



## MPLS RESEARCHER TRAINING AND DEVELOPMENT TERMS AND CONDITIONS

These terms and conditions apply to all MPLS Training course registrations. Our courses are managed in the Cosy system. A small number of our courses are by application only and not managed in Cosy. In these cases the application process is set out in the course details.

### **When you register for any MPLS Researcher Training course, you agree that:**

**ATTENDANCE:** registering for a course acts as a commitment to attend, not an expression of interest. When you register, you are committing to attend for the full duration of the course and to not arrange to do anything else during the published course times. This applies to both single and multi-session courses. PLEASE DO NOT REGISTER FOR THE COURSE IF YOU THINK YOU MAY HAVE TO DO THIS.

**CANCELLATION:** Should you find you can no longer attend the full session, you will cancel using the Cosy system (link will be found in the confirmation email), giving as much notice as possible so your place can be offered to someone on the waiting list. If you need help with this please contact [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk).

**ACCESSIBILITY:** It is very important that you make us aware of anything you need to enable you to take full part in the course.

**WAITING LISTS:** If the course is full, applicants will be placed on a waiting list, and contacted by email if a place becomes available. This sometimes happens at short notice, and we are aware, and regret, that last minute notification of a course place may not be helpful.

**ENGAGEMENT:** You will give the session your full attention and not engage in other tasks during the course.

**PRE-COURSE WORK:** If applicable, you will complete any pre-course work or comply with pre-course requisites.

**ARRIVAL:** You will join the course, or arrive in person, at least 5 minutes before the start time, to enable the trainer to start on time.

**REGISTER** It is your responsibility to ensure that your attendance is recorded on the register. If it is not, you will be recorded as a no-show. PLEASE NOTE THAT ON SOME COURSES THE REGISTER WILL NOT BE AVAILABLE UNTIL THE END OF THE SESSION.

**EVALUATION:** You will complete the evaluation questions after the course.

**ELIGIBILITY:** MPLS Researcher Training Courses are available for DPhil students, research staff and early career academics from the MPLS departments and doctoral training units.

**HEALTH AND SAFETY:** All course participants must adhere to the University's Health and Safety procedures and policies at all times.

**PRIVACY/ DATA PROTECTION:** MPLS Training uses the CoSy booking system to manage course bookings. Please see the relevant [Privacy Policy](#) (SSO required). If you have any queries about how we process your personal data, please contact [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk).