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Project Handbook

MASTIS

**Establishing Modern Master-level Studies in
Information Systems**

561592-EPP-1-2015-1- FR-EPPKA2-CBHE-JP

AIMS, GENERAL AND SPECIFIC OBJECTIVES OF MASTIS PROJECT

Start date: 15/10/2015 End date: 14/10/2018 Duration: 36 months

The main aim of the project is to improve Master Program in Information Systems according to the needs of the modern society; to bring the universities closer to changes in global labour market and world education sphere; to enable them to stay responsive to employers' needs; to give students an idea of various job profiles in the Information System domain; to ensure employability throughout graduates' professional and soft skills. Specific objectives of the project include improvement of Master Program in Information System according to the requirements of business; modernization of the current Degree Profile (DP) & curricula in Information System. Degree Profile and Curricula revision will be implemented in accordance with the newest standards of Higher education and the compatibility with the National qualification frameworks; development of innovative academic environment for Master Program on Information System as a platform for training/retraining, PhD, Long Life Learning; provision/modernization of labs infrastructure for Information System.

MASTIS will enable the Partner Country & EU Universities to modernize Information System education based on the student-oriented principals, strong university-enterprise cooperation and modern approaches to the education. It will give the Partner Country Universities an opportunity to prepare competitive specialists for Ukrainian, Montenegrin and global labour market.

Major results of the project:

- Degree Profile & curriculum for Master Program on Information System;
- Teaching materials for Master Program on Information System;
- Degree Profile & curricula revision mechanism;
- Joint Double Diploma Master programme;
- IT environment in Partner Country High Education Institutions;
- Web portal for stakeholders;
- Network of EU-Partner Country universities & employers.

The main features aim is improving of Master Programme in Information Systems (Information System) according to the needs of modern society, bringing the universities closer to changing of global labour market and world education area; allow them to stay responsive to employers' needs; giving students an idea of various job profiles in the Information System domain; to ensure employability throughout professional and soft skills of graduates.

Specific objectives of the project:

(1) Improving of Master Programme in Information Systems according to the needs of global labor market.

- (2) Updating the current curricula in Information Systems according to the Bologna requirements and the new developments in Information technologies.
- (3) Developing, implementing and accredit new competence- and experience-oriented curricula including ECTS based on tuning methodology.
- (4) Developing innovative academic environment for Information Systems Programme as a platform for training/retraining, PhD, Long Life Learning.
- (5) Providing/modernizing lab infrastructure for Information Systems.

The Master programme consists in basic and changeable modules.

The basic module depends from the required competences, but Partner Country High Education Institutions can change the structure of disciplines in this module depending on stakeholders' recommendation.

LIST OF PARTNER ORGANIZATIONS

Partner number	Partner Acronym	Organisation Name	City	Country
P1 (Coordinator)	ULL2	University Lyon2	LYON	France
P2	LUISS	Guido Carli Free International University for Social Studies	ROMA	Italy
P3	WWU	University of Muenster	MUENSTER	Germany
P4	KTU	Kaunas University of Technology	KAUNAS	Lithuania
P5	UM	University of Maribor	MARIBOR	Slovenia
P6	UiA	University of Agder	KRISTIANSANDS	Norway
P7	LTU	Lulea University of Technology	LULEA	Sweden
P8	UNI	University of Liechtenstein	VADUZ	Liechtenstein
P9	AICA	Italian Association for Informatics and Automatic Calculation	MILANO	Italy
P10 (PC Coordinator)	KhNUE	Simon Kuznets Kharkiv National University of Economics	KHARKIV	Ukraine

P11	NTUU KPI	National Technical University of Ukraine "KPI"	KYIV	Ukraine
P12	LPNU	Lviv Polytechnic National University	LVIV	Ukraine
P13	VNTU	Vinnytsia National Technical University	VINNYTSIA	Ukraine
P14	KSU	Kherson State University	KHERSON	Ukraine
P15	NTU KhPI	National Technical University «Kharkiv Polytechnic Institute»	KHARKIV	Ukraine
P16	MESU	Ministry of Education and Science of Ukraine	KYIV	Ukraine
P17	UDG	University Donja Gorica	PODGORICA	Montenegro
P18	UNIM	University "Mediterranean" Podgorica	PODGORICA	Montenegro

LIST OF ASSOCIATED PARTNERS

(No financial contribution from the project grant will be allocated to these organization)

Partner number	Name and type of organisation	City and country	Role in the project
P19	European Business Association (EBA) (Ukrainian branch), non-governmental organization	Kyiv, Kharkiv (Ukraine)	The EBA provides a forum for discussing and finding solutions to problems affecting business in Ukraine. Cooperates with the best teachers, coaches and mentors to help develop the professional & soft competences. Will contribute in IS competences profiles development, consulting in courses content, project's results dissemination, to the EU-Ukraine relationship and cooperation for the project sustainability.
P20	LLC "IC "IC-RARUS KHARKIV", small and medium sized enterprise	Kyiv, Kharkiv, Vinnytsia, Lviv, Kherson (Ukraine)	Will consult in curriculum and training courses content.
P21	Firma SoftPro, Ltd., small and medium sized enterprise	Kyiv, Kharkiv (Ukraine)	Will contribute in IS competences profiles development, consulting in courses content, workshops, internships for students organizing.

