MPLS Researcher Training Courses: Terms and Conditions

These terms and conditions relate to courses provided by MPLS Researcher Training:
https://www.mpls.ox.ac.uk/training

Eligibility

MPLS researcher training courses can be booked by current DPhil students and postdoctoral staff from MPLS departments and doctoral training units. The departments are Chemistry, Computing Science, Earth Sciences, Engineering Science, Mathematical Science, Materials, Physics, Plant Sciences, Statistics and Zoology. If you are a researcher from another division and would like to book a place on an MPLS course, you are welcome to do so but please be aware that priority will be given to MPLS researchers, and you may be removed from the course list in order to make space for an MPLS participant.

Booking

Applicants should complete the online booking form in order to secure a place on the course. Some of our courses involve an application and selection process; in this case the relevant application form will be available to download from the course webpage, together with details of where to return completed forms.

By booking a place on a course you are agreeing to attend, to arrive punctually and to stay for the whole duration of the course. If a course consists of multiple workshops or classes you are agreeing to attend all of them.

Applicants must ensure that they have attained any prerequisite knowledge and completed any pre-course activities as set out in the course description / joining instructions.

At the time of booking applicants must confirm that they agree to our terms and conditions.

Waiting lists

If a course is full applicants can join a waiting list. Applicants should cancel their waiting list place if at any stage it is no longer required.

Applicants will be contacted by email if a place becomes available. Places sometimes become available at short notice due to late cancellation by participants. We are aware, and regret, that last minute notification of a course place may not be helpful to all.

Cancellations and Attendance

If at any stage a participant finds that they cannot attend a course, the course place must be cancelled. Ideally, at least three full working days' notice should be given as this gives another applicant enough notice to attend. Course places must be cancelled online.

Participants should manage their bookings entirely online using their [My Dashboard](#). The following features are available:

- Check courses you have booked and status of booking (confirmed/waiting list)
- Cancel a booking
- History of course attendance

If you repeatedly register for and then **do not** attend courses without cancelling your place at least three days in advance, then after three such non-attendances you will be barred from registering from further divisional courses and your department will be advised. Regular reports of non-attendance, naming individuals, are sent to departments and closely monitored.

When you attend a course it is your responsibility to record your attendance on the register. This will be used to populate your training record in AccessPlanit.

MPLS are unable to confirm attendance without your signature on the relevant register.

Arrival

Participants should arrive 15 minutes prior to the advertised start time. This will ensure you have sufficient time to book in. If a participant arrives late their admittance to the course will be at the course trainer's discretion.

By booking a place on the course and agreeing to the terms and conditions, you are agreeing to attend the course in full.

Accessibility

MPLS Training aims to make reasonable adjustments, where possible, for anyone with a disability or condition in order for them to access our services.

Please ensure you make us aware of anything you need to enable you to take full part in the course. You will have the opportunity to provide this information for us during the booking process.

Health and safety

Participants must adhere to the University's health and safety procedures and policies. Smoking is not allowed in any part of the University's venues.

Privacy/Data Protection

MPLS Training uses the AccessPlanit (or CoSy) booking system to manage course bookings. Please see the relevant Privacy Policy. If you have any queries about how we process your personal data, please contact training@mpls.ox.ac.uk