Accreditation of Training Programmes
SUMMARY

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EuKTS: Welcome

EuKTS is a unique accreditation and certification scheme conceived to boost knowledge and technology transfer and designed as an answer to the harmonisation and certification trend in education and training.

EuKTS: A Unique Accreditation and Certification Scheme

Authoritative

The EuKTS framework is based on continuous inputs from a wide range of European experts and stakeholders involved in knowledge and technology transfer (KTT): professional networks, training providers and public authorities including IP Offices. The standards take into consideration best practices at European and worldwide levels.

EuKTS is supported by Efcocert, the European foundation specialising in accreditation and professional certification; thus EuKTS has the guarantee of being managed and to continuously improve in line with the strictest international standards of professional certification.

Inclusive

The EuKTS Certification Scheme is unique in the KTT sectors as it covers:

- the complete career path of KT practitioners by providing three different certification levels, starting from practitioners just entering or interested in the profession, to the most experienced and skilled professionals,

- both private and public areas of practise of KTT, thus contributing to a common understanding and vision,

- a scheme integrating professional certification with high quality education and training.

Impartial

The governance has been designed to have a balanced representation of all representative stakeholders, including the sponsors. The Business Model is based on application fees to ensure independence of the organisation.

Accreditation and Certification procedures have been designed to ensure that the EuKTS framework can be transparent and avoid any conflicts of interests.
The EuKTS: Framework

The EUKTS Framework includes a detailed Curriculum, based on 8 core competencies which are necessary for all practitioners, irrespective of the country or sector in which they operate, together with Accreditation and Certification procedures.

The 8 core competencies

- Information analysis and management
- Intellectual property protection
- Strategy and IP portfolio and innovation
- Knowledge transfer and marketing of innovation
- Opportunity assessment and valuation
- Communication, negotiation and contracting
- New business development and financing
- Project management
The EuKTS Accreditation and Certification Scheme

Accreditation is offered for training courses in the field of knowledge transfer (KT) in order to improve common quality standards in higher education and vocational training at the basic and intermediate level.

Getting the EuKTS accreditation at basic level are entitled the training provider to deliver the certification exam at basic level.

EuKTS certification is offered at three levels and offers the right to the following EUKTS titles:

**EUKTS Associate** – Certification at a basic level to facilitate entry into KT fields for individuals with limited or no experience, by successful completion of an accredited KT course.

**EuKTS Professional** – Certification at intermediate level to recognise the experience and expertise of the majority of practitioners in the KT field by successful completion of the standard EuKTS multiple choice examination.

**EuKTS Expert** – Certification at advanced level to allow individuals that have achieved a record of excellence in the field to be recognised through peer review.
EuKTS Accreditation: General Rules

EuKTS accreditation of programmes is designed to provide assurance as to the quality and relevance of the course content to KT practitioners and the measures and procedures adopted by training providers in delivering the courses.

Overview

EuKTS provides training providers with accreditation for high quality courses which meet the standards and guidelines developed by EuKTS. The EuKTS Curriculum constitutes the basis for the accreditation criteria and procedures and will support the development and the implementation of new programmes.

The Target Public

EuKTS accreditation is offered to all type of training providers: universities, private training providers, etc., who design, develop or run educational or vocational programmes in the field of knowledge and technology transfer.

Note that EuKTS accreditation is not available for individual trainers.

Purpose and Scope

EuKTS accreditation is designed to provide assurance as to the quality and relevance of the course content to knowledge and technology transfer practitioners and the measures and procedures adopted by training providers in delivering the courses.

Accreditation is offered to training providers for courses in the field of KT at two levels of the EuKTS framework: the basic and the intermediate levels.
EuKTS Accreditation: General Rules

**General Rules**

The accreditation criteria, rules and procedures are managed by the EuKTS dedicated Accreditation Committee nominated by the Board of Directors.

The courses are assessed against the defined criteria by an Accreditation Panel of independent experts in training and knowledge and technology transfer.

The Accreditation Panel is chaired by a member of the Accreditation Committee.

For accreditation at the basic level, the Accreditation Panel may include a local expert.

**How to apply?**

Training providers will be asked to take notice of the rules and specifications and to complete the application form and supply all relevant supporting materials to the Chair of the EuKTS Accreditation Panel.

