# EU EDUCATION PROGRAMMES AND PROJECT MANAGEMENT

# Course Study Guide

#  YAŞAR UNIVERSITY, TURKEY

# Subject Identification

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| --- | --- | --- | --- |
| ***NAME***  | EU Education Programmes and Project Management | ***CODE*** | YU1-EUPCM |
| ***DEGREE*** | Interdisciplinary | ***CENTER*** | Faculty of Science Culture, Yasar University |
| ***TYPE*** | Optional | ***E.C.T.S.*** | 3 |
| ***PERIOD*** | 1st Semester | ***LANGUAGE*** | English  |
| ***COORDINATOR LECTURER*** | ***PNONE/EMAIL***ayselin.yildiz@yasar.edu.tr |
| Assist. Prof. Dr. Ayselin YILDIZ |

# Context Degree

The course is delivered as a part of the Yaşar University Foundation Courses Programme under the Faculty of Science Culture. This course aims to provide a practical knowledge about EU Education Programmes; to teach how the education policies are coordinated in EU and to train on how to prepare projects to be submitted for these programmes. The course will develop students’ skills on project management/preparation and also will provide literacy of EU Education Programmes and funding.

# Requirements

To take this course, there are not any pre-requisites. However, students are required to complete certain assignments in order to earn grades in this course. These assignments are downloading and reading the book chapters, watching the related module videos and answering the self-evaluation questions. Students are also required to take a midterm and a final exam during the semester.

# Learning Outcomes

## Learning Outcomes

The learning outcomes that students will achieve after completing the course are as follows:

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| 1. To define EU Education Programmes (Erasmus, Grundtvig, Leonardo etc) and different higher education systems in Europe.
2. To analyze the EU budget and allocation for education and research.
3. To identify Bologna Process.
4. To use and adopt ECTS credits and formulate learning outcomes.
5. To find out ways to apply for proper education mobility programmes and grants.
6. To develop successful projects to be submitted for EU education programmes.
7. To define main stages of project management.
8. To formulate needs, objective, strategy and stakeholder analyses.
9. To formulate activity planning.
10. To prepare proper project Budget.
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# Syllabus

Unit 1. EU Education Policy and Education Programmes

1. General Overview of EU Integration
2. Lisbon Strategy
3. EU Education Programmes

Unit 2. Introduction to Project Culture

1. What is project?
2. Features of the projects

Unit 3. The Key Terms and Concepts

1. Project management
2. Project Aim
3. Project Goals

Unit 4. Project Cycle Management

1. Project planning
2. Project Cycle Management (PCM)
3. Phases of PCM

Unit 5. Logical Framework Approach

1. Logical Framework Approach(LFA)
2. Logframe Matrix
3. Analysis Phase
4. Planning Phase
5. Implementation Phase
6. Evaluation Phase

Unit 6. Activity, Planning and Budget

1. Activity
2. Activity Planning
3. Activities and Budget
4. Gantt Chart
5. Resource Planning
6. Budget Planning

Unit 7: Monitoring, Evaluation and Reporting

1. Monitoring
2. Evaluation
3. Reporting

# Working plan and methodology

Course schedule:

| Content (topics) | Study week | Lectures | Seminars / Laboratory |
| --- | --- | --- | --- |
| Unit 1. EU Education Policy and Education Programmes | Week 1 | Online lecture29/09/2014 -17:00 to 18:00 | Literature studies |
| Week 2 | 06/10/2014 | Literature studies/Tutorial |
| Unit 2. Introduction to Project Culture | Week 3 | Online lecture13/10/2014 - 17:00 to 18:00 | Literature studies |
| Week 4 | 20/10/2014 | Literature studies/Tutorial |
| Unit 3. The Key Terms and ConceptsMid-term Assessment | Week 5 | Online lecture27/10/2014 - 17:00 to 18:00 | Literature studies |
| **Week 6** | **03/11/2014** | **Midterm Exam** |
| Unit 4. Project Cycle Management  | Week 7 | Online lecture10/11/2014 - 17:00 to 18:00 | Literature studies |
| Week 8 | 17/11/2014 | Literature studies/Tutorial |
|  |  |  |
| Unit 5. Logical Framework Approach | Week 9 | Online lecture24/11/2014 - 17:00 to 18:00 | Literature studies |
| Week 10 | 01/12/2014 | Literature studies/Tutorial |
|  |  |  |
| Unit 6. Activity, Planning and Budget | Week 11 | Online lecture8/12/2014 - 17:00 to 18:00 | Literature studies/Tutorial |
| Week 12 | 15/12/2014 | Literature Studies |
| Unit 7: Monitoring, Evaluation and Reporting | Week 13 | Online lecture22/12/2014 - 17:00 to 18:00 | Literature studies/Tutorial |
| Final Assessment  | Week 14 | Online/Virtual Campus29/12/2014 - 17:00 to 18:00 |  |
| Assessment |
| Mid-term Assessment  | Week 6 | 03/11/2014 17.00 to 18:00 |
| Final exam  | Week 14 | Online/Virtual Campus29/12/2014 - 17:00 to 18:00 |

**Teaching activities will be of three types:**

* Watching the online video where fundamental contents are established and students will be guided for their self-study activities and literature studies.
* Reading the related book chapter of the module
* Online face to face tutorials, where key points are discussed and exercises and case studies related to the theoretical contents are solved. In addition, students’ doubts and questions will also be solved.

# Learning materials

Learning materials consists of:

* Lecture videos
* Lecture chapters
* additional interesting and useful literature;
* real time chat and discussion forums;

# Methodology

The methodology of the course will be based on the literature review, theoretical readings, presentation of the related art periods with visual materials and group discussions.

# Learning Assessment

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| --- | --- |
| **Midterm Evaluation ( Modules 1-2 and 3)** | **%40** |
| 1. | Book chapters | %10 |   |
| 2. | Videos | %10 |
| 3. | Self-evaluation Tests | %10 |
| 4. | Midterm Exam | %70 |
|   | **The midterm evaluation grade** | %100 |
|   |
| **End-of-term Evaluation (Modules 4-5-6 and 7)** | **%60** |
| 1. | Book chapters | %10 |   |
| 2. | Videos | %10 |
| 3. | Self-evaluation Tests | %10 |
| 4. | Final Exam | %70 |
|   | **The end of term evaluation grade** | %100 |

# Resources, bibliography and complementary documentation

* **A strategic framework for European cooperation in education and training ("ET 2020")**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:EN:PDF>

* **"Education and Training" as a key driver of the Lisbon Strategy**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2007:300:0001:0002:EN:PDF>

* **European Commission, (2004), Project Cycle Management Guidelines, Vol. 1, EuropeAid Cooperation Office, Brussels, available from**

<http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm>.

* **Council of Europe and European Commission (2000), Project Management T-Kit, Strasbourg, available from**

<http://www.youth-partnership.net/youth-partnership/publications/T-kits/3/Tkit_3_EN.A>

* Strategic framework for European cooperation in education and training ("ET 2020")

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<http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm>.

* **Council of Europe and European Commission (2000), Project Management T-Kit, Strasbourg, available from**

<http://www.youth-partnership.net/youth-partnership/publications/T-kits/3/Tkit_3_EN>.