

EU EDUCATION PROGRAMMES AND PROJECT MANAGEMENT

Course Study Guide

YAŞAR UNIVERSITY, TURKEY

1. Subject Identification

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	1 st Semester		LANGUAGE	English	
COORDINATOR LECTURER			PNONE/EMAIL		
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2. 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.

3. 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.

4. Learning Outcomes

Learning Outcomes

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

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.

5. Syllabus

Unit 1. EU Education Policy and Education Programmes

- a) General Overview of EU Integration
- b) Lisbon Strategy
- c) EU Education Programmes

Unit 2. Introduction to Project Culture

- a) What is project?
- b) Features of the projects

Unit 3. The Key Terms and Concepts

- a) Project management
- b) Project Aim
- c) Project Goals

Unit 4. Project Cycle Management

- a) Project planning
- b) Project Cycle Management (PCM)
- c) Phases of PCM

Unit 5. Logical Framework Approach

- a) Logical Framework Approach(LFA)
- b) Logframe Matrix
- c) Analysis Phase
- d) Planning Phase
- e) Implementation Phase
- f) Evaluation Phase

Unit 6. Activity, Planning and Budget

- a) Activity
- b) Activity Planning
- c) Activities and Budget
- d) Gantt Chart
- e) Resource Planning
- f) Budget Planning

Unit 7: Monitoring, Evaluation and Reporting

- a) Monitoring
- b) Evaluation
- c) Reporting

6. Working plan and methodology

Course schedule:

Content (topics)	Study week	Lectures	Seminars / Laboratory
Unit 1. EU Education Policy and Education Programmes	Week 1	Online lecture 29/09/2014 - 17:00 to 18:00	Literature studies
	Week 2	06/10/2014	Literature studies/Tutorial
Unit 2. Introduction to Project Culture	Week 3	Online lecture 13/10/2014 - 17:00 to 18:00	Literature studies
	Week 4	20/10/2014	Literature studies/Tutorial
Unit 3. The Key Terms and Concepts	Week 5	Online lecture 27/10/2014 - 17:00 to 18:00	Literature studies
	Week 6	03/11/2014	Midterm Exam
Mid-term Assessment			
Unit 4. Project Cycle Management	Week 7	Online lecture 10/11/2014 - 17:00 to 18:00	Literature studies
	Week 8	17/11/2014	Literature studies/Tutorial
Unit 5. Logical Framework Approach	Week 9	Online lecture 24/11/2014 - 17:00 to 18:00	Literature studies
	Week 10	01/12/2014	Literature studies/Tutorial
Unit 6. Activity, Planning and Budget	Week 11	Online lecture 8/12/2014 - 17:00 to 18:00	Literature studies/Tutorial
	Week 12	15/12/2014	Literature Studies
Unit 7: Monitoring, Evaluation and Reporting	Week 13	Online lecture 22/12/2014 - 17:00 to 18:00	Literature studies/Tutorial
Final Assessment	Week 14	Online/Virtual Campus 29/12/2014 - 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 Campus 29/12/2014 - 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.

7. Learning materials

Learning materials consists of:

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

8. 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.

9. Learning Assessment

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	

10. 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")**

<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**

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