P22	DataArt Technologies (Ukrainian branch), small and medium sized enterprise	Kyiv, Kharkiv, Kherson, Lviv (Ukraine)	Will contribute in IS competences profiles development, consulting in courses content, IT-talks, workshops for students.
P23	Ukrainian Association of Student Self-government, student associations	Kyiv (Ukraine)	Will contribute in soft-skills development and dissemination of MASIS results.
P24	MINISTARSTVO NAUKE, National Public body	Podgorica (Montenegro)	Will contribute in analysis of learning approaches and provide useful support for sustainability and dissemination of project results.
P25	PRIVREDNA KOMORA CRNE GORE PODGORICA, National Public body	Podgorica (Montenegro)	Will provide useful support to increase the impact of the project and the target groups that would like to increase their IT competencies and skills.
P26	Department for Regional Competitiveness Development, Kharkiv Regional State Administration, National Public body	Kharkiv (Ukraine)	Will provide links and cooperation between industry, innovative companies in the region and Universities, will contribute in dissemination of ideas & results and enhance capacity of the project.
P27	Telesens IT, small and medium sized enterprise	Kharkiv (Ukraine)	Will contribute in development of IS competences profiles, consulting in courses and workshops content, organizing internships for students.
P28	Akademiya Smart, small and medium sized enterprise	Kharkiv (Ukraine)	Academy Smart is one of the leading Ukrainian eLearning solutions providers. Will contribute in elaboration of the IS competences profiles, courses content, and workshops.
P29	Digin, non-governmental association	Kristiansand (Norway)	Digin is one of the largest Norwegian ICT clusters, with some 65 small and medium-sized ICT companies. Supporting role. Providing feedback regarding competence requirements to develop relevant IS master programmes
P30	Agentia universitara a Francofoniei, other Associations active in Education and Training	Bucuresti (Romania)	The UAF great networking will work on the project's ideas & results dissemination. Also contributes to the EU-PC cooperation for the project sustainability.

MASTIS WORK PACKAGES AND OUTCOMES DESCRIPTION

Tasks	Outcomes	Period	Participating Organisation	
<p align="center">Work Package 1 (WP1) PREPARATION: REQUIREMENTS ANALYSIS <i>Lead Organisation: Kaunas University of Technology (P4), National Technical University of Ukraine “KPI” (P11)</i> <i>Identification of the current approaches to the educational process. Analysis of the needs of companies with active participation partners form business, graduates and students in IT industry. Nomination of teachers to participate in the Programme development</i></p>				
1.1	Identify Requirements for Master of Information System (all universities)	Stakeholders Requirements to Master of Information System	month 1-3	P1-P15, P17, P18: all universities
1.2	Workshops for Partner Country Methodologists (P2)	Partner Country Academic Staff Trained in EU	month 4	
1.3	Analyse Current Master of Information System Curricula (P4, all Partner Country)	Current Master of Information System curricula analyses	month 4-6	
<p align="center">Work Package 2 (WP2) DEVELOPMENT: DEGREE PROFILE & CURRICULUM DEVELOPMENT <i>Lead Organisation: University of Muenster (P3), Simon Kuznets Kharkiv National University of Economics (P10)</i> <i>Description of competences and learning outcomes for MPIS. The MPIS is developed according to Bologna Process requirements & Tuning Methodology. Analysis and description of the modern approaches to teaching, learning and assessment. Meetings in EU for learning modern approaches to teaching and assessment. Development of the description of learning and teaching strategies, pedagogical philosophy, assessment methods, learning approaches. Organization of meetings with all stakeholders for Degree Profile & Curriculum revision mechanism development. Partner Country’s Ministries of Education will be involved in these activities. Agreement about stakeholders’ interaction in the revision process</i></p>				
2.1	Update Master of Information System Degree Profile (all Partner Country)	Master of Information System Degree Profile	month 5-7	P1-P15, P17, P18: all universities
2.2	Develop Curriculum (all Partner Country)	Master of Information System Curriculum	month 7-8	
2.3	Modernize Teaching Approaches (all Partner Country)	Teaching Package	month 9-11	
2.4	Develop DP & Curriculum Revision Mechanism (P10, P13)	Degree Profile & Curriculum Revision Mechanism	month 29-32	

