

Guide

for

APPLICANTS

OUR MISSION

Improve training of professionals for more efficient adoption of innovation in health systems.



TAILORED
TRAINING



TEAM
WORK



INNOVATION
HEALTHCARE



Raise
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1 CONDUCT OF THE TRAINING PROGRAMME

1.1. Programme Designation

The iRaise is committed to supporting your healthcare team in developing and promoting the efficient and fast implementation of innovative solutions to address your unique daily digital innovation challenges by upskilling them. They will improve their interpersonal communication skills, team training, and critical thinking, all of which are critical to improving the clinical care, education, and research mission of any healthcare organisations.

iRaise Training will be delivered in English.

2 CONDITIONS

2.1. Changes to the course plan

The iRaise has the right to modify study plans, if it is reasonable for students and corresponds to the educational objective of the study programme.

2.2. Course Duration

iRaise is a nine week - 60 hours intensive online programme, through a hybrid learning model, which includes a blend of both synchronous and asynchronous sessions. iRaise delivers 6 ECTS (European Credit Transfer System).

The synchronous learning environment is structured

in the sense that participants attend weekly live lectures and/or mentor sessions, there are real-time interactions among industry, educators and learners, and there is a possibility of instant feedback. The asynchronous learning content is available online for participants to access when it best suits their schedules, and assignments are completed to deadlines. Prior to the start of classes, students will be sent a welcome email with information on how to login and get started, with support material to get the maximum from the platform (videos, tasks, forum, calendar).



The iRaise training sessions kick off on 20th September 2021.

Important information:

Dates of the iRaise training:

from 20th September 2021 to 26th November 2021

Duration: **9 weeks / 60 hours**

Synchronous Sessions: **30 hours**

Asynchronous Sessions: **30 hours**



2.3. Course certification

A Participant must complete all aspects of the training to the standard(s) specified by iRaise in order to receive certification. If the Participant fails to complete any element of the training in question, the Participant shall not be entitled to certification. In such an event, no fees or payments shall be reimbursed to the Participant's failure to complete the training. Any matter relating to the provision of training certification shall be determined by iRaise at its absolute discretion.

2.4. Teams

Each team should be constituted with **3 to 5 members from the same organization.**

As prerequisite, the team has to submit a digital innovation challenge that they would like to address through the methodology presented in this training.

The team members should be fluent in English, both written and spoken.

A one-time training fee must be paid by the organization of the team members in order for the application to be completed and approved. Fees will be invoiced in advance of the training and are expected to be settled within the payment terms stated on the invoice, before the training takes place.

3. APPLICATION PROCESS

iRaise training will follow a two-step application procedure. Firstly, applicants are required to submit the registration form for the training, via the iRaise website.

Once registered and checked the team is eligible for the course, applicants will receive the proforma invoice by e-mail to proceed to the payment of the course fee. The amount is specified for each application deadline period and/or selected discounts. All data the Participant and/or Organization wishes to be included in the invoice shall be indicated upon registration.

Following that, the Participant needs to submit a scan of the respective proof of payment.

Prospective applicants, who have submitted an application and proceed with the payment, can track the progress of their application online or by email. The Participant should receive a confirmation email with all of the details of the Participant application within ten (10) business days. The Participant should read carefully and check that all details are correct and if anything is incorrect should notify the iRaise team.

**Period of registration:
from 17th May to 16th July 2021**

4. FEES AND PAYMENT

4.1. Payment method and deadline

1. The tuition fees are payable entirely before the start of the study programme. The fee shall be payable exclusively in Euros, regardless of whether or not the applicants place of residence is located within the Euro currency area.

2. An invoice is generated and provided to the address indicated during the online registration process. Payment shall be made according to the specifications of



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the invoice.

3. Applicant's place is not confirmed until payment is received. Payment must be issued up to fourteen (14) days from the date of invoice.

4. All amounts payable are to be paid free and clear of currency control restrictions, bank charges, fees, duties or other transactional costs, for which you are responsible.

5. Payment by card: Payment of the course fees can be done by wire transfer or via a secure online payment system by credit card (excluding American Express).

6. Pending bookings which are not confirmed within ten (10) days will be cancelled.

4.2. Regular Pricing

The standard price for institutional purchases is €5500 (including VAT) per team.

