La Plata,. ……. 2022

General Board of Distance Education and ICT of the National University of La Plata

Dear Mg. Alejandro Héctor González

This letter is to request the opening of (number) ……………………………………….. virtual classroom/s in order to do the corresponding activities of the course of studies/ course/ online space to upload material, open a discussion forum or deal with administrative issues …………… which is given every (specify accordingly: year, semester, four months) ……………………… belonging to the course of studies …………………….. (if applicable) during the ……………………………. term.

By presenting this application, all the contents uploaded to the online environment given are responsibility of the teachers in charge.

Yours sincerely,

**Contact information**

**Name and surname:**

**E-mail address:**

Required information for the virtual classroom

Please, read carefully the instructions and complete all the blanks with the corresponding required information.

|  |  |
| --- | --- |
| Name of the classroom/ course / course of studies |  |
| Short course name/course code:  (Include this information only if the course already has an institutional established course code. If it does not, a course code will be generated at the opening of the online classroom ) |  |
| CHOOSE ONLY ONE OPTION  BY ATTACHING AN **X** | Course classes ……  Only for exams….  Administration and coordination support ... |
| Short description: |  |
| Starting Date: |  |
| Ending Date : |  |
| **Level (degree, postgraduate, extension, training, other):** |  |
| Semester when the classes take place in the year (first or second) |  |
| Open or closed Seminar/course  (Only for postgraduate courses or seminars; closed only if they are given in a specific course of studies) |  |
| Duration: (in hours) |  |
| Mode (face to face / online) |  |
| Course year: (if it corresponds) |  |
| Course : (if it corresponds) |  |
| Academic Unit: |  |

Teaching team in charge or the classroom/course **(provide the following information of every teacher involved):**

**Name and surname :**

**User account : YES / NO**

**Role within the course/classroom:**

**Editing permissions : YES / NO**

**ID (do not include spaces or dots):**

**E-mail:**

**If being a foreign citizen, include city and country:**