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Le contenu généré par l’IA peut être incorrect.



From submission to online training

This document will enable Thematic and Governance projects to provide detailed information about the proposed course/module. The Educational Committee of the Euro-MED Academy will review and assess it.

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# Proposal Template

The submission of the proposal is a two-steps process: First, submit your draft proposal by filling in the sections 1 & 2 of the following document, and send it to [academy@interreg-euro-med.eu](https://maregionsud-my.sharepoint.com/personal/gjavourez_maregionsud_fr/Documents/Euro-MED%20Academy/Euro-MED%20Academy%20-%20coordination/Educational%20Committee_documents/academy@interreg-euro-med.eu). The Educational Committee will review it and validate within 10 working days.

Following the validation of the first step, you can fill-in the full Proposal template.

## 1/ TITLE OF THE TRAINING (10 words max)

* NAME OF THE PROJECT:
* MISSION IT BELONGS TO: SELECT A MISSION
* CONTACT PERSON(S):
* THEMATIC LINES: Select the most relevant thematic line(s) for the course (maximum 2)

THEMATIC LINE 1 THEMATIC LINE 2

* KEYWORDS: Provide up to 5 keywords (total) in line with the course

KEYWORDS KEEP KEYWORDS PROGRAMME

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## 2/ Syllabus

* FORMAT //400-500 characters// Describe how the module is structured in a few lines. For example, what is the minimum required engagement from the participants (in terms of time), if there are live lectures, tutoring, virtual meetups…
* WHY ATTENDING //400-500 characters// Focus on what makes this module more attractive and different from what can be found on the market (it is advisable to create a direct link with the Material available in the Library).
* WHO SHOULD ATTEND //1000-1500 characters// Build the argument to convince the most important target audience/s (no more than three, otherwise it is not credible) to participate. Please specify the relevant stakeholder of the Quadruple Helix.
* LEARNING OUTCOMES //1000-1500 characters// Be specific about what the participants will learn in attending this module. Remember that training is or should be a transformative experience, so participants should not get out of the course when they get in, but they should take something they have found in the course.
* LEARNING EXPERIENCE //1000-1500 characters// Be specific about the learning methodology: who are the lecturers/trainers (at least some hints about the profile we are looking for). If there will be live lectures, tutoring, virtual meetups, practical exercises, peer-learning opportunities, or case study presentations, please specify.
* TRAINERS: education team bios
* EVALUATION PLAN: Please specify if you have any specific assessment requests in addition to the standard ones (see section 0.4). Specify also the timeframe to complete the tests.
* Overview of course structure: Estimated list of courses, estimated duration of courses, estimated list of live conferences and meetups (if applicable)

3/ Presenting the education team:

Thumbnail picture + bionote

* Partners in charge of the module
* Trainers/lecturer
* Instructional designer
* Guest speakers
* Tutor
* Facilitator

## 4/ Certification

* **Attendance certificate**: just listen to the lectures, read materials and does the shortest knowledge check → badge of attendance obtained in each course
* **Verified certificate:** participate in all the lectures, optional live events (if applicable) and pass the final tests

## 5/ Learners’ engagement

* Provide the estimated engagement (weekly)
* Provide the estimated video lectures (weekly)
* Provide reading suggestions
* Specify the type of exercises foreseen
* Knowledge tests: specify the exam format and time allowed
  + knowledge check (multiple choice or other automatic assessment tests, after each unit, if applicable)
  + final test: 20’ minutes (multiple choice or other automatic assessment tests at the end of the course)

## 6/ Highlights of the training materials

* How many hours of video contributions
* how many live conferences and virtual meetups… (if applicable)

## 7/ Module index/dashboard

* List of all the course
* List of all the live conferences (if applicable)
* List of all the meetups (if applicable)
* Specify the duration of all the course

## 8/ Participants’ presentation (not compulsory)

* Every participant is invited to introduce him/herself in a forum
* Every course can choose how much participants can/should say about themselves