



**Civis BIP sixth call for project**

 **Application Form**

## Project Information

**INTRODUCTION AND APPLICATION GUIDANCE**

**Welcome to the 6thCall for CIVIS BIPs Application Form**

We are pleased to invite proposals for the CIVIS Blended Intensive Programme (BIP) initiative, designed to promote interdisciplinary collaboration and innovative education across CIVIS universities. This application form is structured to be clear and supportive, allowing each applicant to accurately present their project’s objectives and alignment with CIVIS’s mission.

**Application Instructions**

Please carefully read the following instructions to complete your application accurately:

**1. Review the Eligibility Requirements:**Ensure that your proposal meets the minimum eligibility criteria:

* **Minimum of 3 Organising Institutions:**Your consortium must include at least 3 CIVIS member universities. Please note that while the University of Glasgow (UG) and Université de Lausanne (UNIL), as well as the African Associate Member Universities, may participate, they do not count towards this eligibility requirement, unless they are the coordinating universities (and the BIP is supported with own funds).

**2**. **Complete All Mandatory Fields:**Mandatory fields are marked with an asterisk (\*). Incomplete applications cannot be submitted.

**3.** **Upload Required Documentation:**A signed **Letter of Intent**from your institution’s Erasmus+ office must be uploaded at the end of this form.

**4.** **Key Dates and Deadlines:**

* **Submission Deadline:**10th of January 2025
* **Programme Dates:**The virtual and physical component of the BIP cannot start before 1 October 2025 and must conclude by 31 July 2026.

**Need Assistance?**

For any questions regarding eligibility, consortium requirements, or the application process, please contact the CIVIS Support Team at**[bip@lists.civis.eu](https://civis.smapply.io/admin/surveys/1396530/preview/?preview=1&lang=en&TEST_DATA)**.We are here to help ensure a smooth application experience.

We look forward to reviewing your proposal and thank you for your commitment to enriching the CIVIS educational community.

**APPLICANT CHECKLIST AND PROJECT INFORMATION**

Applicant Checklist

**Before proceeding, please review and tick each item in the checklist to confirm your understanding of the requirements:**

* Institutional Communication: I have informed the faculty leadership and Erasmus+ and CIVIS Offices at my university about this BIP proposal, and I am aware of the need for a signed Letter of Intent from my institution, as part of this application form.

* ECTS Requirements: I understand that this BIP must offer between 3 and 9 ECTS (equivalent to 75–270 hours of student workload), in line with the coordinating university’s regulation and processes.

* Student Participation: I am aware that the programme should involve at least 10 Erasmus students from CIVIS universities (excluding local students), with a recommended target of at least 25–30 international students.

* Funding for Academic Staff Mobility: I understand that academic staff mobility from EU-member institutions canwill be funded by Erasmus+ KA131 (Teaching Staff Mobility), the SEMP programme for the University of Lausanne, or specific funding for the University of Glasgow. Different funding schemes apply for participants from African associate members Partners., and that Vvisiting academic staff must deliver a minimum of 8 hours of teaching during the physical component of the BIP.

**Project Title**

Please enter the title of your Blended Intensive Programme (BIP):

**Is this the first BIP edition?**

* Yes

* No

**Organising Institutions**

Tick all institutions involved in the proposal. Note: at least three organising institutions are required for eligibility (check description above).

* Aix-Marseille Université (France)

* Eberhard Karls Universität Tübingen (Germany)

* National and Kapodistrian University of Athens (Greece)

* Sapienza Università di Roma (Italia)

* Stockholm University (Sweden)

* Universidad Autónoma de Madrid (Spain)

* Université Libre de Bruxelles (Belgium)

* University of Bucharest (Romania)

* University of Glasgow (UK)

* University of Salzburg (Austria)

* Université de Lausanne (Switzerland)

 Current number checked: 1

**Contact in Aix-Marseille Université**

* Last Name

* First name

* Email

* Position

* Faculty /Department

* Role in the patnership(coordinator, trainer,...)

**CIVIS African partner universities:**

* Université Hassan II de Casablanca (Morocco)

* Université Cheikh Anta Diop de Dakar (Senegal)

* Eduardo Mondlane University (Mozambique)

* Université de Sfax (Tunisia)

* University of the Witwatersrand (South Africa)

* Makerere University (Uganda)

**Contact at Université Hassan II de Casablanca (Morocco)**

* Last name

* First Name

* Email

* Position

* Faculty /Department

* Role in the patnership(coordinator, trainer,...)

