



Course Registration and Participation Terms

Center for Humanitarian Studies–Ethiopia
Last updated: July 30, 2026

By registering for a course or certificate offered by the Center for Humanitarian Studies–Ethiopia, applicants and participants agree to the following terms.

1. Registration and admission

Submitting a registration or application form does not automatically guarantee admission.

Admission may depend on eligibility requirements, available places, receipt of payment and confirmation by the course coordination team.

Applicants are responsible for providing information that is accurate and complete.

2. Fees and payment

Where a course fee applies, registration will normally be confirmed only after payment has been received or another arrangement has been formally approved.

The applicable fee, payment deadline, accepted payment methods and refund conditions will be communicated before payment.

Participants should not make payments through an unofficial account or intermediary.

3. Participant cancellation and refunds

Course fees are normally non-refundable.

A refund may be considered only in cases of serious and exceptional circumstances, duly documented, that prevent the participant from attending the course. Any cancellation and refund request must be submitted in writing at least seven calendar days before the registration deadline.

The Center may request appropriate supporting information and will assess each request individually. The approval of any refund remains at the discretion of CHS–Ethiopia.

4. Course participation

Participants are responsible for:

- following the course schedule and instructions;
- completing required activities and assessments;
- using the learning platform responsibly;
- communicating respectfully with other participants, tutors and staff;
- protecting their login details; and
- respecting the privacy and confidentiality of information shared by others.

CHS–Ethiopia may restrict or terminate access in cases of serious misconduct, harassment, academic dishonesty, misuse of course materials or repeated disruption of the learning environment.

5. Certification

A certificate will be issued only to participants who meet the stated completion requirements.

These requirements may include payment of fees, participation in mandatory activities, submission of assignments, completion of assessments and achievement of any stated minimum standard.

Registration or attendance alone does not guarantee a certificate.

6. Academic integrity

Participants must submit their own work and appropriately acknowledge the work and ideas of others.

Plagiarism, impersonation, unauthorised collaboration, falsification of information or other forms of academic dishonesty may result in the rejection of an assignment, failure to complete the course or termination of participation.

The use of artificial intelligence tools in assignments is not permitted unless explicitly authorised by the course team. Where their use is allowed, participants must follow the instructions provided.

7. Course materials

Unless otherwise stated, course materials are provided for the participant's personal educational use.

Participants may not reproduce, publish, sell, upload, distribute or substantially modify course materials without permission from the relevant copyright holder.

References and links to third-party materials remain subject to the rights and conditions established by their respective owners.

8. Technology and access

Participants are responsible for having reasonable access to the internet and to a device capable of using the course platform.

CHS–Ethiopia will make reasonable efforts to maintain access and provide support but cannot guarantee uninterrupted availability where disruption is caused by connectivity problems, power interruptions, external platforms, emergencies or circumstances beyond its reasonable control.

9. Changes, postponement or cancellation by CHS–Ethiopia

CHS–Ethiopia may make reasonable changes to the course schedule, tutors, delivery arrangements or learning activities when necessary.

Where a course must be postponed or cancelled by CHS–Ethiopia, registered participants will be informed as soon as reasonably possible. Any applicable refund or transfer arrangements will be communicated to participants.

10. Respectful and safe participation

Discrimination, intimidation, exploitation, harassment, sexual harassment, abusive communication or retaliation will not be accepted.

Concerns may be reported confidentially to:

Tsegazeab Kahsu, Coordinator

Email: tsegazeab.kahsu@mu.edu.et

Reports will be handled as sensitively as possible, although complete confidentiality cannot be guaranteed where action is required to protect a person or comply with institutional or legal obligations.

11. Privacy

Personal information will be handled in accordance with the CHS–Ethiopia Privacy Notice.

Participants should avoid sharing confidential, identifying or sensitive information about affected persons, survivors, clients, colleagues or organisations in assignments, forums or live discussions.

Case examples should be anonymised unless the information is already legitimately public and its use is appropriate.

12. Disclaimer

The course is intended for educational and professional development purposes. It does not replace legal, medical, psychological, safeguarding or other specialised professional advice.

Views expressed by individual trainers, guest speakers or participants do not necessarily represent the institutional position of CHS–Ethiopia or Mekelle University.

13. Contact

Questions concerning registration or these terms may be sent to:

Center for Humanitarian Studies–Ethiopia

Email: tsegazeab.kahsu@mu.edu.et