

STEP 1 STEP 2 STEP 3

Course: Discovering new ways of urban planning using VR Technologies

- Introduction
- A-B Provider Info
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Optional text

This form is for the proposal of professional development courses to EIT Urban Mobility for inclusion in their growing professional and skills development portfolio.

This is the first step in a three-stage process of quality assurance. On successful completion of the full quality assurance process, your course will be eligible to display the EIT Label (a quality mark) as part of its advertising and certification. In this first stage, your proposal will be assessed against a series of criteria to ascertain whether it is an appropriate addition to the EIT Urban Mobility course portfolio and has the potential to achieve the EIT Label.

Courses that are proposed to EIT Urban Mobility may be new and designed for the first time with the EIT quality expectations in mind. However, we also welcome the submission of existing courses (already developed and/or being delivered) which are seeking the EIT Label as an additional quality mark. If your course falls in this latter category, please note that to achieve the EIT Label you may be required to make changes to your course (e.g. outcomes, delivery methods and/or assessment approaches) and how it is advertised and communicated to your participants. Completing this initial pre-self assessment stage will help you to ascertain the types and levels of changes that may be required.

There is no formal recognition of prior learning within EIT Urban Mobility provision, however course providers must - see Step 2 of the process - consider how prior learning will be acknowledged and valued within the course itself as part of a peer-led learning approach.

For information, the following links take you to the forms and guidance for Step 2 (Full course development and implementation) and Step 3 (Course outcomes and final approval) of the EIT Urban Mobility quality assurance process. On successful completion of all three stages you will be able to issue EIT Labelled certificates in addition to any other completion documentation that you provide.

To support your application, each section of this form contains guidance and/or exemplars. We have included a progress bar at the bottom of the form to help you to plan and manage your application. Your application can be saved at any point in the process and you can return to it at your convenience. Before you begin, please note that:

- 1) You are required to complete all sections of the form before submission. The form is therefore set up to ensure that you cannot submit until it is fully complete.
- 2) Please note that completion of Step 1 does not guarantee the award of the EIT Label. Your completion and compliance with the whole process - Steps 1 to 3 - will be subject to assessment by an external expert and, if positively assessed, you will be able to use the EIT Label for the course.
- 3) The EIT Label is awarded for one course cohort. Students who successfully complete the course will be eligible to receive an EIT certificate.
- 4) In the case of course re-runs, Steps 2 and 3 will need to be completed, to ensure the same quality of education is available for successive cohorts.

All EIT Label courses are required to align to seven key principles for course design, implementation and assessment. These are:

- 1) Knowledge Triangle Integration
- 2) Innovation and entrepreneurship education
- 3) Highly integrated, innovative 'learning by doing' curricula
- 4) International engagement/exposure
- 5) Inter-sectoral and inter-organisational experience/exposure
- 6) Geographic inclusion
- 7) Inclusion, diversity and gender mainstreaming and equality.

You will be asked to map your course to these principles (alongside other elements required by EIT) on our Course Mapping document and upload to Section D2 of this form.

If you have any questions, please do not hesitate to contact us: add email.

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A - Contact

1. Course provider: (word limit: 10)

2. Course provider ID number: (word limit: 10) i

3. Etc.:

B - About the provider

1. Address (word limit: 10)

2. Does the provider deliver online courses to give ...? Yes No

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C - Course overview

1. Course title: (word limit: 50)

2. Course description: (word limit: 100)

3. Course status: New course A repeat of a course already run for EIT UM that requires major changes or to reapply for the EIT Label A repeat of a course already run for EIT UM that requires minor changes or to reapply for the EIT Label

4. Course identifier: (Fetched from database based on previous response)

9. EIT Overarching Learning Outcomes OLD1 - Entrepreneurship skills and competencies OLD1 - Entrepreneurship skills and competencies OLD1 - Entrepreneurship skills and competencies OLD1 - Entrepreneurship skills and competencies OLD1 - Entrepreneurship skills and competencies OLD1 - Entrepreneurship skills and competencies

i Please note at this stage of the process any changes to ILOs are normally classified as a major change and may result in your course reverting to Step 1. Please discuss any changes with your EIT UM contact before submitting this form. We encourage you to only follow compelling reasons for change (e.g. changes in professional requirements; changes to the law; new evidence emerging etc.) If you indicate that 'information has changed' please ensure that you make any changes to the pre-populated information provided in the Course Mapping Document (Tab C).

i

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This form is a required part of the quality process for course providers who want their course to have the EIT Label. Whether you are running the course for the first time, or if the course has previously run successfully and there are no planned major changes, Step 2 in the quality process must be completed.

