



# Application for Course Recognition

Aug 2016

## 1. Details about you

<b>Name of provider</b>	
<b>Name of primary contact person</b>	
<b>Email address for primary contact person</b>	

## 2. Course information

Please provide details of the course you intend to offer. All documentation attached must relate to this course.

<b>Background / explanation of course</b> <i>(please give an idea of how this course came about, what it is and why – just so the committee gets some context)</i>		
<b>Type of course</b>	Repeating course (i.e. will be presented more than once to different delegates)	
	One-off course / Masterclass	
	Custom course but will be publicly presented	
	Custom course designed for a closed audience	
	Other (specify below)	
<b>Title of course</b>		
<b>Date of course</b> <i>(if repeating, then date on which first course will be delivered)</i>		
<b>Location of course</b> <i>(if repeating, then location at which first course will be delivered)</i>		
<b>Course duration</b> <i>(training time in hours, <u>excluding breaks and assessment time</u>)</i>		
<b>Approximate number of delegates you anticipate</b>		
<b>At whom is the course aimed?</b>	Technology transfer/knowledge transfer practitioners	

	only	
	Industry	
	Other professionals	
	Other (specify below)	
<b>At what level is the course aimed?</b>	Introductory / basic	
	Intermediate	
	Advanced	
	Update / specialised content	
	Other (specify below)	

### 3. Course programme and presentation

<b>What method(s) of delivery will be used?</b>	Lecture	
	Group discussion	
	Workshop e.g. group exercise, role plays	
	Other (specify below)	
<b>Will the participants be assessed on their knowledge gained?</b>	Yes	
	No	
<b>If YES, by what method:</b>	Examination	
	Delegate assignments	
	Project	
	Multiple choice questions	
	Other (specify below)	

### 4. Information against course criteria

**Provide the following information for the course (see guidelines for more information about these criteria):**

a) What type of administration processes do you use for registration, invoicing and other administrative processes?	
b) Would you say that the range of speakers is diverse? Please justify your answer.	
c) Is the information presented current and relevant? Please justify your answer.	

<p>d) Was the overall course designed by tech transfer professionals and approved by a “panel/course committee” (i.e. some oversight group within your organisation that oversees quality and relevance)? Please explain this process. Please provide their name(s) and affiliation(s)</p>
<p>e) How will delegates provide feedback? What do you do with the feedback?</p>
<p>f) Is there an opportunity for informal networking among the delegates? Please justify your answer.</p>
<p>g) Is there local expert content? Please justify your answer. If there is no local content, please explain why.</p>
<p>h) Is there a diversity of presentation formats used? Please explain your answer.</p>
<p>i) Who are likely to be the participants? Is it likely to be a diverse audience?</p>
<p>j) Will there be trainers who can bring an international perspective? Please explain your answer.</p>
<p>k) Are the trainers leading technology transfer professionals? Please explain.</p>

## 5. Supporting documentation

The following supporting documentation must be attached. Incomplete documentation will not be reviewed and will slow down the course Recognition process. **Please provide the correct file name and, preferably, provide all supporting documentation as pdf files.**

	Attached?	File name	Comments
Detailed learning objectives for the course and a detailed description of the course <b>The description is particularly important where there are areas that do not have sufficient course material or you cannot provide it e.g. visits, exercises, role-playing games, etc.</b>			
The course programme. This <b>MUST</b> include: <ul style="list-style-type: none"> <li>• Start and end time</li> <li>• Amount of time spent on each section/part</li> <li>• The presenter/facilitator for each section</li> </ul>			
Resumés of speakers			
Course materials. If it is not possible to provide these in English then a good summary of the materials must be provided. <b>Please combine these as a single pdf if possible and do not provide multiple slide packs unless the pack is huge.</b>			

Please send the completed application form to [office@attp.info](mailto:office@attp.info) and copy to [jbarnett@nmmu.ac.za](mailto:jbarnett@nmmu.ac.za)