

TRAINING COURSE "MANAGEMENT OF INTERNATIONALISATION AND GERMAN-UKRAINIAN ACADEMIC COOPERATION 2024"

PROJECT CHARTER

Please, bear in mind that this document, as well as all reports and tasks send to us, will be part of your portfolio and will be accessible, if inquired, to the DAAD at the end of the course.

FIRST FORMULATION: THINK OF YOUR INTERNATIONALISATION PROJECT IDEA THAT SHOULD BE DEVELOPED AND IMPLEMENTED AT YOUR UNIVERSITY DURING THE COURSE.

1. University:

Educational and rehabilitation institution of higher education "Kamianets-Podilskyi state institute"

2. Name and position of the project manager (course participant):

Maryna Voloshchuk	Head of the international relation, communication and innovative scientific work department
Name	Position

3. General information on the project

3.1 Title of the project (please update if relevant):

KPSI Internationalization&inclusion strategy

3.2. Description and scope of the project (please update if relevant):

- Short summary of the project (max. 10 lines): + 10 lines that include background and context at institutional, regional and national level as well as analysis of the current situation. Be concise and use a scale from very relevant/essential (5) to nice to have but not necessary (1)

Our project KPSI Internationalisation&inclusion strategy aims to design the internationalization strategy with the focus on the principles of inclusion and inclusive education. This focus is determined by the specific activity of the ERIHE "Kamianets-Podilskyi state institute" consists in educational and rehabilitation activities, which are compound in the learning and teaching activity. Such activity is unique for Ukrainian HEIs, as it has the experience to provide education, which is integrated with rehabilitation services in the higher educational institution on the regional and national level. The designing of the internationalisation strategy of our Institute is one of the most important thing for our HEI, because we understand the need to develop the the process of internationalisation, the main issues of which were described in the General strategy of ERIHE „Kamianets-Podilskyi state institute“. The mission of the Institute is to ensure the development of the inclusive education and science system by means of the training and retraining highly professional, competitive specialists who are able to actively operate in the conditions of the market economy and social partnership.

The **main goal** of the design of the internationalisation strategy of ERIHE „Kamianets-

Podilskyi state institute“ is the development both of the strategy as a roadmap for the learning, teaching and research activity of staff and students of HEI and the document, which will contain key issues and directions, which will define the main features of the internationalisation process of ERIHE „Kamianets-Podilskyi state institute“.

So, our project is concentrated in the designing of the strategy of internationalisation, which will be developed by means of the providing the following points:

- to compare existing internationalization strategies of Ukrainian and foreign HEIs,
- study needs and perspective outputs of the internationalization process in the Educational and rehabilitation institution of higher education „Kamianets-Podilskyi state institute“ (ERIHE „Kamianets-Podilskyi state institute“)
- make internal subdivisions and internal ecosystem of academic staff and students in the way to design internationalization strategy of the ERIHE „Kamianets-Podilskyi state institute“ (cooperation links and partnerships)
- practical study of the internationalization practice (via study visits and using networks via social web resources) and develop cooperation in the field of the principles of inclusion in science and education and internationalization strategies, approaches of HEIs in Ukraine and abroad
- discuss (2-3 events) and design individual internationalization strategy for ERIHE „Kamianets-Podilskyi state institute“ as inclusive HEI

3.3. Project relevance (please update if relevant):

- Why should this project take place? This section should specify the motivation or reason for your project and its relevance. Which are the benefits of this project?

We advocate for more inclusive equity-related policy, admissions pathways and inclusive practices that support increased higher education access for the students, in particular, students with disabilities.

We are committed to innovative, strategic initiatives that extend the depth and impact of our training and education. This allows us to be responsive to changes in educational contexts and new opportunities to work with young people.

The main benefit will be the creation **of internationalization strategy for inclusive HEI**. During the process of the internationalization strategy design we will reach specific objectives:

- develop close communication and bridges, responsibilities between units of our Institute, internal links (during the war it is a little bit complicated because of lack of the time),
- making the changes in the structure and new responsibilities in the activity of the departments, according to the needs of the stakeholders and internationalization process in HEI,
- to engage staff of different subdivisions and representatives of the professional initiatives, non-governmental organizations to the design of the internationalization strategy.

So, our idea of the project is concentrated on the developing of the internationalization strategy, which will include inclusive practices and policy in the learning and teaching processes, which will combine the project management elements; overcoming of barriers and challenges for academic staff and students for more understanding of internationalization strategy.

3.4. Project goals (please **update** if relevant):

What are the goals/objectives of the project? Before writing the goals, please be aware that **each goal should be:**

- *Specific* – target a specific area for improvement.

- *Measurable* – quantify or at least suggest an indicator of progress. Which are the deliverable outputs and outcomes.
- *Assignable* – specify who will do it.
- *Realistic* – state what results can realistically be achieved, given available resources.
- *Time-related* – specify when the result(s) can be achieved. It has to be finished by the end of the training course (please, think about changes in context, challenges, etc. when setting the end of the project).

Main goal is to design the strategy of internationalization of ERIHE „Kamianets-Podilskyi state institute“ in the context of the inclusive practices and policy and real needs of Institute.