**Other Participants in the Programme**

For any additional trainers or invited speakers involved in the programme, please provide, for each of them. the full name and title, institution, and the role in the programme (e.g., academic, trainer, teaching staff, guest speaker).

**Role Summary of Each Partner**

**Please provide a brief description of each partner institution’s role, focusing on their specific contributions to the programme. Highlight any unique expertise or resources they bring that will enhance the interdisciplinary and practical components of the BIP.**

**Evaluation Focus**

Note to Applicants: Evaluators will assess the consortium’s quality based on the following aspects:

* **Diversity of Expertise:** Evidence of interdisciplinary and complementary roles among partners, with contributions spanning multiple fields of study.
* **Institutional Commitment**: Clear evidence of institutional support and engagement from each partner, beyond nominal involvement.
* **Alignment with CIVIS Mission**: Degree to which the consortium’s composition aligns with CIVIS’s strategic goals, including the integration of non-European perspectives if relevant.

**PROJECT RELEVANCE**

This section evaluates the thematic alignment of the BIP project with CIVIS’s strategic goals and its relevance to key societal challenges. Projects should demonstrate clear connections to CIVIS HUB themes and, where applicable, address issues significant to Europe, Africa, or the Mediterranean region.

***Evaluation Focus***

***Note to Applicants:****Evaluators will assess project relevance based on:*

* ***Thematic Alignment with CIVIS HUBs:****Degree of integration with the primary and, if applicable, secondary HUB themes.*
* ***Interdisciplinarity and Societal Relevance:****Extent to which the project takes an interdisciplinary approach to address complex societal challenges.*
* ***Impact on Regional and Global Priorities:****Clear relevance to Europe, Africa, or the Mediterranean, particularly if engaging CIVIS African partner universities or addressing shared challenges.*

**CIVIS theme and subtopics:**

Your project should be designed in line with a main CIVIS challenge (linked with a CIVIS HUB). The experts of the main HUB of affiliation will assess your proposal. Please feel free to contact other HUBs and members if there are affinities with your project.

Select the **primary CIVIS HUB theme**to which your project aligns:

* HUB 1 : Climate, Environment, Energy

* HUB 2 : Society, Culture, Heritage

* HUB 3 : Health

* HUB 4 : Cities, Territories, Mobilities

* HUB 5 : Digital &amp; Technological transformations

**HUB 3 Health:**

Please choose one or more of the following sub-thematics related to the HUB 3

* Aging and geriatric medicine

* Anaesthesiology, pain management and critical care medicine

* Biochemistry and Genetics, medical biotechnologies, diagnostics, gene therapy and bioinformatics

* Diagnostic imaging, Biomedical engineering, robotics in medicine, new medical devices and digital health

* Mental health, psychology, psychiatry, drug/alcohol addiction, eating disorders

* Cancer medicine, immunology and immunotherapies

* Cardiovascular diseases, diabetes and metabolic diseases

* Chronic inflammatory and autoimmune diseases

* Endocrinology, urology, reproductive and sexual health

* Gastroenterology, hepatology and microbioresearch

* Health economics and healthcare management

* Immunity, infectious diseases, microbiology, public and global health, environmental health

* Neonate and children Health

* Neurophysiology, Neuroscience and neurodegenerative diseases

* Nursing, physical medicine, rehabilitation, disabilities, motor sciences, anatomy and physiology

* Oral health

* Pharmacy, pharmacology, nutrition, nanosciences and nanoformulations

**Secondary HUB theme(s) (optional): Select any additional HUB themes relevant to your project objectives. If applicable, consider sub-topics that address specific regional relevance for Europe, Africa, or the Mediterranean area.**

Please choose one or more of the following sub-thematics related to the HUB 1

* HUB 1: Climate, Environment, Energy

* HUB 2: Society, Culture, Heritage

* HUB 3: Health

* HUB 4: Cities, Spaces, Mobilities

* HUB 5: Digital & Technological transformations

**Alignment with CIVIS and EU Priorities**

Describe how your project aligns with the overarching goals of CIVIS and supports EU priorities (e.g., European Green Deal, Digital Education Action Plan). Outline specific themes or objectives within the HUBs that your BIP will address, such as environmental sustainability, health and wellbeing, or digital transformation.

