

# GENERAL TERMS AND CONDITIONS

TRANSFERSKILLS 2019

International summer school

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The TRANSFERSKILLS 2019 international summer school is part of Ghent University, Belgium. The summer school is intended for both international and Dutch students at Master's, PhD level, Postdocs or for non-academic employees (professionals). In this document we refer to all participants of TRANSFERSKILLS 2019 international summer school as students. The terms and conditions below apply to all summer courses offered by TRANSFERSKILLS 2019 international summer school.

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# 1 APPLICATION

- 1.1. Students can apply for TRANSFERSKILLS 2019 international summer school by filling out the online application form. Incomplete applications will not be processed. Students are officially enrolled once they have paid the fee completely.
- 1.2. Students who submit their application, agree with these general terms and conditions of the TRANSFERSKILLS 2019 international summer school .
- 1.3. The application deadline for courses which will take place in July 2019 is May 31, 2019.
- 1.4. If there are still course places available after the deadline the course leader, in consultation with the TRANSFERSKILLS 2019 international summer school organization, may decide to extend the application deadline.

# 2 ADMISSION REQUIREMENTS

- 2.1. For all summer courses the same English language requirements apply: IELTS 6.0, B2, TOEFL 550 or equivalent.
- 2.2. Students do not need to provide a language test result, however if on the basis of the application doubts remain about the English language level, TRANSFERSKILLS 2019 international summer school reserves the right to ask for additional documents and/or a telephone/Skype interview.
- 2.3. TRANSFERSKILLS 2019 international summer school is not responsible for any inconvenience or failure to attend due to the student's lack of English language proficiency.
- 2.4. Each summer course has its own entry requirements, which are defined at the home page on the website of TRANSFERSKILLS 2019 international summer school.
- 2.5. If TRANSFERSKILLS 2019 international summer school decides that the student does not comply with the admission criteria of the course, TRANSFERSKILLS 2019 international summer school will not accept the application.
- 2.6. TRANSFERSKILLS 2019 international summer school reserves the right to request additional documents if needed for the selection process.

# 3 SELECTION AND PLACEMENT

- 3.1. Applications are considered on the basis of first come first serve.
- 3.2. If a student is accepted by the course leader and the TRANSFERSKILLS 2019 international summer school organiser, the student will receive an invoice by e-mail. After the fee has been paid the student is officially enrolled in TRANSFERSKILLS 2019 international summer school .
- 3.3. If the selected course has filled up before the student has paid, the student will be notified and the application will be put on hold until further notice.
- 3.4. If the course has filled up at the same time the student has paid, the student will be notified and the fees will be reimbursed or the student will be placed on a waiting list.

## 4 PAYMENT PROCEDURE

4.1. The fee can be paid with the following options:

- Visa credit card or Master credit card, Bancontact and Maestro.

The student will receive an email with payment instructions and an invoice of Ghent University.

4.2. TRANSFERSKILLS 2019 international summer school strongly advises students to pay the total fee within 7 days after receiving the invoice to claim a seat in the course. See also 3.2.

4.3. If a student participates in a summer school course without having registered or paid, TRANSFERSKILLS 2019 international summer school is authorised to remove this person from the course immediately.

4.4. Partial paid fees are not considered as a valid subscription and the student's seat cannot be guaranteed. See also 3.2.

4.5 For early bird fees, registration is needed before April 1 2019 and payments need to be done before April 7 2019. Payments for early bird registrations, arriving later than this date, will be treated as partially paid fees. See 4.4.

## 5 CANCELLATION POLICY

5.1. Cancellation by student

The following cancellation policy applies after registering for a course:

5.1.1. Cancellation before April 1, 2019: 75% refund

5.1.2. Cancellation before May 1, 2019: 50% refund

5.1.3. Cancellation on or after June 1, 2019: no refund

The refund applies to the registration fee (including the base fee, modules fee, the optional social fee) and if applicable also to the housing fee. Students who withdraw during the course are not entitled to a refund. Refunds will be processed not earlier than August 15<sup>th</sup>. Cancellation is to be done by mail ([info@transferskills.be](mailto:info@transferskills.be)).

5.2. Cancellation of a course by TRANSFERSKILLS 2019 international summer school .

TRANSFERSKILLS 2019 international summer school will inform students no later than 10 days after the application deadline (31 May 2019) if a course is cancelled due to a lack of interest. If TRANSFERSKILLS 2019 international summer school cancels the course, the student will receive a 100% refund of the TRANSFERSKILLS 2019 international summer school fee. TRANSFERSKILLS 2019 international summer school is not liable for refunding other expenses made by the student, such as travel arrangements or visa applications. The student is advised to wait with making travel arrangements until TRANSFERSKILLS 2019 international summer school has confirmed the start of the course.

