

Joint programme staff training: Module 3

Preparing relevant documents

Participants will gain an oversight on document types needed to implement joint programmes. They will be introduced into the general content and procedures of these documents. A brief summary on options of accreditation will be offered. All the information provided will be tailored to Arqus partner institutions and their regulations.

Learning outcomes:

After completing this module participants will:

- be familiar with the documents required at the Arqus partner institutions to implement joint programmes (i.e., letter of intent, cooperation agreement; curriculum table; accreditation documentation);
- be able to distinguish between internal and external accreditation approaches in line with local approval procedures at Arqus partner universities;
- be aware of some main challenges and solutions connected to these documents and the processes behind them.

Target group:

Academic and administrative staff on departmental and central level that are interested in joint programmes but have no extensive experience in implementing them. Having participated in module 1 and 2 is of benefit.

Structure and Input:

60 min. presentation:

- letter of intent: function demonstrated via an example
- cooperation agreement: table of contents, procedures to reach agreements and sign
- curriculum table
- accreditation documents
- European Approach
- challenges and solutions taken from Arqus partner institutions

30 min. discussion:

Q/A session focusing on Arqus partner institutions and their experience/background

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