

FREQUENTLY ASKED QUESTIONS (FAQ) about the Kick Off Your Doctorate Event

REGISTRATION AND PARTICIPATION REQUIREMENTS

I am not officially admitted to doctoral studies yet, but I have already started my doctorate. Can I participate?

You can participate if you can prove that you are already pursuing a doctorate at a university or institute of the Berlin University Alliance. Generally, it is sufficient as proof if you register with your official university email address and provide the name and address of your institute when registering. If you do not have an official email address yet, please contact us after registration to provide individual proof. Possible is e.g. the confirmation by the supervisor or a certificate from the doctoral office that the application for admission has already been submitted.

The Kick-Off Your Doctorate event is held both in German and English. Can I register for both events?

You can only register for one of the two events. It is **NOT** possible to participate in both retreats. The program of both Kick-Off events is identical. Only the language will differ.

Can I attend the Kick-Off Event more than once?

No, that is not possible. You can only take part in the event once. Places are limited and should be made available to as many doctoral candidates as possible. We reserve the right to charge any costs incurred if the event is attended a second time.

Can I participate if I arrive later or leave earlier?

Registration is only possible if you are able to participate in the entire program.

CANCELLATIONS

Until when can I cancel my registration free of charge? / Can I cancel my registration free of charge?

Cancellation free of charge is only possible **14 days** before the retreat. We reserve the right to **charge** you for any costs incurred in the event of cancellation at short notice or non-attendance without a medical certificate. In case of illness, we ask you to cancel your registration in the same booking system you registered as early as possible and provide a medical certificate at skills@drs.fu-berlin.de. A cancellation free of charge due to other reasons is **NOT** possible.

What happens if I cannot attend due to illness?

If you are unable to attend due to illness, a cancellation is possible free of charge. In this case, we ask you to cancel your as early as possible and send a doctor's certificate at skills@drs.fu-berlin.de.

I am prevented from attending for other reasons (not due to illness). Can I still cancel my registration free of charge?

If you are prevented for reasons other than illness and are unable to attend, please cancel as early as possible at skills@drs.fu-berlin.de. A cancellation free of charge is only possible **14 days** in advance and under certain conditions. If we are able to give your spot to a person from the waiting list, a cancellation free of charge is possible. If we are unable to allocate your spot to someone else, we reserve the right to charge you proportionally for the cost of accommodation in the hotel.



HOTEL AND ACCOMMODATION

Will we be accommodated in the hotel or do we have to travel there each day?

Participants will be accommodated in the hotel. Accommodation and meals are free of charge for the participants. As networking activities are planned for the evening, overnight accommodation in a hotel is a mandatory part of the event. If you have any questions about this, please contact us.

Can I choose with whom I share a room?

The accommodation in the hotel is in single rooms. Therefore, it is not necessary to choose a room partner.

COSTS

Do I have to pay for the hotel accommodation myself?

No, the cost of hotel accommodation is free of charge for the participants. The costs are being covered by the Berlin University Alliance (BUA).

Which costs do I have to pay myself?

Accommodation in the hotel as well as meals (3 main meals including a drink, soft drinks during the workshops, coffee and cake breaks) are free of charge for the participants. The costs for **the journey** as well as for **additional drinks** during the meals beyond the above-mentioned catering are to be paid by the participants themselves.

ARRIVAL AND TRAVEL ARRANGEMENTS

Do I have to organize the travel to and from the hotel myself?

Yes, participants must organize their own travel to the hotel. The costs for the journey are to be paid by the participants.

Will I be picked up at a meeting point and taken to the hotel?

No, participants must arrange their own travel to the hotel. The location of the Kick-Off Event is signposted on site.

Will the travel expenses be reimbursed?

No, the travel expenses are paid by the participants.

Do I have to take vacation for the event?

No, the event is an additional training course and takes place during working hours. Inform your supervisor in advance that you will not be able to work or take part in (online) meetings on these days. You can use the form "Notification about absence from work" provided for this purpose.