



## Terms & Conditions

### AUN-QA Training Course for Accomplishing Programme Assessment, Version 4.0

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#### 1. Registration Period

- Registration is open from **15 August - 1 September 2022** or until filled.
- Your registration will be valid once your registration has been submitted on the google form and confirmed by the AUN-QA Secretariat

#### 2. Training Application Golden Rules

- No more than **5 participants from the same university per batch.**
- Maximum number of participants is 36 per batch.

#### 3. Changing / Withdraw Policy

- If participants do not pay for the registration fees by the deadline, unless they have an official letter from the university, their registration will no longer be valid.
- For participants wishing to withdraw their participation/application **after having submitted the form and paid the registration fees, 50% of the paid amount will be deducted as cancellation fee.**

#### 4. Attendance requirements

- AUN-QA has strict attendance requirements that are expected to be followed by all participants. In order to receive the certificate, participants are expected to:
  - The workshop is separated into two sessions per day (Morning and Afternoon). **Participants must attend the workshop at least six out of seven sessions.** That means that any participant can only be absent for half a day throughout the workshop.
  - Your attendance will be recorded at the beginning of each workshop session.
  - Notify the AUN-QA Secretariat at your earliest convenience in the case that you will be absent in any session. The absence will be excused only if you have experienced a sudden incapacitating illness, a death in the family, or other emergencies. The Secretariat may ask the participant to provide documentation to verify the absence.

#### 5. Participants' Privacy

- The participant grants permission and gives consent to the AUN-QA Secretariat to collect, store, publish or use participant's personal data arising from/in the AUN-QA Training Course arranged by the AUN-QA Secretariat, including image (still or moving) taken/recorded, personal data, and all related documents used in the AUN-QA Training Course for Accomplishing Programme Assessment, Version 4.
- The participant also agrees ...
  1. To allow the recording of your image(s) and video(s) during any workshop activities and to reproduce those recordings for publication purposes in any medium of the AUN-QA platforms.
  2. To allow any documents and assignments produced or presented in the AUN-QA Training Course for Accomplishing Programme Assessment, Version 4 to be collected, stored, used and/or published on the AUN-QA Platforms among other participants and coaches from your training batch.
  3. To allow the personal data to be used and collected by AUN-QA Secretariat for the purposes of communication and coordination.
  4. To not publish, disclose, share, and/or produce AUN-QA Training Materials in any platform.