# Carbon Forestry Course (27 January-14 February 2020)

**Application Form**

1. **Motivation letter (170 words max.)**

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|   |

1. **Personal details**

|  |  |
| --- | --- |
| Surname (Last name) as written in your passport |  |
| First Name/sas written in your passport |  |
| Academic title(s) and highers academic degree |  |
| Gender (male/female) |  |
| Nationality |  |
| Date of Birth (DD/MM/YYYY) |  |
| Place of Birth |  |
| E-mail |  |
| **Postal address**: Note that all correspondence will be sent to this address, so please ensure it is correct! |
| Street and House number |  |
| P.O. Box |  |
| City |  |
| Postal Code/ZIP Code |  |
| Country |  |
| Phone Number |  |

**3. Higher Education:**

Previous relevant academic degrees (**please attach a copy of certificate of highest degree as a pdf**)

|  |  |
| --- | --- |
| Highest degree (PhD/ BA/ MA/other) and other degrees, if applicable  |  |
| Study period(s)(mm/yyyy – mm/yyyy) |  |
| Number of semesters |  |
| Discipline(s) |  |
| Name(s) and country of the institution |  |
| Country of the institution |  |
| I am currently a PhD students |  |

**4. Professional Work Experiences**

Current employer or university (if applicable)

|  |  |
| --- | --- |
| Name of employer |  |
| Type of organisation |  |
| Place of work |  |
| Year of entry |  |
| Position  |  |
| Main Responsibilities |  |

Most relevant previous work experiences (**please attach one letter of reference as a pdf**)

|  |  |
| --- | --- |
| Name of employer |  |
| Type of organisation |  |
| Place of work |  |
| Year of entry |  | Year of leaving |  |
| Position held |  |
| Main Responsibilities |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Type of organisation |  |
| Place of work |  |
| Year of entry |  | Year of leaving |  |
| Position held |  |
| Main Responsibilities |  |

**5. Visa Regulations**

 🞎 I am aware of the German visa regulations and will organize a travel-visa on my own.

**6. Billing Address** □ private (same as under Section 2.) □ business: the invoice should be issued to:

Contact person/ Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total costs: EUR 1000,-**

🞎 I am aware that the amount will have to be transferred to the Bank Account of Freiburg University by the
**30th of November 2019**, at the latest.

***Please Note:***

* ***Course fees cover lectures, study materials, copies, access to learning platform, field trips, lunches during working days.***
* ***Housing, living and travelling are not included in course fees.***
* ***International participants will need to pay prior to the start of the course via bank transfer. Payment details will be sent in another form!***

**7. How will you finance your study costs and living expenses?**

🞎 Myself 🞎 My Employer 🞎 I have applied for a Scholarship 🞎 I have obtained a Scholarship

**8. Accomodation:**

🞎 I understand that I am responsible for organizing an accommodation on my own.

**9. How did you hear about this course?**

□ Email-list □ Website University of Freiburg □ friends, colleagues □ Internet:\_\_\_\_\_\_\_\_\_\_\_\_ other: \_\_\_\_\_\_\_\_\_

**10. Registration**

***I have read and agree to the terms of registration (unter section 12 in this form). With my signature I agree that I will have a legally bounding duty for paying the course fees stated above.***

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your application should include the following documents (prefentially pdf files):**

* **a signed and scanned copy of this application form**
* **a copy of at least the highest university degree (with a transcript of modules)**
* **one letter of reference from a former employer**
* **an English language certificate or a equally valid proof of language skills**

**Please send these documents (no zip files) to:** carbon.forestry@waldbau.uni-freiburg.de

**Application deadline is 30.09.2019**

**11. Contact:**

carbon.forestry@waldbau.uni-freiburg.de (Dr. Sabine Reinecke)

Faculty of Environment and Natural Resources, Freiburg Institute of Forest Sciences, Chair of Silviculture

Tennenbacherstr. 4 ; 79106 Freiburg; Germany

Phone: +49 (0)761/ 203- 8606; Fax: +49 (0)761/ 203-3781

**12. Conditions of participation**

An application is required (via registration form). Once participants have been accepted, they will receive their registration confirmation by email. Please ensure that your valid email is entered correctly on the form. All essential information will be delivered only via mail for registered attendees. The Chair of Silviculture / Faculty of Environment and Natural Resources will send participants a notification letter once the registration is completed.

**Withdrawing from application after acceptance**

Withdrawl from the application or the course can only be accepted in written form. Refund requests postmarked (date of email, fax) prior to 21 calendar days before the start auf the course will receive a 50% refund.

Non-payment of invoice sent to you is NOT recognized as a cancellation. All cancellations and requests for refunds MUST be submitted in written form by the deadlines listed within this policy.

**Minimum number of participants and cancellation**

If the minimum number of participants is not achieved, or if the course cannot take place due to *force majeure* or for other good reasons, already paid participation fees will be refunded without deduction. Further claims are excluded.

**Certificates**

Participants will receive a Qualified Participation Certificate and ECTS points, if they pass all examinations.

**Disclaimer**

The University with it’s members or agents shall not be liable for damage caused to the participants or their belongings, except that the damage was caused intentionally or through gross negligence. This does not apply to personal injury caused in this respect. There is no liability for consequential damages. The statutory provisions shall apply. In the case of invalidity of individual clauses, the other clauses shall remain valid. German law shall exclusively be applicable.

**Liability/insurance**

There is no liability insurance coverage for persons participating in the training program offered by the University of Freiburg. The University of Freiburg as well as its employees, members, associates and servants shall therefore not be liable for damages resulting from the participation in the training program or on the way to/during travel related to the training program. Claims that cannot be excluded in accordance to mandatory law, especially damages caused deliberately or through gross negligence by the University or damages to the body, life or physical condition or health, remain unaffected.

It is recalled that there may be no statutory accident insurance coverage during the participation in the training program of the University of Freiburg.

**Data protection / Right of information**

You have the right upon request to receive information about your data stored by the Albert-Ludwigs-University and the right to ask for rectification of inaccurate data (access and rectification). A request for information or corrections should be directed in writing to Dr. Sabine Reinecke. The data transmitted to the University of Freiburg is only stored for contract processing purposes and is not intended for disclosure to third parties.

The participant agrees that photographic material taken of him/her during the course may be used by the Chair of Silvculture for promotional and educational purpuses. The participants can object to this agreement by sending an email to Dr. Sabine Reinecke.