

Registration, participation, course fees and cancellation for PhD candidates

HRM Learning & Development

Registration for employees of Leiden University

Internal PhD candidates (with a contract as employee of Leiden University) can register for courses from the training programme for PhD candidates via the website by clicking on the button [Register \(Staff\)](#). After successful registration you will receive an automatically generated confirmation and Outlook calendar item of your registration.

Registration External/ LUMC

- **Registration for scholarship / contract PhD candidates**

PhD candidates who receive a scholarship (and are not employed by Leiden University) can register for courses via the button [Register \(Guest/LUMC\)](#)'. Then select the category 'PhD (Leiden University)' and follow the instructions on the form.

- **Registering external PhD candidates**

For external PhD candidates we charge a course fee afterwards. These are PhD candidates who are not employed by Leiden University and do not have a scholarship (but for example have their own funding or are funded by an external employer). This is a consequence of university policy regarding external PhD candidates.

The fees can be found on the website of the relevant courses. It is advisable to discuss with your supervisor whether funds are available for your participation prior to registering for a course. The invoice will be sent directly to the (external) PhD candidates, who must meet the payment obligation independently. The invoice will not be forwarded to a third party upon request.

You can register for courses via the button [Register \(Guest/LUMC\)](#)'. You can then choose the category 'PhD (Leiden University)' and follow the instructions.

- **Course is fully booked**

If a course is fully booked, it is no longer possible to register. However, it is possible to register for a waiting list in the digital learning environment (with the exception of the courses Scientific Conduct Science/ LUMC). As soon as a place becomes available, you will automatically be transferred to the list of participants and you will be notified accordingly. If you are unable to attend the course, we kindly ask you to cancel your participation as soon as possible.

- **Cancelling registration for courses and workshops**

For external PHD candidates: If you are unable to attend a course for which you have registered, you can cancel your registration free of charge in your digital learning environment up to 48 hours before the start of the course. If the course consists of several days or parts of a day, and you only attend part of the course, you will be charged the full amount for the course (partial refund is not possible).

If you are automatically registered for a course that starts within 48 hours and you are unexpectedly unable to attend, no costs will be charged for this cancellation.

- **The course has been cancelled**

HRM Learning & Development reserves the right to cancel a course if there are exceptional circumstances or if there are insufficient registrations. In those cases, we will contact you as soon as possible. In the first instance, we will offer you a new date for the course. Are there special circumstances that make it impossible for you to attend the course on the new date? If so, please let us know by replying to the e-mail with the new date. We will then examine together what solution is possible.

- **Proof of participation**

As proof of participation, you can download your certificate in the digital learning environment after completion of the course. You will only be able to download the certificate if you have successfully completed the entire course. Do you miss a part of the course due to serious personal circumstances, as a result of which no certificate is available? Then we will look with you at alternative possibilities to obtain the certificate after all.

- **Privacy**

To register for a course of HRM Learning & Development, you are asked to provide a number of personal details. These details will only be used for communication about and organisation of the course in question and will also be provided to the trainer. The data will not be used for other purposes. After the legally stipulated retention period, the data will be deleted.