

## Procurement authorization – Academic and Education Clients Eastern Europe

Mindjet offers students, teachers and non-profit educational institutions (listed below as reduced-rate beneficiaries) the opportunity to purchase Mindjet products (the latest Academic versions/editions offered by Mindjet) at a reduced price.

To complete a purchase under these special conditions, organisations must prove their eligibility for the offer.

Commercial training and seminar companies are not eligible to benefit from this offer.

Please note that the customer's eligibility documentation must be submitted upon placement of the order. Orders placed without the requisite evidence cannot be accepted.

**The following groups are classed as reduced-rate beneficiaries:**

### Organisations:

1. Kindergartens, day care providers and nurseries
2. Schools (publicly owned or recognised/licensed by the government)
3. Institutions of higher education (vocational colleges, universities and professional academies that are publicly owned or recognised by the government)
4. Community colleges
5. Internal company training institutions (subject to authorisation)

### Individuals

6. Pupils
7. Students
8. Teachers, lecturers and professors
9. Participants (non-commercial adult education)

### Evidence requirements/purchase evidence for organisations

A 'Proof of school status for organisations' is an official, non-standardised document that acts as evidence of an organisation's eligibility for a Mindjet Academic licence. This document sets out which Mindjet products the organisation requires (product types and quantities) and provides information on the organisation's eligibility to utilise academic products. Additional documents (e.g. Articles of Association, notice of exemption, programme form) may be required to verify eligibility. Further information is provided on the following pages.

### Evidence requirements/purchase evidence for individuals

A 'Proof of school status for individuals' is an official, non-standardised document that acts as evidence of an individual's eligibility for a Mindjet Academic licence. This document confirms that the individual engaged in a programme of learning is registered with a recognised organisation. Documents commonly used for this purpose include: registration documents, student or teacher ID cards and certificates of participation. Further information is provided on the following pages.

1. **Reduced-rate purchasing rights for kindergartens, day care providers and nurseries**
  - a. **Eligibility conditions:**  
Kindergartens, day care providers and nurseries in public or private ownership.
  - b. **The following evidence is required for purchase:**  
Original order from the institution or cost centre.
  
2. **Schools (publicly owned or recognised/licensed by the government)**
  - a. **Eligibility conditions:**  
Publicly owned schools and privately owned government-recognised/licensed schools providing statutory primary or secondary education.
  - b. **The following evidence is required for purchase:**  
Original order from the institution or cost centre. For government-recognised/licensed schools providing statutory primary or secondary education, the document that certifies/licenses the organisation as a school, issued by the relevant government ministry, must be submitted.
  
3. **Institutions of higher education (vocational colleges, universities, professional academies)**
  - a. **Eligibility conditions:**  
Publicly owned or government-recognised universities, vocational colleges and professional academies. The administrative bodies of associated and separately managed organisations (e.g. the administrative body within a university hospital) are not eligible.
  - b. **The following evidence is required for purchase:**  
Original order from the institution or cost centre.
  
4. **Community colleges**
  - a. **Eligibility conditions:**  
Publicly owned community colleges.
  - b. **The following evidence is required for purchase:**  
Original order from the institution or cost centre.
  
5. **Internal company training institutions (subject to authorisation)**
  - a. **Eligibility conditions:**  
Trainee positions in internal training institutions within companies (public or private companies or institutions) approved by the manufacturer for Mindjet Academic. Organisations can apply for approval by contacting [armin.schneider@mindjet.com](mailto:armin.schneider@mindjet.com).
  - b. **The following evidence is required for purchase:**  
Valid approval issued by Mindjet.

## 6. Pupils

### a. Eligibility conditions:

Pupils currently registered at a publicly owned school, or a school recognised or licensed by the government, providing statutory primary or secondary education (see also point 2).

### b. The following evidence is required for purchase:

Proof of current school registration (e.g. student ID card, written declaration from the school).

## 7. Students

### a. Eligibility conditions:

Students currently registered at a publicly owned or government-recognised university, vocational college or professional academy (see also point 3).

### b. The following evidence is required for purchase:

Proof of current registration at the further education establishment (e.g. student ID card, registration certificate, written declaration from the organisation).

## 8. Teachers, lecturers and professors

### a. Eligibility conditions:

- i. Teaching staff at a publicly owned school, or a school recognised or licensed by the government, providing statutory primary or secondary education.
- ii. Lecturers at a publicly owned further education establishment (see also point 3) or community college (see also point 4),
- iii. and professors at a publicly owned further education establishment (see also point 3).

### b. The following evidence is required for purchase:

Valid proof issued by the organisation that the purchaser is employed as a member of teaching staff (e.g. teacher ID card).

## 9. Participants (non-commercial adult education)

### a. Eligibility conditions:

Participants in an ongoing, non-commercial educational programme, e.g. at a community college (see also point 4), or individuals who have participated in such a programme in the past six months.

### b. The following evidence is required for purchase:

Proof of participation from programme provider.

### The following general rules apply:

The organisation or individual named on the proof of eligibility document will be the licence holder for the Mindjet product.

Multiple licences, such as school licences, must always be provided for a specific location, i.e. only for a single site belonging to the institution in question. Any exceptions to these rules must be agreed in writing.

A separate price list applies for Mindjet products for academics. Some Mindjet products may not be available in Academic versions.

**Information for specialist retailers:**

Specialist retailers must inform parties interested in and/or buyers of Mindjet licences for academics of the special purchasing conditions in writing. Evidence received from customers must be submitted to the relevant sales partner when the order is placed. For school and university multiple licences, the licence terms must be confirmed in writing separately by the ordering institution after receipt of the goods.

**Legal information:**

All Mindjet Academic licences are subject to the general Mindjet licence terms included with each product. Mindjet reserves the right to verify all information provided. Any breaches of these conditions or the general Mindjet licence terms will be prosecuted under criminal and civil law. Software must not be transferred free of charge, sold or loaned to any other party. Please note that Academic licences may only be used for non-commercial purposes.