

# arQus

European University Alliance

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# Arqus Joint Programmes Staff Training

Module 2

Preparing the grounds for a successful programme implementation

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## Contents of Module 2

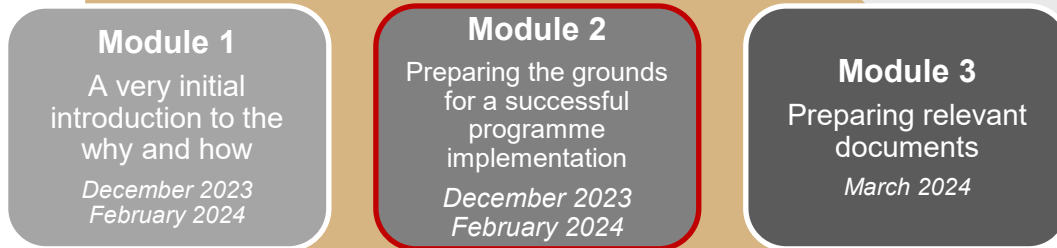
### **Presentation** (Samira Bonucci and Tabea Mager)

1. Brief wrap-up of Module 1
2. Phases of JP development – a roadmap
3. Tools – an introduction
4. Identifying stakeholders within and outside your institution
5. Communication and management structures

1. **Feedback and Discussion** (All)

## Training outline

### Beginner's level



- Materials will be shared
- Don't forget the **Padlet!**



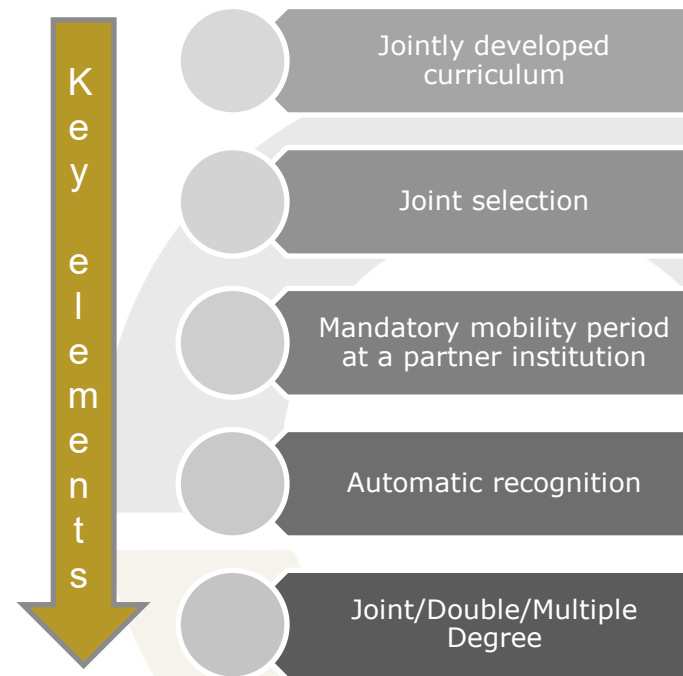
### Advanced level – Starting in 2024



## 1 Wrap-Up of Module 1

**Joint Programmes, a definition taken from Erasmus Mundus:**

*"A study programme developed and/or provided jointly by two or more HEIs, possibly also in cooperation with other institutions, leading to the award of a double, multiple or joint degree."*



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## 2 Phases of development – a roadmap



Initial phase

## What to consider

- Know why you are setting up a joint programme – **Motivation**
- Choose your **partners** carefully (complementarity, added value)
- Define the JP **contents** (broad vs niched content) and the **target group**
- Get to know your partners and **regulations** connected
- Onboard **internal stakeholders**
- Consider the need for sufficient academic and administrative **staff resources**
- Ensure that a sustainable **funding strategy** is in place
- Think about the **governance structure**
- Define the level of integration “**jointness**”
- Develop a **language policy** for the different programme levels



**Relevance**



Initial phase

## Focus – Relevance of the programme

Answering the following questions might help in defining the relevance of your JP:

- Which are the issues/challenges/gaps that the project aims to address in academic terms, and with regard to **societal and labour market needs**? -> Need analysis
- How will attending the programme improve the **students' knowledge and their career opportunities**?
- In what way is the programme **relevant** for the institutions/partnership/Arqus?
- Which is the **added value delivered by your partnership**? i.e. complementarity of the educational offers, international perspective, partnership's prestige, partnership's scientific collaboration, professional orientation...

Important for quality design, quality assurance, marketing and sustainability



Development  
phase

## Preparing of relevant documents

### Module 3

Friday 1, March,  
10 – 11.30

- Keep your **goals** in mind and communicate them to the others involved
- Acknowledge the **cooperation agreement** as centerpiece of each Joint Programme
- Draft a **curriculum table**
- Tackle **accreditation** and identify necessary documents
- Learn about your institutional and the joint **degree awarding mechanism and regulations**
- Draft a **Degree certificate**
- Consider additional mobility agreements with **associate partners**
- Discuss **costs, fee policy** and potential funding within the consortium

Implementation  
phase

## What to consider

- Plan ahead: Discuss the different **regulations and time frame** for the implementation, approval or accreditations of new study programmes including degree options
- Allow for sufficient time for each partners' legal checks and board meetings: usually they take longer than anticipated

### Topics:

- Promotion activities & Website
- Data storage
- Communication and Meetings
- Application procedure & Selection Process
- Admission & Student services

Start of the  
programme

## What to consider

- Monitor closely what you have designed on paper (reality check phase), i.e.  
*Did selection and admission work well?*  
*Does the student cohort mirror your target group (curriculum, programme promotion)?*  
*Is the curriculum feasible (student performance, drop-out rates)?*  
*Do visa regulations and scholarship schemes work out?*
- Organise evaluation meetings early on
- Every JP will have to be adapted over time, it is never finished
- Finalise degree format and procedures, start working on an alumni scheme

### 3 Tools – an introduction

- JOI.CON comparison chart
- Arqus JP checklist and draft

1		UNIBO	UL	
2	<b>general information</b>			
3	<b>Duration (yrs)</b>	3	3	4
4	<b>Legal status of students</b>	Student	Student or Employee	Employee
5	<b>Minimum teaching</b>	No	No	No
6	<b>Tuition fees</b>	approx. 600 euros for students without scholarship; approx. 37 euros for students with scholarship	none	none
7	<b>PhD program management structures</b>	Doctoral school, Academic Board, PhD programme's Coordinator	Academic board; Doctoral schools; 3 at my faculty; 2 in cooperation with Max-Planck-Institutes; Research Academy Leipzig on university level with three classes;	PhD studies areas, Gene decided by t study plan is outlining the activities. Th student and dept., taking the general s there are doc
8	<b>Total Number of ECTS</b>		depends on doctoral school; in average 30 ECTS	240 higher e to 240 ECTS used at LU)
9	<b>Definition of ECTS</b>		1 ECTS=30h (study and self study)	

## 4 Identifying stakeholders – **within** your institution



- Results of EU projects (JOIMAN/JOI.CON) showed that obstacles often arise from misunderstandings or lacking knowledge on one's own institution
  - different field of expertise need to be included early on :
    - Academic Affairs/Teaching Development Office,
    - Student career office,
    - International Centre,
    - Quality Assurance office
    - Legal department
  - present your idea to the Rectorate at an early stage
- Keep in mind that the JP is not your baby alone but lives from foster parents – institutionalise the programme instead of personalizing it

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## 4 Identifying stakeholders – outside your institution

Always start from recruitment and the target group, keeping in mind learning outcomes

- Employability: involve **potential employers/professionals** as guest lecturers/co-supervisors (also for dissemination)
- Explore the potential of your region to feed into the curriculum
- **Alumni** are the best ambassadors for your programme

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## 5 Communication and management structures

