time upon personal request. The data will be treated sensitively and will not be passed on to third parties.

date / signature

Notes: