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Course Accreditation Application Template 2024

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# WELCOME

Welcome to the EIT Label for non-degree education & training Accreditation Application process.

This document will provide you with a template as a “mock-up” of the online application portal through which you will submit your responses and supporting evidence for accreditation of your courses/programme to carry the EIT Label for non-degree education & training.

It contains the same questions and descriptors that you will be asked to provide online via the web page/form, which when you use it will have auto-save enabled, so you can simply start typing your feedback and it will automatically be saved and upload files in the "Supporting Files" tab.

However we know that sometimes it is helpful to have a “rough” copy to work with and this may be of some help as you build your application.

Please be aware that this document is only to assist you as you prepare your material, it is not intended as a mechanism for applications, which can only be accepted via the [myEITFood portal](https://www.myeitfood.eu/login?ec=302&startURL=%2Fs%2F). Full instructions are provided in the Accreditation Application Guidance Handbook.

If you have any questions or need further assistance, please don't hesitate to contact us by email using [accreditaiton@eitfood.eu](mailto:accreditaiton@eitfood.eu)

# Terms & Agreements

By applying, you confirm that the information in this application is complete, that you are actively engaged in this project and responsible for its overall management and that you have permission to provide the details for all other contributing parties. Before submitting applications, the main point of contact is expected to have discussed their training courses with all individuals and organisations whose cooperation will be required in the course delivery.

Training providers are expected to have a risk management procedure in place to ensure leaner support for such eventualities as catastrophic technical or venue failure. By agreeing to the statements below you declare that your course has such a process and that it is fit for purpose should the need arise.

*\* I confirm that there is a risk management procedure for unforeseen circumstances and that it could be presented upon request.*

Yes

*\* I agree to EIT Food Privacy Policy.*

Yes

EIT Food Privacy Policy can be viewed at: https://www.eitfood.eu/privacy

*\* I hereby declare that all information in this application form is true and accurate to the best of my knowledge.*

Yes

*\* I understand that any false information or omissions may lead to the rejection of my application.*

Yes

Please have the following files ready in order to be able to submit your full application:

1. Course syllabus
2. Course programme
3. Course assessment strategy
4. Evidence of assessments, learner response & course evaluation
5. Proof of completion of the Setting Learning Outcomes course
6. Additional briefing notes (if applicable)

# General Course Information

This section requires general information pertinent to the Training Provider

### \* Course Title

*If the course is to be delivered in a language other than English please provide a translation of the course title in English and indicate which language will be used.*

|  |
| --- |
| Enter response |

#### \* Is this course part of an Overarching Programme?

*If "Yes", provide the name of the Overarching Programme.*

Yes  
No

Please provide the name of the Overarching Programme

|  |
| --- |
| Enter response here |

Are there any constraints put onto this course by the Overarching Programme?

*For example, Overarching Learning Outcomes, specific competencies which must be adhered to, target learners that are required by the Overarching Programme.*

|  |
| --- |
| Enter response here |

Is there anything within this course that deviates significantly from the Overarching Learning Outcomes of the Overarching Programme?

|  |
| --- |
| Enter response here |

### \* Contact Name

*Provide the name of the applicant’s main point of contact.*

|  |
| --- |
| Enter response here |

### \* Company / Organisation Name

*Provide the registered name of the lead company/organisation responsible for the application submission.*

|  |
| --- |
| Enter response here |

#### \* Company / Organisation Address

*Provide the registered postal address for the company or organisation.*

|  |
| --- |
| Enter response here |

#### \* Contact E-mail Address

*Provide a valid e-mail address for the applicant’s main point of contact.*

|  |
| --- |
| Enter response here |

#### \* Contact Telephone Number

*Provide a valid telephone number (country and area code included) for the applicant’s main point of contact.*

|  |
| --- |
| Enter response here |

### \* Delivery Partners

*Please list any partner organisations with whom you will be collaborating in order to deliver the course.*

|  |
| --- |
| Enter response here |

### \* Course start date & all geographical location(s)

*DD-MM-YYYY format, If delivered online, please identify the geographical locations of the delivery partners.*

|  |
| --- |
| Enter response here |

### \* Course Duration

*Please provide an indication of the duration of the course which is defined as the period of time between the course starting and attainment of Proof of Successful Completion being awarded.*

|  |
| --- |
| Enter response here |

#### \* Has the course been previously accredited?

*Select the relevant Yes or No check box. If Yes is selected, please provide details of the accrediting body whose quality standards the course has been aligned to.*

Yes  
No

Course accreditation details:

|  |
| --- |
| Enter response here |

#### \* Is this a retrospective application for a course which has already been delivered?

*Select the relevant Yes or No check box. If Yes is selected, please include assessment and feedback supporting evidence as detailed in Section 4. If No is selected please indicate anticipated delivery start date.*

Yes  
No

Anticipated delivery start date:

|  |
| --- |
| Enter response here |

#### \* Course policies:

*Please provide information on any specific attendance policies or expectations of the learners.*

|  |
| --- |
| Enter response here |

# Section 1: TARGET AUDIENCE: To whom will you be teaching?

It is important to define the target audience for your course, to articulate the needs-pull skills gaps which it will address, and to demonstrate that you are aware of the learners, their backgrounds and the needs of the sector which they encompass. Please note that this, and the Overarching Learning Outcomes of the course are distinct from any market analysis which you may have undertaken, and should be brief and specific to the course.

### \* 1.1 Course origin

*Please present a brief overview of why and how the course has been created. Focus on the needs-pull of the learners/sector and identify the skills/ competencies gaps it will address. What impact do you expect or hope to achieve long-term? Max. 8 sentences.*

|  |
| --- |
| Enter response here |

### \* 1.2 Overarching Learning Outcomes (OLOs)

*What are the Overarching Learning Outcomes (OLOs) of your course (focus on the purpose that it is going to serve). Please, try to be as clear, concise, relevant and specific as possible.*

|  |
| --- |
| Enter response here |

### 1.2.1 Overarching Learning Outcomes (OLOs) of the Overarching Programme

*If your course is part of an Overarching Programme please also define the OLOs at the Programme level.*

|  |
| --- |
| Enter response here |

### \* 1.3 Course pre-requisites

*Please list any pre-requisites that you will expect of your participants? (E.g., prior academic or professional qualifications or extent of experiential learning. Also include any specific technology requirements for courses with online components and ensure that this is appropriate for the personae of the learners to whom you will be teaching).*

|  |
| --- |
| Enter response here |

### \* 1.4 Recognition of prior (experiential) learning

*Indicate how you manage processes for recognition of prior (experiential) learning for learners who do not meet the formal course pre-requisites described in Section 1.3*

|  |
| --- |
| Enter response here |

# Section 2: COMPETENCIES: What will you teach?

Please refer to the EIT Food Competency Framework to align with the Learner levels and Learning Outcomes for the competencies your course will address to complete the following sections.

## Competency Level

*Please refer to the EIT Food Competency framework for full details and descriptors of these levels at* [*https://learning.eitfood.eu/*](https://learning.eitfood.eu/%20)

### \* 2.1 Core competency level of your learners

*Please, check the option that applies to your course.*

Explore  
Practice  
Master  
Inspire

## Capabilities

*Please check the primary technical and underpinning capabilities which your course will address. Please refer to the EIT Food Competency Framework for full details and descriptors of these levels at* [*https://learning.eitfood.eu/*](https://learning.eitfood.eu/%20)

### \* 2.2 Primary Technical Capability

Food Systems  
Data Management  
Technology Management

### \* 2.3 Primary Underpinning Capability

Entrepreneurship  
Problem Solving  
Critical Thinking  
Leadership  
Communication

## Intended Learning Outcomes

*For more information please refer to the website at the following address:* [*https://www.eitfood.eu/education/courses/setting-learning-outcomes*](https://www.eitfood.eu/education/courses/setting-learning-outcomes%20)

### \* 2.4 Have you completed the Setting Learning Outcomes course?

Yes  
No

#### Supporting Evidence: PROOF OF SUCCESSFUL COMPLETION of Setting Learning Outcomes course

*Please upload Proof of Successful completion in Supporting Files tab.*

It is a **mandatory requirement** for accreditation that at least one Proof of Successful Completion is included in the supporting evidence.

### 2.5 Contextualised Intended Learning Outcomes for your course

Enter your contextualised Intended Learning Outcomes for the Technical Capabilities and for the Underpinning Capabilities at the appropriate Learner Level which you have indicated in 2.1.

For each one indicate how they will be delivered and to which capability (either Technical or Underpinning) they are related to.

In order to remain focused, you are advised to restrict the number of Intended Learning Outcomes to 4 or 5. Each one must be assessable, for which details will be required in section 4.

#### Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability - 1

#### \* Intended Learning Outcome:

|  |
| --- |
| Enter response here |

#### \* Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability - 2

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability - 3

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability - 4

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability - 5

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

If you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Technical Capability, please contact us at support@eitfood.eu.

#### Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability - 1

#### \* Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### \* Delivery Mechanism

|  |
| --- |
| Enter response here |

\* Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability - 2

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability - 3

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability - 4

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

Do you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability?

Yes  
No

#### Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability - 5

#### Intended Learning Outcome

|  |
| --- |
| Enter response here |

#### Delivery Mechanism

|  |
| --- |
| Enter response here |

If you want to add another Intended Learning Outcome & Delivery Mechanism for Primary Underpinning Capability, please contact us at support@eitfood.eu.

### \* 2.6 Recommended & proposed reading materials

*For example, required and/or recommended reading materials (all materials must comply with copyright regulations); software that will be used in the course.*

|  |
| --- |
| Enter response here |

#### Supporting Evidence: COURSE SYLLABUS

Please include your course syllabus with your application as supporting evidence. An indicative syllabus is acceptable provided that any anticipated changes or confirmations are noted and an indication of when this will be available is included.

Please use the following naming convention for the submitted files: EIT Label\_[COURSE NAME]\_Supporting Evidence\_Course Syllabus \_2024

*\* I confirm that I have uploaded Supporting Evidence Course Syllabus file in the Supporting files tab.*

Yes

# Section 3: TEACHING STRATEGY: How will you teach?

## Course Delivery

### \* 3.1 Course delivery mode

*How will your course be delivered? Online: Content is delivered entirely online; Face-to-face: Delivered in person, at a pre-arranged location; Blended: A combination of online and face-to-face delivery.*

Online only  
Face-to-face in person only  
Blended (both Online and Face-to-face)

#### Online Course

Online course delivery mode?

*What type of online delivery mode do you plan for your course? Synchronous - Delivered live; Asynchronous - Delivered via recorded content.*

Synchronous  
Asynchronous  
Hybrid of Synchronous & Asynchronous

#### Online communication platform

*Which online platform are you going to use for your synchronous online components?*

Zoom  
MS Teams  
Other

Please specify other communication platform:

|  |
| --- |
| Enter response here |

#### Online teaching platform

*Which Virtual Learning Environment (VLE) online teaching platform are you going to use for the asynchronous components of your course?*

Canvas  
Blackboard Learn  
Moodle  
Kampus  
Not going to use a VLE  
Other

Please specify other teaching platform:

|  |
| --- |
| Enter response here |

#### Online learner participation:

*How will you enable learner participation and learning-by-doing during the online component of your course?*

Breakout discussion rooms  
Real time collaboration platforms  
Discussion board  
Other

