**Proficio Course Application Form**

Please complete all sections of the form below and email it to Proficio@essex.ac.uk. Don’t hesitate to contact us if you have any questions about running your course. There is some information in the course development section of the [Proficio and Research Degree Resources webpage](https://www1.essex.ac.uk/students/study-resources/research.aspx) which you may also find useful.

Your application will be sent to the Deputy Dean of Research Training for consideration. He will liaise with your Head of Department and you will be contacted with the outcome of your proposal. Once successful, your course will be listed on the [Proficio Booking Portal](https://shortcoursesgateway.essex.ac.uk/Portal/Home6).

|  |  |
| --- | --- |
| Name of course organiser |  |
| Department of course organiser |  |
| Course Title  |  |
| Proposed event date(s) |  |
| Start and end time of session(s) |  |
| Minimum number of participants*(That you consider would be appropriate for the type of event and the generation of a cost-covering fee).* |  |
| Maximum number of participants *(That you consider would be appropriate to benefit fully from the event).* |  |

**Course description and details**

|  |  |
| --- | --- |
| Please give a brief description of the course in no more than 250 words, including the learning outcomes. This should be aimed at attracting potential participants; it will be used as the course description on Proficio and for promotion of the course.  |  |
| Please give names and brief biographies of the presenter/s |  |
| Please list any additional information you would like participants to be aware of (e.g. reading to be completed in advance of the course, pre-requisites, etc.) Will delegates require access to University facilities (e.g. Essex email, the library, Moodle, etc.)? |  |
| Please give a brief explanation of how your course meets a current training need of research students and how this has been identified? |  |

**Fee bands**

Proficio courses are generally open to delegates from outside of the university. You can use the course development guide on the [Proficio and Research Degree Resources webpage](https://www1.essex.ac.uk/students/study-resources/research.aspx) for assistance with costing and setting the fees if required.

|  |  |
| --- | --- |
| Essex PGR students, alumni, staff, Essex partner PGR students and Eastern ARC PGR students | £ |
| External academics, students and not-for-profit organisations  | £  |
| Commercial participants  | £  |
| Your Department Cost code*Please note that this will be the cost code used to pay the fees back to your department following the course. If you are not sure which cost code to use, please contact your Faculty Accountant or refer us to them.*  |  |

**Promoting your course**

Proficio courses should be aimed chiefly at research students. Please check the box next to the below disciplines to identify which students could find benefit from your course.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All research students  |  | All quantitative disciplines |  | All qualitative disciplines  |  |
| All Social Sciences  |  | All Humanities  |  | All Science and Health  |  |
| EBS |  | History |  | Bio Sciences |  |
| Economics |  | Human Rights  |  | CSEE |  |
| Government |  | Law |  | HSC |  |
| ISER |  | LIFTS |  | Maths |  |
| Lang and Ling |  | Art History |  | Psychology |  |
| PPS |  | Philosophy |  | SRES |  |
| Sociology |  |  |  | Writtle  |  |

**Social Sciences Courses Only**

We would like to advertise your course on the [NCRM website](https://www.ncrm.ac.uk/). Please confirm the level of your course for this purpose.

|  |  |
| --- | --- |
| Entry (no or almost no prior knowledge) |  |
| Intermediate (some prior knowledge)  |  |
| Advanced (specialised prior knowledge) |  |

Please return this form to Proficio@essex.ac.uk.