4.3. Discount Pricing

If you are in one of the following cases, you can get a discount at the time of booking from the iRaise website (www.iraise.eu)

a) Early Bird discount:

If registration is done before the 15th June, reduced price will be 2500 euros. This price is only valid for bookings confirmed before the advertised deadlines.

b) Group discount

If an organization applies with multiple teams to iRaise training they qualify for a 30% discount on the regular fee. (Use **IRAISE30GROUP** code in application form)

c) Member discount

If an organization is a member of the associated partners of iRaise consortium (EIT Health, EHMA, I3A), they qualify for a 30% discount on the regular fee. (Use **IRAISE30MEMBER** code in application form)

d) Returning participant discount

A discount of 30% on the regular fee is offered to Participants from organizations who have already attended the last iRaise training programme (former UP-RAIHSe). (Use **IRAISE30PARTICIPANT** code in application form)

Any discount is not available in conjunction with any other offer and places are subject to availability.



5. TRANSFERS, CANCELLATION & REFUNDS

1. You have the right to cancel your application without giving any reason if the cancellation request is sent at least seven (7) days before the course starts. During this period, you are entitled to receive a full refund of the iRaise application processing fee subject to the terms below.

2. In order to cancel your application processing fee payment, you may email iraise.training@outlook.com, with the email subject line clearly marked as: Application processing fee cancellation. The Participant should ensure that a copy of your application processing fee confirmation email is included as proof of payment.

3. iRaise will aim to acknowledge the Participant's cancellation request within five (5) working days.

4. The application processing fee is non-refundable if cancellation request is not done at least seven (7) days before the course start.

5. If the Participant cancels his application as provided above, the iRaise team will;

a) Treat the application (and any offer of a place, if made) as withdrawn; and

b) Refund the application processing fee back will happen in the same way used to make the initial payment by the end of 14 days after the day on which the Participant informed iRaise of his decision to cancel.

6. If the Participant fails to attend the course you are booked onto without giving prior notice to the iRaise team, we will be unable to refund the course fees or offer a transfer.

7. The iRaise team reserves the right to alter or cancel the training course up to and including the day of the training course in extreme circumstances. If the iRaise has to cancel a training course, the following will apply:

a) the iRaise will try to reschedule the training course and will inform the Participants of the rescheduled dates

b) If the Participant is unable to attend the rescheduled dates, iRaise will offer you a 100% refund of the fee and refunds will be processed within 28 days of receiving Participant's request via bank transfer to the original payer.

8. If the Participants have any questions about the application processing fee, please contact with iraise.training@outlook.com



6. DATA PROTECTION AND PRIVACY POLICY

The personal data provided by the Participant when you book the training course will be held in accordance with GDPR.

The Participant agrees that Universitat Politecnica of Valencia, UPV (as iRaise coordinator) is permitted to process personal information about the Participant as part of its records and UPV may process such information as part of UPV business to provide the service as per the Agreement. The Participants agree that iRaise partnership may disclose such information to third parties only if and to the extent that such disclosure is, in iRaise's view, required for the proper conduct of iRaise business, such as disclosure to a certification body, to ensure proper registration of the training certificate.

The Participant consents to UPV recording the training course, which will be shared with attendees and used for feedback and improvements in training.

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7. INTELLECTUAL PROPERTY RIGHTS

All trademarks, copyrights, design rights and any other intellectual property rights (whether registered or unregistered) used, created or embodied in or arising out of or in connection with the delivery of the training shall remain the sole property of iRaise partnership and the Participant shall not during, or at any time after, the completion of the training assert ownership of or dispute iRaise ownership of such rights and shall assign to iRaise any such rights coming into its possession.

All materials and information (in whatever form) provided by iRaise partnership to the Participant in connection with the training may not be copied, distributed or made available to any third parties. The Participant shall not use such material and information for any reason which is not connected to the specific training provided by iRaise partnership. The Participants shall not copy or otherwise reproduce any materials (including Training Course materials) provided by iRaise without iRaise prior written consent. Any such use is strictly prohibited and will constitute an infringement of the iRaise's intellectual property rights.



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8. CONTACT US

If you cannot find the answer to your query in these guidance notes or if you have technical difficulties with your online application, please contact us:

- Participant administrator: Laura Cande, iraise.training@outlook.com
- Campus coordinator: Vicente Traver, vtraver@itaca.upv.es

CONSORTIUM



Salut/ Agència de Qualitat i Avaluació Sanitàries de Catalunya

