Participation requirements for Career Service seminars

Please note that the participation requirements are valid for students of all majors (this is also the case for your required PLV courses (Pflicht- und Lehrveranstaltungen). Those not adhering to the participation requirements for Career Service seminars will be excluded from participating in them.

Signup:

- All Career Service seminars require signup which can be done at www.th-deg.de/seminare. Those showing up to a seminar without having signed up for it will not be permitted to attend, and will not receive a participation certificate and/or signature confirming completion of PLV requirements.
- Please keep in mind that some seminars are reserved for certain groups or university majors. These will be noted accordingly in the seminar program, and these target groups will be the first permitted to sign up for them.

Participation:

- Career Service seminars are presented by highly qualified trainers and leading members of the business community. We therefore ask you to keep in mind during these seminars that your instructor could one day be a potential boss sitting across from you at an interview.
- Seminar instructors will be maintaining daily attendance sheets. They also have the authority to dismiss from the course disruptive students who do not properly participate, and may refuse to issue a participation certificate as they deem appropriate.
- As is the rule in all of your courses, mobile phone use is not permitted. Those students not adhering to this rule may be dismissed from the seminar, and will not receive a participation certificate and/or signature confirming completion of PLV requirements.
- Proper conduct is expected from course participants at all times. Those acting in a disruptive manner, and who give the impression that they are attending for the sole purpose of obtaining a certificate or signature, will be dismissed from the seminar without certificate or signature. As a result of this, in certain cases, and in cooperation with faculty authorities, we reserve the right to exclude a student from the remaining seminars taking place in the current semester.

Cancellation:

- Seminar cancellation free of charge is possible up to three days prior to its start. This can be done via e-mail at career-service@th-deg.de. A cancellation at a date later than this will require you to pay the full seminar fee. If you are not able to attend for health reasons, you will be required to submit a doctor’s note confirming this to the Career Service staff.
- Failure to attend: Unexcused absence will require you to pay the €5 course fee. As a result of this, in certain cases, and in cooperation with faculty authorities, we reserve the right to exclude a student from the remaining seminars taking place in the current semester.
- Lateness: All seminars and IT courses start punctually at their scheduled times. Instructors are permitted to dismiss from the course students arriving late without a good reason. In this case, students will still be required to pay the €5 course fee.