Course conditions

Registration and invitation:
You can register for a course via www.tue.nl/smpee/cursussen, on the specific course-registration form. It is possible to enter the course until the course starts (note: limited number of participants, FULL = FULL). After registering for the course, the participant will receive a confirmation of registration by e-mail (from: smpee@tue.nl).
About a month/2 weeks before the starting date of the course, the participant will receive a definite e-mail and this will be the final proof of registration. This invitation contains information about the course e.g. exact location, starting time, preparation e.o.. It is still possible to register for a post-master course one working day ahead, unless the course is fully booked. In that case 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:
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).

Certificate:
Those who successfully complete the course will receive a certificate afterwards. This certificate can be used for the portfolio every trainee has according to the training requirements. The certificate will only be supplied if the course invoice is paid and the trainee has completed the final survey.

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:
The invoice needs to be settled within 30 days of the invoice date.

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.

More information and registration:
Information on the SMPE/e courses and registration: www.tue.nl/smpee/cursussen.
More information: Office SMPE/e smpee@tue.nl (Tel 040 247 2134).