3.5 Which are you expecting to be your deliverables (tangible results)?

- Internal database of the internationalization strategies of HEIs in Ukraine and abroad
- survey on the real needs of academic staff and students (three Google forms: for heads of units, for all staff, for students)
- discussions, communication and cooperation in the context of study the internationalisation process practices and inclusive education of students with disabilities (1-3 institutions abroad); 2-3 events for academic staff and students of ERIHE „Kamianets-Podilskyi state institute“, report of this discussions;
- collection of cases and guides of best practices of building internationalization process in the context of inclusive education and principals of inclusion
- draft of internationalisation strategy of ERIHE „Kamianets-Podilskyi state institute“.

4. Stakeholders

Identify stakeholders (If you have already contacted any of them regarding your project ideas Explain their relevance and role in the project?)

Administrative staff, academic staff and representatives of subdivisions, researchers, students representatives of HEIs abroad, representatives of professional initiatives, local authorities and employers, educational monitor office of the Institute and non-governmental organizations.

Power	
<p>1. High power</p> <p>Rector, Vice Rector, Deans of faculties, Heads of the Departments</p> <p>support the initiatives of the design of internalization strategy ideas, participate in</p>	<p>2. High power (keep informed)</p> <p>Academic council, Deans of the faculties, heads of the departments, International and scientific department</p> <p>participate in meetings and take part in</p>

SPONSORED BY THE

<p>the discussions of the internationalization strategies of HEIs</p>	<p>designing the strategies and develop their own ideas, professional interests in the context of internalization strategy of ERIHE “Kamianets-Podilskyi state institute”, compare best practices and experience of Ukrainian and foreign HEIs</p>
<p>Interest</p>	
<p>3. Low power, interested</p> <p>Academic staff, researchers, Students Council, educational monitor office of the Institute</p> <p>will be contributed to the webinars and creation of International meet online center, designing the ideas of collection of the best practices and experience of foreign HEIs</p>	<p>4. Low power, less interested</p> <p>Academic staff, representatives of professional initiatives, local authorities and employers, and non-governmental organizations</p> <p>take part in the discussions, give feedback, participate in the questionnaires about internationalization processes and training of future specialists</p>

Please: Categorize your stakeholders (Power Interest Grid).

Bear in mind that this information is internal and not to be shared with the stakeholders!

5. Resources: Budget and Cost/Benefit

- Please specify the resources that you need for the project to take place, if possible in quantitative and qualitative terms. Please be realistic.
- Specify the resources in terms of numbers (money, persons...)

	Available	Not available
Financial resources	Salary	-
Human resources	Staff of Institute, Deans of faculties, Heads of departments, academic staff, NGOs	-
IT resources	+ Internet, presentations, print hand outs, online meetings	-
Marketing resources	Official website of ERIHE “Kamianets-Podilskyi state institute” and social media (facebook)	-
Others		

6. Challenges/ Risks

- Identify and enlist the challenges or risks that you face in the process and possible solutions/alternatives to each challenge.

Possible Risks	Likelihood	Mitigation
Absence of electricity as the result of missiles and drone attacks or Illness/acquired disability	Low, but exists	Using the records of online meetings as the alternative source, reports and making brief messages about meetings and events.
Brain drain	middle	On line meetings and contributing of academic staff, who are currently in another region of Ukraine or abroad
Misunderstanding and time management	low	The division of roles and obligations, responsibilities

7. Major activities: Time planning

Please fill in your time planning in 7.1 and 7.2 as much as is possible at this early stage. The more you think about your major activities, the more focused your project will become.

7.1 Milestones: Each milestone represents the end of a specifically determined time section with defined tasks. A milestone is an event of particular significance with planned project results and a planned date. They can only be passed once and are important points for evaluation and further planning.

<p>M1. To study real needs of the heads of units, academic staff and students</p> <p>M2. To compare existing internationalization strategies of Ukrainian HEIs and abroad, discuss priorities and main issues of designing the internationalization strategy of ERIHE “Kamianets-Podilskyi state institute”</p> <p>M3. To design the draft of the internationalization strategy of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI</p>
--

7.2 Further Activities (breakdown to achieve milestones)

- Please enlist activities of the project involved with title, stakeholders, timeline for each activity and expected outcomes for the activity.

Milestone 1: To sensitize the university administration about outbound mobility			
Activity (enlist the activities to reach your milestone 1). E.g. Meeting with University Board	Stakeholders involved E.g.: Deans of Schools, Student Representatives, Academic coordinators, etc.	Timeline E.g. Second Week July	Expected outcomes of this activity. E.g. To draft a joint status quo report on outbounds To set a list of goals and priorities, etc.