The application form is available on the EuKTS website or on request to accreditation@eukts.eu. The application should be sent by e-mail to accreditation@eukts.eu.

**What does it cost?**

Accreditation and re-accreditation are subject to the payment of fees.

The accreditation fee is 2 500 Euros (VAT included): 2 066 Euros + 21% VAT (434 Euros).

The re-accreditation fee is 1 250 Euros (VAT included): 1 033 Euros + 21% VAT (217 Euros).

Fees are due at the time of application upon acceptance of the request as complete. Fees cannot be refunded.

It is reminded that accredited training providers at basic level are entitled to deliver the EuKTS associate certification related to the accredited programme: the certification fee for the applicants is 150 euros (21% VAT included).

**Re-accreditation**

Accreditation will last for a period of two years.

For re-accreditation, the training provider will be required to resubmit the application form, highlighting results to date and any changes in the delivery and content of the course.
EuKTS Accreditation: Specifications

EuKTS accreditation is offered to training providers (universities, high schools, training organisations) delivering courses based on the EuKTS Curriculum at basic and intermediate levels.

The Accreditation Process

The accreditation process follows 6 steps.

1. Application

Training providers will be asked to take notice of the accreditation rules and specifications and to complete the application form and supply all relevant supporting materials to the Chair of the EuKTS Accreditation Panel. The contact e-mail to request more information, get or send the application form is: accreditation@eukts.eu.

2. Initial review

EuKTS accreditation staff will ensure that the application is complete and that all information necessary for substantive assessment is provided.

Should there be information missing, then the EuKTS accreditation staff will contact the applicant requesting the information necessary to complete the file. The missing information should be provided by the applicant within a maximum of 2 weeks.

The payment of the accreditation fees is requested at this stage.

The application file is complete and considered as valid when
- all the necessary information is made available by the training provider,
- the training provider has signed the commitments included in the application form,
- accreditation fees have been received by EuKTS.

3. Substantive assessment

After the initial review, the course described in the valid application form will then be assessed by the Accreditation Panel of independent KT specialists against the EuKTS training and quality framework: the detailed information on the criteria, the curriculum and the course parameters are available in this and the next sections of this document.
EuKTS Accreditation: Specifications

Accreditation will be assessed on a course-by-course basis with new or additional courses requiring further assessment by the Accreditation Panel.

Where courses are delivered through a company or institution by a third party or separate company, details on the third party provider’s internal quality procedures will be required.

If different training providers wish to act together as a consortium in offering a specific course, a lead organisation must be identified to complete the application form and be responsible for answering questions, and gathering relevant details from all participants in the consortium.

The Accreditation Panel will normally seek to deal with valid applications within 6 weeks of receipt of completed applications.

4. Decision

EuKTS accreditation is available at two levels of the EuKTS curriculum: the basic level and the intermediate level.

The accreditation panel will decide on the level of accreditation that is appropriate for each application. It may either validate the level requested in the application or decide on the appropriate level for assessment.

After assessment against the relevant criteria, the Panel will decide:
- to award the accreditation,
- to refuse the accreditation,
- to award the accreditation subject to conditions being fulfilled within a period of 6 months after the training provider is informed of the decision of the panel.

5. Confirmation

On confirmation of accreditation by the EuKTS panel, the successful training provider will be asked to use the EuKTS accreditation logo on their promotional materials (see the commitments below).

6. Re-accreditation

EuKTS accreditation is subject to renewal.

Accreditation is granted for a period of two years. For re-accreditation, the training provider will be required to resubmit the application form, highlighting results to date and any changes in the delivery and content of the curriculum.
EuKTS Accreditation: Specifications

The Accreditation Criteria

There are 4 key elements to the accreditation process of substantive assessment:

Framework for the courses

The accreditation is based on the EuKTS curriculum for KTT: the applicant shall provide a detailed description of the modules subject to accreditation, and define the content, the number of teaching hours, the assessment methodologies, etc.

The training provider should be able to demonstrate that the content of the course adheres to the parameters and structure of the eight competencies of the EuKTS curriculum. More information on the curriculum and the course parameters is available on pages 14 to 17.

