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**ERASMUS +
HIGHER EDUCATION CAPACITY BUILDING**

Erasmus+ Project

**New curricula in Precision Agriculture using GIS technologies and sensing
data**

(CUPAGIS)

Work plan

Tab. 1. Project Activities incl. deadlines and distribution of responsibilities among consortium partners

№	Activities	Responsible:	Ref. №	Term of implementation(up to...)	Clarification notes
1	Each target university/organization has to develop its own internal plan of activities of the project.	P6-P10	1.1 - 5.2	15.12.2018	<ul style="list-style-type: none"> - Assign responsible persons as a work group for the execution of each work package (WP1 – WP5 (Ref. 1.1. – 5.2.): See Tab. 2 and 10 - Identify a project coordinator at the University, according to local conditions organize the project work group (under participation of university management, target departments /entities, representatives of teachers, students/graduate students, potential employers)
2	Make a list of valid subjects/courses for analysis and future updates	P6-P10	1.1	20.12.2018	Use valid University courses closest to the theme of the project.
3	<p>a) Develop questionnaires for analysis of existing curricula/disciplines (questionnaire for teachers, students, graduates, young professionals, alumni;</p> <p>+ a questionnaire for interested in project non-academic partners :potential employers, local associations, representatives of industrial enterprises, other parties that can somehow relate to the topic of the project</p> <p>b) Develop a schedule to conduct surveys</p> <p>c) Conduct surveys of various target</p>	P6-P10, P11	1.1	30.12.2018	<p>a) The survey questionnaire should reflect quality level of the analyzed curricula/discipline fully.</p> <p>Possible questions for the questionnaire: the name of discipline, what are the relevant faculties and departments, since which year is discipline taught the number of enrolled students, the balance of practical / theoretical hours and student workload. The existence, year of introduction and "freshness" of technical training tools, computers, software products, educational literature, the use of periodic national, foreign thematic/scientific/technical journals, the availability of trainee position...</p> <p>The practical performance of students in small groups, the number of such works.</p> <ul style="list-style-type: none"> c) - Conduct a survey of teachers/lecturers at the university - Conduct a survey of young professionals / graduates - Conduct a survey of potential employers to clarify requirements to competences/ skills of graduates d) Conduct a meeting of teachers, students, alumni and employers to discuss and analyze results of

	groups d) Analyze the answered questionnaires				surveys to take into account their views at updating of relevant subjects.
4	- Develop an analytical report on the results of the analysis of existing curricula/disciplines. - Make a list of curricula that you plan to upgrade. - Develop a schedule for updates of the selected curricula.	P6-P10, P11	1.1	30.04.2019	
5	Agreement on instructional strategy and guidelines for BA/MSc curricula design including the use of new Educational Technologies	All partners	1.2.	31.03.2019	Draft of agreement will be prepared by P2 up to 31.01.2019
6	a-b) The EU Universities are responsible for the content/teaching materials of curricula. P1-P4 should develop and transmit draft content to the target universities (P6-P10) + teaching materials c) Each target University (P1-P10) examines and adopts the received materials and develops on this basis their own courses, curricula, modules. d) Target universities should develop digital versions-drafts (.doc files) of their OWN manuals/text	a-b) P1-P4 c) P6-P10 d) P1, P6-P13	2.1	a) 30.04.2019 b) 31.08.2019 c) 31.03.2020 d) 31.10.2020	The lists of new subjects/courses see Tab. 4 The transfer of content/teaching materials will be carried out: a) P1-P4 should prepare a list of topics for theoretical and practical/laboratory classes, curricula description for each disciplines incl. ECTS (Tab. 3), the list of the recommended teaching materials (literature, text books etc), presentations in .ppt for each of the topics -> deliver all the materials to P6-P10 b) The last deadline: deliver the rest of the materials for each topic until 01.09.2019 c) Prepare draft of curricula descriptions of new core curricula and transferable modules inclusive innovative teaching/ learning facilities; develop syllabi –Tab. 3

	books/methodological recommendations for students and teachers for each of the curricula/course/module				
7	<p>a) Accreditation of developed subjects/courses/programmes in accordance with valid University rules.</p> <p>b) Accreditation at the national level.</p>	P6-P10, P11	2.1	<p>a) 31.05.2020</p> <p>b) 31.08.2021</p>	<p>- Select and appoint a leader/specialist for the development of the curricula in the university and 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 2019-2020.</p> <p>-New disciplines should be in accordance with the Bologna recommendations course description in English and national languages including the ECTS points (Tab. 3)</p> <p>- It is recommended to introduce at least 50% of lessons /courses in English.</p>
8	<p>a) Prepare a set of documentation for PAGIS and VCR in each target universities</p> <p>b) Purchase the equipment incl. software; install the equipment</p>	P5-P10	2.2	<p>a) 30.09.2019</p> <p>b)31.05.2020</p>	<p>a) Typical layout of the rooms and basic requirements to them will be given to the target universities by P5 The contact data of the responsible persons at the partner universities must be sent to P5. List of equipment and choice of the delivery</p> <p>c) P5-P10 are responsible for the contracting, purchase and delivery of equipment.</p>
9	<p>a) Develop criteria for the selection of teachers to participate in trainings planned at EU universities</p> <p>b) Plan and carry out actions to prepare the selected candidates to</p>	<p>a-b) P1-P10</p> <p>c)P1-P4</p> <p>d) P1-P10</p>	2.3	<p>a) 31.03.2019</p> <p>b) 31.08.2019</p> <p>c) 01.03.2019</p> <p>d)from 01.09.2019 up to 31.08.2020</p>	<p>Example of selection criteria: the age-not more than ..., competences in English, experience in teaching - not less ..., Publications, own plan for future improvement.</p> <p>In EU universities 3 trainings of teachers are planned. 2 to 3 teachers from each target University can participate in the trainings, i.e. total of 6 to 9. A larger number of</p>

	<p>participate in trainings including language training</p> <p>c) EU universities will develop training programs/schedule of trainings and inform target universities.</p> <p>d) Retrain academic teachers in new curricula using innovative teaching/ learning facilities and agreed instructional strategies</p>				<p>participants is possible on the basis of co-financing. Duration of trainings: from 10 till 14 days.</p> <p>After the end of training to organize a meeting for sharing of the knowledge gained in the target universities</p> <p>List of teachers that will participate in training acc. To the selection criteria</p> <p>C – schedule</p>
10	<p>- Update existing curricula, make a report on updating:</p> <p>- Develop a curricula description of each updated curriculum in English and national languages including the ECTS points (Tab. 3) in accordance with the Bologna recommendations</p> <p>- Accredite the updated disciplines in accordance with valid University rules/national law</p>	P1-P10, P11	2.4	30.09.2020	
11	<p>a) Starting performance of demonstration master classes (MC) for new subjects/modules</p> <p>b) pilot operation of PAGIS and VCR</p>	<p>a) P1-P4, P6-P10</p> <p>b) P6-P10</p>	2.5	<p>a) start: 01.09.2020</p> <p>b)start: 31.05.2020</p>	<p>MCs are carried out in the form of demonstration lessons with students in the target universities. The MC will be conducted by professors from European universities, responsible for the content of the curricula. Participants of MC should be the teachers who received trainings in European universities.</p> <p>New technical equipment purchased in the frame of the project will be used during the MCs.</p>
12	Pilot teaching of updated/new curricula/modules/courses	P6-P10	2.6	Start: 01.09.2020	Pilot teaching should be in accordance with (Tab. 3)