#### Please specify learning-by-doing component(s):

|  |
| --- |
| Enter response here |

#### Face-to-face Course

#### Face-to-face delivery

*Where is/are the physical location(s) of the course? Please, list them all. For example, University of Warsaw’s main campus; company's HQ. If this yet to be confirmed, detail what you will require with an anticipated confirmation date.*

|  |
| --- |
| Enter response here |

#### What infrastructure will you have at your disposal?

*e.g., classrooms with adequate teaching capacity, auditoria, access to farms, access to laboratories, computers, software, IT support. If this yet to be confirmed, detail what you will require with an anticipated confirmation date.*

|  |
| --- |
| Enter response here |

## Course Participants

### \* 3.2 How are successful participant applications determined?

|  |
| --- |
| Enter response here |

### \* 3.3 What is the optimum number of participants to guarantee a positive learning experience?

|  |
| --- |
| Enter response here |

### \* 3.4 What is the minimum number of participants necessary to carry out the course?

|  |
| --- |
| Enter response here |

### \* 3.5 What is the procedure if the minimum number of participants is not met?

|  |
| --- |
| Enter response here |

### \* 3.6 What is the maximum number of participants that you will be able to accommodate?

|  |
| --- |
| Enter response here |

### \* 3.7 What is the procedure when there are more candidates than you can accommodate?

|  |
| --- |
| Enter response here |

### \* 3.8 What pastoral support is provided for your learners? And by whom?

*By "pastoral support" we mean any type of support granted to participants that goes beyond teaching scope (i.e., emotional, social support).*

|  |
| --- |
| Enter response here |

## Course Programme

### 3.9 Provide details of teaching & learning methods, expanding on your course programme included as supporting evidence.

If yet to be confirmed, detail an anticipated confirmation date and highlight any areas which are at risk of significant change.

#### \* 3.10 What are the total learner hours of your course?

|  |
| --- |
| Enter response here |

#### \* 3.11 What are the total learner - educator contact hours of your course?

|  |
| --- |
| Enter response here |

#### \* 3.12 How many sessions will be delivered and what is their expected duration?

|  |
| --- |
| Enter response here |

#### \* 3.13 What proportion of learning is expected to be self-directed (i.e., participant's individual work/input)? And what are the potential consequences if the learner does not comply or meet expectations?

|  |
| --- |
| Enter response here |

#### Supporting Evidence: COURSE PROGRAMME

Please include your course programme with your application as supporting evidence. An indicative programme is acceptable provided that any anticipated changes or confirmations are noted and an indication of when this will be available is included.

Please upload the file in Supporting Files tab, using the following naming convention: EIT Label\_[COURSE NAME]\_Supporting Evidence\_Course\_Programme\_2024

*\* I confirm that I have uploaded a file for Course Programme in Supporting Files tab.*

Yes

## Course Contributors

Describing the contributors to your programme forms part of your teaching strategy.

It is not necessary to identify individual people, instead it is important to demonstrate the requirements, expertise and educator personae of your contributors and why / how this will enable you to deliver your course effectively and ultimately demonstrate mastery of the skills as described within your Intended Learning Outcomes.

Biographies, resumes, CVs etc. are not required as this would pinpoint an exact individual.

### Educator expertise

\* 3.14 Please indicate the relevant backgrounds from which your contributors will be drawn and demonstrate how these address the Intended Learning Outcomes you have specified in Section 2.5.

|  |
| --- |
| Enter response here |

### Educator Briefing

Please respond to below question or, if more suitable, add supporting evidence for education briefing.

If you chose to upload a file for supporting evidence, please follow this naming convention: EIT Label\_[COURSE NAME]\_Supporting Evidence\_Educator\_Briefing \_2024., and upload the file in Supporting Files tab.

#### 3.15 Please briefly indicate how you will brief your contributors to ensure that they teach in a manner and at a level which is appropriate for the learners and for the Intended Learning Outcomes you have defined.

