

TERMS AND CONDITIONS (T&C) FOR ETRELA ONLINE ACADEMY (June 2025)

Scope of Application

Renewables Academy AG (“RENAC”) provides training on green energy internationally and a variety of business services to develop capacities for a sustainable energy supply, including:

- (i) online training offers („Online Training”)
- (ii) blended learning training offers („Blended Learning Training”)

All are referred to as RENAC Training („RENAC Training”).

Target group of the ETRELA Online Academy are professors and educators of the ETRELA partner universities:

- Argentina: Universidad de Buenos Aires y el Centro de Estudios de la Actividad Regulatoria Energética (CEARE)
- Brazil: Universidade Estadual de Campinas (UNICAMP)
- Brazil: Instituto Federal da Paraíba (IFPB. João Pessoa)
- Colombia: Universidad Tecnológica de Pereira (UTP)
- Dominican Republic: Instituto Tecnológico de Santo Domingo (INTEC)
- Honduras: Universidad Nacional Autónoma de Honduras
- Peru: La Universidad Nacional de Ingeniería
- Uruguay: La Universidad Tecnológica del Uruguay

Other institutions and organizations can take part in the ETRELA Online Academy as well, if they receive an invitation from RENAC or OLADE, or one of the above-listed partner universities. All nominations have to be approved by RENAC finally.

(i) RENAC Online Training programmes are approved by the Agency for Distance Education “ZFU Staatliche Zentralstelle für Fernunterricht”, Cologne, Germany. All RENAC Online Training offers are provided online on the RENAC e-learning platform (“E-Learning Platform”).

(ii) RENAC Blended Learning Trainings include both a virtual training component that takes place online and interaction may occur virtually and live („Virtual Training”).

Detailed information on RENAC’s Online Training, Blended Learning Training, and In-Person Training content, duration, material provision, number of online live virtual classrooms, testing intervals, and supporting services are described in the individual RENAC Training descriptions available on the RENAC website www.renac.de.

The following terms and conditions (“T&C”) govern the participation in and use of all RENAC Training services as offered **under the ETRELA project**. These T&C apply to persons who enrol as individuals or who enrol as part of a corporate enrolment (“Participant”). These T&C shall govern this agreement exclusively, the Participant here with agrees that any Participant’s terms and conditions, procurement guidelines, etc. are herewith excluded and will not come into effect.

1 Conditions for Participation

- a) RENAC Trainings are mainly conducted in English; all contributions of the Participant must be submitted in English language. RENAC expects a C1 level of English-language knowledge, according to the European Framework of Reference for Languages, to verify that the Participant understands the content of the Training. For training conducted in Spanish or Portuguese, all the contributions from the participants should be submitted in the Spanish or Portuguese language, and RENAC expects at least level C1 as well.
- b) Mathematical knowledge is required for individual sections. For this reason, the Participant needs mathematical knowledge of triangle calculation (trigonometry) and logarithms. Upper secondary school leaving qualifications are recommended.
- c) For RENAC Online Training and Virtual Training, participants must have access to a computer with an internet connection. To be able to watch educational videos, an internet connection with a data transmission speed of at least 2 Mbit/s is recommended. Basic internet skills are expected.
- d) RENAC Online Training concludes with an online final examination. The Participant needs to make a declaration under oath that the final examination will be carried out independently and without any aids.

2 Agreement of Participation in RENAC Training

- a) To register for a RENAC Training, the Participant needs to complete either the online registration form or follow the application procedure carried out by the partner university.

By registering online, the Participant is submitting to RENAC a binding offer for the selected RENAC Training. During the registration procedure, the Participant accepts these T&C as well as the selected RENAC Training price, services, and RENAC exam regulations (“Examination Regulations”) described on the RENAC website at the time of submission, all of which constitute the RENAC Online Training Agreement and/or Blended Learning Training Agreement (“Agreement”).

The right to participate in the selected RENAC Training is limited to the person named on the registration form. The RENAC Training service description does not constitute legally binding offers. RENAC is under no obligation to accept a Participant’s order for a RENAC Training.

- b) The RENAC Online Training Agreement between the Participant and RENAC is commenced upon e-mail confirmation by RENAC. RENAC owes the Participant access to the E-Learning Platform and all services.
- c) The Blended Learning Training Agreement between the Participant and RENAC commences upon a final confirmation by RENAC via e-mail, which will be sent to the Participant. Until this time, RENAC may cancel the Blended Learning Training without reason by e-mail. Any arrangements made before the receipt of a final booking confirmation from RENAC done so by the Participant, is at the Participant’s own risk.
- d) RENAC reserves the right to change these T&C as well as the RENAC Exam Regulations from time to time. The Participant will be notified of any changes.

3 Start of Training

- a) RENAC will inform Participants via email about the timeline for the RENAC Training.
- b) The Participant receives all access data required for the RENAC E-Learning Platform several days before the official start date of the RENAC Online Training or Blended Learning.
- c) Access to the E-Learning Platform is granted on the official start date of the Training.

4 RENAC Learning Material

- a) Training material for RENAC Training may consist of, but is not limited to: online reading material, files to download, graphics, self-assessment tests, exams, assignments and links, data, and software programmes as well as all organisational and technical documents and information provided as part of the Training by RENAC, its employees, or contractors ("Material").
- b) Material is provided for the Participant's personal educational and non-commercial use only.
- c) All rights, title, and interest in and to such Material, including but not limited to reproduction, distribution, making public, making available, transmission, translation, performance, display, adaptation, and modification, are exclusively reserved by RENAC or its licensors.
- d) The Participant especially agrees:
 - not to copy or print out any Material, except specially indicated Material;
 - not to rent, lease, sublicense, loan, translate, merge, adapt, vary or modify the Material;
 - not to alter, or modify, the whole or any part of the Material, nor permit the Material or any part of it to be combined with, or become incorporated into, any other materials;
 - not to provide or otherwise make available the Material in whole or in part, in any form, to any person without prior written consent from RENAC.

5 RENAC E-Learning Platform

- a) The RENAC E-Learning Platform is accessible via a Participant-specific password. All Participants of a current Online Training and Blended Learning Training have access to the E-Learning Platform and may use the forum(s) to post content-related comments, questions, discussion, links, documents, pictures, etc. Participants may also give private information about themselves and upload pictures and documents. The shared personal data must not be irrelevant or excessive with regard to the agreed purposes. All uploaded or entered contents are fully accessible to all other Participants.
- b) If the Participant shares (e.g. uploads or enters private information) on the E-Learning Platform, the Participant is responsible for maintaining the security of that information. The Participant must immediately notify RENAC of any unauthorized uses of the Participant's information or any other breaches of security. RENAC will not be liable for any acts or omissions by the Participant, including any damages of any kind incurred as a result of such acts or omissions.
- c) RENAC has not reviewed, and cannot review, all of the material made available through the websites and webpages to which the E-Learning Platform links, and that link to the E-Learning Platform. RENAC does not have control over third-party content E-Learning websites or webpages and is not responsible for their contents or their use. By linking to a non-RENAC E-Learning website or webpage, RENAC does not represent or imply that it endorses the website or webpage. The

Participant is advised to check privacy policy statements of linked websites as they may deviate from RENAC's own policies.

d) Posts and other content on the E-Learning Platform not directly provided by RENAC may contain content that is offensive, indecent, or otherwise objectionable, as well as content containing technical inaccuracies, typographical mistakes, and other errors. Posts and other content on the E-Learning Platform not directly provided by RENAC may also contain material that violates the privacy or publicity rights, or infringes on the intellectual property, and other proprietary rights, of third parties. The downloading, copying, or use of third-party content may be subject to additional terms and conditions, stated or unstated. RENAC disclaims any responsibility for any harm resulting from the use by users of the E-Learning Platform, or from any downloading by those users of non-RENAC content posted.

e) RENAC cannot review all of the material posted to the E-Learning Platform and cannot, therefore, be responsible for that material's content, use or effects. By operating the E-Learning Platform, RENAC does not represent or imply that it endorses the material there posted, or that it believes such material to be accurate, useful or non-harmful.

f) RENAC informs the Participant that the E-Learning Platform is a service provided by 3iPunt. The use of the E-Learning Platform may be subject to additional terms and conditions of 3iPunt.

