




EDUCATION PROGRAMME
for paralegals

2023/24 EDITION'S BOOKLET

Click  to learn more :

PROGRAMME

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THE PROGRAMME

IN SHORT

Created and delivered by EUIPO staff members and leading IP professionals, the EUIPO Trade Mark and Design Education Programme (ETMD EP) for paralegals is a custom-made training course mainly intended for professionals working as IP administrators, legal assistants or company employees dealing in the trade mark and design fields.

The programme has been designed to fit seamlessly into participants' full-time work schedule. Approximately 5 hours of weekly dedication is required to follow the scheduled activities, most of which can be undertaken at the student's convenience.



Our comprehensive curriculum of approximately 80 hours of tuition guides the participants through the EU trade mark and designs legal framework, the EUIPO's processes and the use of the EUIPO's online tools.

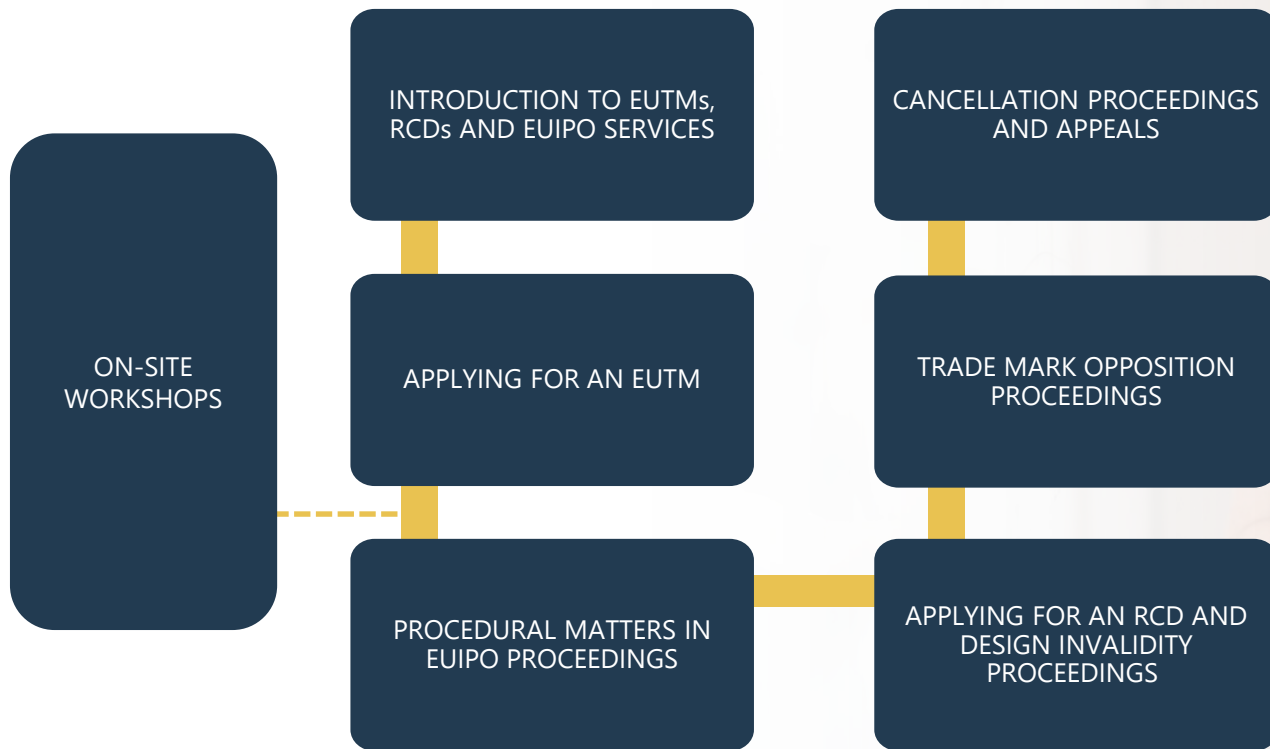


The programme contains a 3-day series of on-site workshops at the EUIPO's headquarters in Alicante, where the participants will have the opportunity to meet the instructors and network with other IP professionals.



The programme's hands-on approach will allow participants to apply the acquired knowledge and skills directly in their daily job.





THE BENEFITS OF THE PROGRAMME

By participating in our programme, participants have the opportunity to:

- learn through **practice**,
- access **high-quality learning** resources,
- learn from the best **experts** in the field.

They will also have the chance to:

- **network** with like-minded professionals from all over Europe,
- join a dynamic **alumni community**,
- take part in a range of **ad hoc activities** tailored to their professional interests.



Recommendations for participants	<ul style="list-style-type: none">▪ Although a certain knowledge and work experience in the field is highly recommended, there are no formal professional requirements.▪ Have a thorough knowledge of English (written and spoken).
Selection process	60 places will be filled on a 'first come, first served' basis.
Trainers	EUIPO staff and/or leading IP professionals
Methods	<p>Six modules covering trade mark and design</p> <ul style="list-style-type: none">▪ Live sessions and online tutorials (approximately 1-hour sessions)▪ Asynchronous self-study using pre-recorded content and e-learning courses▪ Hybrid virtual classroom▪ On-site workshops at EUIPO in Alicante on October 25-27, 2023
Evaluation process	<ul style="list-style-type: none">▪ Ungraded assignments at the beginning of Modules 2 to 6▪ Exams at the end of Modules 2 to 6▪ Participants must pass all exams in order to obtain the programme certificate.
Period	From September 2023 to February 2024
Length	80 hours
Tuition fees	EUR 750
Application period	01/06/2023 – 30/06/2023
Start of the course	21/09/2023



LEARNING ACTIVITIES

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Workshops

We will hold a series of on-site workshops during the last week of October at the EUIPO in Alicante. These workshops are interactive and engaging training activities led by an internal EUIPO IP expert, and which will focus on practical learning.



Live Sessions and Online tutorials

Each module will have a series of live sessions and online tutorials once or twice a week on various areas of trade marks and designs, and the EUIPO tools and resources, presented by internal or external experts on the topic.



LEARNING ACTIVITIES

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e-learning resources

Learning resources in various formats available online 24/7, including pre-recorded videos, e-learning courses on specific topics, and optional assignments to self-evaluate your knowledge in preparation for the module exam.

Learning forum

An online platform for participants to engage in discussions, share ideas and knowledge, and receive support and feedback from peers and trainers.

Evaluation process

- a) The examination process will consist of 5 online modular exams (Modules 2 to 6). Participants will be considered to have passed the course cycle successfully if they have been awarded a PASS grade in all module exams.
- b) A pass will be given in each examination if 50 % or more of the available points have been awarded.
 - Multiple-choice exams: multiple-choice questions which will test the participant's knowledge of the module material.
 - Written exams: short-answer or essay questions which will test the participant's understanding of the EUIPO procedures covered in the module.
- c) An ungraded self-assessment assignment will be released at the start of each graded module (Modules 2 to 6).



PEDAGOGICAL TEAM

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Facilitators have been appointed to create a positive learning environment and facilitate the learning process, while trainers provide high-quality training, assess performance and collaborate with other trainers.



A student representative will liaise between the students and the programme organisers.



2023-2024 CALENDAR

LEARN MORE (SUBJECT TO CHANGE)

■	Live event or online tutorial
■	Workshops and other key dates
■	Rest day
■	Exam

