

# Terms & Conditions Transferable Skills Program

## Target group

The courses are free of charge and reserved exclusively for PhD candidates and postdocs at the University of Bern.

## Registration

Registrations will be processed on a first-come, first-serve basis. Course registration is online. Unfortunately, registration by e-mail is not possible. Enrolment as a PhD candidate or a position as a postdoc at the University of Bern will be verified. Provided a place can be given, a registration is binding and will be confirmed by e-mail after the registration deadline. The registration is a commitment to attend the entire course.

The courses are designed for a minimum number of participants. A course will be cancelled if that minimum number is not reached. Those who expressed interest in the course will be notified of the cancellation by e-mail. If the maximum number of registrations is reached, any additional registrations will be placed on a waiting list. Each vacancy will be offered to everyone on the waitlist on a 'first come, first serve' basis. Reservations are not possible. An additional vacancy will be offered again to everyone on the waitlist.

## Withdrawal

If you are unable to fully attend a course you have registered for, please notify immediately via e-mail, at the latest fourteen (14) days before the start of the course so that other potential participants can be considered from the waiting list. If you unsubscribe later than that, you will not be considered for registration for the current and the following semester in the TS program.

## Absence or incomplete course attendance

In the interest of fairness, participants who remain absent from a course unexcused or who fail to attend the course in full for unfounded reasons will not be considered for registration for the current and the following semester.

If an urgent, unforeseeable or inevitable event before or during the course prevents a participant from attending, a written withdrawal request that is justified and includes appropriate documentation (e.g. a doctor's certificate) must be promptly submitted ([ts.entwicklung@unibe.ch](mailto:ts.entwicklung@unibe.ch)).

## Certificate of attendance

The conditions for this are a perfect course attendance and full completion of the tasks set (record of performance). Please note that certificates will only be issued for courses of 1 day or longer.

Postdocotoral fellows:

The certificates of attendance will be sent electronically to participants who have completed the course successfully.

Doctoral students:

Successful participation will be confirmed in Core Teaching System (CTS) of University of Bern.

### **Course credits**

Some of the courses on offer are structured according to the ECTS principles. Small-scale formats do not receive an ECTS recommendation. 1 ECTS corresponds to a workload of 25 to 30 hours of independent study and course participation. Performance evidence (Leistungsnachweis) of the respective course is required. All course sessions must be attended (full attendance). The decision whether academic achievements will be considered as part of the curriculum of the PhD studies lies with the respective faculties.

There is no general entitlement to recognition or crediting of academic achievements. Therefore, PhD candidates are strongly advised to find out whether a course is recognized as a part of their PhD studies before attending a course of the Vice-Rectorate International and Academic Careers. Ideally, recognition of courses should be discussed with the supervisor prior to registering for a course.