

TERMS AND CONDITIONS

Registration

1. You can register by submitting the sign-up form or connecting through your university account.
2. Registering is mandatory before you can apply for learning opportunities.
3. Registering at ECIU will create your personal profile.
4. By registering the participant declares to have received and read these regulations and in addition declares himself/herself in agreement with its contents
5. Personal data stored in your profile will follow the privacy policy, according to Art. 6.1.f of the GDPR.

Application for learning opportunities

1. Applying for ECIU Learning Opportunities (ELO) takes place on the ECIU Engage platform at engage.eciu.eu after you have logged in.
2. After selecting an ECIU Learning Opportunity you will be asked to fill out the application form.
3. Each ECIU Learning Opportunity has its own deadline, which is described on the ECIU Learning Opportunity information page. It is the responsibility of the applicant to submit their application in time.
4. When the application form is successfully received, the participant will receive an automated confirmation email. No rights can be derived from this email.
5. Further information regarding the admission process will follow via email.



Placement and Admission

1. The Institutional Admission Committee (IAC) of the offering university will review all applications for a specific learning opportunity. The IAC will check the submitted documentation and possible course specific requirements against a set of pre-defined admission requirements. For each ECIU Learning Opportunity, the admission requirements are specified on the ECIU Learning Opportunity information page.
2. The ECIU University via the IAC reserves the right to test the participant's starting level to assess whether it fits the required level of the learning offering. If the starting level is insufficient, the participant may not be admitted to the learning activity.
3. When an admission is not possible or eligible, the application of the learner will be annulled automatically. No additional action is necessary from the learner.
4. When the number of eligible learners exceeds the number of places, additional selection criteria can be set by the IAC. These criteria can be found on the ECIU Learning Opportunity information page.

Obligation of Learners

1. Information in your personal profile may be sent to the IAC for admission purposes only (according to principles of Art. 5.1 and Art. 29 of the GDPR). You are therefore required to always keep the personal profile information up to date.
2. By applying to and accepting a positive offer to an ELO the learner declares to understand the expected workload, dedication, and ownership this entails. The learner is aware that for ECIU challenges the workload may vary depending on the length and depth of the chosen challenge.
3. Learners may apply to more than one ELO via the ECIU Engage platform. They are though obliged to verify that the cumulative workload does not become too high to commit to and if so inform ECIU in due time.

Cancellation of a Learning Activity by the ECIU University

1. The ECIU University reserves the right to cancel an ECIU Learning Opportunity in the occasion of insufficient registrations or inability to offer the learning opportunity. The ECIU University via the offering institution will either in writing (by email) or other manners inform the applicants of a cancellation at least two (2) weeks prior to the designated starting date of the ECIU Learning Opportunity. Alternatively, the offering institution can offer a different ECIU Learning Opportunity to the learner to replace the cancelled activity.
2. When an ECIU Learning Opportunity is cancelled, the application of the learner will be annulled by the offering institution's ECIU Institutional Admission Officer (part of the IAC).

Withdrawal of application/interest by the Learner

1. If an applicant learner wishes to withdraw their application for an ECIU Learning Opportunity, they must do so at the earliest time possible, but no later than 2 weeks before the start of the activity. This clause is according to the user's right to access personal data (Art. 15 of the GDPR).
2. To withdraw an application or interest, fill in the [contact form](#) inform the ECIU User Services Centre of the decision to withdraw.

Micro-credentials and certificates

1. A micro-credential, digital credential or certificate will be issued when a learner has successfully completed an ECIU Learning Opportunity (applicability of Regulation 910/2014 is in effect).
2. All ECIUn+ institutions have agreed that all learning opportunities delivered through ECIUn+ and via the Engage platform (<https://engage.eciu.eu>) are issued with a micro-credential or a digital credential by ECIU university upon successful completion. In the case of issuing micro-credentials and digital credentials using European Digital Credentials for Learning platform (EDCI), all institutions agree to the eSealing of these micro-credentials and digital credentials by ECIU University. This, in effect, makes ECIU University the 'Issuer' of the micro-credentials and digital credentials. Respective institutions that offer learning opportunities including assessment of learners will be documented as 'Awarding body' in the respective micro-credentials and digital credentials. Where eSealing is unavailable, a digital document (Certificate) such as a pdf will be provided by the ECIU University.

