



October 27, 2009

To the Representatives of Coimbra Group Universities
To Members of the Education, Training and Mobility Task Force
To the Members of the Doctoral Studies and Research Task Force

Referring to the early announcement in July 2009, we are now pleased to invite participants to the five-day training programme for administrative support in developing and running joint degrees.

The Course Objectives

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

Participants

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

When

The course will be held 28 February – 5 March 2010.

Location

Solstrand Hotel & Spa, Osøyro, N – 5200 Os, Norway, www.solstrand.com/comweb.asp

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

Programme

See attached pdf-file.

Experts from several universities will contribute as speakers on the course. These will be announced on the course website established for the five-day course:

<http://studiekvalitet.uib.no/coimbracourse>

Costs

Accommodation, full board (all meals included): NOK 2150/night

Accommodation etc., in total: NOK 10750/ 5 nights

Programme fees: €260 Euro/participant

Payment

The University of Bergen will send two invoices to the billing address in the registration form immediately after registration, one for the programme fee and one for the accommodation etc.

Payment for the programme fee €260 must be made within 30 days from receiving the invoice and the accommodation fee etc. **NOK 10750** (full board/five nights + course materials etc.) must be made at least by 15 January 2010.

How to get there

There are low-price non-stop connections from several European cities (such as Amsterdam, Copenhagen, Frankfurt, London, Riga, Stockholm) to the Bergen airport. The best and most pleasant way to reach Solstrand Hotel and Spa is by taxi. The price one way is approximately NOK 550. It is suggested that taxi transport be used for arrivals after 21:00.

Taxi:

- Taxis are located right outside the terminal; no need for advance booking (35 minutes).
- Bergen Taxi, phone (+47) 55 99 70 10/When in Norway phone 07000
- Osøyro Taxi, phone (+47) 56 30 02 35

By airport shuttle + local bus:

- Take airport shuttle directly from the airport to Nesttun bus station.
- At Nesttun bus station, change to bus #620/630, direction Halhjem/Osøyro.
- Upon arrival in Osøyro take a taxi to the hotel. Approx. 1 hour from the airport to the hotel.

Information and Registration

We would like to encourage you to enable staff of your institution to participate in this five-day course.

The deadline for registration is *15 December 2009*

Please note that each member university within the Coimbra Group is guaranteed one place until the registration deadline. After this deadline, any available places are offered to persons from a waiting list or representatives from other universities that are not members of the Coimbra Group. The registration starts 1 November.

To register please use the following link: <http://registrer.uib.no/jointdegrees>

Contact persons: Etelka Tamminen Dahl
Email: etelka.dahl@ua.uib.no

Hilde Haaland-Kramer
Email : hilde.haaland-kramer@ua.uib.no

Benedikte Svoldal (registration & payment)
Email: benedikte.svoldal@ua.uib.no

We look forward to welcoming a representative from your university to Solstrand, 28 February – 5 March 2010.

Yours sincerely,

Astri Andresen
Vice – Rector for
International Relations
University of Bergen

Annemieke Waite
Chair of the ETM Task Force
Coimbra Group