

Registration, participation and cancellation

HRM Learning & Development

Registration for Leiden University staff members and internal PhD candidates (you have a contract as a Leiden University employee)

Leiden University staff members can register for courses via SAP Self Service by clicking on the 'Register (Staff)' button. When you have registered successfully via the system, you will receive an automatically generated confirmation of your registration.

Registration for scholarship / contract PhD candidates

PhD candidates who receive a scholarship (and do not have access to SAP Self Service) can register for courses via the 'Register (Guest/LUMC)' button. You should then select the category 'PhD (Leiden University)' and follow the instructions on the form.

Registration for LUMC PhD candidates and staff members of Erasmus University Rotterdam, Delft University of Technology and Royal Netherlands Academy of Arts and Sciences (KNAW)

Guests and PhD candidates working at LUMC can register for courses via the 'Register (Guest/LUMC)' button. If you are a PhD candidate, you should then select the category 'PhD (LUMC)' and follow the instructions on the form.

Registration for external PhD candidates

PhD candidates who are not employed by Leiden University and do not have a scholarship (but have their own funding or are funded by an external employer) can register for courses via the 'Register (Guest/LUMC)' button. You should then select the category 'PhD (Leiden University)' and follow the instructions on the form. You will have to discuss with your supervisor whether budget is available to pay for the course.

If a course is full

If a course is full, you will not be able to register. However, you can ask to be placed on the waiting list, and if a place becomes available, we will inform you by email. If enough people are interested, an extra course can be organised.

If you have any questions about availability, please send an email to hrmopleidingen@bb.leidenuniv.nl to find out about the options.

Cancelling a registration for free courses and workshops

If you are unable to attend a course for which you have registered, you can cancel your registration free of charge, provided you do this at least two weeks in advance. Please note: your registration can only be cancelled **in writing**, by sending an email to: hrmopleidingen@bb.leidenuniv.nl.

You can cancel your registration free of charge up to two weeks before the start of the course. If you cancel later than this, you will be charged:

- If you cancel within two weeks before the start of the course, you will be charged **€ 100**. The date of your email is decisive for this.
- Also if you are unable to attend on the day of the course or do not show up, you will be charged **€100**.
- It is not possible to change your registration to a course in the next course period.
- It is not possible to transfer your registration to someone else.

Cancelling a registration for paid courses and workshops

If you are unable to attend a course for which you have registered, you can cancel your registration free of charge, provided you do this at least two weeks in advance. Please note: your registration can only be cancelled **in writing**, by sending an email to: hrmopleidingen@bb.leidenuniv.nl.

You can cancel your registration free of charge up to two weeks before the start of the course. If you cancel later than this, your course fee cannot be refunded.

- Also if you are unable to attend on the day of the course or do not show up, your course fee cannot be refunded.

Cancellation of the course

HRM Learning & Development reserves the right to cancel a course in the event of exceptional circumstances or if there are insufficient registrations. In such cases, we will contact you as soon as possible. We will first send an email offering you a new date for the course. If you will be unable to attend the course on the new date, owing to special circumstances, you should inform HRM Learning & Development by replying to that email.

Certificate

After completing the course, you will receive a certificate by email as proof of your participation. If you missed part of the course because of *serious personal circumstances*, we will work with you to find alternative possibilities to still obtain the certificate. This may involve additional costs.

Courses at Delft University of Technology or Erasmus University Rotterdam

If you would like to take a course at Delft University of Technology or Erasmus University Rotterdam, you should register with the organising university. If you have any questions, please address them to the organiser of the relevant course.

Privacy

To register for a course organised by HRM Learning & Development, you will be asked to provide various personal data. These data will only be used for communication about the relevant course and will be disclosed to the trainer. After the legally stipulated retention period has expired, the data will be deleted.