

AMEE-ESME Online Flexi Terms & Conditions

Please read these terms and conditions carefully. By registering for 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 72 hours of receipt. If you have requested to pay by invoice, the invoice must be paid in full one week before your intended 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 flexi registration fee includes:

- access to a self-directed, six-module online introduction to teaching in the health-professions for a period of six months;
- 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;
- feedback on knowledge and understanding of key concepts via in-course tests
- optional participation in facilitated discussion forums and live video-chat sessions

The registration fee does not include:

- Provision of additional software or upgrades to your hardware;
- A hard-copy of the course textbook;
- One-to-one tutoring;
- 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.

The optional assessment module

Submission of the end-of-course assignment is optional but you will need to successfully complete it in order to qualify for the AMEE-ESME certificate in medical education. You can purchase access to the assessment when you sign up for the course or after enrolment from within the online learning platform. All assignments must be submitted within 12 weeks of completing the course.

Upon purchase of the optional assessment module, you will be given access to our submissions portal where you will be able to:

- upload an end-of-course assignment based on applying the course concepts in your own setting
- receive personalised feedback on your work
- download your AMEE-ESME certificate in medical education on successful completion of the course

You will not be able to submit your work until you have met the completion requirements of the flexi course. You will be able to monitor these from within the course and should contact our administrative team if you have any questions.

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 self-directed course is not working for you, we can arrange transfer to the next available 12-week, tutor-led ESME online course on payment of the difference in fees plus a £25 administration fee. You should contact us via ESMEonline@dundee.ac.uk as soon as possible if you wish to discuss this option.

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

Participants who wish to complete the end-of-course assignment must also complete and submit all end-of-module activities in order to qualify for the AMEE-ESME Certificate.

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.

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