

Course Outline

"Tasks of a European project manager"

Dates: 23.09.19 2-5pm, 24.09.19 10am-1pm, 27.09.19 10am-12noon

Facilitator: Monika Staab, M.A.

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Students of the course will get an insight in the management of European projects and learn how these projects are coordinated. They will learn about grant writing, reporting and evaluation. Interactive methods will be used to equip students with skills and competences for their future work place.

Teaching Methods:

Interactive teaching methods will be used to impart practical skills and make an easy connection between theory and practice. Students will work with different media such as online resources, documents, project applications, reporting sheets etc. The course will give an insight into the Erasmus+ Strategic Partnerships COMPALL and INTALL. Both projects can illustrate the tasks of an European project manager.

Time	Content
Monday, 23.09.19	
14.00-14.30	Introduction - Get to know each other
14.30-15.30	How does the EU work? <ul style="list-style-type: none">• European policies• Internationalisation of higher education• The ERASMUS+ program
15.30-17.00	Erasmus+ Strategic Partnership <ul style="list-style-type: none">• Aim• Activities• Program Criteria
Tuesday 24.09.19	
10.00-11.30	Grant writing <ul style="list-style-type: none">• Application process• Project idea• Budgeting• Award Criteria
11.30-13.00	Project management and implementation <ul style="list-style-type: none">• Gantt Chart• Communication and cooperation• Budget control• Monitoring• Reporting
Friday 27.09.19	

10.00-10.30	Dissemination & Exploitation
10.30-11.30	Evaluation process
11.30-12.00	Closing & Workshop evaluation

Literature:

- DAAD - Deutscher Akademischer Austauschdienst. German Academic Exchange Service (2016). Erasmus + Strategic Partnerships Summary of Funded Projects 2014, 2015, 2016. Bonn. URL: https://eu.daad.de/medien/eu.daad.de.2016/dokumente/infos-fuer-hochschulen/programmlinien/erasmus-plus-strategische-partnerschaften/erasmus_plus_summaries_funded_projects.pdf
- EGETENMEYER, R. & GUIMARAES, P. & NÉMETH, B. (Eds.) (2017): Joint Modules and Internationalisation in Higher Education. Reflections on the Joint Module "Comparatives studies in Adult Education and Lifelong Learning". Frankfurt a. Main: Peter Lang. URL: https://www.hw.uni-wuerzburg.de/fileadmin/06030230/COMPALL/Publikationen/Joint_Modul_Book.pdf
- European Commission (2019). Erasmus+ Programme Guide. Version 2. URL: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2019_en
- European Commission (2018a). The European Union. What it is and what it does. European Union. URL: <https://publications.europa.eu/en/publication-detail/-/publication/715cfcc8-fa70-11e7-b8f5-01aa75ed71a1/language-en>
- European Commission (2018b). COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE EUROPEAN COUNCIL, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS. A renewed European Agenda for Research and Innovation - Europe's chance to shape its future. Brussels. URL: https://ec.europa.eu/info/sites/info/files/com-2018-306-a-renewed-european-agenda-for-research-and-innovation_may_2018_en_0.pdf
- European Commission (2010). COMMUNICATION FROM THE COMMISSION EUROPE 2020. A strategy for smart, sustainable and inclusive growth. Brussels. URL: <http://ec.europa.eu/eu2020/pdf/COMPLET%20EN%20BARROSO%20%20%2007%20-%20Europe%202020%20-%20EN%20version.pdf>
- European Commission (2013a). COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS. Opening up Education: Innovative teaching and learning for all through new Technologies and

Open Educational Resources. Brussels. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52013DC0654&from=EN>

European Commission (2013b). COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS. European higher education in the world. Brussels. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52013DC0499&from=EN>

Kerzner, H (2009). Project Management: A Systems Approach to Planning, Scheduling, and Controlling, Tenth Edition. Hoboken, New Jersey: John Wiley & Sons.