Overall purpose: the primary purpose of Step 2: Course Development and Implementation is to gather information in addition to that provided as part of Step 1: The Pre Assessment Phase. This additional information, together with that provided in Step 1, will enable you to report on the successful delivery of your course at Step 3 and, subject to meeting requirements, will enable you to secure the EIT Label. As well as gathering new additional information, this form will ask you to confirm that certain information provided at the Step 1 stage is still correct. To support the process of form completion, wherever possible it will be pre-populated with details from Step 1.

Please note: at Step 2 you will normally not be expected to make any changes to the detail provided in Step 1. However, we recognise that sometimes this might be necessary. If a minor change is required, and there are compelling reasons to make it, please use the form to record the change, amending the pre-populated text and then using the notes space against the relevant item on the form to provide a rationale. If you need to make a major change - for example, a change to the mode of delivery (full or part time), the delivery method (face to face, online or variants thereof), or the intended learning outcomes or the assessment, then you must notify your EIT UM contact (eMail address) who will work with you to decide whether you will be required to return to Step 1 to record these changes. Any information provided or edited on this form will supercede information recorded at Step 1, unless you are directed to return to Step 1 to record changes.

About this form: the form is divided into two sections, A - About the Provider and B- About the Course. We ask that you complete the form prior to and during the development and implementation of the course. We suggest that you use the form to provide an ongoing record which serves as a shared single point of truth for your organisation and EIT Urban Mobility. You will also be able to draw on the detail of the form as you report on the course and its successful delivery in Step 3. From your perspective this will mean that all of the information you need is in one place. As in Step 1, any cells that are greyed out should not be used.

Process timeline: To support you to plan how you use this Step 2 Form, we have created a process checklist and timeline with check points. The timeline provides key milestones in your course design, implementation and review journey and reminders about when to discuss your progress with your EIT UM contact.

Who should fill it in? In Section AB - About the Provider, you will be required to identify the key individual(s) with 'primary responsibility' for the design and delivery of the course. It is anticipated that these individuals will lead on completing this form and preparing the evaluation report as part of Step 3 of the EIT Label quality process.

Do I need anything else before I submit? In Section D of this form you will be required to upload a series of course documentation examples including: a course participant handbook or screen shots of course information provided for participants, an example of a course assessment brief and your course overview planner. A full checklist of required and optional uploads is provided in Section D5. These uploads are a pre-requisite for and form the basis of Step 3 of the EIT Label quality assurance process.

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A - Contact

1. Course provider: (prepopulated from step 1) [word limit: 10] Confirm There were changes

2. Course question: (prepopulated from step 1) [word limit: 10]

Please note at this stage of the process any changes to ILDs are normally classified as a major change and may result in your course reverting to Step 1.

Please discuss any changes with your EIT UM contact before submitting this form. We encourage you to only to follow compelling reasons for change (e.g. changes in professional requirements, changes to the law, new evidence emerging etc.)

If you indicate that 'information has changed' please ensure that you make any changes to the pre-populated information provided in the Course Mapping Document (Tab C).

3. Course question: (prepopulated from step 1) [word limit: 10] Confirm There were changes

(opened by prompt for new input) [word limit: 10]

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F - Declaration Submission

1. I have read and agree to abiding by the EIT Community Brand Guidelines in the development, advertising, delivery and certification of the course outlined in this application.

2. I have read and agree to abiding by the EIT Community Brand Guidelines in the development, advertising, delivery and certification of the course outlined in this application.

F - Document Submission

5 a. Course overview planner

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