

**A five-day training programme for administrative support
in developing and running joint degrees
An ART initiative**

Duration:

5 days

Daily: 09:00 - 17:00

(1 hour for lunch)

When:

28 February - 5 March 2010

Where:

Solstrand Hotel & Spa, Osøyro N – 5200 Os, Norway

www.solstrand.com/comweb.asp

Solstrand Hotel is situated on the fjord only 30 km south of Bergen and the airport.

Who is the training for:

This five-day training programme is designed for the universities' administrative staff, already working with joint degrees/joint programmes, staff who will be working with in this field or others who have special interest in this topic.

The aim of this training programme:

Programme development and teaching are the responsibility of the academic staff. However, professional administrators are expected to contribute their knowledge of administrative issues and the development of programme frameworks.

This training programme aims to be an administrative step-by-step approach to developing and running a joint degree programme. The programme will also emphasize the different roles of the academic staff and the administrative contributor(s).

Expected outcomes:

At the end of the training programme the participants should be able to

- * discuss administrative issues concerning a joint degree programme,
- * contribute to the administrative development and implementation of an international joint degree programme,

- * be critically aware and be able to use the quality assurance mechanisms of a joint degree programme
- * take initiative for the establishment of good practices within own department/institution

A possible by-product of the ART initiative might be updating and improving the CG glossary on Joint Degrees (see CG website)

Tools:

The participants are expected to bring their own PC with the following programmes:

- * Word
- * Excel
- * Powerpoint

Workforms:

Short lectures followed by discussion. Workshops.

Costs:

Accommodation, full board (all meals included): NOK 2150/night, totally accommodation NOK 10750/5 nights
Programme fee: 260 Euros/participant

Course leader: Professor George Francis, University of Bergen

Course Secretary: Division of Academic Affairs, University of Bergen

Max number of participants:

40

The training programme

Day 1

Introduction

I WHY JOINT DEGREES/JOINT PROGRAMMES

What is the added value embedded in joint programmes and in Joint Degree Diplomas? the issue will be illustrated from the following complementary viewpoints: (i) students, (ii) institution and (iii) teachers.

Relationship between joint programmes and European (or wider) dimension and institutional /national/ European attractiveness

How are the JD/JPs ranked/valued in the strategy of the partner universities? Is the university leadership committed to them? (important!)
The important involvement of the academic staff from the very beginning.

II TERMINOLOGY – joint degree/joint programme

- Survey of different definitions
- inventory of the most common operational models
- common (shared) terminology vs different operational models
- Identification of key issues common to different sets of definitions /models
- reference to the Coimbra Group glossary of useful terms

III LEGAL AND ADMINISTRATIVE DIMENSIONS (REGULATORY FRAMEWORK)

Possible models for establishing a JDP

List of key administrative steps/decisions

Need to be aware of the following decision-making levels

- International level
- National level (acts, regulations, accreditation)
- Institutional level
- Faculty level
- Departmental level

Which body has the final right to establish a joint degree?

The role of The Framework of qualifications for the European Higher Education Area (“Dublin descriptors” – cycles, credits)
The role of National qualifications framework in establishing JDP

Useful Bologna-documents

- the Declaration and the several “Communiqué”
 - Standards and Guidelines for Quality Assurance in the EHEA (ENQA)
- The Lisbon Recognition Convention

Other Quality Assurance Requirements

The different roles of accreditation (*ex-ante and ex-post*), quality assurance (external and – most importantly – internal) in *establishing* a joint degree programme

IV LITERATURE

Recommended reading, overview and discussion. Some attention will be devoted to the Tuning methodology and its checklist to plan a new curriculum.

Day 2 and 3

V INITIAL PHASE OF DEVELOPMENT

- Suggestions for development of a “specific” joint degree/joint programme on the basis of an identified transnational educational need
- preliminary identification of an operational model
- the golden rules for good joint programmes (see EUA 10 golden rules for joint masters)
- Who could be a “reliable” partner?

VI SHAPING THE ACADEMIC/ ADMINISTRATIVE / LEGAL FRAME FOR THE COOPERATION

- How should the participating institutions cooperate?
- How to ensure that the programme meets quality assurance requirements?
- Organisation/administration of the partners’ network / consortium
- possible agreement on joint administrative procedures (admission, enrolment, enrolment fees, degree diploma, diploma supplement,...)
- The responsibility and tasks of the coordinator and coordinating institution
- The responsibility and tasks of the other partners
- Needs for planning/managing /monitoring meetings
- Preliminary agenda for the meetings
- Timeframe and milestones
- Letter of intent
- Bi- & multi-lateral agreements and implementation protocols

VII DEVELOPMENT OF THE PROGRAMME - WHAT SHOULD BE AGREED ON

The educational aim: A coherent, holistic programme of study – not a curriculum consisting of separate, loosely compounded units/modules. Complementarity of teaching resources as a possible asset.

- Name of the degree
- Level of the degree (i.e. the related EQF cycle)
- Name of the programme
- Degree profile
- Aim of the degree
- Expected learning outcomes and competences to be achieved
- Attractiveness in the labour market

- Admission requirements

- Academic structure of the program (incl. the student mobility).
- Students workload and total amount of ECTS-credits required
- How many units/modules
- Size of the modules in ECTS-credits

- Teaching methods
- Possible agreement on a common grading scale or translation tools (ECTS mark's classification?)
- Examination/Assignment forms

- The mobility scheme (calendar, regulations, the financing of mobility, and – where no common previous agreement about consortium fees exists - how to handle the tuition fees, especially if not all the partners have them, and recognition issues)

Day 2 and 3 (continued)

VIII DEVELOPMENT OF UNITS / MODULES

A highly academic topic. Inventory of good practices (planning meetings very useful).

- Aim: Modules that are in alignment with the aim and expected learning outcomes described on the programme level.
- Examples of good practice
- Name of the programme
- Name of the module
- Size of the module in terms of ECTS credit

- What are the expected learning outcomes
- Student 's workload
- Teaching methods
- Assignment forms
- Grading scale
- Evaluation form

Day 4

IX BUDGETING

X FUNDING

- For developing, running and monitoring the programme
- International sources of funding
- National sources of funding
- Institutional sources of funding
- Faculty/Department sources of funding
- Possible network agreements on managing common funds (including consortium tuition fees)
- Tuition fees
(different practices, especially during the exchange period)

XI AGREEMENT/CONTRACT

- Who is in charge of what? (academically/administratively)
- When should the final agreement be signed?
- Who should sign the agreement within the cooperating partners
- Different templates
- Shared responsibility
- The teaching responsibility of the partners
- The administrative responsibility of the partners
- Recognition issues
- Implementation protocols for joint administrative acts

XII MARKETING

- Joint marketing
- Institutional marketing
- Publishing the learning outcomes

XIII RUNNING THE PROGRAMME

- Admission procedures (application, selection and admission)

- Different registration requirements vs a common policy of the network/consortium
- monitoring of teaching/learning activities and quality assurance
- Mobility
- Recognition
- Alumni activities/initiatives

Day 5

XIV THE DEGREE DIPLOMA/S AND THE DIPLOMA SUPPLEMENT

- Who will be responsible for designing the diploma
- What should be the content
- Which partner will physically take the responsibility of issuing the diploma
- Who should sign it and how
- The content of the diploma supplement
- The joint Diploma Supplement

XV EVALUATION OF THE PROGRAMME

XVI ERASMUS MUNDUS APPLICATION

Scrutinize an approved EM application

- What were the reasons for success for this application?