- Commitment is key – develop a sense of **individual and institutional ownership**
- Build a comprehensive understanding of the programme for all the people involved: agree on **terminology, purpose, governance structure**
- **Trust** is essential to run your programme – include **regular (also physical) meetings** for both the coordinators and the students (best practice: summer schools/graduation ceremonies with adjacent meetings)
- **Governance:** Define the roles within the consortium, assign tasks and responsibilities to create ownership (avoid a coordinator's one-myn-show)
- **Administrative staff** are part of the consortium as well: invite them to give support in meetings and integrate them in the governance structure
- Find **communication tools** that require as little effort as possible and are in use at the partners institutions already; consider a shared platform if a partners can grant easy access to all

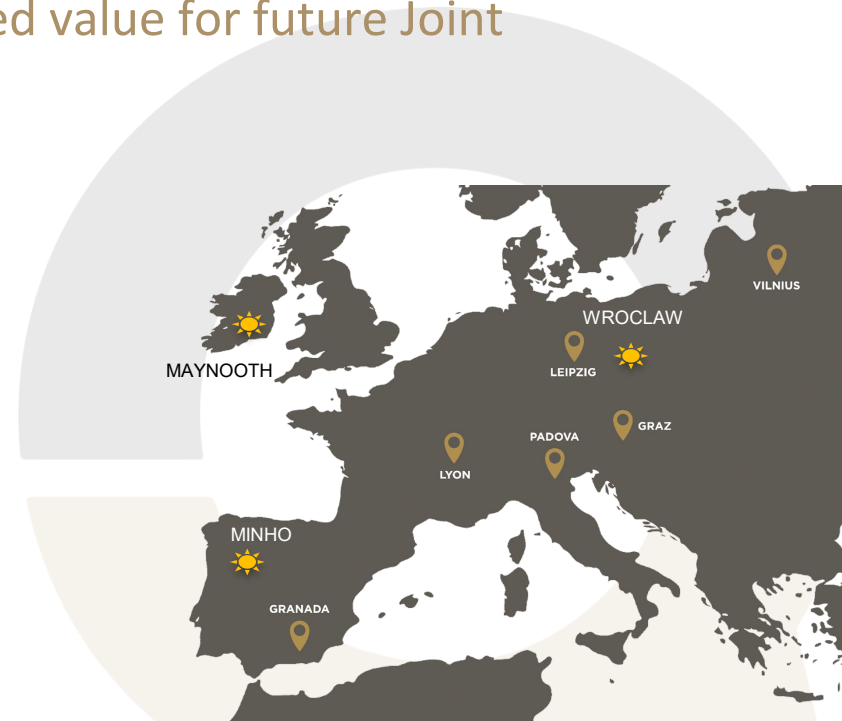


## Arqus added value:

Which is, in your opinion, the main Arqus added value for future Joint Programmes?

<https://www.menti.com/almmyfa1fuf5>

Code: 2360 7922



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## 6 Guiding questions for the discussion

- Do I know whom to involve in my institution if I want to set up a JP?
- What is my timeline from the idea until the first enrollment?
- Have I ever seen or dealt with the documents mentioned in the presentation? Would I know whom to approach to set them up?
- Which tools do I know that can support JP implementation?
- Am I aware of JP costs and tuition fee policies?
- Are most of our JP funded? Do I know who can offer me advise for external funding?

# Your local contacts for Joint Programmes

- 1 University of Granada, ES:** Artur Schmitt ([schmitt@ugr.es](mailto:schmitt@ugr.es))
- 2 University of Padua, IT:** Elisa Cipelli and Samira Bonucci, International Relations Division ([international.partnerships@unipd.it](mailto:international.partnerships@unipd.it), [international.projects@unipd.it](mailto:international.projects@unipd.it))
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- 6 University of Minho, PT:** Magda Pinheiro, Accreditation and Course Cataloguing Unit ([magda.pinheiro@reitoria.uminho.pt](mailto:magda.pinheiro@reitoria.uminho.pt))
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## Arqus Joint Programmes

**Staff Training: Join us in follow-up modules**

<https://arqus-alliance.eu/event/arqus-joint-programme-staff-training/>

**Seed funding: Apply until 31 May 2024**

<https://arqus-alliance.eu/call/implementation-of-joint-programmes/>



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