**Regional Relevance and Impact*(if applicable)***

If applicable, explain how your project engages with themes relevant to Africa, the Mediterranean, or other regions outside of Europe. Emphasise collaborations that highlight intercultural dialogue, social equity, or partnerships with non-European institutions.

**QUALITY OF LEARNING ACTIVITIES**

This section assesses the design, objectives, and educational approach of the Blended Intensive Programme (BIP). Projects should demonstrate clear objectives, innovative and interdisciplinary learning activities, student-centred approaches, and engagement with real-world issues.

***Evaluation Focus***

***Note to Applicants:****Evaluators will assess the quality of learning activities based on:*

* ***Programme Objectives:****Clarity and relevance of the BIP’s objectives in relation to CIVIS’s mission.*
* ***Innovative Pedagogy:****Use of interdisciplinary, innovative, and student-centred approaches to enhance engagement and learning outcomes.*
* ***Practical Relevance and Stakeholder Involvement:****Inclusion of external stakeholders to provide real-world applications and insights.*
* ***Alignment with Learning Outcomes:****Clarity and relevance of learning outcomes in relation to the BIP’s objectives and HUB themes.*

**Objectives and Description of the Programme**

Briefly outline the primary objectives of your BIP, specifying what the programme aims to achieve and its relevance to the CIVIS Alliance’s mission. Describe how these objectives support students’ learning and align with the broader goals of CIVIS.Provide an overview of the BIP structure, including key components such as the virtual and physical elements, main themes, and the skills or competencies students will gain.

**Profile of Participants**

Describe the target audience for the BIP, including participant level (e.g., undergraduate, postgraduate) and relevant fields or backgrounds.

**Education level targeted**

**BIP can address students from any of the levels, but also from more than one level.**

* Bachelor

* Master

* PhD

* Other

**Prerequisites for the Course**

List any prerequisites or prior knowledge required for participants, if applicable (e.g., prior coursework, language proficiency, specific skills).

**Teaching and Learning Methods**

Describe the teaching and learning methods used in your BIP, emphasising any interdisciplinary and innovative approaches. Examples include flipped classrooms, gamification, virtual labs, or fieldwork activities, among many others

**What typologie of activities do you plan to include in your program?**

* Online course(s)

* Face-to-face course(s)

* Lecture(s)

* Workshop(s)

* Work-based learning

* Field activities

* Summer / winter school

* Webinar(s)

* Seminar(s)

* Research project(s)

* Civic engagement actions

* Other please specify...

**Student-Centred and Problem-Based Learning**

Describe how the project will engage students as active participants in their learning. Include any methods to promote problem-based, collaborative, or self-directed learning. Emphasise the practical, hands-on elements that will connect students with real-world challenges.

**Learning Outcomes**

List the specific learning outcomes for your BIP and explain how they relate to the main and secondary HUB themes. Outcomes should reflect the knowledge, skills, and competencies students will acquire through the programme.

**Main language(s) of the BIP**

* English

* French

* German

* Greek

* Italian

* Romanian

* Spanish

* Swedish

* Other please specify...

**Would you consider adding innovative pedagogies, service learning, civic engagement or link with Open Labs in your programme?**

Mention potential ideas you'd like to develop and support expectation from CIVIS you could foresee in line with the mentioned aspects above or anything similar.

**Involvement of External Stakeholders**

Identify any external stakeholders involved in the project (e.g., industry partners, NGOs, public bodies), and describe their roles. Explain how these stakeholders will enhance the learning experience and ensure practical relevance for students.

**PHYSICAL AND VIRTUAL MOBILITY COMPONENTS**

This section evaluates the structure and timing of both the physical and virtual components of the Blended Intensive Programme (BIP). Applicants should clearly outline how each component will contribute to achieving the BIP’s objectives and enhance the student learning experience.

***Evaluation Focus***

***Note to Applicants:****Evaluators will assess the mobility components based on:*

* ***Alignment with Programme Objectives:****The extent to which both the physical and virtual components support the overall objectives of the BIP.*
* ***Blended Learning Approach:****Evidence of a well-integrated approach that balances virtual and in-person elements for an engaging, flexible experience.*
* ***Use of Digital Tools:****Appropriateness and accessibility of digital tools and platforms used to facilitate the virtual component.*

**Hosting location for physical component**

List the primary location(s) for the physical component, including any additional sites if applicable.