3. Micro-credentials and digital credentials are being sent to a learner's ECIU email account. They will not be stored in the learner's ECIU Competence Passport; however, they will be referenced in the ECIU Competence Passport.
4. Learners have the possibility to create a digital Europass wallet to store their micro-credentials and digital credentials. If a learner's ECIU email address is the same as the email address for their Europass Wallet, the micro-credential and digital credential will automatically be stored in their Wallet when issued. If the email for their Wallet is different, from the competence passport, learners can log into Europass and store the micro-credentials and digital credentials in their Europass digital wallet.
5. With respect to processing learner's personal data to issue micro-credentials and digital credentials, ECIU has taken all the GDPR regulations into consideration. The issuing of micro-credentials and digital credentials is defined as a primary process and a core service ECIU offers to all learners, by means of issuing a certification that an ECIU learning opportunity has been successfully completed and confirming that a learner has acquired the skills and competences associated with it. Thus, ECIU has a legitimate interest to process learners' personal data, such as their name and ECIU email address, to perform the service of issuing a micro-credential, digital credential or a certificate.
6. All existing learners of ECIU University with a profile created before November 2023 will be informed of the change in the Terms and Conditions in relation to the issuing of micro-credentials, digital credentials, and certificates. For all learners of ECIU University with a profile created as of November 2023, the revised Terms and Conditions in relation to issuing micro-credentials, digital credentials and certificates will apply.

Data

1. We will use a user's email address for communication purposes in relation to the ECIU Learning Opportunity they have applied to or have been accepted to.
2. Your data will be sent to third parties strictly within the European Union that deliver essential services to ECIU University. These third parties are:
 - a. European Digital Credentials for Learning platform (EDCI). They will receive a user's name and email address to be able to issue, and send the user, a micro-credential. The user's personal information will only be used for processing the micro-credential and it will not be stored on EDCI servers. The user will receive an email from EDCI informing them that (i) a micro-credential is issued and (ii) a temporary Europass Wallet is created with that email address, unless that email belongs to an existing user. The micro-credential will contain personal information and will be stored in the user's Europass Wallet until the user removes it. The user is the only one who can access the micro-credential and read the information stored in it. It is subject to the user to decide if and when they would like to share their micro-credentials, ECIU University or EDCI do not have the right to do that and will not do that in any circumstance.
 - b. Europass. A temporary wallet will be created by Europass while issuing the micro-credential. The user's data (name and email address) is stored in Europass wallet for up to a year with the only intended purpose to be readily available if the user chooses to claim the wallet and can be accessed only by the intended user. The user data or the micro-credential data is not used by Europass on any occasion. For more details, please refer to <https://europa.eu/europass/en/about-europass/protection-your-personal-data>.
 - c. Microsoft. ECIU uses Microsoft products for their technical platforms. All (personal) data is stored in a European environment under GDPR regulations ([Microsoft Privacy Statement – Microsoft privacy](#)).
3. ECIU will never sell any user's personal data.
4. When a user decides to delete their personal account, ECIU will keep an anonymous record for our Business Information processes. All personal data will be deleted from the user's account.

Final provisions

1. Learners are responsible for procuring the appropriate insurances (civil liability, accident, and health insurance) in case of physical mobility while partaking in any ECIU University activity and Learning Opportunity.
2. In those cases, for which the Terms and Conditions of registration and application do not provide, the director of the ECIU University will decide in reasonableness and in fairness.
3. Any disputes resulting from the agreement between the learner and the ECIU University that cannot be resolved in mutual consultation will be brought for the Executive Board of the ECIU University.
4. When being accepted to a hybrid ECIU Learning Opportunity, covering mobility costs depends on the availability of funding and eligibility from your host institution. For further information via the [contact form](#).

General conditions

1. You can find the ECIU University Engagement platform [privacy statement here](#).
2. Use our [contact form](#) to report errors or contact us about any concerns you may have regarding the accessibility of the website.

Contact and Questions

1. If you have questions, please fill in the [contact form](#) or check out our [FAQ page](#).