*Please also indicate how they will be briefed to ensure appropriate assessment is undertaken.*

|  |
| --- |
| Enter response here |

# Section 4: ASSESSMENT STRATEGY: How will you verify mastery of skills?

Each Learning Outcome which you have defined in Section 2.5 needs to be assessed. The assessment methods which you use must enable you learners to clearly evidence mastery of the skills to the extent which has been set out in the Learning Outcomes, and thus to demonstrate the quality of your teaching and the success of your course. Please note that attendance and class participation is not an effective mechanism for demonstrating this advancement.

Formative assessments are particularly important for longitudinal evaluation of learning, especially where courses are very long, over many months for example. This will be dependent on the level you have described for your course.

You are advised to avoid complex mechanisms for summative (normative) assessment and to keep your Intended Learning Outcome descriptors as the focal point for decision making.

## Learner Assessment

### \* 4.1 Formative Course assessments

*Please describe formative assessment methods which you will use to provide in-course feedback for your learners.*

|  |
| --- |
| Enter response here |

### \* 4.2 Summative (normative) assessments

*For each of the Learning Outcomes which you have described in section 2.5, indicate how they will be assessed, how this assessment demonstrates mastery of the concepts.*

|  |
| --- |
| Enter response here |

### \* 4.3 Measuring successful learning

*Please indicate how success is measured (e.g. pass mark) and how learners receive feedback on their responses.*

|  |
| --- |
| Enter response here |

Supporting Evidence: ASSESSMENT STRATEGY  
Please include your assessment strategy with your application as supporting evidence.

An indicative assessment strategy is acceptable provided that any anticipated changes or confirmations are noted and an indication of when this will be available is included.

Please follow this naming convention: EIT Label\_[COURSE NAME]\_Supporting Evidence\_Assessment\_Strategy \_2024., and upload the file in Supporting Files tab.

*\* I confirm that I have uploaded supporting evidence for Assessment Strategy.*

Yes

## Course Evaluation

### \* 4.4 Post-course feedback

*Please indicate how you will gather feedback from the participants and the educators and contributors, what information you will ask for, and how the data will be collected and processed and by whom. This may be appended as a Briefing note if more appropriate.*

|  |
| --- |
| Enter response here |

## Alumni Support

#### \* 4.5 Alumni services

*Please provide information on any alumni services (for networking and lifelong learning) that your organization will develop and deliver. It is expected that all course participants (learners and educators) will actively engage with EIT Food Hive.*

|  |
| --- |
| Enter response here |

#### \* 4.6 Alumni tools

*Please list any tools that will be used to increase alumni engagement and interaction.*

|  |
| --- |
| Enter response here |

#### \* 4.7 Longitudinal Alumni impact

*Please describe how you will gather feedback from your alumni in order to review real-life impact of your course participants (e.g., value creation, societal impact, entrepreneurial achievements, research).*

|  |
| --- |
| Enter response here |

#### Supporting Evidence: EVIDENCE OF ASSESSMENTS, LEARNER RESPONSES & COURSE EVALUATION

For prospective courses, successful applications will receive EIT Label accreditation for 1 year, with a subsequent 2 being awarded subject to submission and positive review of evidence of assessment, learner responses and course evaluations.

For retrospective applications, evidence of assessments, learner responses and course evaluation should be submitted with the remainder of the documentation at the point of application. Successful review will lead to the award of the EIT Label for 3 years.

Please follow this naming convention: EIT Label\_[COURSE NAME]\_Supporting Evidence\_Assessments\_Course\_Evaluation\_2024 and upload the file in Supporting Files tab.

*\* I confirm that I have uploaded supporting evidence for Assessments, Learner Reponses & Course Evaluation.*

Yes

End of Application

|  |  |
| --- | --- |
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| On behalf of | |
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https://www.learning.eitfood.eu/

EIT Food – Making Food Innovation Happen

Knowledge & Innovation Center on Food,   
part of the European Institute of Innovation and Technology (EIT)