*While we recommend that the hosting university should be the same as the coordinating one, this can be decided differently by the programme coordinator(s). The final decision will be taken during the technical check of the proposal, as other aspects need to be checked before final validation.*

**Physical component period**

**Please note that the duration of the physical component is fixed: 5 days (from Monday to Friday).**

Specify the **start date**of the physical mobility component.

*The physical mobility component of the BIP cannot start before 1st of October 2025 / 1st of February 2026 (depending on the implementation period).*

**Specify the closing date of the physical mobility component.**

*The physical mobility component of the BIP must end no later than 31st of March 2026 / 31st of July 2026 (depending on the implementation period).*

**Duration of learning activities during physical component**

*Expressed as total number of hours of student workload for the entire physical component. The activities included in the physical component of the BIP must range between a minimum of 20 hours and a maximum of 40 hours for the duration of the physical component.*

*The number of hours per day can vary between a minimum of 4 hours and a maximum of 8 hours per day. It is mandatory that each of the 5 days included in the physical component includes a minimum number of 4 hour of activities planned for the participants. It is not permitted to have `no-activity` days during the physical component of the BIP.*

*The number of hours per day may vary during the 5 days of physical mobility with a minimum of 4 hours & a maximum of 8 hours.*

Duration of physical mobility is not limited

**Description of planned activitiesfor the physical component**

Describe the learning activities planned for the physical component, highlighting how these activities will support the programme’s objectives and foster intercultural exchange.Please be as descriptive and detailed as possible, including the planification of activities for each day of the physical component.

**Virtual component period**

The duration for the virtual component is not fixed by the call description and is based on the planification of activities and the implementation period, in close conjunction with the student workload foreseen for this component.

Duration of virtual mobility is not limited

**Specify the start date of the virtual mobility component.**

*The virtual mobility component of the BIP cannot start before 1st of October 2025 / 1st of February 2026 (depending on the implementation period).*

**Specify the closing date of the virtual mobility component.**

*The virtual mobility component of the BIP must end no later than 31st of March 2026 / 31st of July 2026 (depending on the implementation period).*

**Duration of learning activities during virtual component**

*Expressed as total number of hours of student workload for the entire virtual component. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that are integrated in the blended intensive programme and count towards the overall learning outcomes.*

**Platform and Digital Tools**

Describe the digital platform(s) and tools that will be used to deliver the virtual component, ensuring accessibility and interaction for participants across all locations.

**Description of planned activities for the physical component**

Outline the activities planned for the virtual component, specifying how they align with the programme’s objectives and support the overall learning outcomes. Also, provide a detailed**calendar** of all the planned synchronous online activities involving the participating students (this information is crucial to ensure the students are fully able to apply to the BIP in relation to their existing schedule and activities).

**Blended Approach**

Describe how the physical and virtual components are integrated to create a cohesive learning experience. Explain how this blended approach maximises the strengths of each component, offering students flexibility and enriching their engagement with both in-person and online learning environments.

**Other planned events / social programme *(if any)***

**Participation**

**Number of CIVIS mobile (visiting) students**

Programme coordinators are encouraged to consider a larger number of mobile participants during the selection process (at least 25-30 visiting students), as well as a reserve list, to mitigate risks linked to possible dropouts or cancellations.

**Number of local students (of the hosting university)**

Please remember that, when the BIP takes place at a different university than the coordinating university, the students from the coordinating university are considered mobile (visiting) students. There is no specific limitation or indication about number of local students to be selected. The decision must be based on the capacity and expectations of the programme coordinator(s).

**Number of visiting academics / trainers / teaching staff participating to the physical part**

Please remember that, when the BIP takes place at a different university than the coordinating university, the academics from the coordinating university are considered visiting academics. The number of visiting academics must consider the distribution of teaching responsibilities across the physical component.

**Number of external stakeholders involved in the programme**

Enter the anticipated number of stakeholders, such as guest speakers, industry representatives, or other partners involved.

**ASSESSMENT, WORKLOAD, AND ECTS CALCULATION**

This section evaluates the assessment methods, workload distribution, and ECTS credit calculation for the Blended Intensive Programme (BIP). Applicants should ensure that learning outcomes are clearly measurable, and that the workload aligns with the expected ECTS credits, providing a balanced and realistic study effort for students.