13	<p>a) Development of a quality assurance plan/strategy for the project</p> <p>b) Development of quality assurance plan in each university</p> <p>c) Development of recommendations for quality indicators for peer review of new curricula/courses</p> <p>d) Periodical survey of students (P6-P10 prepare a questionnaire) in order to assess quality of master classes; lectures during the pilot teaching</p> <p>e) External quality evaluation</p>	<p>a)P5 b) P6-P10 c) P5, P6-P10 d) P5-P10</p>	3.1	<p>A) 15.12.2018 B) 15.01.2019 C) 31.03.2019 d) start: 01.09.2020 e) 31.03.2019</p>	<p>a) P5 is responsible B) On the basis of the project's QA plan to develop a QA plan in each of the universities. P6-P10 should create a quality group which will ensure high quality level of project implementation C) P5 provides recommendations; P6-P10 organize peer review of updated/new courses d) Template/recommendations for a questionnaire will be provided by P5 e) consortium will define an external expert; the expert will work on sub-contract basis</p>
14	<p>a) Develop a plan/strategy for dissemination and sustainability of the project</p> <p>b) Develop a plan for dissemination and sustainability of the project in each university, including activities on involving new participants in the project</p> <p>c) Development of the agreement "CUPAGIS Plus".</p> <p>d) Operation starting of the first version of the WEB platform.</p>	<p>a)P5 b) P6-P10, P11 c)P5 d) P6-P10, P11</p>	4.1 4.2	<p>a)15.12.2018 b) 15.01.2019 c) 15.12.2018 d)01.12.2018</p>	<p>Recommended components of the dissemination and sustainability plan of the project:</p> <ul style="list-style-type: none"> - Each university should assign a "blogger", who will responsible for the posting information about the project in the Internet -Plan of 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 and regional meetings. It is recommended to use scheduled periodic internal and external events (meetings, conferences, various meetings). - Post information about participation in the project on the universities' website (with a link to the project page) - Post on social networks (Facebook):each university should create a page on Facebook dedicated to the project and post there regularly <p>Consortium members must provide</p>

					informational materials for posting on the website of the project.
15	-Develop an agreement on the continued cooperation of the project participants for the development of its results after the ERASMUS+ financing	All partners	4	November 2021	Sign an Agreement in the Final conference
16	Organize dissemination of leaflets about the project amongst students and teachers.	P6-P10	4.1 4.2	Throughout the project until 14.11.2021	Recommendations for the design of information materials about the project are given in Tab. 6
17	a) Develop and approve a package of organizational documents for the creation of PASENSO in each target University. b) Each university should purchase and install equipment	P6-P10	4.3	a)01.04.2019 b) 30.04.2020	a) Regulations of the structural division, job descriptions should be included in the organizational documents for PASENSO. Learn more about PASENSO: see Tab. 5
18	a) Conduct training for employees of PASENSO and start of functioning PASENSO . b) Start pilot operation of PASENSO c) Creation of the PASENSO network	a) P2, P5-P10 b) P6-P10 c) P5	4.4	a) 31.10.2020 b) Start: 01.04.2020 c) 30.04.2021	a) responsible for organizing and conducting the training – P2 & P4 c) develop a Memorandum of creation of a network of PASENSO (draft of the memorandum will be prepared by P5)
19	Refresh training courses for graduates in PASENSO	P6-P10 with support by P1-P5	4.5	Start: 01.09.2020	Select target groups of graduates and develop a program for the training courses, and conduct them.
20	Organization of International BA/ MSc Summer Schools	P2, P6-P10	4.6	Start: 01.06.2020 End: 31.07.2021	Organization: P2 Recommended dates for the First summer school: app. 06-07.2020; Second summer school: app. 06-07.2021 (will be discussed and clarified at the kick-off meeting)
21	Management of the project including project management online, daily project administration and coordination	P6-P10	5.1	Throughout the project	Preparing documentation of the management events and activities of the project incl. preparation of minutes by the local coordinator.

22	Coordination meetings	All partners	5.2	Throughout the project	Development of meeting plan will be created every year (incl. international, regional and local meetings).
23	Monitoring and controlling of project activities: development of questionnaires for partner universities regarding project implementation	P5, P6-P10	5.1	First template will be sent in March 2019 Schedule for the reporting: M6, M12, M18, M30, M36	P5 will develop a questionnaire for each 6-month-period that partner universities should fill in until the given deadlines, reporting on the implementation of the project in the university. The complete reports should be sent back to P5
24	Ensure using SKYPE to held meetings of the project consortium team.	All partners	5.1	Throughout the project	Local coordinators! Notify to ECM SKYPE nickname to arrange time and frequency of SKYPE conference. Skype meeting of local coordinators should be conducted every 3 months