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Short Guide & Detailed Instructions: **Enrolment application**

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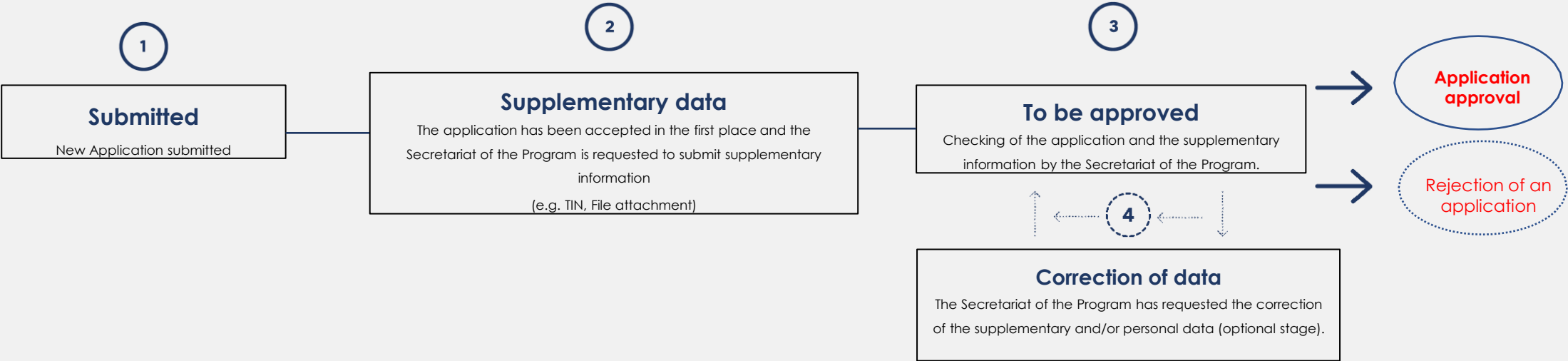
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**Short Guide (Flowchart) of application status**

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# Enrolment application: Application status



\*The learner has the right at all stages of the application to proceed to "**Withdrawal of the application**"  
\*\*The Secretariat of the Program may proceed at all stages of the application to "**Rejection of Application**"  
\*\*\*The Secretariat of the Program may, during the initial evaluation of a Submitted Application, put it under "**Processing**". At this stage no action is required from the learner.



## Detailed Instructions

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# Application status: My applications

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Training program/Code of Center of Continuing Education and Lifelong Learning ▾

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Application code ▾	Training program ▾	Courses ▾	Academic year ▾	Status ▾1	Submitted at ▾	Approved at ▾
RQ-2023-162	Green Finance and Sustainable Growth in Maritime Business	26 <sup>th</sup>	2022-2023	Approved	12/6/23, 4:33 μ.μ.	12/6/23, 4:37 μ.μ.
RQ-2023-161	Green Finance and Sustainable Growth in Maritime Business	26 <sup>th</sup>	2022-2023	Rejected	12/6/23, 4:23 μ.μ.	
RQ-2023-160	Green Finance and Sustainable Growth in Maritime Business	25 <sup>th</sup>	2023-2024	To be approved	12/6/23, 4:16 μ.μ.	
RQ-2023-158	Green Finance and Sustainable Growth in Maritime Business	24 <sup>th</sup>	2023-2024	Approved	12/6/23, 3:18 μ.μ.	12/6/23, 3:19 μ.μ.
RQ-2023-156	Green Finance and Sustainable Growth in Maritime Business	24 <sup>th</sup>	2023-2024	Rejected	12/6/23, 3:03 μ.μ.	
RQ-2023-154	Lean Manufacturing and Lean Management in the Industrial Sector	26 <sup>th</sup>	2022-2023	Correction of data	29/5/23, 5:30 μ.μ.	
RQ-2023-153	Sex Education	15 <sup>th</sup>	2022-2023	Approved	29/5/23, 4:27 μ.μ.	29/5/23, 4:35 μ.μ.
RQ-2023-152	Sex Education	22 <sup>nd</sup>	2022-2023	Approved	29/5/23, 3:38 μ.μ.	29/5/23, 3:42 μ.μ.

In the "My applications" field, a table with information about all applications is displayed.

The status of an application is updated according to the actions carried out by the Secretariat of the Program and is shown in the table of applications, in the column "Status" (see 1).

In each change of status, the student is informed by email, and by a relevant notification within the platform. (see 2).

# Application status: Submitted

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Application code	Training program	Courses	Academic year	Status	Submitted at	Approved at
RQ-2023-78	Coaching for Health, Wellness, Physical Activity and Longevity	4 <sup>th</sup>	2022-2023	Submitted	4/4/23, 4:12 μ.μ.	
1 Total				100		

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## Submitted:

The status of a new application submitted by the learner prior to its evaluation by the Program Secretariat.

# Application status: Supplementary Data

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Application code	Training program	Courses	Academic year	Status	Submitted at	Approved at
RQ-2023-154	Lean Manufacturing and Lean Management in the Industrial Sector	26 <sup>th</sup>	2022-2023	Supplementary Data	29/5/23, 5:30 μ.μ.	

1 Total100

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## Supplementary Data:

The application has been accepted in the first place and the Secretariat of the Program is requested to submit supplementary data (e.g. TIN, File attachment).

**Note:** At this point and after the Supplementary Data has been submitted, the application changes in the "To be approved" status.

**Attention:** The Secretariat of the Program may proceed to the Approval or Rejection of the application or request Correction of supplementary and/or personal data.

# Application status: To be approved

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Application code ▾	Training program ▾	Courses ▾	Academic year ▾	Status ▾	Submitted at ▾	Approved at ▾
RQ-2023-69	Natural Medical and Supplementary Therapies	11 <sup>th</sup>	2022-2023	To be approved	31/3/23, 8:07 μ.μ.	
RQ-2023-47	Natural Medical and Supplementary Therapies	9 <sup>th</sup>	2023-2024	To be approved	15/2/23, 2:30 μ.μ.	
RQ-2023-11	Digital Judicial Systems and Technoethics	2 <sup>nd</sup>	2022-2023	To be approved	17/1/23, 2:02 μ.μ.	
3 Total				100 ▾		

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## To be approved:




Status of final check of the application and supplementary data from the Secretariat of the Program.

**Attention:** The Secretariat of the Program may request Correction of supplementary and/or personal data (if the Secretariat requests correction of data, the application changes in the "Correction of data" status and then again in "To be approved" status).



# Application status: Correction of data

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Application code ▾	Training program ▾	Courses ▾	Academic year ▾	Status ▾	Submitted at ▾	Approved at ▾
RQ-2023-154	Lean Manufacturing and Lean Management in the Industrial Sector	26 <sup>th</sup>	2022-2023	Correction of data	29/5/23, 5:30 μ.μ.	
1 Total				100 ▾		

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## Correction of data:

The status of an application when the Secretariat of the Program has requested the **correction** of supplementary and/or personal data. The specific status is **optional**. Only applications requiring the correction of supplementary and/or personal data shall pass at this stage.

**Attention:** The Secretariat of the Program may proceed to the **Approval** or Rejection of the application or request Re-correction of supplementary and/or personal data, and in this case the procedure is repeated.