



Terms and Conditions Summer Courses

1. The institute undertakes to deliver the three summer courses as advertised in the promotion documents and provisional course programmes which are published on its website, but it reserves the right to make minor changes in the course programmes if circumstances so require.
2. The institute will provide assistance with arranging visa and — if necessary — residence permits for the students of the three summer courses.
3. The institute will provide pick ups from the airport for students who have chosen the option of a summer course with either basic or apartment accommodation.
4. For those students who have chosen the option of a summer course with basic accommodation, the institute will provide each student a private room in a house either with a Syrian family or with fellow students. In the room at least the following items are present: cupboard, bed, desk, desk lamp, desk chair and a fan. In the house the student shares the kitchen, the toilet and the bathroom with the other residents of the house. The kitchen contains a fridge and basic kitchen equipment.
5. For those students who have chosen the option of a summer course with an apartment, the institute will provide each student a private room in an air-conditioned apartment which he or she shares with fellow students. While the apartment will have one or more AC's, not necessarily each room is separately air-conditioned. Each private room either has an AC or a fan. In each private room also the following items are present: cupboard, bed, desk, desk lamp and a desk chair. The student shares the kitchen, the toilet and the bathroom with the fellow residents of the apartment. The kitchen contains a fridge and basic kitchen equipment.
6. Students who have chosen the option of a summer course with basic accommodation or an apartment agree to accept the basic accommodation or apartment which the institute has arranged for them, provided that that basic accommodation or apartment meets the requirements set out under 4 and 5.
7. Students who have chosen the option of a summer course with basic accommodation or an apartment are obliged to comply with the agreements made between the landlord and the institute regarding cleaning, usage of washing machines and telephones, receiving guest and other issues.

7.A The agreements with the landlords are:

- The landlord is responsible for the registration of the students with the relevant Syrian authorities. Any costs related to this registration are covered by the rent and the landlord may therefore not ask any money from the students for this registration. The institute gives the students a written paper confirming their participation in the summer course. The students have to give this paper and a copy of their passports to the landlord.
- The landlord may not charge, and the students are not obliged to pay, any costs which have not been agreed upon explicitly beforehand both by the students and the institute.
- The landlord is not allowed to access the student rooms during the rental period, unless the student gives explicit prior permission for a specific access
- The landlord ensures:
 - that the student rooms contain a bed, a closet, a desk, a desk light, a desk chair and an electric fan or air-conditioning;
 - that the kitchen which the students may use contains a refrigerator and basic kitchen equipment;
 - that there is a shower and a toilet which the students may use.

7.B The responsibilities of the students:

- You are responsible for cleaning your own room;
- You are responsible for cleaning up the kitchen, shower, toilet, hallways and courtyards on a daily basis after you have used these places;
- You are not allowed to use the house telephone, but you may receive calls from family or friends on the house phone in case of an emergency.
- You are not allowed to invite guests to sleep over in the house, unless the landlord has given explicit prior permission.

8. The students of the summer courses may use the facilities of the institute, for example for doing their homework or checking their emails, insofar as that usage is compatible with other activities of the institute and the work of the institute staff.

9. Within the range of its possibilities, the institute will help students who need assistance with problems they face in or outside the course.

10. By applying for these summer courses, students commit themselves to:

- be aware and understand that the summer courses take place in Syria, a country with its own laws and social and cultural rules which may be different from what the students are used to;
- show respectful and appropriate behaviour towards fellow students, course lecturers, institute staff members and landlords of the houses and apartments which the institute provided.

11. By applying for these summer courses, students commit themselves to comply with the instructions from the course lecturers and/or the institute regarding attendance, participation in class and during excursions, assignments and homework.

12. Students who apply for these summer courses have to arrange a health insurance coverage which covers them during their stay in Syria. If that is not the case, the

institute advises the students to obtain additional health insurance coverage. Students should be aware that in Syria bills of doctors and hospitals have to be paid directly before or after treatment. At the moment a student shows signs of illness, he or she must inform the director of the institute immediately. The institute advises all students to obtain a travel insurance for their stay in Syria as well.

13. The deadline for sending in your application form and for paying the course fee is 1 March 2011. At the latest on 31 March 2011, the institute informs the applicants whether or not their summer course will run. If the course does not run, the institute will reimburse your course fee at the latest on 5 April 2011.

14. Apart from the situation described under 13 in which the course does not run, the institute will only reimburse the course fee in the period between 15 March 2011 and the moment of arrival of the student in Syria in case of a grave medical condition of the student which inhibits him or her to travel to Syria and which is proven by a doctor's attest. If a course runs, the institute will under no circumstances reimburse the course fee or any part of it after 31 March 2011.

15. Students who apply for the summer courses agree that the institute sends their names and passport numbers to the Syrian Ministry of Culture in accordance with Syrian rules which oblige the institute to do so.

16. Students who apply for the summer courses agree that the institute sends their emergency and passport information, which they provided in the application form, to their respective embassies in Damascus for security and safety reasons.