

Terms and Conditions (T&C) for the MENALINKS eLearning Training Programme RE-PtX

TERMS AND CONDITIONS (T&C) FOR MENALINKS ONLINE (eLEARNING) TRAINING

1. Scope of Application

These Terms and Conditions (T&C) apply to all individuals and organisations participating in online training courses provided via the RENAC eLearning platform as part of the MENALINKS programme. Participation is subject to a formal selection and approval process managed by the programme administrator (RENAC), with all offers of enrolment confirmed in writing by RENAC. MENALINKS online training is provided with support of the International Climate Initiative (IKI). The following terms, as set out below, apply exclusively to all participants in this online training. Any alternative or conflicting participant terms, procurement guidelines, or institutional policies are hereby excluded and rendered ineffective as regards participation in this programme.

2. Conditions for Participation

- a) MENALINKS training is conducted in English. All participant contributions must be submitted in English unless specified otherwise for a particular course. RENAC expects participants to have at least a B2 level of proficiency as defined by the European Framework of Reference for Languages to ensure comprehension of the training materials and interactions.
- b) Certain courses or modules may require mathematical knowledge. It is recommended that participants possess upper secondary school qualifications (high school diploma or equivalent) before enrolling.
- c) All participants must have access to a suitable computer system and a stable internet connection with a recommended minimum data transmission speed of 2 Mbits per second to participate fully in video-based content. Participants are expected to be comfortable with basic internet usage and common Microsoft Office applications.

3. Agreement of Participation in MENALINKS Training

- a) Application for MENALINKS training requires the completion of an online form, adherence to the steps outlined by RENAC, and submission of all required supporting documents. Only the individual named in the application may participate; all enrolments are personal and non-transferable.
- b) Upon submission of the application form, the participant makes a binding offer to participate in the selected training programme under these T&C as well as the service descriptions and examination regulations specified at the time of application, which all together form the MENALINKS Training Agreement.
- c) The MENALINKS Training Agreement becomes binding only after written confirmation from RENAC is received by the participant. RENAC reserves the right to reject applications at its sole discretion. Course descriptions do not constitute legally binding offers.
- d) RENAC retains the right to amend these T&C or the training's examination regulations over time. Participants will be notified of updates and may be asked to re-accept the amended terms; continued participation implies acceptance.

4. Start of Training

- a) RENAC will notify all participants by email of the training schedule and other relevant timelines.

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b) Access credentials and further instructions for the eLearning platform will be distributed several days ahead of the official start date.

c) Platform access is granted only from the official start date, and all participants must respect deployment and login timelines.

5. MENALINKS Learning Material

a) All MENALINKS training material—including but not limited to: written content, downloadable files, graphics, self-assessment tests, exams, assignments, links, data, and software provided by RENAC, its staff, and contractors—are referred to as “Material.”

b) Material is supplied for personal educational and strictly non-commercial use only.

c) All rights, title, and interest in the Material (including but not limited to reproduction, distribution, making available, transmission, translation, adaptation, and modification) are reserved to RENAC and its licensors.

d) The participant especially agrees:

- Not to copy or print any Material, except where specifically permitted;
- Not to rent, lease, sublicense, loan, translate, adapt, vary, or modify the Material;
- Not to alter or combine the material with other content except as expressly allowed;
- Not to provide or make available any Material, in whole or in part, to any third party without prior written consent from RENAC.

6. MENALINKS eLearning Platform

a) Platform access is offered through secure, participant-specific passwords. Participants in current MENALINKS training may use interactive platform features, such as forums, for course-related discussion and sharing of permitted content.

b) Participants sharing personal information, files, or other content on the platform are exclusively responsible for the security of their information. Any suspected breaches should be reported immediately to RENAC. RENAC disclaims liability for damages incurred through unauthorised use by participants.

c) MENALINKS is not responsible for content from third-party sources linked to or from the eLearning platform; users should review privacy and usage policies related to external content. RENAC neither endorses nor guarantees content accessible through such links.

d) Participants must not upload or share material that is offensive, indecent, illegal, or in violation of third-party rights. Personal information disclosed should remain relevant to learning objectives, and full respect for privacy and intellectual property is required at all times.

e) Any violation of these rules may lead to removal of content, restricted access, or further disciplinary action.