6 Responsibility of RENAC E-Learning Platform Users

a) The Participant is responsible for taking precautions as necessary to protect personal computer systems from viruses, worms, Trojan horses, and other harmful or destructive content.

b) The Participant must not post or upload material to the E-Learning Platform with content of an offensive, indecent or otherwise objectionable nature. The Participant shall omit any activities within the E-Learning Platform that violate the privacy or publicity rights, or infringes upon the intellectual property, and other proprietary rights, of third parties.

c) The Participant must not pass on password(s) and shall reasonably protect password(s) from third-party abuse.

7 Specialist, Organisational Issues, and Technical Support

a) In terms of content-related questions, qualified RENAC teaching staff are available via e-mail for the entire duration of the RENAC Online Training to provide competent support. RENAC specialists strive to react promptly, however, the maximum response time is 48 hours on workdays in Germany. Questions are handled on the RENAC E-Learning Platform. All questions and responses will be visible to all Participants.

b) All correspondence with the lecturers, trainers, consultants, authors, or anyone else providing training or training material on behalf of RENAC must go through RENAC's E-learning platform.

8 Specialist, Organisational Issues, and Technical Support for Blended Learning Training

a) RENAC's Blended Learning Trainings include the following parts, their conditions mentioned below:

- a. Online Learning on E-Learning Platform (described before);
- b. Live virtual training (described below);

8.1 Live virtual trainings

- a. Arrangement: Each participant is responsible for making the necessary technical arrangements to be able to participate interactively in the events (e.g. live virtual classrooms).

Therefore, RENAC recommends the following:

- A quiet, bright room, connection to the Internet via a LAN cable. WLAN also works well, but depending on the connection, is more susceptible to loss of connectivity.
- Set up of a camera and microphone to make yourself visible and audible to those in attendance.
- Log in to Zoom at least 10 minutes before the official start, so that technical problems can be solved beforehand.
- Using the Zoom app, an installation beforehand is necessary. Alternatively, participants can choose to join via browser (e.g. Firefox, Chrome), after providing access data (meeting ID and password). Further information can be found on the Zoom website, which you can access by clicking this link: <https://support.zoom.us/hc/en-us/articles/214629443-Zoom-web-client>.

b) Communication: RENAC's live virtual seminars are interactive events characterised by positive group atmosphere and fruitful exchanges among participants. To continue to achieve this positive atmosphere, participants are asked to do the following:

- Entering the full name (name and last name) and institution in brackets (if applicable) when signing in.
- Turning on the video to be able to communicate and network effectively with those in attendance.
- Muting the microphone, if the trainer or someone else is speaking, to reduce interference from background noises.
- Use of "raise your hand" icon, or posting in the chat, when participants wish to contribute. The moderator will let you speak at a suitable time, or answer in the chat.
- If participants are asked to speak, they shall turn on the microphone and introduce themselves briefly with their name and, if applicable, their institution, so that the other participants know who is speaking.

c) Recording:

- Depending on the event, RENAC may record it and share the recording with participants or project partners. RENAC will inform participants of this before the start of the event. For privacy matters, participants can choose to not turn on the camera or microphone, and use the chat function to communicate.

- For free webinars that are designed to be published online, participants only have access to the chat function to ask questions. The trainer may mention the name participants provided on Zoom and the question when responding.

d) Photos/Screenshots:

RENAC will not take screenshots or photos during sessions nor publish them on social media without asking. If we do wish to take a photo of and share it, RENAC will ask in advance for permission.

8.2 Responsibility of RENAC Live Virtual Training Participants

a) The Live Virtual Training as part of the Blended Learning format will be conducted in a virtual classroom ("Live Virtual Training Platform").

b) The Participant is responsible for taking precautions as necessary to protect personal computer systems from viruses, worms, Trojan horses, and other harmful or destructive content.

c) The Participant must not post material or upload material to the Virtual Training Platform that is offensive, indecent, or otherwise of an objectionable nature. The Participant shall desist from any activities within the Virtual Training Platform that violate the privacy or publicity rights, or infringes upon the intellectual property and other proprietary rights, of third parties.

d) The Participant must not share or communicate their password(s) to others and must take reasonable precautions to protect their password(s) from third-party abuse.

9 Testing Procedures and RENAC Certificates

a) All Training testing procedures, including self-assessments, assignments, and final examination, are governed by the RENAC exam regulations ("Exam Regulations"). The Participant's performance in RENAC Trainings may be graded according to the RENAC Exam Regulations after the Participant submits the final exam.

b) (i) Participants who pass the RENAC Online Training will receive a "Graded RENAC Certificate" confirming that the Participant attended and passed the RENAC Online Training. The certificate will also show the Participant's final grade. Participants who do not pass the RENAC Online Training will receive "RENAC Certificate of Attendance." The Certificate of Attendance will not include the final grade. RENAC sends the RENAC Certificate as a PDF file to the Participant's e-mail address as provided in the Participant's registration form. The Participant is obligated to provide an up-to-date e-mail address, which can receive messages with attachments larger than 4 MB.

c) (ii)/ (iii) Participants who pass the RENAC Blended Learning and/or the In-person Training will receive a "Graded RENAC Certificate" confirming that the Participant attended and passed the training by fulfilling all examination requirements. The certificate may also show the Participant's final grade. Participants who do not pass the RENAC Training will receive a "RENAC Certificate of Attendance." The Certificate of Attendance will not include the final grade. The certificate will not be awarded if a Participant misses more than one-third of all scheduled Training lessons.

10 Price and Payment

Participation for ETRELA's partner universities is fully covered by the ETRELA project by IKI, International Climate Initiative.

11 Term and Termination for RENAC Online Training

- a) The RENAC Online Training Agreement ends, at the latest, two (2) weeks after the official end of the RENAC Online Training.
- b) RENAC reserves the right (at any time) to terminate the Participant's participation and access to the E-Learning Platform with immediate effect if the Participant is in breach of any material term of these T&C by sending an e-mail notice to the Participant (to the e-mail address provided on the registration form).
- c) Any termination or notification must be made in writing or via e-mail.

12 Right of Withdrawal

The Participant is entitled to withdraw from the RENAC Online Training Agreement, or RENAC Blended Learning Training Agreement within fourteen (14) days without statement of reason(s). The withdrawal period is fourteen (14) days from the date of commencement of the RENAC Training Agreement. Timely dispatch of the notification of withdrawal before the withdrawal period has expired shall suffice to meet the withdrawal deadline.

Participants who wish to withdraw from the Agreement, shall make the appropriate modifications to the example below and send it to RENAC.

"I/we (insert name(s)) hereby withdraw from the Agreement concluded by me/us for the participation in the (insert course title), booked on (insert registration date) to begin on (start date of course)."

13 Privacy Policy

RENAC will collect, process, and use the Participant's data to provide learning services to the Participant. RENAC will not pass on personal data to third parties without the Participant's explicit consent or if RENAC is obligated to do so by law.

Personal data will be saved as long as necessary for the provision of the RENAC Online Training services, plus 10 years after that for tax or legal reasons.

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

14 Warranties and Service Exclusions

- a) All RENAC Training has been prepared with the utmost care and according to the best of RENAC's knowledge.
- b) RENAC will endeavour to make the E-Learning Platform and its Online Training available, but cannot guarantee that the E-Learning Platform and/or the Online Training will operate continuously or without interruptions that could affect use of the E-Learning Platform and/or the Online Training.

The Online Training and/or the E-Learning Platform may provide links to other websites, which are not under the control of RENAC. RENAC shall not be responsible in any way for the content of any such other websites. The Participant acknowledges that RENAC provides such links only as a convenience.

c) The E-Learning Platform and/or all RENAC material, instruction and training content are provided for general information and illustrative purposes only and do not constitute financial, legal, or other professional advice. Neither RENAC nor RENAC's contractors guarantee or warrant completeness and correctness of information, including of calculations. RENAC makes no guarantee whatsoever as to the accuracy of future-oriented statements, assumptions, and estimations made within the scope of any Online-, In-Person or Blended Learning Training, nor to the achievement of forecasts and predictions.

d) No warranty is given that the training Material will be fit for any particular purpose.

15 Intellectual Property (Copyrights and Trademarks)

a) All course materials, including text, images, and trademarks, are protected by copyright and trademark laws and are owned by RENAC.

b) RENAC, the RENAC logo, and all other trademarks, service marks, graphics, and logos used in connection with the Online Training, In-Person Training, and Blended-Learning Training are trademarks of RENAC AG or RENAC's licensors. Other trademarks, service marks, graphics, and logos used in connection with the In-Person Training may be the trademarks of third parties. The Participant's use of the In-Person Training services does not grant the Participant a right or license to reproduce or otherwise use any RENAC or third-party course material and trademarks.

c) Any infringement of RENAC's intellectual property rights will be strictly prosecuted.

16 Indemnification

Participants indemnify and hold harmless RENAC, its contractors, its licensors, and their respective directors, officers, employees, and agents from and against any claims and expenses including attorneys' fees, arising out of the use of the RENAC E-Learning Platform, including, but not limited to, the Participant's violation of these T&C. Corporate clients are liable for the Participants they have enrolled.

17 Liability

a) Nothing in these T&C shall operate to exclude or limit RENAC's liability for:

death or personal injury caused by the negligence of RENAC, its servants, agents, employees, or subcontractors;
essential contractual obligations.

With respect to the breach of essential contractual obligations, RENAC shall bear liability solely for damages that are typical and foreseeable within the context of the contractual relationship.

b) Subject to clause a) of this paragraph, RENAC shall not be held liable for damages caused by slight negligence.

c) Subject to clause a) of this paragraph, RENAC shall not be liable to the Participant or any third party for any loss of, damage to, or costs in respect of:

loss of profit, anticipated profits, revenues or anticipated savings, goodwill or business opportunity;
or

indirect or consequential loss or damage

regardless of whether any of the matters listed in (a), (b), and (c) above are foreseeable, known, foreseen, or otherwise.

d) Subject to condition (a) of this paragraph, the maximum liability of RENAC arising out of or in connection with any Agreement made under these T&C or any collateral contract, whether in contract, tort (in each case including negligence) or otherwise shall under no circumstances exceed either EUR 1,000 or the sum paid by the Participant to RENAC, whichever is the lower.

e) Neither party shall be liable to the other for any failure or delay in the performance of its obligations under these T&C caused by circumstances beyond that party's reasonable control.

18 Jurisdiction and Place of Jurisdiction

a) 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.

b) The place of Jurisdiction shall be Berlin, Germany.

19 Final Provisions

a) Should individual provisions of the Agreement be or become invalid either in full or in part, the validity of the remaining provisions shall remain hereby unaffected. The fully or partially ineffective provision should be replaced by one which most closely corresponds in a legally permissible manner to the commercial purpose of the ineffective provision. This also applies to the filling of any contractual loopholes.

b) The benefits and obligations conferred by these T&C upon the Participant shall not be assigned, delegated, transferred, sub-contracted, or encumbered, or otherwise made available or disposed of, without the express prior written consent of RENAC.

c) Any amendments or supplements to the RENAC Online Training Agreement shall be valid only if made in writing. There are no verbal subsidiary agreements.

d) Notices to the Participant may be sent to the Participant either by e-mail or to the postal address on the Participant's registration form. Notice will be deemed received twenty-four (24) hours after an e-mail is sent or three (3) days after the date of posting. Participants are obliged to forward relevant RENAC e-mails to their corporate person in charge at once.

e) RENAC reserves the right to change these T&C from time to time. The Participant will be notified of any changes.