

SMPE/e terms and conditions // Courseconditions

Registration and confirmation

You can register for a course via our website www.tue.nl/smpee/cursussen, on the specific course-registration form. After registering for a course, the participant will receive a confirmation of registration by e-mail (by Email address: smpee@tue.nl). About a month/2 weeks at the latest, before the starting date of the course, the participant will receive a definite e-mail with the final program and other information about the course, e.g. exact location, starting time, preparation, etc. It is still possible to register for a post-master course one working day ahead, unless the course is fully booked. (note: limited number of participants, FULL = FULL). In that case, if desired, you will be placed on a waiting-list.

Course material

All necessary course material will be provided by SMPE/e. All written and/or electronic material provided by SMPE/e as part of the course is copyrighted and the property of SMPE/e. It is prohibited to duplicate this material without the prior written consent of the owner(s). The material may only be used for the purposes laid down within the framework of the course. It is prohibited to place the course material at a third parties' disposal.

Participation and completion:

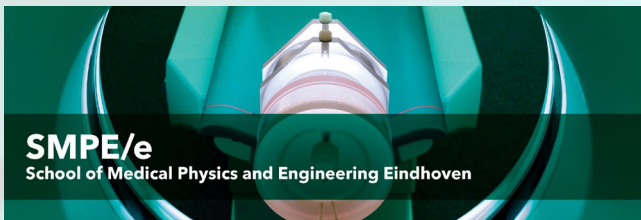
After registering for a course, you are expected to be able to participate in all course days (so make a note of them immediately in your calendar). In case of force majeure or unforeseen circumstances, always take immediately Contact the course office smpee@tue.nl and the content coordinator and, if agreed, possibly your supervisor. In order to complete the course successfully, one has to meet the following requirements of SMPE/e:

- attended at least 80% of the lectures of the course (unless otherwise agreed with SMPE/e);
- received a pass for the completed presentation/paper, if applicable (see course information). Note: the paper has a review-time of 6 weeks (from draft to end version).

If a participant has missed more than 20% of the course, then further participation in the rest of the course makes no sense. Even if one does not meet other of the above conditions, a student can be excluded from further participation. Unless otherwise agreed.

Certificate

Those who successfully complete the course (see section herewith above 'Participation and completion') will receive a certificate afterwards. This certificate, or, if this has been agreed within SMPE/e with the SMPE/e affiliated trainees, an email with the positive confirmation of the completion of the thesis, can be used for the portfolio every trainee has according to the training requirements.



Depending on the course, you can opt for a 'Day Certificate' or 'Certificate including thesis' with indication of the possible associated ECTS. This certificate or email can be used to build the portfolio that every SMPE/e post-master trainee must have according to the training requirements or to obtain in-service training points at their own professional group.

The certificate will only be issued if the attendance obligation of 80%, any assignment / thesis and / or thesis and the course costs have been met.

Accreditation

If accreditation points are desired and this is not stated on the site: always inquire in advance whether this post-master class is accredited. That can sometimes still be arranged if necessary.

Evaluation of the course

By accepting SMPE/e terms and conditions, you also agree to complete the sent daily and final survey/s.

Cancellation conditions

Your enrollment expires when you cancel by e-mail until 2 weeks before the start of the course. When cancelling in the 2 weeks before the start date of the course or there is absence without notification, the course costs will be charged to the participant, unless SMPE/e has found a substitute for the participant (for example from the substitute list). The participant has the right to have him/herself replaced by another person if he/she announced this before the start of the course.

Course costs

Payment is due within 30 days of the invoice date unless expressly agreed otherwise in writing.

Number of participants

The number of participants is limited; when a course is full, a substitute list will be used. A course will only take place when there are enough participants. SMPE/e will decide not later than 4 weeks before the planned start date whether the course will take place or not. When a course is cancelled due to an insufficient number of participants, the already registered participants will be informed as soon as possible.

Changing course dates

If the initially scheduled dates of a course may need to change, the participants have the right to cancel their enrollment free of charge. This needs to be done within two weeks after they have been informed about the changes.

Catering: costs & waste

To prevent waste, if you are prevented from using the catering for part of the course or during the entire course due to circumstances (for example due to absence due to illness, an allergy or due to religious beliefs or other reasons), we kindly ask you to inform us on smpee@tue.nl, no later than 1 week, or otherwise as soon as possible, before the start date.

More info

www.tue.nl/smpee/cursussen, Cursussenbureau SMPE/e: E smpee@tue.nl, T 040 247 2134.

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