**Proficio Course Development Application Form**

Please complete all sections of the form below and email it to [proficio@essex.ac.uk.](mailto:proficio@essex.ac.uk.)

Please contact us if you have any questions about creating your course. There is some information in the course development section of the [Proficio and Research Degree Resources webpage](https://www.essex.ac.uk/student/postgraduate-research/new-proficio-courses), which you may also find useful.

Your application will be sent to Postgraduate Research Education Manager for consideration. We will contact you with the outcome of your proposal via email. You should speak to your Head of Department and Faculty Accountant before submitting the application to obtain their approval that they are happy for you to run the course. Once approved, your course will be listed on the [Proficio Booking Portal](https://shortcoursesgateway.essex.ac.uk/Portal/Home6).

**COURSE PROVIDER DETAILS**

|  |  |
| --- | --- |
| Name of course organiser |  |
| Department of course organiser |  |
| *Following conversations with your HoD and Faculty Accountant, which of the following have they approved?* | Develop the course during departmental time  Develop the course during your own time (and receive payment into your EIRA account. Please provide cost code below) |
| Course Title |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Event Format | In-Person  Online  Hybrid  Pre-recorded Webinar  Online and a separate Pre-recorded Webinar will also be made |
| Proposed event date(s) |  |
| Start and end time of session(s) |  |
| Zoom Webinar Link (if online)  Room location (if in person) |  |
| 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? |  |
| To help with our email/social media promotion of your course, please create a short paragraph (approx. 3 sentences or 100 words max)  If you’d like tagging in social media posts, or have images to support the promotion of your course, please include these here | *Copy ideas:*   * *What are the benefits to postgraduate researchers of taking your course?* * *Is there a problem common to postgraduate researchers, which taking your course could solve?* * *What important skills could postgraduate researchers develop/ or which techniques could they learn from your course?* |

**Course Sub-Categories**

Proficio courses are aligned with the [Vitae Researcher Development Framework](https://essexuniversity.box.com/s/ho6q6aak4ok4leh3rmaj57oavtn0lcgh). Please indicate which of the sections of the framework the course aligns to. You can choose more than one.

|  |  |  |  |
| --- | --- | --- | --- |
| Knowledge base |  | Research management |  |
| Cognitive abilities |  | Finance, funding and resources |  |
| Personal qualities |  | Working with others |  |
| Creativity |  | Communication and dissemination |  |
| Self-management |  | Engagement and impact |  |
| Professional and career development |  | Essential training |  |
| Professional conduct |  |  |  |

COURSE DEVELOPMENT GRANT

In addition to the income generated by the delivery of your course, we’ll pay a one off grant to cover the costs of developing the course content.

|  |  |
| --- | --- |
| Estimated number of hours to develop the course |  |
| Standard University hourly rate of pay | £ |
| **Estimated hours X hourly rate of pay** | £ |
| Cost of Subscriptions/materials to develop the course | £ |
| **Total** | **£** |

**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 or your EIRA account, 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](mailto:proficio@essex.ac.uk)