Booking Policy
Centre for Academic Leadership & Development

Booking procedures
Prior on-line booking is essential if you wish to attend courses and workshops at the Centre for Academic Leadership & Development. Request a place via our on-line booking system: PDMS

Course Etiquette
If you have been allocated a place on a course, please:

1. Arrive on time (at least 5 minutes before start of course). Courses will start at the advertised time and participants arriving late may be excluded from joining the course.
2. Sign-in on the Attendance Register, otherwise you will be marked down as a “non-attendee”. Please note that it is your responsibility to remember to sign in on arrival.
3. Expect to stay for the whole course - if you cannot stay for the whole course, e.g. because of other work commitments, please don't book a place.
4. Complete your feedback form (if one is provided) and either return at the end of the course or send via internal mail to Centre for Academic Leadership & Development, PG3.05, Postgraduate Centre.

Cancellation procedure
If you find that you are no longer able to attend a course on which you have been allocated a place, please cancel your booking at least 48hrs in advance (via "My Training Record" on PDMS).

Cancelling your place at least 2 days in advance means that we may be able to allocate your place to another student on the waiting list.

Non-attendance policy
Failure to attend a course on which you have been allocated a place without cancelling beforehand will be recorded as a "no-show".

Persistent non-attendees who fail to attend 3 courses may have any subsequent bookings cancelled, and their absence communicated to their Supervisor for further discussion.

The aim of these procedures and policies is to help ALD’s programmes run as smoothly as possible and to ensure that the resources available to us are used for the maximum benefit of all of Heriot-Watt's research students and staff (e.g. demand is such that courses can often be fully booked and non-attendees therefore waste a place that could have been used by another student or staff member).

If you have any other queries about booking courses on programmes (such as Research Futures and LEADS) run by the Centre for Academic Leadership & Development, please contact us at: researchfutures@hw.ac.uk or call 0131 451 3789.