

## REGISTRATION FOR THE PARTICIPATION IN A WORKSHOP OF THE HIGHER EDUCATION TRAINING PROGRAMME

(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 of the workshop:		
I am attending the workshop:	as part of the certificate programme for higher education training	As single participation

### Personal Details:

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

With this binding registration for an event organised by the Higher Education Development Office (HEDO), the following conditions are recognised!  
The registration is **binding**. Participation in the event requires 80 per cent and preferably full attendance so that the workshop can take place undisturbed. The employees of the HEDO must be informed of any absences prior to the workshop.

If you are unable to attend, please send a cancellation notice to the HEDO at least 15 workdays (mon.-fri.) before the start of the workshop. In the event of non-participation without timely cancellation or in the event of cancellation without observing the deadline and without stating and proving valid reasons (illness, bereavement, etc.), the HEDO must reserve the right to charge the costs incurred to the cancelling person personally (€10 per workshop and, if applicable, further costs in the event of workshop cancellation).

The 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 achievements generated as part of the higher education didactic certificate programme "Professional Teaching Competence for the University" and will be stored permanently for the purpose of reissuing the certificate 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.

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**date / signature**

Notes: