

REGISTRATION FORM

FOR THE FURTHER EDUCATION OF THE RUHR-UNIVERSITY BOCHUM

by e-mail to hochschuldidaktik@rub.de or by post

to: **Zentrum für Wissenschaftsdidaktik - Bereich Hochschuldidaktik - FNO 02/77 - im Hause -**

Please fill in one form per course you would like to attend. PLEASE WRITE IN BLOCK LETTERS.

Address	Title	Firstname	Surname	Function	
Office address (e-g. faculty, department, institute)			Building, Floor/Room		
Private address					
Telephone			E-Mail		
Do you agree to be kept updated via Em-Mail for similar further education courses?				Yes	No

Course number	Course title
Date of course	

Are you planning to obtain the certificate of teaching proficiency in higher education (HD-NRW), and starting with courses from our 2018/19 workshop programme? You will need to obtain 16 compulsory credits (i.e. work units) each in the categories of examination, evaluation, and counseling. These compulsory credits must be obtained within a period of five years, which is the maximum time frame for fulfilling the requirements for the certificate.

If you require childcare, you can inform about and register for the childcare offer during the courses
 → <https://www.rub.de/familiengerecht/prokidsveranstaltungsbetreuung.html>

Do you need support due to a physical disability?

No Yes, I require

Date/signature of employee

Admission to courses takes place right after the deadline for course registration, usually three weeks prior to the course date. You will either receive an invitation for the workshop or, in case the course is overbooked, a notification offering you a space on the waiting list.

Only completed forms can be processed.

Please note our **data privacy statement** on the 2nd page.

Data privacy statement within the legal framework of the General Data Protection Regulation (GDPR)

The data controller as defined in the EU General Data Protection Regulation (GDPR) and the national data protection acts of the member states as well as other data protection regulations is:

Ruhr-Universität Bochum

Center for Teaching and Learning (Zentrum für Wissenschaftsdidaktik)

Leiterin des Bereichs Hochschuldidaktik (HD)

Dr. Martina Schmohr

Universitätsstr. 150 | D-44801 Bochum

Tel. 0234/32-28850 | Fax 0234/32-14565 | Email: hochschuldidaktik@ruhr-uni-bochum.de

The data processor of the controller is:

Dr. Kai-Uwe Loser | dsb@rub.de | <https://dsb.ruhr-uni-bochum.de/>

We only collect and use personal data of our participants if this is necessary for us to provide our university didactic programmes. We process this data on the basis of GDPR Article 6 (1) lit. e, as they are required for us to accomplish the task assigned to us (support of teaching staff through university didactic qualification and consulting services). To obtain consent for processing operations of personal data, GDPR Article 6 (1) lit. a serves as a legal basis.

Processed information

If you register for a training course, the front page of the registration form collects the required data. This data is needed for the provision of our services. We process this data on the basis of GDPR Article 6 (1) lit. e. If you are interested in our monthly course ticker, you can join the corresponding mailing list. This voluntary consent is based on GDPR Article 6 (1) lit. a. The training courses are designed for RUB teachers and persons entitled to teach at our university as well as teaching staff of other universities and colleges in North Rhine-Westphalia. The registration details serve to inform us whether the persons registering belong to the desired group of participants. The data additionally serves the purpose of being able to contact you. Your private address is needed if it is necessary to charge a fee in case of unexcused absence (RUB staff) or to collect the fees from external persons attending our trainings. The information regarding the participants' qualifications is needed for selection procedures if there are more registrations than the maximum number of participants stated in the particular course description. Asking whether you need assistance serves the purpose of being able to provide support (e.g. childcare service, assistance due to a physical condition). The registration forms are kept for a period of one year after which they are destroyed. The collected data are stored in an internal database for at least five years because we recommend completing the entire didactic qualification programme within a maximum of five years. This requires the access to the list of training courses attended. It is at all times possible to cancel your registration for training courses via email. Only RUB staff of the Center for Teaching and Learning will have access to your personal data. It is only the attendance list with the participants' names and respective faculties/chairs which is passed on to the trainer. Other than that, your personal data will not be passed on to or shared with any third party.

Rights of the data subject

If any of your personal data is processed, you are the data subject as defined in the GDPR. You have the following rights against the controller:

You have the right to request information on the details of your personal data being processed.

According to GDPR Article 15, we shall provide a copy of the personal data undergoing processing, if requested. Moreover, you have the right to rectification (acc. to GDPR Article 16) or the right to the erasure of your personal data (acc. to GDPR Article 17), the right to obtain from the controller restriction of processing (acc. to GDPR Article 18) or the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data (acc. to GDPR Article 21). You can exercise your rights by sending an email to the controller. Please use the above-mentioned contact details. Finally, every data subject shall have the right to lodge a complaint with a supervisory authority (acc. to GDPR Article 77).