

## TUTORIAL Work Plan

Ref. nr/	Activities	Terms of implementation	Responsible partner	Clarification notes
	Title			
	<b>WP.1. Strengthening professional competencies of teachers.</b> <b>Leading institutions: UMIL, UT</b>			
1.1	Each University/organization has to develop its own internal plan of activities of the project.	01.04.17	All partners	<ol style="list-style-type: none"> <li>1. Assign responsible persons for the execution of each work package (REF. no.1 - REF. no.7) if necessary, create the relevant working groups.</li> <li>2. Identify a project coordinator at the University, according to local conditions organize the project work group (preferably, under participation of university management, target departments /entities, representatives of teachers, students/graduate students)</li> </ol>
1.2	Needs assessment of PC universities' needs	01.03.17	UMIL/TUB	Develop an inventory for Asian partners to assess needs
		01.04.17	All PC universities	<ol style="list-style-type: none"> <li>1. Make a list of valid subjects/ MSc and PhD courses for analysis and future updates / Use valid University courses close to the theme of the project.</li> <li>2. Develop an analytical report on the results of the analysis of existing courses/disciplines.</li> <li>3. Make a list of courses that you plan to upgrade / develop</li> <li>4. Develop the schedule for updates/development of the selected courses.</li> </ol>
		01.05.17	All EU partners	Make review of the best EU practice / Give description of best PhD/MSc courses in Environmental & Occupational Health and Public Health / Send them to the Asian partners

1.3	Intensive English language course (ELC) for 160 teachers	01/03/- 20/06/17	Target universities, UMIL	<ol style="list-style-type: none"> <li>1. Recruit a group of teachers min.10) for the English language course (Min. requirement: B1 and specialised in EH, OH &amp;PH)</li> <li>2. Provide intensive ELC</li> <li>3. Short training and testing English language knowledge and skills of students by Dr. Karine Winter Beatty (UMIL)</li> </ol>
1.4	Preparation and organisation of training of trainers: workshops at UMIL on OH, Epidemiology and QA system; online consultations	03/07/17	UMIL	<ol style="list-style-type: none"> <li>1. Develop criteria for the selection of 3 teachers to participate in trainings planned at EU universities by 15/02/17</li> <li>2. Plan and carry out actions to prepare the selection of candidates to participate including language training by 01/04/17</li> <li>3. Transparent selection of candidates for training by 10/05/17</li> </ol>
1.5	Preparation and organisation of training of trainers: workshops at UT on Environmental health, Public Health and QA system; online consultations	10/07/17	UT	
1.6	Preparation and organisation of the summer school at TUB on MLE system and blended learning; online consultations	17/07/17	TUB, LDOH, ECM	
1.7	Preparation and organisation of the Summer school on teaching methods and QA in EH, OH and PH	25/06/18	UMIL, UT, TUB, LDOH, ECM, ISM, PATI	
<b>WP2. Graduate programs in the fields of Public Health, Environmental &amp; Occupational Health.</b> <b>Leading institutions: UT &amp; UMIL</b>				
2.1	Updating& tuning existing MSc & PhD studies	01/02/18	Target universities P6-P15	<ol style="list-style-type: none"> <li>1. Update existing curricula, make a report on updating</li> <li>2. Develop a description of each updated curriculum in English and national languages including the ECTS points in accordance with the Bologna recommendations.</li> <li>3. Accredit the updated disciplines in accordance with valid University rules.</li> </ol>

		01/05/17	UMIL, UT, LDOH, TUB	<p>Taking responsibility for the content of curricula develop and transmit (by two steps) to the target universities (P6-P15) training materials &amp; descriptions, which serve as a basis for developing by each Universities (P6-P15) their own training materials, disciplines, courses, curricula.</p> <p>1<sup>st</sup> step- presentation of a new course: the list of topics of theoretical and practical classes, the model description of the discipline incl. ECTS (Tab. M2.1), the list of the recommended teaching materials.</p> <p>2<sup>nd</sup> step serving - teaching materials / brief summary for each topic</p>
2.2	<p>Development and accreditation of basic and specialised modules of MSc programs:</p> <p>Each target University examines and adapts the materials and develops on this basis their own training materials, subjects, courses, curricula.</p> <p>a) Accreditation of developed subjects/courses/ programmes in accordance with valid University rules.</p> <p>b) Accreditation at the national level.</p>	01/09/18	Target universities P6-P15	<p>1. Select and appoint teachers responsible for the development and introduction of new disciplines, courses and curricula. It is advisable to involve these teachers in training in European universities in 2017.</p> <p>2. Develop for each new discipline in accordance with the Bologna recommendations course description in English and national languages including the ECTS points.</p> <p>It is desirable to introduce at least 10% of lessons /courses in English.</p>
2.3	<p>Development of syllabi &amp; educational materials adopted to b-learning:</p> <p>a) Develop and agree a list of purchased training materials, a list of textbooks (materials) that will be independently developed</p> <p>b) Develop electronic models of your own manuals</p> <p>c) Operation starting of the first version of the project Moodle platform.</p>	01/09/18	Target universities P6-P15	<p>Developed training materials, manuals, lists of secondary sources will be posted on the website of the project.</p> <p>a-b) Target universities are responsible.</p> <p>c) TUB and LDOH are responsible.</p> <p>Consortium members must present TUB and LDOH informational materials for posting on the website of the project.</p>
<p><b>WP3. Establishment E-laboratories.</b>  <b>Leading institutions: TUB &amp; LDOH</b></p>				

