Capacity Building in the Field of Higher Education (CBHE) SMARTI Project Kick Off Meeting, March 30-April 1, 2021

Support for Innovative Methodology, Approaches and Tools for Teaching through the Medium of English in order to improve Educational Yield, Sustainability and Internationalization [SMARTI]

HYBRID FORMAT:

ONLINE for EU & Armenia, Russian Partners

OFFLINE in Kazan Federal University

Zoom link for all three days:
https://us02web.zoom.us/j/88279250100?pwd=a2kxT2syK1dSc2lGUzE2UGRVWE9ydz09

Monday 29th March 2021 - Travel day for Russian delegates travelling to Kazan Federal University
Tuesday 30th March 2021 (All times CET)
9.00-9.45 — *Registration*
9.45-10.15 — Opening address and Welcome from representatives from TU Dresden: Prof. Prunitsch – Dean of Faculty of Languages and Culture, Gerard Cullen – CBHE Project Coordinator, Carlo Imarisio, EACEA Project Management, Brussels, Lana Karlova, NEO Coordinator Armenia, Prof. Oleynikova, NEO Coordinator Russian Federation

10.15-10.45	For EU partners introduction to SMARTI **with area of EMI expertize (<u>max 10 mins each</u>) from:** Riga Technical University (RTU), Liverpool John Moores University (LJMU), Universidade Catolica Portuguesa (UCP-ESB) and TU Dresden (TUD)
10.45- 12.00	Each PC partner will briefly (<u>10 mins per partner</u>): then focus on current EMI skills/gaps & degree programs going to be strengthened in EMI project **1. Present the institution briefly, focus on EMI skills/gaps, <u>(and the degree programs going to be strengthened on, if changes why)</u>** **2. Briefly speak about why they want to be in this project (national peculiarities)**
10.45-10.55	Ogarev Mordovia State University (MRSU) (all with 5 minute gap for changeover)
11.00-11.10	Irkutsk National Research Technical University (INRTU)
11.15-11.25	Kazan Federal University (KFU)
11.30-11.40	Petrozavodsk State University (PetrSU)
11.45-11.55	Certification Association Russian Register (RR)
12.00-12.10	Public Administration Academy of the Republic of Armenia (PAARA)
12.15-12.25	Vanadzor State University after H. Toumanyan Foundation" (VSU)
12.30-12.40	Armenian National Argrarian University (ANAU)
12.45-12.55	M.Nalbandyan State University of Shirak Foundation (SUSh)
13.00-13.10	Goris State University (GSU)

13.15-13.25	National Centre for Professional Education Quality Assurance (ANQA)
13.30-13.40	NATE Russia – associate partner
13.40-14.40	**Break**
14.40-15.40	***Review by Armenian and Russian partners on 17 & 18 March NEO Online Monitoring/National KOM Meetings***
15.40-17.20	**Meetings of WP teams for the final preparation activities for Thursday presentations of WPs and their related Deliverables** UCP+ PetrSU + ANAU: WP 1 Preparation LJMU+ MRSU+ PAARA + SUSh WP 2 Development RTU+RR+ANQA: WP 3 QA UCP + KFU + VSU + GORIS WP 4 Impact & Dissemination (KEEP IN MIND THAT THERE WILL BE A WEBDESIGNER CREATING & MAINTAINING PROJECT WEBSITE) TUD WP 5 Management

	. RTU+RR+ANQA: WP 3 QA UCP + KFU + VSU: WP 4 Dissem. TUD: WP 5 Manag.
20.00	*Networking Dinner for Russian partners (optional)*

Wednesday 31 March 2021 –	
10.00-11.00	**Management Work Package** **Introduction to Project Management (TUD)** General Project Management Contractual relationships Budget survey
11.00-11.30	**Break**
11.30-12.30	Budget headings (1): STAFF and TRAVEL
12.30-13.30	Budget headings (2): SUBCONTRACTING and EQUIPMENT

13.30-14.00	**Break**	
14.00-14.45	Reporting and Monitoring Payments	
14.45-15.30	Questions & Answers	
15.30-16.00	**Break**	
16.00-17.00	**Review of E1: Project activities & methodology, tangible results, Workplan, LFM and Impact and Sustainability**	
17.00	**Summary and Close**	

Thursday 1 April 2021	
10.00-11.00	**Preparation Work Package** – introduced by WP leader teams highlighting deliverables, area of responsibility, milestones and on how they are going to deal with activities (online preparation)
11.00-11.30	**Break**
11.30-12.30	**Development Work Package** – introduced by WP leader teams highlighting deliverables , area of responsibility and on how they are going to deal with activities (online/offline?)
12.30-13.30	**Impact & Dissemination Work Package** – introduced by WP leader teams highlighting deliverables, area of responsibility and on how they are going to deal with activities (online/offline?)
13.30-14.30	**Lunch**
14.30-16.00	**QA Work package** ● QA Management system ● Quality assurance (Internal QA, External QA) ● QA Control ● QA reporting ● QA officers ● QA tools ● Risk mitigation and contingency plan ● WP deliverables

16.00-16.30	**Break**
16.30-17.30	Other Administrative matters ● Logos and letterhead to be used for official documents ● Website ● Final summing up and Action Plan

	Friday 2 April 2021 is return travel day for Russian delegates