***Evaluation Focus***

***Note to Applicants:****Evaluators will assess this section based on:*

* ***Clarity and Relevance of Assessment Methods:****Alignment of assessment methods with the intended learning outcomes.*
* ***Appropriate Workload Distribution:****Balance between guided and independent learning hours to ensure a manageable workload.*
* ***ECTS Calculation and Justification:****Consistency of total workload with the awarded ECTS credits, ensuring alignment with the BIP’s educational goals.*

**Description of Assessment**

Describe the methods you will use to assess student learning, such as projects, exams, presentations, group work, or other forms of evaluation. Explain how these methods are aligned with the learning outcomes and the interdisciplinary nature of the programme.

**Assessment Criteria**

Outline the criteria by which students will be evaluated, focusing on specific skills, knowledge, or competencies gained through the BIP.

**Student Workload**

*Student workload (between 75- 270 hours) = Estimated number of hours of students’ individual work + estimated number of contact hours (guided by professors).*

***ECTS credits****are based on the student workload according to the following equivalence:****1 ECTS = 25-30 hours****of estimated student workload.*

*As a soft recommendation, at least 30% of the proposed total number of hours of the BIP can represent activities guided by academics / teaching / training staff, as direct interaction (face-to-face or online) with the participants, the difference being represented by individual work conducted by the students.*

**Number of Contact Hours (Guided Learning Hours)**

Enter the estimated number of hours for guided learning activities (e.g., lectures, workshops, interactive sessions) in both the physical and virtual components.

**Number of Individual (Independent) Learning Hours**

Enter the estimated hours for independent study, assignments, and other self-directed learning activities.

**⚠️Attention!**

Student workload = Estimated number of contact hours (guided by professors) + estimated number of hours of students’ individual work) must be between 75-270 hours.

**ECTS Credits Points**

|  |
| --- |
| Based on the total student workload, calculate the equivalent ECTS credits for the BIP. Note that 1 ECTS credit corresponds to approximately 25–30 hours of total student effort.CIVIS BIPs must award**between 3 to 9 ECTS credit points** (for both components of the programme, virtual and physical).Please make sure the total student workload corresponds to the ECTS credit points the coordinating institution will award:3 ECTS : 75 – 90 hours\*4 ECTS : 100 - 120 hours\*5 ECTS : 125 – 150 hours\* 6 ECTS : 150 – 180 hours\*7 ECTS : 180 – 210 hours\*8 ECTS : 210 – 240 hours\*9 ECTS : 240 – 270 hours\**\*Depending on coordinating institution accreditation system.* |

**Number of ECTS credit points**

Specify the number of ECTS credits awarded for the BIP, ensuring that it falls within the required range of 3–9 ECTS. Ensure the total workload aligns with this calculation.

(This question is only visible to administrators)

**Hidden Value**

**Total of Student Workload : 0 Hours**

**⚠️Attention !**

Participation in the BIP should correspond to at least 3 and up to 9 ECTS to be defined by the organizers based on the duration of the activity, students’ workload and the total number of hours dedicated by the student to pass the course (1 ECTS = 25-30 hours of student workload). A clear division of the learning outcomes for each ECTS credit point (based on calculated workload) is required, especially for BIPs ranging from 7 ECTS credit points to 9 ECTS credit points, supporting learning recognition for students from CIVIS universities.

**Alignment of Workload and Learning Outcomes**

Describe how the workload distribution supports the learning outcomes, ensuring that students are provided a balanced and realistic amount of work. Highlight how guided and independent learning hours are structured to support student engagement and achievement of learning objectives.

**IMPACT AND DISSEMINATION OF RESULTS**

This section evaluates the anticipated impact of the Blended Intensive Programme (BIP) on students, partner institutions, and the wider CIVIS network. Applicants should outline the expected benefits and describe plans for disseminating results, ensuring the BIP’s outcomes reach a broad audience within and beyond the CIVIS Alliance. Evaluation Focus Note to Applicants: Evaluators will assess the impact and dissemination section based on:

* Depth of Impact: Expected benefits for students, partner institutions, and the CIVIS network.
* Clear and Effective Dissemination Plan: A well-defined strategy for sharing results with relevant audiences within and beyond the CIVIS Alliance.
* Alignment with CIVIS Objectives: Consistency with CIVIS’s mission and potential contributions to the Alliance’s broader goals.

**Anticipated Impact**

**Impact on Students:**Describe the specific skills, knowledge, and competencies students are expected to gain through participation in the BIP. Emphasise any unique learning experiences or professional development opportunities that the BIP will provide.