3.1	<p>Purchase and installing equipment for e-labs:</p> <p>a) Develop and agree a list of equipment &amp; software to be purchased</p> <p>b) Develop documentation and prepare rooms for computer classes (e-Labs)</p> <p>c) Identify responsible person for implementation and use of the licensed software products.</p> <p>d) Purchasing and Installing equipment</p> <p>e) Ensure proper and timely clearance of the imported equipment &amp; software and subsequently targeted use (for training purposes), safety and serviceability.</p>	01/06/17	<p><b>Target Universities</b></p> <p><b>P6-P15</b></p>	<p>Typical layout of the rooms and basic requirements to them will be presented in the target universities (resp. TUB).</p> <p>The contact data of the responsible persons (c) must be sent to TUB.</p> <p>Target universities are responsible for (a-e).</p> <p>TUB is responsible for the correct installation of the equipment in e-labs (d).</p>
3.2	Establishment and testing of MLE-systems	01/12/17	<p><b>P6-P15</b></p> <p><b>TUB</b></p>	<p>a-b) Target universities are responsible.</p> <p>b) TUB is responsible for the correct installation and testing of the MLE in e-labs</p>



4.1	<p>Monitoring quality of the project developments</p> <p>4.1.1 Establish internal evaluation board group (IEB) on QA</p> <p>4.1.2 Establish in each partner university a responsible person or working group on QA: work plan monitoring, Quality Control (QC) &amp; self-evaluation</p> <p>4.1.3. Preparing the procedure of QC &amp; self-evaluation</p> <p>4.1.4 Periodic reports on project developments based on self-evaluation: a)Report M6 b)Report M12 c)Report M18 d)Report M24 e)Report M30 f)Report M36</p> <p>4.1.5 Developing draft recommendations on on peer evaluation of new MSc curricula/modules/courses.</p> <p>4.1.6 Reports on peer-evaluation MSc modules/courses.</p>	<p>4.1.1: <b>30/03/2017</b></p> <p>4.1.2: <b>30/03/2017</b></p> <p>4.1.4: <b>a) 30/04/17</b> <b>b) 30/10/17</b> <b>c) 30/04/18</b> <b>d) 30/10/18</b> <b>e) 30/04/19</b> <b>f) 30/09/19</b></p> <p>4.1.5: <b>30/09/17</b></p> <p>4.1.6: <b>30/05/18</b></p>	<p>4.1.1: UMIL, ISM, ECM</p> <p>4.1.2: <b>ECM, P6-P15</b></p> <p>4.1.3: <b>ECM, P6-P15</b></p> <p>4.1.4: <b>ECM, P6-P15</b></p> <p>4.1.5: <b>ECM,</b></p> <p>4.1.6: <b>ECM, P6-P15</b></p> <p>6</p>	<p>4.1.1 The IEB is a part of PAB</p> <p>4.1.3 <b>ECM provides (up to 28.02.2017)</b> - Template for course/curricula description based on Bologna requirements and experience of previous TEMPUS projects</p> <p>- ESG-2015 - Standards and Guidelines for Quality Assurance in the European Higher Education Area, 2015, Brussels - ECTS Guide, 2015, Brussels</p> <p><b>Partner target universities provide (up to 30.03.2017)</b> - brief information about accreditation rules/process at institutional and national level as well as quality control on new MSc modules/courses development and introduction.</p> <p>4.1.4 <b>ECM:</b> Develop template/questionnaires, consulting and information support. 5 weeks before deadline sending the questionnaires to P6-P15. Collecting reports and send them to IEB.</p> <p>4.1.6 <b>ECM:</b> Organizing peer-evaluation of new curricula-modules, consulting and information support. Collecting reports and send them to IEB.</p> <p><b>Partner target universities:</b> fill in the Template course/curriculum description based on Bologna requirements and send it to the university/organisation outside of consortium. Each target university will propose the list of universities/organisations in his country outside of consortium for peer evaluation</p>
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4.2	<p>External audit/evaluation</p> <p>4.2.1 Choosing an independent external expert (negotiation and harmonization of conditions)</p> <p>4.2.2 Subcontracting the external expert</p> <p>4.2.3 Carrying out External evaluation. Reporting</p> <p>4.2.4 Inter-project coaching. Reporting</p>	<p>4.2.1: <b>30/03/17</b></p> <p>4.2.2: <b>30/04/17</b></p> <p>4.2.3: <b>30/05/18</b></p> <p>4.2.4: <b>30/05/18</b></p>	<p>4.2.1: ECM, UMIL, ISM</p> <p>4.2.2: UMIL</p> <p>4.2.3: ECM, UMIL, ISM, external expert, all partners</p> <p>4.2.4: All Partners</p>	<p>ECM: consulting and information support.</p> <p>4.2.4: UMIL, ISM, ECM will choose current ERASMUS + project closest to the TUTORIAL project.</p> <p>Organization/conduct of joint conference, during which there will be Inter-project coaching (exchange of experience between the project team).</p>
<p><b>WP5. Strengthening Central Asian Network for Education, Research &amp; Innovation in Environmental Health.</b></p> <p><b>Leading institutions: TUB, ISM, KazNMU, ATSMU</b></p>				
5.1	Recruiting 32 MSc students & trainees	<b>01/09/18</b>	<b>Target universities</b>	Each target university should recruit
5.2	Launch & Delivery of graduate programs & training modules	<b>01/09/18</b>	<b>Target universities</b>	<p>Start the course for the MSc students.</p> <p>Organize regular (2 times per year) survey of students/teachers in order to explore their views and awareness of the project and the results achieved.</p>
5.3	Testing and launch of e-laboratories	<b>01/01/18</b>	<b>Target universities, TUB, LDOH</b>	<p>Prepare the calendar plan of the online webstreaming classes</p> <p>Provide online classes</p> <p>Keep updated e-learning and teaching materials</p> <p>Organize regular (2 times per year) survey of students/teachers in order to explore their views and awareness of the project and the results achieved.</p>

