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Academic Management WP 5

Erasmus+ SMARTI

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



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TU Dresden Management Goal

- ▶ To apply all management skills to successfully achieve project objectives



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TU Dresden Overall Management for Academic

- ▶ Prof. Prunitsch, Dean of
Faculty of Languages,
Linguistics and Culture
- ▶ Gerry Cullen, EU Project
Manager



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TU Dresden Overall Management for Financial and Legal

- ▶ TU Dresden European Project
Centre - Christina Spirow,
Project Manager



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Project description regarding management

See application Part F.2 under cooperation arrangements, management and communication pages 94-96. Also Management WP starting on page 77

- ▶ **USE Erasmus+ Programme Guide Version 3 (25/08/2020)**

https://ec.europa.eu/programmes/erasmus-plus/sites/default/files/erasmus_programme_guide_2020_v3_en.pdf#page=1&zoom=auto,-107,848



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Overall Management Structure

- ▶ **IMPORTANT** - Keep records of all meetings held (on regular 4-6 week period) including attendance list (or recording once it is GDPR compliant) and the follow-up minutes for 5 years post project.



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General description

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General

- ▶ Read application thoroughly.
- ▶ E-1 Project activities, page15
- ▶ E-4 LFM, page 22
- ▶ E-5 Workplan Years 1-3, p31
- ▶ E-6 Workpackages, p37 onwards
- ▶ G-1&2 Impact and Sustainability
- ▶ **USE Erasmus + Programme Guide Version 3 (25/08/2020)**



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Project description regarding management

5.1 - Brussels KOM) - 25-29 January - huge focus on impact, Online resources sent to Consortium 11 Feb 21. NEO Monitorings in March in AM & RF.

5.2 - Hybrid Project KOM 30 March - 1 April 2021 - focus on detailed draft of QA Plan (WP 3 Team , Management Plan TUD & Dissemination Strategy (WP4 Team).

5.3 Ongoing Management Procedures over project lifetime - WP activity, legal PA documentation process ending in July (2 outstanding PAs from AR & RF) followed by transfers by TUD. Three Steering Group Meetings held in April, May and June 2021 with minutes. Multiple mail



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5.4 (Annual Steering Group Meetings)

5.5 (Interim Conference)

5.6 (Preparation for Final Conference),

5.7 (Final Conference and parallel EMI Conference)



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General description regarding management

See description Part F.2 under cooperation arrangements, management and communication pages 94-96.

Also Management WP starting on pages 77 covering:
5.1 (Brussels KOM), 5.2 (Project KOM), 5.3 (Management Procedures), 5.4 (Annual Steering Group Meetings), 5.5 (Interim Conference), 5.6 (Preparation for Final Conference), 5.7 (Final Conference and parallel EMI Conference)



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Lead Organisations

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Structure

- ▶ EU Commission
- ▶ TUD Project Coordinator for financial and academic affairs & organizes Kick-Off, Interim and Final Project Conference
- ▶ Project Steering Group - key planning, conflict resolution and project management minimum 1 member of each EU HEI and Lead Country Partner Armenia and Russia (all other HEIs invited) - **annual meeting.**
- ▶ EU Steering Group; 1 member of each EU HEI - **every 4-6 week period**
- ▶ Armenia Steering Group; 1 member of each Armenian HEI and led by Lead Country Partner Armenia, i.e., PAARA - **every 4-6 week period**
- ▶ Russia Steering Group; 1 member of each Russian HEI and led by Lead Country Partner Russia, i.e., MRSU - **every 4-6 week period**



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Planning & Ownership of WPs

- ▶ WP teams with EU leads & PC co-owners
- ▶ UCP+ PetrSU + ANAU: WP 1 Preparation
- ▶ LJMU+ MRSU+ PAARA + SUSh WP 2 Development
- ▶ RTU+RR+ANQA: WP 3 QA
- ▶ UCP + KFU + VSU + GORIS WP4 Impact & Dissemination
- ▶ (KEEP IN MIND THAT THERE WILL BE A WEBDESIGNER CREATING & MAINTAINING PROJECT WEBSITE)
- ▶ TUD WP 5 Managment
- ▶



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Internal Evaluation Working Group (IEWG)

- ▶ Function: Overall Quality Control.
- ▶ Membership; Armenian and Russian QA Agencies (ANQA and RR) who are not involved in any other activity



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EMI Training Centre Action Group

- ▶ Function; To support EMI Training Centre operations with set-up and ongoing.
- ▶ Action Group Membership: In each PC one representative from International Office, one from Language Centre and one member of uni teaching staff. From each Action Group one member is represented in Armenian and Russian Steering Groups



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Dissemination PC AIDA Action Groups

- ▶ AIDA - Awareness, Interest, Desire, Action Group Function; focusing on Impact, dissemination and exploitation.
- ▶ Membership; One Publicity Officer from each PC HEI in Armenia and Russia



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KICK OFF MEETING SUMMARY

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Review 30 March

- ▶ Very focused intros from NEOs
- ▶ Strong presentations from partners with excellent focus.
- ▶ Really useful feedback on Monitoring from AM & RF (please send to Pavel).
- ▶ Brainstorming sessions for WP 1 & 2 very helpful - thanks to Porto & Liverpool. WP5 today. WP3 & 4?



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Review 31 March

- ▶ Introduction to TU Dresden general and financial management
- ▶ TUD Prunitsch/Cullen responsible for academic side and EPC (Spirow) for financial and legal matters)
- ▶ Presentations by EPC on all finance aspects over day with Q&A
- ▶ Review of E-1 Project activities, page15, E-4 LFM, page 22, E-5 Workplan Years 1-3, p31, E-6 Workpackages, p37 onwards, G-1&2 Impact and Sustainability



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Review 1 April

- ▶ WP 1 -Survey & field start in April, submission by EU & PC for report in May (Russian & Arm unis will close), report for June. Ask NEO Armenia & Russia and UCP ask Brussels any surveys/reports in this area. Survey to be used by PC and EU needs to be Okd by UCP, Petr & ANAU and then QAd by WP 3 RR & ANQA.
- ▶ ESP & ECTS Prep start in June, some online self-study in August, ESP & ECTS face to face training in Oct/Nov (we hope).
- ▶ Combined WP1 & 2 meeting on 23 April with EU & LP AM & RF Steering Groups. See Minutes.



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Review 1 April

- ▶ WP 2 - Carry out training after online self study materials in August hopefully face to face in UK in October/November 21.
- ▶ Launch of EMI Centres for September and equipment.
- ▶ We will have combined WP1 & 2 meeting after Easter with EU & LP AM & RF. If UCP & LJMU set up Doodle pls.
- ▶ Detailed information from LJMU in WP2 Template



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Review 1 April

- ▶ WP 4 - Website online goal for end June 2021. Detailed info on ongoing activities in WP 4 template.
- ▶ WP 3 - Detailed info on ongoing activities in WP template.
- ▶ ACTION PLAN - see minutes



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Thank you for your attention!