***Any trainer interested in offering a course through the EURECA-PRO Lifelong Learning Academy should submit an application, specifying the following information. The ELLA working group will assess the proposal and select the most suitable training offer according to ELLA objectives. The information that the trainer should provide regarding the proposal includes the following information. This information will also appear in the course description within the EURECA-PRO website. It is necessary to create a platform of tool to collect this information in an automatic and operational manner, in a way that any trainer could have access to and fill in the application requirements.***

**COURSE DESCRIPTION TEMPLATE**

**Description to be field by the trainer** *[The trainer must complete these sections to request to teach a course]*

1. **Course title**

*[specified the course title]*

**2. Course Type (choose an option):**

\*Seminars

\*Workshops

\*Other: *[specified]*

**3. Number of places:**

Limited number of places: *[specified the number of places, minimum and maximum number to deliver the course]*

Non-limited number of places

**4. Starting date:**

*[specified the starting date]*

00/00/202\_

**5. Ending date:**

*[specified the starting date]*

00/00/202\_

**7. Modality:**

\*Online

\*On-site

\*Blended

**6. Schedule:**

*[specified the time and date of the course schedule]*

Day/time: from \_\_ h. to \_\_ h.

**8. Duration:**

*[specified the course duration in hours including, the number of hours of student homework and the number of hours of lectures and/or workshops]*

|  |  |
| --- | --- |
| Course duration |  |
| Workshops |  |
| Lectures |  |
| Student preparation |  |
| Student homework |  |

**9. Targeted audience:**

*[specified the target audience: academic staff, students, administrative staff, general public, etc., including specific characteristics such as field of work/studies, previous knowledge required]*

**10. Recognition of credits:**

*[specified the number of ECTS credits]*

\*ECTS:

**11. Place of delivery:**

\*Place:

\*Classroom:

\*Online (attach link of the meeting):

**12. Objectives:**

*[specified the objectives of the course]*

**13. Competencies and learning outcomes:**

**Competences**

* …..
* ……

**Learning outcomes**

* …..
* ……

**14. Program:**

* **Lecture 1**: ….
* **Workshop 1**: …..
* **Session 1:....**

**15. Evaluation criteria:**

*[specified the evaluation criteria]*

**16. Director/s:**

*[name, surname, position, institution, email address]*

**17. Teacher/Speakers:**

Teacher1. *[name, surname, position, institution, email address]*

**18. Collaborators:**

*[name, surname, position, institution, email address]*

**19. Departments and centres involved:**

*[name, surname, position, institution, email address]*

**20. University(s) involved:**

* I accept the privacy policy (Link to the privacy policy)