5.4	International study week	01/10/18-01/06/19	Target universities, UMIL, UT, LDOH	Prepare the calendar plan for the international week for MSc course Invite professors from UMIL, UT, & LDOH to provide master classes Organise survey of students/teachers to get feedback
5.5	Mobility of PhD students	01/04/17-01/09/19	Target universities, UMIL, UT	Get an agreement with the UMIL and UT for the mobility of 2 PhD students for 30 days of the training or research activity. More PhD students can be involved on co-financing base.
<b>WP6. Dissemination of the project results.</b> <b>Leading institutions: UMIL &amp; ISM</b>				
6.1	a) Develop a plan for dissemination, sustainability of the project, including activities on involving new participants in the project - <b>UMIL</b> b) Define persons in each partner institution responsible for the dissemination of the project results - c) Define a group of related universities and non-academic partners involved in the activities of the project. d) Develop a database of organizations interested in the project.	01/03/17	All partners	Recommended components of the dissemination and sustainability plan of the project: - Plan publications (e.g.1 publication every 6 months). - Schedule of local sustainability activities and dissemination of the project results (e.g. – one event per quarter). - Plan of local & regional coordination meetings. It is recommended to use scheduled periodic internal & external events (meetings, conferences, various meetings). - Place on the university website information about participation in the project and a link to the project page.
6.2	Development of the project website and networking	01/06/17	UT	
6.3	Dissemination activities: preparing news for mass-media		UMIL, all partners	
6.4	Preparing and publishing brochures/leaflets of the project outputs		UMIL, all partners	Develop E-layouts and recommendations for the design of informational materials about the project

6.5	Organising and conducting of the International conference	01/10/19	UMIL, ISM, PATI	
6.6	Develop an agreement on the continued cooperation of the project participants for the development of its results after the project	01/10/19	UMIL, ISM, PATI	
<b>WP7. The Project management.</b> <b>Leading institution: UMIL</b>				
7.1	<p>Project management and administration activities</p> <p>a) Develop of the project communication plan</p> <p>b) Organize documentation of the events and activities of the project with keeping record by the local coordinator</p>		<p><b>UMIL</b></p> <p><b>All partners</b></p>	<p>Organizing the kick off meeting (January 18-20 2017)</p> <p>Finalizing the partnership agreement (February 28<sup>th</sup>, 2017)</p> <p>Appointing the Project Managing Board (PMB, 1 person per institution, the contact persons of the coordinator): February 28<sup>th</sup> (UMIL + all partners)</p> <p>Organizing every 2 month a Conference Call in Skype of the PMB to make the point of the situation (2017-2019).</p> <p>Visiting at least once each partner institution (dates to be agreed with the partners)</p> <p>Checking the budget expenditure, based on the reports prepared every six months by the partners, and provide periodical payments to the partners (15<sup>th</sup> march 2017; after intermediate report, based on previous expenditures; after the approval of the final report by EACEA).</p>

7.2- 7.3	Preparation of mid-term and final reports. Reporting		<b>All partners, UMIL</b>	<p>Provide periodic reporting for internal and external monitoring of the implementation of the project</p> <p>Deadlines for the submission of periodic reports:</p> <p>Regular reports on 6 month base: 01/04, 01/10/ each year.</p> <p>Mid-term report: 01/03/18</p> <p>Final report: 01/10/19 (the report on the completed activities + event photos and scanned copies of documents, the form of the report will be sent to UMIL 5 weeks before the submission date of the report.</p>
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