

# No-show policy Central PhD Office & Doctoral Schools

*Version September 2020*

The large number of seminars and workshops offered by the Doctoral Schools and the Central PhD Office enables PhD candidates to develop a wide range of skills. The Doctoral Training Programme presents PhD candidates with a structural framework for acquiring and developing skills which will support their research as well as their teaching abilities, but which will also prove valuable outside their discipline and the academic environment.

The fact that the Doctoral Training Programme is not compulsory however sometimes leads to the false assumption that one can register for a course but does not have to cancel its registration when it no longer fits in their personal working scheme. Needless to say that this is **very costly and impolite** towards the organisation, and **disrespectful** towards to the trainers, but still about 20% of the registered and confirmed participants occasionally make themselves guilty of this behaviour.

Therefore, all workshops and events organized by the Central PhD Office and the Doctoral Schools apply a no-show policy. Unless otherwise stated, each course can be cancelled **up to 5 working days in advance**. In case of a no-show without a timely notification, we will work in two steps:

- As a first measure, you and your supervisor will receive an email, underlining our policy on no-shows. Of course, if you did have a valid reason for not showing up at the last minute (e.g. accident, illness,...), you can still let us know and we will leave it without further ado. In case of illness we will need proof via a medical certificate. However, if we do not receive a good argumentation/proof for your absence at the event without prior and timely notification, your name will be put on the no-show list.
- After two no-shows without prior and timely notification, you will **not be admitted** to any other **future event or workshop** of the Central PhD Office or Doctoral School. Furthermore, you will be **excluded from travel grants, language vouchers and other financial means** offered by the Doctoral Schools.

It is a necessary measure to guarantee our mission, that is to make training in specialist and transferable skills accessible to as many PhD candidates and postdocs as possible.

In case of complaints, these can be forwarded to the ombudsperson. The decision regarding its admissibility can be made in consultation with the respective Doctoral School Council.