Framework for quality aspects for delivering courses

The processes of the training provider to assess the quality of the courses provided and quality assurance methodologies used shall be examined.

The training provider should be able to demonstrate: the quality of education and training programmes offered; a track record in provision of appropriate courses over 2 years; a sufficient number and calibre of teaching staff; the provision of education and training courses as a clear goal of the organisation; recognition as a provider of education and training programmes by qualified public and/or private authorities at local, national and/or transnational level; provision of CPD (Continuous Professional Development) programmes for working adults.

Established and verified measure of quality outcomes for the programmes offered

It is expected that the programme is results-oriented: the training provider should be able to demonstrate the clear use of learning outcomes and feedback from participants in the design and delivery of courses; it should ensure that adequate resources and facilities are available, it has adequate assessment procedures in place following clear and public criteria, publishes up-to-date, impartial and objective information about the programmes and awards offered, applies European standards and tools for transparency while developing education and training courses, applies relevance to practice, and that chosen didactic methods were recommended.

Reporting and re-accreditation requirements to ensure compliance and quality objectives are met for re-accreditation.
The Accreditation Panel

The Accreditation Panel is nominated by the EuKTS Board and reports, through the panel Chair, to the Accreditation Committee and to the Board.

1. Duties

The Accreditation Panel shall scrutinise all valid applications for accreditation by EuKTS. The Accreditation Panel will normally seek to deal with complete applications within 6 weeks of receipt.

The Accreditation Committee draws up the rules and guidelines for how the criteria should be applied when assessing individual courses. Resulting from its experience, the Accreditation Panel may propose some changes to the Accreditation Committee for discussion and approval by the EuKTS Board.

2. Membership

The Accreditation Panel shall comprise a Chairman and not less than two or no more than eight panel members, who shall be drawn from a representative range of backgrounds. The Accreditation Panel shall have the right to call upon local experts when assessing courses delivered in the local language and where content addresses local laws, regulations and practices.

The Chair and members of the Panel will be appointed by the Accreditation Committee and approved by the EuKTS Board. The quorum for voting on the accreditation shall be two plus the Chair. The Chair may (with the approval of the Accreditation Panel) appoint a vice-Chair to act in his stead. The Chair and members of the Accreditation Panel shall be appointed for two years, renewable upon agreement of the Accreditation Committee and the EuKTS Board, except for the local experts who will be appointed on an as-needed basis.
EuKTS Accreditation: Specifications

Appeals procedure

In the case where a training provider appeals against a decision of the Accreditation Panel, that training provider shall be requested to make a written appeal setting out its case within 30 days after the receipt of the decision of non-approval of the Accreditation Panel.

The appeal will be considered by the President of the Board of EuKTS, acting in consultation with the Chair of the Accreditation Committee and Panel. Their decision will be final and will normally be conveyed to the applicant within 30 days of receipt of the appeal. All such cases will be reported to the Board of EuKTS.

Withdrawal of Accreditation

Voluntary withdrawal

In case of voluntary withdrawal, the training provider shall send a written notice to EuKTS. The withdrawal shall be acknowledged within 30 days of receipt of the notice.

Misuse of EuKTS accreditation

Accreditation will be withdrawn if it is misused by the recipient. Should an organisation make abusive use of EuKTS accreditation, the EuKTS Board shall take any legal action it considers appropriate.
EuKTS: Commitments

Commitments of EuKTS in the accreditation and re-accreditation process

EuKTS provides an independent and impartial assessment by an independent and impartial Accreditation Panel.

EuKTS provides the highest level of accreditation standards.

EuKTS shall publish information on successful applicants, provided it has the agreement of the accredited training providers. The information published includes:
- Name of the accredited training courses and contact details of the training provider,
- Year of accreditation or re-accreditation,
- Link to the webpage of the accredited courses.

EuKTS promotes and communicates the details of the EuKTS accreditation.

Commitments of the training providers

During the application phase, the training provider provides useful and fair information to EuKTS and, during the whole accreditation period, they inform EuKTS about evolutions of accredited programmes.

The training provider replies to information requests of EuKTS during the accreditation process and accreditation period.

