

AMEE-ESME Online Terms & Conditions

Please read these terms and conditions carefully. By accessing this course you agree to be bound by them for the duration of your course.

Registration and enrolment

All participants must create an AMEE account in order to register for the course and be enrolled onto our online learning platform. Registration to the course will not be considered complete until the course fee is paid in full. Once payment has been made via our online booking system, full access will be granted to the course, normally within 2 working days before the course start date. If you have requested to pay by invoice, the invoice must be paid in full one week before the start date.

Institutional administrators should contact us in advance to arrange registration of multiple participants. For institutional bookings we request that the following conditions are met two weeks in advance of enrolment:

- Invoices must be paid in full;
- You must provide us with a full list of names and email addresses of participants;
- Individual participants must create a free AMEE account

What the registration fee covers

The ESME Online registration fee includes:

- access to a facilitator-led, six-module online introduction to teaching in the health-professions for a period of 12 weeks;
- technical support to access and navigate the platform;
- access to a bank of learning resources, including a series of recorded webinars;
- an e-copy of the course textbook 'Essential Skills for a Medical Teacher: an introduction to teaching and learning in medicine', by Harden & Laidlaw;
- detailed feedback on your end-of-module assessments from expert facilitators and peer feedback via discussion forums;
- optional participation in facilitated discussion forums and live video-chat sessions;
- the award of an AMEE-ESME Certificate in Medical Education for successful completion of the course

The registration fee does not include:

- Provision of additional software or upgrades to your hardware;
- A hard-copy of the course textbook;
- Access to any other AMEE online course

Participants are responsible for ensuring they have the necessary hardware and software to access the online course materials, for monitoring the course deadlines and, if applicable, submitting their work for assessment on time.

Course Participation Requirements

As an AMEE-ESME course participant, we expect you to adhere to all of the policies and procedures outlined in the course handbook and these Terms & Conditions including:

- Informing us of any change of personal details;
- Communicating with the ESME Administrator if any unexpected situation or difficulty arises;
- Reporting any technical or other platform-related issues to the ESME Administrator

ESME Online is a cohorted course with facilitator support over a 12 week period. Participants are required to complete module activities within the 2 week timeframe, including submission of assignments. You must complete 80% of the required course activities and ALL assignments in order to pass the course and achieve the AMEE-ESME Certificate in Medical Education.

Short extensions, requested in advance, may be granted at the discretion of the facilitator but all work must be submitted by the end of the course. Participants who consistently fail to meet the participation requirements within the allotted time and without prior agreement risk being withdrawn from the course. If you wish to complete the course without submitting module assignments you can request to be moved into a non-facilitated group. Please note you will not qualify for the certificate.

Cancellation fees

If you purchase this course in error, we will refund the course fee minus a £25 administrative charge provided you notify us within 24 hours and have not yet accessed the course. The fee is non-refundable once you have accessed the online course.

Extenuating circumstances

If participation in the course is affected by extenuating circumstances (for example ill-health, bereavement, or family circumstances), please contact us to discuss possible extensions.

Please note that heavy workload does not qualify as an extenuating circumstance.

Transfer to other courses

If you find that the facilitator-led course is not working for you, we can arrange transfer to the self-directed ESME-Flexi course on payment a £25 administration fee. You should contact us via ESMEonline@dundee.ac.uk as soon as possible if you wish to discuss this option.

Special Registration Countries

A special registration rate applies to countries with a GNI of less than \$5,000, according to the World Bank website. This list is updated on an annual basis and may have changed since your last purchase. If your country qualifies the discount will automatically be applied at the checkout. Please note that you must be an AMEE Member to qualify for this rate.

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