

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

### PROJECT CHARTER

#### 1. University:

Taras Shevchenko National University of Kyiv

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

Liudmyla Zagoruiko

Leading Specialist of IRO

Name

Position

#### 3. General information on the project

##### 3.1 Title of the project:

Alliance Advancement at The University: Empowering International Partnership

##### 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.

After the full-scale invasion started universities faced significant disruptions. Joining the European university Alliances became one of the tools to enhance resilience. The European Alliances are committed to building a better future for their member universities by deepening their impact in research, education, innovation, and societal engagement. They promote collaborative research that can address immediate and long-term challenges posed by the war. This collaboration can drive innovation and contribute to national recovery. At the institutional level membership of the Alliances contributes to strengthening institutional capacity and internationalisation.

Taras Shevchenko National University of Kyiv as a member of the Alliance is involved into various activities provided by the Alliance. The successful cooperation within the Alliances is based on successful communication. The proposed project will address this issue. It aims to develop handbook for the IRO to communicate the educational and research opportunities offered by European university alliances to its academic members.

##### 3.3. Project relevance:

- 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?

Taras Shevchenko National University of Kyiv joined the European Alliance EUniWell (European University for Well-being) in 2022. The work within the Alliance presupposes active participation in the activities proposed by EUniWell university members. Due to the high range of activities and the involvement of different groups of stakeholders, the university lacks relevant handbook on managing educational and research opportunities proposed by this Alliance and other European Alliances. The project will help to develop such handbook which will improve collaboration between TSNUK and the alliances' universities members.

### 3.4. Project goals:

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).

To advance the university's effective participation in European university alliances. Objectives: to check understanding among academia members about educational and research opportunities proposed by European university alliances; to develop handbook for the IRO to communicate educational and research opportunities proposed by European university alliances to academia members.

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

The outline of understanding among academia members about the opportunities proposed by European university alliances; the handbook for the IRO on how to communicate opportunities proposed by European university alliance to academia members.

### 4. Stakeholders

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

*Direct impact:* IRO's staff  
*Indirect impact:* students, academic and administrative staff

### 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	-	-
Human resources	International Relations Office (4 specialists)	

IT resources	Relevant equipment for work (1 laptop, TV set) and Internet connection.  The support will be provided by The Educational and Methodological Department	-
Marketing resources	Distributing information about the project at university departments and IRO's website (during the project timeline) and social media.  The support will be provided by the Communication Centre and International Relations Office	-
Others	Facilities and equipment for the project implementation  The support will be provided by the International Relations Office	-

## 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
Low motivation of target audience	high	Communication of project objectives and deliverables
Insufficient level of English	medium	Diversity of working groups representatives

## 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.

**DEVELOPING GUIDELINES FOR THE IRO**

**1.1) defining the mission and objectives of the handbook**

The handbook will define the cooperation with and within the European Alliances to fit the goals of the university strategy of internationalisation. It will also focus on how to achieve the long-term objectives of collaboration with partner universities, and how to make European alliances management practices at TSNUK more successful.

**1.2) defining the organizational structure at the university**

This stage is aimed at creation of the organisational structure at the university for the successful implementation of the proposed activities by the European alliances.

**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.

<b>Activity – Milestone 1 DEVELOPING HANDBOOK FOR THE IRO</b>			
Orientation meeting of the project team	Project team (representatives of International Relations Office)	April 2024	<ul style="list-style-type: none"> <li>• to conduct the needs analysis;</li> <li>• to set a list of goals and tasks.</li> </ul>
Ongoing meetings of the project team	Project team	Monthly (May, June, July) 2024	to present and discuss the interim team work results
Meeting with the relevant university authorities	Heads of the relevant university departments, Vice-rectors	June 2024	<ul style="list-style-type: none"> <li>• to present the draft of the handbook;</li> <li>• to receive feedback on the presented draft.</li> </ul>
Meeting with the working groups representatives	Working groups representatives	August 2024	<ul style="list-style-type: none"> <li>• to present the draft of the handbook;</li> <li>• to receive feedback on the presented draft.</li> </ul>
Development of the final version of the handbook	Project team	September 2024	to develop the final version of the handbook by introducing changes made in the draft version due to the feedback received

## 8. Evaluation and Monitoring

- Formulate the evaluation criteria and mechanisms to support the project success
- List out the unexpected outcomes of the project which were revealed during the evaluation

The project will be evaluated in three ways. They are the following:

1. *Project team work monitoring:* (current working tasks and workflow of the team; tasks that need correction/improvement etc.)
2. *Notes on internal meetings with stakeholders* (with the proposed corrections and changes).
3. *Overall project results' analysis* (the number of stakeholders involved into the alliances' activities).

## 9. Outlook and Sustainability

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

The project deliverables are expected to support the implementation of the strategy of internationalization of Taras Shevchenko National University of Kyiv. The developed handbook will contribute to successful cooperation between TSNUK and other members of European alliances. In particular, the following steps will be taken to ensure the sustainability of project results:

- The developed handbook will be proposed to the IRO's officers responsible for the activities within European alliances.
- Suggested handbook could be useful to follow while delivering the activities within the Alliance of Ukrainian Universities where TSNUK is a full member.
- Suggested handbook will be implemented into the university communication approach for the international projects' results dissemination.

The application of the obtained knowledge and acquired skills by the university students, academics and staff members is expected to improve the quality of training and research through successful use of the international partnerships' opportunities proposed by the alliances.

The project results will be further disseminated among partner institutions which are members of European or Ukrainian alliances through collaborative activities, and educational and research networks.