

Programme guidelines and rules

The CCI Coursera programme is opening doors to global learning!

The following guidelines and rules apply to all member organisations of Childhood Cancer International which choose to engage in the Coursera programme.

Before registration, please read carefully this document.

1. Eligibility criteria

The licenses are available for free only for member organisations of CCI. The one free license/organisation can be offered to:

- staff or volunteers within a CCI member organisation, who have a formal role (such as board member or volunteer parent supporter); or
- cancer survivors, with the age of 15 years old or above; and
- individuals who commit to completing the courses requirements; and
- individuals who will participate in surveys focused on sharing feedback and the personal benefits of using Coursera, upon request of the CCI.

2. One free license per organisation

Each CCI member organisation is entitled to one license which provides free access to a specific list of courses. One license can be used by multiple learners, but not at the same time.

Read below for details.

3. Claiming the license

For an individual to benefit from a free license on Coursera, the organisation must submit an application through the registration form, by 23 April 2024. By submitting the application, it is considered that the organisation has claimed its license.

The registration process considers only applications submitted by a formal representative of the organisation who is duly authorised to act on behalf of the member organisation, such as the Chairperson, a Director or a senior manager of the organisation.

4. Registration

Only official registrations through the registration form are taken into consideration. Requests sent through e-mail or other forms of communication are not eligible.

5. Register by 23 April to get your license

Each member organisation has the right to claim their one Coursera license within 2 months from the official launch date, by 23 April. If organisations do not claim their licenses, the licenses will be offered on a first come, first served basis - meaning that any other requests submitted after the deadline will be considered and processed in their chronological order. Thus, registrations submitted later may not secure a spot to licenses, unless spots will still be available. In this case, the rule of first come, first served will be applied, and not the 1 license/organisation rule. This is to ensure that the licenses are used at their full capacity.

6. Multiple users, but one at a time

One license can be used by more learners, but not at the same time. E.g.: once a learner completes their course, they can offer their license to someone else from their organisation (staff, volunteer or survivor) but they need to request this change to Raluca Popa at programmmanager@cci.care, by e-mail, in order to approve and execute the update in the platform (to change e-mail and login data of the learner). If no one else from the organisation is using the license, the license will go back into the CCI pool and offered to other countries or organisations.

7. Inactive license

If the learner using the license within the organisation does not participate in the enrolled courses for 4 weeks in a row, the learner will be warned that their license will be removed. If the learner still fails to use the license in the next 10 days the license will be removed. In this case, a new license will become available to others. Raluca Popa will then contact the member organisation to inform them that they can now appoint a new learner by sending the e-mail and data of the new learner (staff/ volunteer or survivor). If the organisation does not assign a new learner within 10 other days, the license will be returned to the general pool of licenses and will be made available to all CCI members, following the rule of first come, first served. For the newly appointed learner, the same eligibility criteria apply.

8. Predefined catalog of free courses

The courses available for free are predefined, as sponsored by Sanofi Global. Any other courses which the learner might be interested in, which are not part of the catalog recommended by CCI, may require a tuition fee.

Therefore, we encourage learners to browse on the predefined catalog of courses, which are available for free.

The topics of the courses are mostly related to fundraising, marketing, project management, budget management, general management, leadership and psychosocial support.

9. Certification

Upon completion of a course, the learner can receive a respective certificate to prove their acquired skills.

10. Categories of courses

There are 3 categories of courses available, from which the learner can choose for free:

- *simple courses* - a course consists of modules lasting a few hours each. Upon successful completion of a course, the learner receives a certificate issued by Coursera.

- *professional certifications* - a professional certification consists of more courses, developed by a global entity with expertise in the field (e.g. Google for digital marketing). Most of them last 3-6 months. Upon completion, the learner receives a certificate issued by the global entity (e.g. Google).
- *specializations* - a specialization consists of more courses, developed by a globally and formally recognised educational institute (e.g. universities). Most of them last 3-6 months. Upon completion, the learner receives a certificate issued by the educational institute (e.g. University of Geneva).

11. Language

The main language of the courses is English. Some courses (simple courses, professional certifications or specializations) can be available in other languages, partially or fully. However, the translations are automatic, so errors may occur.

For other questions related to the CCI Coursera programme, please contact Raluca Popa at programmmanager@cci.care.