

## **Terms of participation regarding the continuing education programmes Certificate of Advanced Studies (CAS) und Master of Advanced Studies (MAS) at the Basel Academy of Art and Design, University of Applied Sciences and Arts, Northwestern Switzerland (HGK Basel FHNW)**

### **1. Applicability**

These terms and conditions apply to the structured continuing education programmes offered by the Basel FHNW Academy of Art and Design (HGK Basel FHNW), specifically regarding the programmes for obtaining the Certificate of Advanced Studies (CAS) and the Masters of Advanced Studies (MAS).

The contents of the continuing education programmes are listed in the respective programme descriptions. The FHNW Academy of Art and Design (HGK Basel FHNW) reserves the right to make changes to the implementation of the continuing education programmes as well as with regard to the teaching personnel involved. Posted continuing education programmes will only go ahead if there are a sufficient number of registrations.

### **2. Registration**

Receipt of registration shall be confirmed by HGK Basel FHNW in writing, either by way of email or post. In general, applications are considered in the order in which they are received. For applicants as well as on the part of HGK Basel FHNW, acceptance into a continuing education programme becomes legally binding upon the formal confirmation of acceptance by the HGK Basel FHNW.

### **3. Fees and costs**

Fees for the continuing education programme, possible registration or examination fees as well as costs for materials are listed in the respective call for applications. Not included are costs incurred by participants for accommodation, meals, mobility, and personal photocopies, etc. Payment of any invoices sent by HGK Basel FHNW is due within 30 days after billing.

In case a student fails to attend all parts of a programme, or if a student decides leave the programme prematurely, or if a student is expelled from the programme for any reason, the full fees are still owed. If a student is forced to discontinue the programme due to serious illness, and this is documented by a medical certificate, the head of the continuing education programme can, in consultation with the Continuing Education Office, waive the fees or at least part of them. Any reduction in fees shall be decided on a case-by-case basis.

Invoices will be sent three weeks before the start of the course.

If invoiced fees and costs are not settled on time, HGK Basel FHNW is in no way obliged to accept the respective applicant into the programme. The full and timely payment of the fees and costs grants registered and accepted students the right to participate in the courses and events offered by the continuing education programme. Non-participation in individual events in no way entitles participants to make financial claims against HGK Basel FHNW.

### **4. Deregistration on the part of the participant**

Should a participant wish to deregister from a programme after confirmation of the application by HGK Basel FHNW, this has to be done in writing, without exception. The date of the

postmark or the date of the email applies. In case of deregistration 4 weeks or less prior to the start of the programme, HGK Basel FHNW shall charge a processing fee of CHF 250.00.

**5. Cancellation / Postponement and changes to the programme on the part of HGK Basel FHNW**

HGK Basel FHNW reserves the right to make amendments to the programme (venue, time, lecturers, content, etc.) in the interest of quality development and/or organizational and feasibility concerns.

HGK Basel FHNW reserves the right to cancel or postpone a continuing education programme if there are not enough applicants. Registered applicants are to be informed about the cancellation or postponement in writing by means of email or post latest 4 weeks before the programme was due to commence.

In the event of a cancellation on the part of HGK Basel FHNW, the institution shall refund any fees and costs already paid. In the event of a protracted postponement, the registered applicant may withdraw his/her registration in writing within 14 days after receipt of the information. In this case, too, HGK Basel FHNW shall refund any fees and costs already paid. Changes to a programme are not considered a cancellation or postponement.

**6. Continuing education rules and regulations**

Participation in the programme is subject to the HGK Basel FHNW body of rules pertaining to continuing education and the HGK Basel FHNW regulations on continuing education.

**7. Insurance**

The procurement of an accident and a liability insurance lies within the responsibility of the participants. The HGK Basel FHNW assumes no liability.

**8. Handling of data and copyrights**

Participants expressly acknowledge that their name and address may be saved for internal purposes and, among others, use for specific marketing purposes.

Regarding the handling of data in general, the FHNW regulations concerning data protection apply.

All teaching material is protected by copyright. Copying and disseminating material beyond the academic confines of HGK Basel FHNW without written permission of the persons in charge of the respective continuing education programme is prohibited. Copyright pertaining to MAS, certificate work, and diploma theses belongs to the author in his/her capacity as originator. The originator shall grant HGK Basel FHNW free, unlimited, and non-exclusive right of usage to the work output. Upon completion, the work may be used by both HGK Basel FHNW and the author free of charge, provided reference is made to the authorship and the continuing education programme at HGK Basel FHNW in the context of which the work was produced.

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