

## **Do's and don'ts for a successful application**

### **MOCK ICM (KA107) APPLICATION**

#### **Fictitious example of a Norway-Uzbekistan proposal**

##### **Relevance of the strategy**

*Explain why the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and Partner Country). Justify the proposed type(s) of mobility (students and/or staff).*

The Project is part of the wider internationalisation of higher education of both countries which contributes to the national priorities of Uzbekistan in teacher training and especially in the field of foreign language training in the country. We have already signed the Memorandum of Understanding (MOU) with the Uzbek HEI. Our Vice Chancellor and the Rector of the Uzbek HEI met and discussed possible routes of cooperation. The Project will address the issues of enhancement of teaching and learning in the field of Translation and Interpreting as well as foreign language training through attendance of professional development course at the Norwegian higher education institution (HEI) for teachers of Translation and Interpreting, mutual observation of classes and discussion, exploring ways of setting up virtual classes between two HEIs and sharing resources, e.g. video conferencing sessions in interpreting and provision of feedback to students in Uzbek HEI and Norwegian HEI by staff of both universities. Uzbek teaching staff visiting Norwegian HEI will organise workshops and report their findings. A plan will be developed which will specifically address student credit recognition and establishing dual awards in one of the degrees.

The academic staff of both institutions will learn about training programmes in each institution and explore ways of their enhancement within the existing Quality Assurance procedures in both countries. Colleagues will specifically address the issues of teaching methodology, quality assurance, peer observation and Continuous Professional Development of teaching staff.

There will be another strand of cooperation: research and development of PhD research in both institutions. Programme HEI will host a PhD candidate for the period of 3 months who will participate in our research seminars in the department where we update each other on our academic research and make a presentation. The PhD candidate will also attend research seminars in our MA programmes. By the end of the visit, we will expect concrete proposals as to how we can improve support for research candidates in both universities.

##### **Quality of the cooperation arrangements**

*Detail your previous experience of similar projects with higher education institutions in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-institutional Agreement.*

Norwegian HEI has worked with various institutions in Uzbekistan since 2011 and successfully completed several Tempus projects. The Uzbek HEI is a relatively new partner institution. The proposed Project will enable both institutions to know more about our programmes, curriculum, teaching methodologies used, the organisation of self-study in each institution.

The proposed mobility project will be managed by appointed research coordinators at Norwegian HEI and Uzbek HEI who will agree a concrete plan of action covering as curriculum development, quality assurance and enhancement, employability, CPD and research.

The Plan will identify the following:

1. Curriculum development - identify elements in the curriculum which should be improved by the end of the visit by Uzbek HEI teachers to Programme HEI;
2. Introduce new elements in QA and explore a wider involvement of students in teaching and learning - present the results to Deans of the Faculties by the end of 2016;
3. Introduce changes in the current organisation of research in departments - suggestions will be submitted by both teams after 10 months of the Project;
4. Set up video conferencing of joint delivery of classes in one module which will ensure better cooperation of MA students in both institutions - Spring Term 2016.

## Quality of project design and implementation

*Present the different phases of the mobility project and summarise what partner organisations plan in terms of selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner Country).*

As it was mentioned in the previous part, both institutions will develop a plan of cooperation and identify key academic staff responsible for the programme development and implementation. The programme will be overseen by Deputy Deans in both institutions who will organise regular six month reviews. These arrangements will be incorporated in the MOU.

The programme of cooperation will include pre-visit activities:

- establishing and agreeing selection criteria for the academic staff to be involved in the project which will published by both institutions. The criteria will include teaching on a course and knowledge of the curriculum, engagement with students and QA procedures, research output;
- selection of staff who will represent 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycle programmes;
- exchanges of information about the courses taught;
- coordinators in each institution will be responsible for the quality assurance (QA) of the project through regular assessment, achievement of objectives, questionnaires after each visit.

The core of the project will be exploring the opportunities for dual award and other forms of cooperation, e.g. video conferencing of practical classes. During the mobility period, staff will attend classes and meetings; explore learning resources; discuss the possibility of mapping courses with a view of introduction dual awards; make presentations to staff and students.

The results of the mobility will be discussed with the management in each institution in order to make a decision on setting up dual awards or other forms of cooperation. Each institution will allow time for participation in the Project and ensure that visiting staff have necessary access to IT and library resources, observation of classes and other training sessions. Admin support will be provided on both sides. Staff involved in the Project will be encouraged to publish the outcomes of the Project and disseminate further at conferences.

## Impact and dissemination

*Explain the desired impact of the mobility project on participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.*

The proposed mobility Project will offer participants professional development and better understanding of teaching and learning in partner institutions which will allow them to analyse their current practices and propose changes which will enhance teaching and learning in Uzbek HEI and Norwegian HEI. This will have a very positive impact on the achievements of students in both institutions, create a more dynamic environment and widen horizons of students and staff.

As the result of mobility events, academic staff will make presentations to colleagues in their institutions and publish information on social media. Colleagues in both institutions will explore what parts of curriculum can be enhanced. Innovations in the curriculum development and design will allow better opportunities for students in participating institutions.

Both coordinators and Deputy Deans from both institutions will look after the quality of Project and ensure that all objectives specified in the programme are achieved.

Dissemination of the results of the Project will cover the following actions:

- faculty level: regular reports to staff and students, meetings; innovations to curriculum will be agreed after the mobility event in each institution; mapping of courses;
- HEI level: information and updates published for HEI staff;
- national/international level: information about the project published on the websites; publications by staff; presentations at conferences, e.g. the coordinator will present the information about the project at an upcoming seminar in Italy where leading HEIs in teaching Translation/Interpreting will meet and information about the project will be published on the seminar website.