1.1. Meeting with administration staff, Heads of Units of the Institute, Members of the Boards of Departments	Rector, Heads of Units, Deans of faculties, Members of the Boards of Departments	1-st and 2-nd week of March 1-st week of April	To inform about the project idea, aim and objectives of the project, discuss the appropriate contribution of work group of the project, main tasks and purpose
1.2. Making report and discuss the study of the internationalization processes outputs of HEIs abroad, inclusive practices abroad during the participation in international events and study	Staff of the Department of the International relations, communication and innovative scientific work	3-d week of March 2-nd week of April	international practices of the internationalization processes outputs of HEIs abroad, inclusive practices abroad during the participation in international events and study
1.3. Questionnaires on the challenges of the process internationalization and real needs (Google form)	Rector, Deans of faculties, Heads of Units, Members of the Boards of Departments	1-st and 2-nd week of May	Analytic report of the needs on the basis of the study and questionnaires on the challenges of the process internationalization and real needs of our Institute
1.4. Meetings of staff in hybrid format	Deans of faculties, Heads of Units, Members of the Boards of Departments, students	3-d week of May 1-st week of June	Presentation of the study and questionnaires on the challenges of the process internationalization and real needs Discussion of the report
Milestone 2. To compare existing internationalization strategies of Ukrainian HEIs and abroad, discuss priorities and main issues of designing the internationalization strategy of ERIHE “Kamianets-Podiskyi state institute”			
Activity (enlist the activities to reach your milestone 2).	Stakeholders involved	Timeline	Expected outcomes of this activity.

<p>2.1. Meeting and discussion, brainstorming</p>	<p>Deans of faculties, Heads of Units, Members of the Boards of Departments, students, Staff of the Department of the International relations, communication and innovative scientific work, Professional initiatives and NGOs representatives</p>	<p>3-d week of June</p>	<p>To inform, compare and to form the database of cases and internationalization strategies of Ukrainian HEIs</p>
<p>2.2. Meeting and discussion, brainstorming</p>	<p>Vice rectors, Deans of faculties, Heads of Units, Members of the Boards of Departments, students, Department of the International relations, communication and innovative scientific work Representatives of international HEIs</p>	<p>2-nd and 3-d week of July 2-d week of August</p>	<p>To inform, compare and to form, of database of the internationalization strategies of HEIs abroad</p>
<p>Milestone 3. To design the draft of the internationalization strategy of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI</p>			
<p>3.1. Brainstorming sessions</p>	<p>Vice rectors, Deans of faculties, Heads of Units, Members of the Boards of Departments, students, Department of the International relations, communication and innovative scientific work Representatives of international HEIs</p>	<p>3-d week of August 1-st and 2-nd week of September</p>	<p>To form and design a draft of the strategy of internationalization of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI</p>

3.2. Peer view and discussion	Rector, Academic Council, Deans of faculties, Heads of Units, Members of the Boards of Departments, students, representatives of professional initiatives, employers, NGO representatives	3-d week of September 1-st week of October	Feed back of all stakeholders
3.3. Final version of the individual internationalization strategy of ERIHE “Kamianets-Podilskyi state institute”, its presentation	Rector, Academic Council, Deans of faculties, Heads of Units, Members of the Boards of Departments, students, representatives of professional initiatives, employers, NGO representatives	2-nd week of October	To present final version of the individual internationalization strategy of ERIHE “Kamianets-Podilskyi state institute”, in which included feedback of stakeholders

8. Evaluation and Monitoring

- Formulate the evaluation criteria and mechanisms to support the project success

Criteria 1. Inclusion of all human resources of Institute to engage representatives of different units (financial, educational, non-formal initiatives) of ERIHE “Kamianets-Podilskyi state institute” and its partners

Criteria 2. Degree of clarification of the designing of internationalization strategy of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI

Criteria 3. Regular evaluation and reporting during the process of comparing the existing internationalization strategies of Ukrainian HEIs and HEIs abroad and designing the individual and responsibilities and internationalization strategy of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI

- List out the unexpected outcomes of the project which were revealed during the evaluation

- Rector and administrative staff proposed to extend the staff of the Department of the International relations, communication and innovative scientific work, to include additional specialist, responsible for project and grant activity

- the list of stakeholders may be extended, it depends on the factors, connected with war conditions or project results (the example in our Institute, thanks' to our project activity and real needs surveys, rector proposed to implement the position of vice rector, responsible for International and scientific activity, now our member of academic staff, who came back from the frontline, has such a position in the Institute)
- Unexpected new adopted during the project activity legal regulations, which were not considered during the planning in the beginning of the project

9. Outlook and Sustainability

- Roadmap for the further development of the project

- presentation and approval of the final individual internationalization strategy of ERIHE “Kamianets-Podilskyi state institute” as inclusive HEI
- engage more amount of stakeholders in Ukraine and abroad
- provide webinars and training programs for staff and students with the purpose of internationalization learning, teaching, intercultural communication and research activity.

- The mechanism (including personnel and budget) for the follow-up of the project

Cooperation and communication tools – meetings and discussion with academic staff with the aims: - to plan future events, - to extend the cooperation on the basis of real needs and improvement of existing issues of research and teaching.

Assessment tools – evaluation of outputs of the events with for the Ukrainian and international HEIs, NGOs, professional initiative groups.

Development of personnel and students activity in the national and international levels- training events, sessions, webinars with the purpose to improve project/grant writing, opportunities to participate in different international grant programs (Programs, provided by international organizations and also AAD, Erasmus+ etc), improving of English skills.