How to register and participate

Requirements
The courses offered by the IWB are open to all employees of the Goethe University. To participate in any seminars the completed and signed application form has to be submitted. Some courses have special requirements. Details can be found in the course descriptions and on our website.

Registration
To register for any course (if not stated differently in the course description) a completed and signed application form has to be submitted to the IWB. The registration deadlines can be found in the course descriptions and on our website.

- via E-Mail: iwb@em.uni-frankfurt.de
- via Post: PE/OE – Interne Weiterbildung
  Theodor-W.-Adorno-Platz 1 | PA-Gebäude
  60629 Frankfurt am Main | Hauspostfach 52
- via Fax: (069) 798 – 763 –18715

You will be notified when we proceeded your registration. The current registration stand can be found on the website of the IWB.

Allocation of spaces
The spaces will be allocated on a first come first served base.
Severely disabled colleges will be preferentially considered, according to SGB IX § 81 (41) 2.

Cancellation
Please submit all cancellations – including short notice! – by email to iwb@em.uni-frankfurt.de or by phone at (069) 798 – 18715. For cancellations at short notice or unaccountable absence (not including cancellation due to illness) the following terms and conditions apply:

- Cancellations within 14 calendar days before the start of the seminar will not be subject to fees.
- Cancellations between 13 and 4 calendar days before the start of the seminars will be subject to the following fees: EUR 50 for all day courses and EUR 25 for half day courses
- Cancellations in the 3 calendar days before the start of a course as well as unaccountable absence are subject to a EUR 100 fee for all-day courses and EUR 50 fee for half-day courses.

Fees are to be paid by the cost center of the division which sent the participant.

Limited professional Absence
Employees may be entitled to limited professional absence. To qualify for this benefit permission of your supervisor is required.

Costs
In general all seminars offered by the IWB are free of charge. Information about possible additional costs can be found in the course description.
Please apply for a business trip, if you participate in any RMU seminars in Darmstadt or Mainz.

Minimum number of participants
If the minimum number of participants is not reached, the seminar will be cancelled. In this case we will inform you in time.

Room and date change
All room and date changes will be published on our home page and all participants will be also informed by e-mail.

Certificate of participation
A certificate of participation is awarded to all who completed at least 80% of the course requirements.

Waiting list
If the seminar is full a waiting list will be created. Successive list members will be informed about their opportunity to participate. Further information about the registration process can be found on our website: www.uni-frankfurt.de/iwb
You can get information concerning your participation by calling (069) 798 – 18715 Monday to Thursday from 9am to 3:30 pm and Friday from 9 am to 12 am.