7. Responsibility of Platform Users

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- a) Participants are themselves responsible for protecting their computers from security risks including viruses, malware, and other harmful software.
- b) Passwords are confidential and must not be shared. Reasonable precautions should be practiced to avoid third-party abuse.
- c) Platform misuse, including the sharing of inappropriate content, infringement of third-party rights, or security breaches, may result in immediate suspension or termination.

8. Technical and Educational Support

- a) RENAC/MENALINKS offers expert technical and educational support by qualified staff accessible via email/the discussion forum on the eLearning training page for the duration of the training. Support requests typically receive responses within 48 hours during working days.
- b) All support queries must be submitted through the official course platform, where they and their responses are also visible to other participants. Correspondence with trainers or course authors must occur through RENAC channels only.

9. Testing Procedures and Certificates

- a) All assessment, grading, and certification procedures follow the official RENAC examination regulations as published or updated by RENAC.
- b) All final exams must be completed independently, and by applying, participants declare that submitted work is their own.
- c) Those who successfully complete the programme will receive a graded RENAC certificate; those who do not meet passing criteria may receive a certificate of attendance (without grade).

10. Price and Payment

Participation is fully covered for selected and confirmed participants via scholarships funded under the MENALINKS programme through the International Climate Initiative, IKI. Securing the scholarship requires logging into the eLearning platform within 14 days of course start date; otherwise, the place will be offered to the next candidate on the waiting list.

11. Term and Termination for MENALINKS Training

- a) The participant's right to access concludes fourteen (14) days after the course end date.
- b) RENAC reserves the right to terminate participation or access immediately in the case of any material breach of these T&C with written notice. Any notice of termination must be given in writing or by email.
- c) Participants must log in to the eLearning platform within fourteen (14) days of start to secure their scholarships for the training. Failure to log in within that period will result in de-enrolment and may imply restrictions to participate in future RENAC capacity building opportunities.

12. Right of Withdrawal

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Participants have the right to withdraw from their MENALINKS course agreement within fourteen (14) days of commencement, without providing reasons. Sending withdrawal notification prior to expiry of the period is sufficient.

13. Privacy Policy

RENAC will collect and process participants' personal data only for providing learning services, and not transfer data to third parties without explicit consent (except where required by law). Data is retained only as necessary to fulfill training and related legal obligations.

Read RENAC's Privacy Policy here: <https://www.renac.de/renac/privacy-policy>

14. Warranties and Service Exclusions

MENALINKS training is prepared carefully, but RENAC cannot guarantee uninterrupted access or that platform features will always be operational. The eLearning platform and all content are for informational purposes only and RENAC disclaims completeness, correctness, and suitability of the material for any particular application. No warranty is offered beyond statutory minima.

15. Intellectual Property (Copyrights and Trademarks)

All training materials, images, and marks are protected by copyright and trademark law—either as property of RENAC or respective licensors. Nothing in training participation grants rights to reproduce or use any of RENAC or third-party trademarks or content except as directly necessary for the course.

16. Indemnification

Participants agree to indemnify and hold harmless RENAC, its contractors, licensors, directors, officers, employees, and agents from any claims or expenses (including legal fees) arising from use or misuse of the eLearning platform, including violations of these T&C.

17. Liability

RENAC is liable only for damages resulting from essential contractual duties or gross negligence. Liability for indirect or consequential damages, or those arising from slight negligence, is excluded. Maximum liability is limited to EUR 1,000 or the total sum paid by the participant, whichever is lower. Neither RENAC nor the participant shall be liable for force majeure events.

18. Jurisdiction and Place of Jurisdiction

These T&C (and all disputes, whether contractual or otherwise, arising out of or in connection with them) are governed by German Law, excluding its International Private Law.

The place of Jurisdiction shall be the Courts of Berlin, Germany.

19. Final Provisions

If any part of these T&C is or becomes legally invalid, the remainder remains binding. Benefits and obligations under these T&C cannot be assigned, transferred, delegated, or encumbered without RENAC's prior written consent. Amendments must be in writing. Notices may be sent electronically or by post; recipients must ensure timely access. RENAC reserves the right to update these T&C, and ongoing participation following notification implies acceptance of such changes.