The accredited or re-accredited training providers use the EuKTS logo and baseline in their communication and promotion material. The use of the logo is free for accredited programmes. Abusive or unauthorised use of the EuKTS logo and baseline is subject to legal pursuit.

**LOGO + Base Line for Basic Level Accreditation**

The course is accredited by EUKTS Aisbl in accordance with the EUKTS Curriculum for European Knowledge Transfer Professionals and EUKTS Accreditation criteria and procedures for Knowledge Transfer courses at basic level – [www.eukts.eu](http://www.eukts.eu) . EuKTS 201X

**LOGO + Base Line for Intermediate Level Accreditation**

The course is accredited by EUKTS Aisbl in accordance with the EUKTS Curriculum for European Knowledge Transfer Professionals and EUKTS Accreditation criteria and procedures for Knowledge Transfer courses at intermediate level – [www.eukts.eu](http://www.eukts.eu) . EuKTS 201X
EuKTS: Curriculum

The EUKTS Framework includes a Curriculum, based on 8 core competencies which are necessary for all practitioners, irrespective of the country or sector in which they operate.

**Information analysis and management**
- From information to knowledge, information analysis, information management, information security.

**Intellectual property protection**
- Importance of intellectual property rights (IPR) protection in the KT context, types of IP, national and international IP protection, IP protection processes, IP information, ethical aspects of IPR.

**Strategy and IP portfolio and innovation**
- IP and innovation management, IP management strategy, knowledge management, integrating IP issues into the business strategy, IP issues beyond IP aspects, IP portfolio management, IPR in collaboration projects of PROs and industry, IPR principles applicable on PROs, technological and innovation trends.

**Opportunity assessment and valuation**
- Strategic consideration, rating of business opportunities, business case development, concept approval, business opportunity assessment, methods of technology evaluation.
EuKTS: Curriculum

Legal and economic framework of knowledge and technology transfer, basic activities of commercialising knowledge, marketing of innovations, innovations and innovative products, various marketing approaches, marketing research, marketing plan - preparation and implementation, questions on marketing.

Communication skills and styles, negotiation, preparation for negotiation, management of negotiation process, essential business negotiation tactics, contracting and licensing.

Role of start-ups and spin-outs in the KTT process, types of spin-outs, start-up life cycle – enterprise development, legal aspects of launching the start-up (spin-out), skill coverage and human resources in a new enterprise, financing of launching, development and expansion of a new company, acceleration and incubation, measures of success and criteria for financing, exit strategy, valuation and pricing, risks associated with launching a new business.

Definition of project scope and programme, key areas of project management, project preparation, executing a project, managing a project crisis.
## EuKTS: Course Parameters

<table>
<thead>
<tr>
<th></th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of training</strong></td>
<td>Higher education, Vocational, Lifelong</td>
<td>Vocational, Lifelong</td>
</tr>
<tr>
<td><strong>Target public</strong></td>
<td>Students/trainees with a minimum of 0-3 years of experience in the field of KTT</td>
<td>Trainees with a minimum of 3-5 years of experience in the field of KTT</td>
</tr>
<tr>
<td><strong>Learning objectives/outcomes</strong></td>
<td>At the end of the course/programme, participants should be able to:</td>
<td>At the end of the course/programme, participants should be able to:</td>
</tr>
<tr>
<td></td>
<td>- identify the main tools and questioning guiding the KT profession</td>
<td>- master the main tools and practices of the KT profession</td>
</tr>
<tr>
<td></td>
<td>- apply basic skills (knowledge and know-how) of the 8 core competencies</td>
<td>- apply in-depth, specific knowledge and know-how in the 8 core competencies</td>
</tr>
<tr>
<td></td>
<td>- master the local environment of the KT profession</td>
<td>- master the multinational dimension of KT projects</td>
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<td></td>
<td></td>
<td>- develop skills in management of a KT office/staff</td>
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<tr>
<td><strong>Language of training</strong></td>
<td>Local or English</td>
<td>English (Additional training in local language possible)</td>
</tr>
<tr>
<td><strong>Training staff:</strong></td>
<td>Strong background in KT practice</td>
<td>Very strong background in KT practice.</td>
</tr>
<tr>
<td><strong>Ratio of KTT practitioners to academic trainers</strong></td>
<td>Guideline: 30% of trainers should be KT practitioners or experts with a sufficiently proven and relevant non-academic career.</td>
<td>Guideline: 50% of trainers should be KT practitioners or experts with a sufficiently relevant non-academic career.</td>
</tr>
</tbody>
</table>
## EuKTS: Course Parameters

