

## AMEE-ESME Student Online Terms & Conditions

### Eligibility for ESME Student:

To be eligible to take part in ESME Student a participant must be enrolled on an undergraduate/ graduate-entry medical or other health professions education degree programme. Please note you may be asked to provide evidence of your student status, such as a copy of your matriculation certificate or a supporting letter from your institution.

The ESME Student Online registration fee includes:

- o access to Moodle, our online learning platform;
- o live and recorded webinars;
- o participation in facilitated discussion groups;
- o resource materials;
- o an e-copy of the course textbook 'Essential Skills for a Medical Teacher: an introduction to teaching and learning in medicine', by Harden & Laidlaw;
- o feedback on submitted assignments;
- o the award of an AMEE-ESME Certificate in Medical Education for successful completion of the course

Participants paying the non-member rate will automatically become AMEE individual members for a period of one year from date of registration

Benefits of AMEE individual membership for those registering at the standard fee:

- o Online access to Medical Teacher;
- o Free membership of MedEdWorld;
- o Discount on conference attendance;
- o Discount on AMEE publications;
- o Discount on AMEE-ESME Online Courses;
- o Option to apply for an AMEE Research Grant;
- o Option to request a letter of support for promotion or tenure;
- o Participate in the business of AMEE and have one vote in the General Assembly

### Registration

Registration closes 2 weeks prior to the course start date. All participants must create an AMEE account in order to be enrolled onto the online learning platform. Access to Moodle, MedEdWorld and Medical Teacher will not be issued until full payment is received. Invoices must be paid a minimum of 1 week before the course start date or your place will defer onto the next course.

Institutions registering multiple participants must provide us with a full list of names and email addresses 2 weeks in advance of the course start date. Individual participants must create an AMEE account 1 week prior to the course start date. Invoices must be paid 2 weeks before the course start date.

### **Cancellation fees**

A refund less £50 administration fee will be made for cancellations received in writing not less than 8 weeks before the start of the course. For cancellations within 8 weeks of the start of the course AMEE will make every effort to resell your place on the Course but cannot guarantee a refund will be possible.

### **Deferment**

Requests for deferment to the next available course will be at the discretion of AMEE. If granted a deferment to the next course you may be required to pay for renewal of your AMEE individual membership in order to gain access membership benefits if it has lapsed in this time.

If permission to defer is granted a deferment fee of £50 will be charged and must be paid 2 weeks prior to the course start date.

A maximum of 1 deferment will be permitted, unless due to extenuating circumstances, after which the full fee will be charged to take the 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 deferment or withdrawal from the course.

If you are requesting a deferral or extension beyond the course end date, evidence of extenuating circumstances may be required. Please note that heavy workload does not qualify as an extenuating circumstance.

### **Course Participation Requirements**

ESME Student Online is a cohorted course with facilitator support over a 10 week period. Participants are required to complete module activities within the 2 week timeframe, including submission of assignments in order to qualify for the AMEE-ESME Certificate.

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.