**Impact on Partner Institutions:**Explain how the programme will benefit the participating institutions, such as enhancing academic collaboration, fostering interdisciplinary research, or strengthening institutional partnerships within CIVIS.

**Broader CIVIS Impact:**Highlight how the BIP aligns with CIVIS’s mission, potentially influencing wider practices in the Alliance or contributing to ongoing CIVIS initiatives.

**Dissemination of Results**

**Dissemination Strategy:**Describe the planned strategy for disseminating the BIP’s outcomes. Include the methods and channels you will use to share results, such as CIVIS networks, institutional websites, academic conferences, or publications.

**Target Audiences:**Identify the primary audiences for dissemination, including students, faculty, institutional leaders, and any relevant external stakeholders.

**Dissemination Timeline:**Outline the timeline for dissemination activities, ensuring that results are shared at key points during and after the programme’s completion.

**SUSTAINABILITY OF THE PROJECT**

This section evaluates the long-term viability of the Blended Intensive Programme (BIP), including its integration into institutional offerings, scalability, and alignment with CIVIS’s strategic goals. Applicants should demonstrate how the BIP will remain impactful and sustainable beyond its initial implementation.

***Evaluation Focus***

***Note to Applicants:****Evaluators will assess the sustainability section based on:*

* ***Long-term Integration:****Degree of integration into the curricula of partner institutions.*
* ***Scalability and Future Expansion:****Plans for scaling and adapting the BIP for future use, including funding and resource allocation.*
* ***Alignment with CIVIS Goals:****Consistency with CIVIS’s long-term strategy and potential contributions to the Alliance’s mission.*

**Integration into Institutional Curricula**

Explain how the BIP will be incorporated into the regular educational offerings of each participating institution, such as by being included in existing courses, degree programmes, or curricular activities. Describe how this integration supports the strategic priorities of the partner institutions and strengthens their collaboration within the CIVIS alliance.

**Scalability and Adaptability**

Outline any plans to scale the BIP, either by involving additional partners, expanding to new themes or disciplines, or adapting the programme for a broader audience in the future. Describe any potential or existing funding sources or resources (outside the already present funding mechanisms present also in this call for projects) that may support the BIP’s continuation and growth. Mention any long-term commitments from partner institutions or external funding opportunities that could aid in sustaining the programme.

**Do you consider potential outcomes beyond the implementation of the programme**

* Develop a master’s degree programme

* Establish a research network

* MSCA actions

* Research projects

* Other learning activities

* Other please specify...

**Alignment with CIVIS Long-term Strategy and Impact Goals**

Explain how the BIP supports CIVIS’s broader objectives, such as fostering intercultural exchange, promoting multilingualism, inclusion and diversity, climate change, or addressing critical societal challenges. Describe how the BIP’s goals contribute to the Alliance’s impact and ongoing efforts in these areas.

**CONFIRMATION AND DOCUMENT UPLOADS**

This final section ensures that applicants confirm the accuracy of their submission and upload any required documentation to support their proposal.

Please review your application to ensure all information provided is accurate and complete. By ticking the box below, you confirm that the proposal meets the eligibility criteria and that all details have been reviewed for accuracy.

* I confirm that this application is complete and meets all requirements of the CIVIS Blended Intensive Programme (BIP) 6th Call for Proposals.

**Required Document Uploads**

**Letter(s) of Intent**

Upload a signed Letter of Intent from the Erasmus+ office of each participating institution to confirm institutional support for the BIP.
**Download the template here**:- [Letter of Intent\_template](https://civis.smapply.io/protected/nr/VzGGM/CIVIS_BIP_Letter_of_Intent.docx)

Upload a file

**Additional Supporting Documents**

Upload any additional documents that support your proposal, such as detailed programme schedules, partner agreements, or letters of endorsement from external stakeholders.

Upload a file

**Final Checklist**

Before submitting, please review the following checklist to ensure a complete application:

* All mandatory fields in the application are filled out.

* A signed Letter of Intent has been provided with this application, using the CIVIS template.

* The programme aligns with the minimum and maximum ECTS requirements and corresponding workload calculation.

* The objectives, learning activities, impact, and sustainability sections are fully detailed.

**Submission**

Once all fields are completed and documents are uploaded then click on "Mark as complete". You will receive a confirmation email upon submission.