5.3. Cancellation by TRANSFERSKILLS 2019 international summer school

If TRANSFERSKILLS 2019 international summer school has to cancel a course after the student has received confirmation that the course will start, TRANSFERSKILLS 2019 international summer school will try to provide the student with an alternative course or give a reasonable refund.

## 6 HOUSING

6.1. TRANSFERSKILLS 2019 international summer school provides students the opportunity to book a room in a student accommodation (home Kantienberg) for the duration of the summer school. Booking a Ghent University accommodation is not obligatory. Please note that the accommodation is limited and is reserved on first come first serve. Student accommodation cannot be booked, later than 31 May 2019.

6.1.1. Students who want to book a room in a student accommodation will need to sign the rental contract upon registration at the TRANSFERSKILLS 2019 international summer school . The contract includes the rules and regulations, which can also be found on the website: <https://www.ugent.be/en/facilities/housing>

6.1.2. In carrying out our services, it could be necessary that we share the information you have provided via this form with the student housing administration.

6.1.3. The accommodations meet the following minimum criteria:

6.1.3.1. Single room.

6.1.3.2. The room will be furnished with a bed (including mattress, blanket/duvet, pillow and bed linen), cupboard, desk and chair.

6.1.3.3. Shared facilities include a kitchen, shower/bathroom and toilet.

6.1.3.4. Internet access.

6.1.3.5. Please note that the summer school do not provide towels, kitchen utensils or breakfast.

6.1.3.6. TRANSFERSKILLS 2019 international summer school will try to book men and women in separate apartments but cannot guarantee this will be possible for all participants. It may occur that men and women have to share the facilities.

6.1.3.7. Rental period:

Wednesday 3 July 2019 2 PM – Tuesday 23 July 2019 10 AM

## 7 SOCIAL PROGRAMME

7.1. TRANSFERSKILLS 2019 international summer school offers students the possibility to take part in the social programme. Some of the activities are for free, these activities are mentioned on the website. For some of the activities TRANSFERSKILLS 2019 international summer school charges an additional fee.

7.2. If, due to unforeseen circumstances, the planned activities cannot take place, TRANSFERSKILLS 2019 international summer school will offer a reasonable alternative or reimburse the fee for that specific activity.

7.3. The cancellation policy, clause 5, applies to the full registration fee, thus also to the social programme.

## 8 VISA AND HEALTH INSURANCE

8.1. Students are responsible for arranging their own entry visa, if applicable.

8.2. Once a student has paid, the students can ask for an admission letter for their visa application by sending a request to [info@transferskills.be](mailto:info@transferskills.be).

8.3. Rejection of a visa application does not affect these terms and conditions, including the cancellation policy as described in clause 5.

8.4. Students are responsible for their own insurance. The insurance should cover health insurance, liabilities, and accidents that may occur during your stay in the Netherlands.

## **9 CERTIFICATE OF ATTENDANCE AND CREDITS**

9.1. Students will be awarded a certificate of attendance upon having actively participated and successfully completed all assignments in a TRANSFERSKILLS 2019 international summer school module.

9.2. Most of our courses will award ECTS credits. The number of credits the participant has earned will be mentioned on the certificate of attendance.

9.3. Students are responsible for making arrangements for the transfer of credits to their home university.

## **10 CODE OF CONDUCT AND LIABILITY**

11.1. Students are obliged to abide the TRANSFERSKILLS 2019 international summer school rules and regulations, all rules applying to the specific housing companies or event locations and the rules and regulations of Ghent University.

11.2. Should a student be in violation of any regulations, TRANSFERSKILLS 2019 international summer school reserves the right to terminate the participation and to refuse entry to social events or courses to the student. In case of expulsion, the students costs will not be refunded.

11.3. TRANSFERSKILLS 2019 international summer school does not take responsibility for any damages, losses, or injuries sustained by the student while participating in the TRANSFERSKILLS 2019 international summer school .

11.4. The agreement between the student and TRANSFERSKILLS 2019 international summer school and these General Terms and conditions are exclusively governed by the Laws applicable in Belgium.

11.5. Disputes between the student and TRANSFERSKILLS 2019 international summer school that cannot be solved through mutual consultation will be brought exclusively before the court in Ghent, Belgium.