

## **FAQ – English Version**

All seminars are offered in German exclusively.

### **How do I register for seminars?**

- The registration for employees of the university as well as for external persons takes place via our registration form (<https://www.hs-niederrhein.de/sommerakademie/>).
- Students of the university please use the online portal HISinOne.
- First-year students without HISinOne access can also register using the registration form.
- After registration, you will receive a confirmation email with information about the participation fee. Please transfer the participation fee within one week. If you do not meet the deadline, your place will be passed on to other interested parties.
- After receipt of payment, the participation is binding.

### **How much are the participation fees?**

- For students of the Hochschule Niederrhein, the participation fees are 10 € for one-day and 15 € for two-day seminars.
- Employees of the Hochschule Niederrhein pay 20 € for one-day and 40 € for two-day seminars.
- External participants are charged 50€ for one-day and 100€ for two-day seminars.

### **When do the seminars take place?**

- All seminars take place digitally.
- The seminars start at 10 a.m. and end at 5 p.m.

### **What if I cannot participate?**

- If you are unable to attend, please cancel at least 48 hours before the start of the seminar, so that we can pass on the seminar place to those on the waiting list.
- A refund of the participation fees already paid is unfortunately not possible. We therefore ask you to check your dates carefully in advance.
- It is not possible to name a substitute! Official registration and allocation of places is only possible via the online form or the online portal HISinOne.

### **Do I get a certificate of attendance?**

- You will receive your digital certificate by email after the entire *Sommerakademie* is fully completed.

**What else do I need to consider?**

- The *Sommerakademie* takes place digitally.
- Zoom invitations for the individual seminars will be sent by email a few days in advance.  
Passing on links to third parties is prohibited!
- All updates of the Zoom programme must be installed.
- Make sure you have a good internet connection.
- For a pleasant atmosphere, we ask you to turn on the camera and sign in with your real name.