Module	Topic	Type	Location	Duration	Date
Module 1	Intro to EUTMs, RCDs and EUIPO services	e-learning content release on:			21/09/2023
	ETMD EP for paralegals, introduction tutorial	Online tutorial	Virtual Classroom	60:00 - 90:00	21/09/2023
	Mark types and acceptable formats of representation	Live Session	Virtual Classroom	60:00 - 90:00	25/09/2023
	Introduction to the EUIPO user area, online services and search tools	Online Tutorial	Virtual Classroom	60:00 - 90:00	28/09/2023
Module 2	Applying for an EUTM	e-learning content release on:			29/09/2023
	Pre-filing considerations and searches for Trade Marks	Live Session	Virtual Classroom	60:00 - 90:00	02/10/2023
	Ownership of EUTMs	Live Session	Virtual Classroom	60:00 - 90:00	05/10/2023
	How to build a list of goods and services	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/10/2023
	How to complete an EUTM application, demo	Online Tutorial	Virtual Classroom	60:00 - 90:00	16/10/2023
	Exam Module 2	Examination	ALP	TBD	16/10/2023
NON-ACTIVE WEEK					
Workshop	On-site Workshops at the EUIPO in Alicante				
	How to complete an EUTM application, practical exercises	Workshop	On-site	TBD	25/10/2023
	How to submit a correct representation of a trade mark, practical exercises	Workshop	On-site	TBD	25/10/2023
	How to prepare an annex aligned with EUIPO practice	Workshop	On-site	TBD	26/10/2023
	How to submit a correct representation of a design, practical exercises	Workshop	On-site	TBD	26/10/2023
	How to use RCD e-filing, practical exercises	Workshop	On-site	TBD	26/10/2023
	How to manage an EUTM from application to registration and beyond	Workshop	On-site	TBD	27/10/2023
	How to get the most out of EUIPO online databases	Workshop	On-site	TBD	27/10/2023

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Module	Topic	Type	Location	Duration	Date
NON-ACTIVE WEEK					
Module 3	Procedural matters in EUIPO proceedings	e-learning content release on:			03/11/2023
	General principles regarding proceedings before the EUIPO	Live Session	Virtual Classroom	60:00 - 90:00	06/11/2023
	Entries in the Register	Live Session	Virtual Classroom	60:00 - 90:00	09/11/2023
	Changing the name, address and legal form of entities in the Register	Live Session	Virtual Classroom	60:00 - 90:00	13/11/2023
	Renewal of trade marks	Online Tutorial	Virtual Classroom	60:00 - 90:00	16/11/2023
	Q&A and pitfalls - Entries in the Register	Online Tutorial	Virtual Classroom	60:00 - 90:00	20/11/2023
	Exam Module 3	Examination	ALP	TBD	20/11/2023
Module 4	RCD application and design invalidity proceedings	e-learning content release on:			24/11/2023
	Pre-filing considerations and searches for Designs	Live Session	Virtual Classroom	60:00 - 90:00	27/11/2023
	RCD application procedure	Live Session	Virtual Classroom	60:00 - 90:00	30/11/2023
	DesignView database and RCD e-filing	Online Tutorial	Virtual Classroom	60:00 - 90:00	04/12/2023
	Design renewals	Online Tutorial	Virtual Classroom	60:00 - 90:00	07/12/2023
	International registrations and Design invalidity proceedings	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/12/2023
	Exam Module 4	Examination	ALP	TBD	14/12/2023



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Module	Topic	Type	Location	Duration	Date
NON-ACTIVE WINTER WEEKS					
Module 5	Trade mark opposition proceedings	e-learning content release on:			08/01/2024
	General overview of Relative Grounds for refusal and introduction to opposition proceedings	Live Session	Virtual Classroom	60:00 - 90:00	08/01/2024
	Comparison of goods & services and the Similarity tool database	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/01/2024
	General considerations related to opposition proceedings	Live Session	Virtual Classroom	60:00 - 90:00	15/01/2024
	How to file an opposition before the EUIPO	Online Tutorial	Virtual Classroom	60:00 - 90:00	18/01/2024
	Exam Module 5	Examination	ALP	TBD	18/01/2024
Module 6	Cancellation proceedings and appeals	e-learning content release on:			26/01/2024
	Cancellation proceedings	Live Session	Virtual Classroom	60:00 - 90:00	29/01/2024
	Appeal proceedings	Online Tutorial	Virtual Classroom	60:00 - 90:00	05/02/2024
	How to file an e-Appeal	Online Tutorial	Virtual Classroom	60:00 - 90:00	08/02/2024
	Exam Module 6	Examination	ALP	TBD	08/02/2024
END OF COURSE - Closing Session		Live Session	Virtual Classroom	1:30:00	29/02/2024



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ETMD
EDUCATION PROGRAMME
for paralegals

Interested in joining the programme?

APPLY



Application period: 1 – 30 June 2023



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