

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

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. As a rule, 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.

Can I register for both retreats? / Do I have to register for both retreats?

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

Can I participate if I arrive later or leave earlier?

Generally, 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 registration in the same booking system you registered as early as possible and with 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 your registration in the same booking system you registered 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.

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.

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

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 costs for the journey are paid by the participants.

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 the travel expenses be reimbursed?

No, the travel expenses will be paid by the participants. Submit a business trip request to your institution in a timely manner. This way, your supervisor will know that you will not be working on those days or that you will be able to participate in (online) meetings, and you may be reimbursed for travel expenses.

Is there a shuttle service from the nearest train station to the hotel?

The hotel is within walking distance from the train station "Beetz-Sommerfeld" (approx. 10 minutes, 800m). A shuttle service is possible. To use this service, we ask participants to contact the hotel directly and make arrangements themselves. Please note that at peak times the shuttle service may not be available to all participants and that in this case persons with mobility impairments have priority.

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