<table>
<thead>
<tr>
<th>Extent of the course, realised in the following styles</th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Classical learning with 80 teaching hours (e.g. 8 weeks with 10 teaching hours per week or 2 weeks with 40 teaching hours per week)</td>
<td>Classical learning with a minimum of 100 hours (e.g. 10 weeks with 10 teaching hours per week or 4 weeks with 25 teaching hours per week)</td>
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<td></td>
<td>Distant learning corresponding to 80 hours of lectured study (supposing 10 hours per module that corresponds to 20-40 standard pages per module)</td>
<td>Distant learning corresponding to a minimum of 100 hours of lectured study (supposing 12 hours per module that corresponds to 20-40 standard pages per module)</td>
</tr>
<tr>
<td></td>
<td>Blended learning corresponding to 80 hours of lectured study (with many allowed combinations given by the variant above). Tests and feedback discussions are not included.</td>
<td>Blended learning corresponding to a minimum of 100 hours of lectured study (with many allowed combinations given by the variant above).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For academic training, ECTS equivalent</th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
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<tbody>
<tr>
<td></td>
<td>Minimum 15-20 ECTS Bachelor or Master equivalent level</td>
<td>Minimum 30 ECTS Master equivalent level</td>
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<tr>
<th>Style of the course</th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
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<tr>
<td></td>
<td>Course should be interactive as much as possible. From 30% to 50% of the teaching volume should be devoted to case studies, analyses, discussions, and other forms of interactive education (both verbal and written form).</td>
<td>A minimum of 50%-60% of the teaching volume should be devoted to case studies, analyses, discussions and other forms of interactive education (both in verbal and written form).</td>
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<thead>
<tr>
<th>Theory / practise ratio</th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
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<tr>
<td></td>
<td>Each of the eight competencies should be illustrated by at least one (preferably more) suitable practical example (case studies).</td>
<td>Each of the eight competencies should be approached on the grounds of practical cases.</td>
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<tr>
<th>Assessment</th>
<th>BASIC LEVEL</th>
<th>INTERMEDIATE LEVEL</th>
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<td></td>
<td>Overall assessment should cover all 8 core competencies and be approved by EuKTS the accreditation process.</td>
<td>Reminder: the certification exam shall be managed by EuKTS.</td>
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<tr>
<td></td>
<td><em>Examples of final tests: multiple choice quiz composed of at least 100 questions, or open questions, or a case study covering all 8 competencies, etc.</em></td>
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</tbody>
</table>
EuKTS: Contacts

EuKTS ACCREDITATION CONTACTS

Chair of Accreditation Panel:
Kristel Allewijn

EuKTS Accreditation
c/o Industrial Property Office of the Czech Republic
Antonina Cermaka 2A
160 68 Prague,
Czech Republic
Contact: Zuzana Belohradska
Mail: accreditation@eukts.eu

EuKTS Aisbl
Rue Abbé Cuypers 3
1040 Brussels
Belgium
Contact: Kristin Speck
Mail: director@eukts.eu
## EuKTS: 2016 Stakeholders

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<tr>
<th>Member</th>
<th>Member*, Key Partner</th>
<th>Member</th>
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<tr>
<td>aws</td>
<td>INDUSTRIAL PROPERTY OFFICE OF THE CZECH REPUBLIC</td>
<td>deduktia</td>
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<tr>
<td>Member</td>
<td>Hungarian Intellectual Property Office</td>
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<td>Member</td>
<td>Key Partner</td>
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<td>IEEP</td>
<td>INNOVATION LEADERSHIP AGENCY</td>
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<td>Member*</td>
<td>Member*, Large Sponsor</td>
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<td>Member, Key Partner</td>
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<td>LES</td>
<td>France Licensing Executives Society</td>
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<td>Member, Key Partner</td>
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<td>Member</td>
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<tr>
<td>Member*, Key Partner</td>
<td>Founders of the AISBL</td>
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*Members who have representatives on the Board