Course Registration Regulations and Guidelines

Purpose

The regulations and guidelines in this document serve the purpose of providing course participants, course instructors, staff and the general public interested in Globethics Academy course programme with relevant and precise information on the procedures pertaining to the registration process for Globethics Academy courses. These regulations and guidelines are also intended to make transparent the registration process and conditions,both internally and externally, to ensure that registrations are conducted fairly, bearing in mindthe requirements for the respective course programme, an applicant's best interest, and the Globethics Code of Ethics. These regulations and guidelines are integral part of the Globethics Academy Registration Process document.

Values and Principles

Globethics is committed to offering educational provisions in the context of the international initiatives for quality education for all and for life-long learning (see United Nations' Sustainable Development Goals). Against the background of its own vision, mission and values, Globethics supports open, flexible, blended and distant learning. Globethics endeavours to provide its course programme, educational resources and services with the values and principles of inclusiveness, fairness, respect and, as best as can be assured, equal opportunities of access to quality education in mind.

Statement of Non-discrimination and Inclusion

Globethics is dedicated to fair procedures in respect of the dignity of every individual and ensures that registration is conducted in observation of principles of equality, in as far as the study requirements are met and place available, of non-discrimination and of inclusion. Globethics will conduct the registration process for its course programme only based on criteria as defined in the participatory requirements.

Who Can Register?

General Registration Conditions

1. All individuals above 18 years old with at least a Bachelor's degree or equivalent as entry level requirement, and the necessary language proficiency in accordance with the language of instruction indicated on the course page.

Recognition of Prior Learning

2. For prospective course participants with professional experience and/or whose educational background does not meet the participatory requirements as outline under 1., an accreditation of prior certificated learning and prior experiential learning processcan be undertaken (See Globethics APL-Policy), if the respective candidate contacts the Academic Office (academy@globethics.net) latest one week (7 working days) priorto the course start date.

Course Auditing Opportunities

3. Individuals, members of partner institutions, or members of institutions interested in a partnership with Globethics, and Globethics staff members, including regional office staff members – considered and designated as "auditing course participants" – can choose from the following options for auditing a course for informational purposeswithout benefit of a grade, credit, assessment of assignments and certification, free ofcharge:

    a. An auditing guest access for the selected course for a limited period of up to 21 days, with access to all course contents. An auditing guest access is habitually created outside of the semester/taught course period, but can be granted upon discretion of the Academic Dean also during the semester/taught course period.

    b. A full Basic Track course registration as auditing course participant during the semester/taught course period, with access to all course contents, live sessions and extra-curricular activities. Auditing course participants are labelled accordingly for transparency purposes.

A registration for the Certificate Track is not possible for auditing course participants belonging to the aforementioned categories to ensure equal opportunities, fairness and to avoid conflictsof interest. Requests for an auditing guest access (option a.) can be made to the Academic office latest five (5) working days prior to the respective course start date (academy@globethics.net). Option b. can be pursued autonomously by following the registration stages and by indicating the status category (auditing course participant) in the registration form.

What Kind of Documentation is Needed?

4. Basic track courses are offered as open and free courses without any mandatory submission of supporting documentation on prior learning and education. Individuals who register for a Basic Track course take note that all Globethics Academy courses are continuing education/executive education courses designed and offered for professionals with academic education at Bachelor's level or equivalent, or within an Accreditation of Prior Learning (APL) procedure, professional experience relevant for the course.

5. Certificate Track courses require the submission of an evidence of participant's highest academic degree, to allow the Academic Office to verify that the study entry requirements are met, or, as applicable, to conduct an accreditation of prior learning procedure.

6. As evidences are considered an official, scanned copy of the certificate, academic transcript and/or an official letter of the higher education institution's registrar on the successful completion of the degree programme. The documentation can be directly uploaded during the registration process.

Who Takes Care of the Registration Process?

The Academic Office/Registrar's Office takes care of the registration process in collaboration with the Academic Support Team, creates user accounts and communicates the corresponding access credentials to the course participants. All registrations are reviewed and the Academic Office reserves the right to verify participatory requirements for registrations made for Certificate Track courses. The responsibility and oversight of the registration process for the entire course programme lies with the Academic Dean.

The Stages of the Registration Process

The registration process comprises the following three steps, in accordance with the Globethics Academy Registration document:

Step 1: The user has to fill in a form supported by JotForm and submit it. Within the form, the user will be able to choose from the courses available for that semester. If the user chooses any of the Certification Tracks, the user will be taken to the PayPal platform to finalise the payment through their PayPal account. If they don't have a PayPal account, Globethics also offers a bank transfer option.

Step 2: Once the user has submitted the form (and payment for the Certification Track), they will receive an automatic confirmation that their registration has been accepted through the platform.
In the case of bank transfers, this process will be done once the Globethics finance desk has received the payment, and the user will receive an email confirmation from this desk.

Step 3: A few days before starting the course, the user will receive an email with the login information to access the Globethics learning platform.

Timelines and Late Registration

Opening of Registration

7. Registrations for individual courses are open habitually one month prior to the coursestart date.

Publication of Registration Opening and Closing Dates

8. Globethics publishes course start dates and the opening and closing of the registrations on the course pages and on its website.

Registration as Part of a Participant Cohort

9. Course participants who wish to become registered as part of a cohort and are supported by an institution, are invited to contact the Academic Office latest 7 calendardays prior to the course start date, to ensure that all relevant documentation can be submitted and reviewed in due time.

Closing of Registration

10. Registrations for Globethics courses close 3 calendar days prior to the start date, at 12.00 (noon) Central European Time.

Late Registrations

11. Late registrations are accepted for Certificate Track only until latest 10 calendar days after the course start date.

Who Verifies the Registration Process?

The registration process is verified and a list of registered course participants is established by the Academic Office Manager in consultation with the Academic Dean.

Revoking a Registration

A registration to a Globethics course programme can be revoked and course fees paid will be refunded according to the Globethics Refund Policy, as applicable, within a timeframe of fourteen (14) days.

Changing a Registration

Registered course participants can make a request to defer their registration for an individual course for the next available date (habitually in the following two semesters) to the Academic Office (academy@globethics.net). Registered course participants can also make a request to change their course track from Basic to Certificate Track. A change from Certificate Track to Basic Track is not possible. The provisions of the Globethics Refund Policy remain valid. The categories of participants listed under 3. do not benefit of any option to change the course track.

Re-Registering

Course participants who have previously been registered for a Globethics course programme can make a request to the Academic Office, at least 7 calendar days prior to the published course start date, so that a case-by-case review can be undertaken to identify the best possible solution. The Academic Office is available for advice and questions any time.