



**DECLARATION OF ACCEPTANCE AND COMMITMENT  
FOR THE PARTICIPATION IN THE TRAINING COURSE  
"MANAGEMENT OF INTERNATIONALISATION AND  
GERMAN-UKRAINIAN ACADEMIC COOPERATION 2024"**

**Personal Information:**

<i>Ms</i>	<i>Maryna</i>	<i>Voloshchuk</i>
Title	First Name	Name (as stated in the passport)

<i>FX 360486</i>	<i>Ukrainian</i>
Passport Number	Nationality

<i>Head of the Department of International Relations, communication, innovative-scientific work</i>	<i>Department of International relations, communication, innovative-scientific work</i>
Position	Department

<i>Educational and rehabilitation institution of higher education "Kamianets-Podilskyi state institute"</i>	<i>Ukraine</i>
Institution	Country

<i>female</i>	<i>03 09 1987</i>
Gender	Date of Birth

<i>marinabornu@gmail.com</i>	<i>+38097 7099606</i>
E-mail	(Cell) Phone

<i>13, Hoolovantzia Street, Kamianets-Podilskyi, Khmelnytskyi region, Ukraine, 32300</i>
University Address

I herewith confirm my participation in the training programme of the International Office of Leibniz University Hannover in 2024 and declare my commitment to complete the programme which includes:

- compulsory attendance of all online sessions, and on-campus workshops in 2024 (see the schedule below);
- regular work on the internationalisation project of my university;
- written reports about the progress of my internationalisation project to the team of Leibniz University Hannover every 6/8 weeks according to the deadlines set during the programme;
- participation in the online-meetings and webinars set during the programme;
- presentation of the project results at the end of the project in 2024;
- preparation of the final written report by the end of the project in 2024;
- sharing my knowledge to enhance the internationalisation of my university as well as other Ukrainian higher education institutions.

**Schedule:**





The following table shows the dates and venues of the training programme:

Duration	Time	Place	Kind of activity
3 hours	22.01.2024	online	Online-Kick-off Meeting
	in between	at work/home	assignment preparation
5 days	12.02.-16.02.24	online	<b>1. Online-Workshop</b>
	in between	at work/home	assignment preparation
8 days	10.03.-17.03.24	Hannover	<b>1. On-Campus-Workshop in Hannover</b>
	in between	at work/home	individual project work, assignment preparation
3 days	09.04.-11.04.24	online	<b>Mentoring Session</b>
	in between	at work/home	individual project work, assignment preparation
5 days	23.04.-26.04.24	online	<b>2. Online-Workshop</b>
	in between	at work	individual project work
3 days	14.05.-16.05.24	online	<b>1. Projects Presentations</b>
	in between	at work	individual project implementation
3 days	11.06.-13.06.24	online	<b>Mentoring Session</b>
	in between	at work	individual project implementation
1 day	07/2024	online	<b>Online BarCamp with THEA Ukraine-Project</b>
	in between	at work	individual project implementation
3 days	17.09.-19.09.24	online	<b>2. Projects Presentations</b>
	in between	at work	individual project implementation
1 day	09/2024	online	<b>Ukrainian Days in Saarland by DUAG</b>
	in between	at work	individual project work
3 days	15.10 -17.10.24	hybrid	<b>Networking Event and Presentation of Results</b>
			Graduation and Project Results Dissimilation

I commit to fulfil the above mentioned programme points and write the final report about my project and its output after completing the training programme. I will send this report to the International Office of Leibniz University Hannover via e-mail by 15<sup>th</sup> December 2024 as latest.

#### Funding and Obligations:

I am aware that this training course is financed by the German Academic Exchange Service (DAAD) from the funds provided by the German Federal Ministry of Education and Research (BMBF). It includes a **flat-rate travel allowance of 350 Euro** for the workshop participation at Leibniz University Hannover to cover my travel expenditures to and from Germany as well as any travel fees including the corresponding travel and health insurance, visa, taxes, airport transfer and travel within Hannover or Germany. Besides, the funding includes a **daily stay allowance** of max. 96 Euro for the duration of the workshop programme in Germany to cover the accommodation and meals according to the DAAD regulations. The trip to the hybrid workshop in Kyiv and the stay there will be also covered from DAAD funds.

I herewith agree to accept the mentioned funding which I will receive as reimbursement after my participation in the workshop at Leibniz University Hannover as well as in Kyiv and confirm my obligation to:

- organise my arrival and departure to the workshop in Hannover/Germany as well as to the final workshop in Kyiv according to the information that I will receive from the organising team of Leibniz University Hannover;





- get corresponding health and travel insurance as well as visa, if applicable, for the duration of my stay in Germany as such insurance/s will not be provided by Leibniz University Hannover;
- cover any additional costs that may arise in connection with my stay in Germany or participation in the training, including costs for last minute changes, cancellations, no-show or other issues.

I am aware that providing wrong information, or neglecting to provide relevant information, or improper usage of the funding (for example, dropping out of the training programme) will result in repayment its full amount including interest rates to Leibniz University Hannover/DAAD. I am aware that cancellation fees can not be reimbursed from the DAAD funds. I agree to the full repayment of the funding in the cases of my withdrawal, incompleteness or not full realisation of the training programme.

**Accommodation:**

My accommodation for the duration of the workshops will be booked according to the information that I will receive from the organising team of Leibniz University Hannover. In case of my earlier or later arrival or departure, all additional costs will be covered by me or my institution.

**Loss or damage to participant's property:**

The organisers shall not be held liable and will not accept any liability for any losses, accidents or damage to person or property during the training course, its workshops or events. As a participant, I am responsible for contracting adequate insurance. Participation shall take place at my own risk.

**Privacy policy**

Leibniz University Hannover collects personal information through the registration process. This personal information will be shared with the project partners only, and also institutions directly related to the organisation and implementation of the training course. During the course, some photographs might be taken and used in promotional material, on the website or social networks such as Facebook, Instagram, LinkedIn or others. I declare my consent for the publishing of my pictures/images related to the training course.

**Disclaimer:**

Leibniz University Hannover reserve the right to make changes in the programme, if necessary.

I have read the declaration of acceptance and commitment and confirm with my signature that I understand and agree with the above-mentioned conditions and my participation in the training course "Management of Internationalisation and German-Ukrainian Academic Cooperation 2024" of the International Office of Leibniz University Hannover:

Kornianets-Podilskyi,

December 29, 2023.

Date, place

Voloshchuk

Signature/last name in block letters

