

# IN2IT

## WP1 – WORKSHOP 1

### ACTION PLAN JANUARY-APRIL 2016

#### METHODOLOGY, TIMELINES AND FORM OF SELF-ASSESSMENT

WARSAW UNIVERSITY OF TECHNOLOGY

20-22 JANUARY 2016



# WP1 – main tasks

- ❑ **WP1.1** – Internationalization strategy report
  - Type: Report
  - Completion date: **15 December (shifted to 31 January 2016)**
- ❑ **WP1.2** – Internationalization capability maturity workshop
  - Type: Events:
    - Workshop in Warsaw (suggested date: 2nd half of January 2016)
    - Workshop in Montpellier (suggested date: 1st half of March 2016)
  - Completion date: **15 March 2016**
- ❑ **WP1.3** – Internationalization capability maturity framework
  - Type: Product (assessment tool and 3 self-assessment sessions):
    - At the beginning of project (suggested date: April 2016)
    - In the middle of project (suggested date: March 2017)
    - Before end of the project (suggested date: July 2018)
  - Completion date: **15 August 2018**
- ❑ **WP1.4** – Guidelines for international cooperation
  - Type: Learning material (guides and best practices)
  - Completion date: **15 May 2016**



# WP1.1 – task details – January 2016

- Workshop at WUT in Warsaw - **completed**
  - ▣ Update of internationalization strategic plans by all Colleges **completed**
  - ▣ Analysis of strategic plans with use of strategic matrix **completed**
  - ▣ Concept of assessment tool; comparison of different solutions **completed** (to be continued at the workshop in Montpellier)
  
- Summary report by WUT (analysis of Colleges' strategic plans)  
Deadline - **31 January 2016**

# WP1.2 – task details – February 2016

## Preparations for Workshop 2 at UM in Montpellier:

- Online consultancy with WUT & UM throughout February 2016,
- **Final tune-up of strategic plans** for internationalization and internationalization matrices in accordance with recommendations from workshop in Warsaw. Preparing final versions of the plan and matrix on the IN2IT project template and sending it to WUT, UM, UC and Project Manager.

Deadline - **29 February 2016**



# WP1.2 – task details – March 2016

## Workshop at UM in Montpellier

- Dates: **8-10 March 2016**
- Preliminary program:
  - Roundtable on methodology of self-assessments and methodological recommendations, moderated by WUT, UM and UC, appr. 1h.
  - Selection of indicators and qualitative measures by the Colleges. Workshop moderated by WUT, UM and UC, appr. 1.5 h.
  - Design of self-assessment prototype tool by Colleges – based on the list of selected indicators and qualitative measures. Workshop moderated by WUT, UM and UC, appr. 1.5 h.
  - Presentation of designed self-assessment tools by Colleges; explaining rationale of proposed solution, appr. 3 h (20 min per College plus discussion).
  - Presentations of UM with focus on internationalization process (to be decided by UM).
  - Other presentations (e.g. modern approach to teaching process, modern ICT technologies in teaching – to be decided by UM).
  - Organizational issues (reporting, budgets, next activities, etc.).



# WP1.2 – task details – March 2016

Careful review of selected indicators and qualitative measures by all Colleges:

- Checking if indicators are in line with final strategic plans for internationalization,
- Consultation with the Management and representatives of academic staff,
- Checking if selected indicators and qualitative measures are achievable in terms of available data and workload required.

Deadline – **31 March 2016**

# WP1.3 – task details - April 2016

- Validation of final versions of self-assessment tools by all Colleges. Preparing the documentation of selected indicators and qualitative measures (2-3 pages with short comments justifying selection; WUT will prepare a template for this purpose). Sending the document to WUT, UM, UC and to Project Manager.  
Deadline - **08 April 2016**
- Allocation of staff by Colleges to conduct the 1st assessment session.  
Deadline - **08 April 2016**
- 1st self-assessment session by Colleges (data collection).  
Deadline – **15 April 2016**
- Processing the results and presenting them in short report (2-3 pages, comments inclusive; WUT will prepare the template for this purpose). Sending the report to WUT, UM, UC and Project Manager.  
Deadline – **30 April 2016**

## Remarks:

- Online consultancy by WUT and UM available all the time.
- Review of results of the 1st self-assessment session is planned during one of next project meetings.

# WP1.4 – task details

## Guidelines for international cooperation

- To be prepared by WUT and reviewed by UM

Deadline: **15 May 2016**

- Content:

- Objectives of international partnerships,
- Establishing partnerships,
- Maintaining partnerships,
- Technological tools to support international collaboration,
- Examples of best practices.

- Distribution of printed and electronic versions of guidelines among all project partners

Deadline: **15 June 2016**



**Thank you for attention!**

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