Tasks	Outcomes	Period	Participating Organisation	
Work Package 3 (WP3) DEVELOPMENT: MASTER PROGRAM IN INFORMATION SYSTEMS CAPACITY BUILDING Lead Organisation: University of Maribor (P5), Vinnytsia National Technical University (P13) <i>EU trainers will prepare trainings for Ukrainian teachers (academic staff) to analyse modern approaches to IT-courses teaching methods, techniques and formats. Meetings in EU to learn modern approaches to IT-courses teaching methods, techniques and formats will be organised. Ministries of education will be involved in this activity. Nomination of PC teachers, responsible for each course. Description and development of learning & teaching materials and the main assessment criteria & methods for each course. Publication of teaching materials. Purchase of the books for the courses. Specify, purchase and install the necessary equipment and software. Launch Web-platform. Organize teaching materials exchange. Pilot teaching of Master students according to MPIS. Pilot teaching of PhD students according selective MPIS courses. Pilot training of LLL. Associated partners from IT-business professional associations will support these tasks</i>				
3.1	Train Academic Staff (for Master (P7; P3); for PhD (P5); for Long Life Learning (P6))	Teachers Trained	for Master (month 9; (month 12); for PhD (month 15); for Long Life Learning (month 15)	P1-P15, P17, P18: all universities
3.2	Develop IT Infrastructure (P11; all Partner Country; P7; P7)	Web-portal & Labs in Partner Country Hight Education Institutions	month 8; month 10-11; month 8-11; month 11	
3.3	Develop Teaching Materials (Master for I sem.(PC); II sem.(all PC); III sem.(all PC); Long Life Learning, PhD (all Partner Country))	Teaching Materials	Master for I sem. (month 9-12); II sem. (month 13-16); III sem. (month 17-20); Long Life Learning, PhD (month 21-23)	
3.4	Pilot teaching MSc, PhD, Long Life Learning (for Master for I sem. (month 13-15; all PC)); II sem.(month (17-20; all PC); III sem. (month (24-27; all PC); IV sem.(month 29-32; Partner Country); for Long Life Learning, PhD (month 28, 34; all Partner Country))	MSc, PhD, Long Life Learning Trained	Master for I sem. (month 13-15); II sem. (month (17-20); III sem. (month (24-27); IV sem. (month 29-32; Long Life Learning, PhD (month 28, 34)	

Tasks	Outcomes	Period	Participating Organisation
<p>Work Package 4 (WP4) QUALITY ASSURANCE</p> <p>Lead Organisation: Kaunas University of Technology (P4), Lviv Polytechnic National University (P12)</p> <p><i>WP4 is aimed at external and internal quality control & self-evaluation of project process & results by students, academic staff, experts & business representatives. It will be achieved through project results evaluation (outputs and outcomes), the effectiveness of measures implemented under the project and partners' activity. For the regular assessment, it's planned to select a team of project evaluators, who will develop the evaluation program and conduct monitoring and control of its implementation, to attract internal and external experts for the project assessment. The deliverables of these activities will be the following results: evaluation program development as well as internal and external project quality assessment. The results of the project quality assessment program implementation must be reflected in generating evaluation reports and publishing evaluation digest. Quality plan will be realized by strong participation of IT companies, professional associations, students association. PC Ministries of Education will be involved</i></p>			
4.1	Develop Evaluation Program (P9, P1)	Evaluation Program	month 2-3
4.2	Monitoring by Internal Experts (WP1.1&WP1.3 (P12); WP2.1 (P12); WP2.3 (EU); WP3.4 (all Partner Country); WP3.4 (EU); WP3.4 (EU&Partner Country); WP3.4 (EU&Partner Country); WP3.4 (all Partner Country)	Quality Internal Reports	WP1.1&WP1.3 (month 7); WP2.1 (month 7); WP2.3 (month 12); WP3.4 (month 17); WP3.4 (month 21); WP3.4 (month 27-28); WP3.4 (month 33); WP3.4 (month 34)
4.3	Control by External Experts (WP2.1&WP2.2 (IT-representatives); WP2.1&WP2.2 (EU); WP3.4 (IT- representatives); WP3.4 (EU); WP3.4 (EU&Partner Country)	Quality External Reports	WP2.1&WP2.2 (month 8); WP2.1&WP2.2 (month 12); WP3.4 (month 21); WP3.4 (month 28); WP3.4 (month 33)
P1-P15, P17, P18: all universities			

Tasks	Outcomes	Period	Participating Organisation
<p>Work Package 5 (WP5) DISSEMINATION AND EXPLOITATION</p> <p>Lead Organisation: University of Liechtenstein (P8), Kherson State University (P14), University Donja Gorica (P17)</p> <p><i>All partners will work together for knowledge & experience exchange between stakeholders (professors, students, alumni, organisations of employers) in order to organise an informational campaign at the following levels: European level: EU projects & programmes, university networks. National level: National Methodical Commissions, PC Ministries of Education, professional associations, HEIs society of young scientists & students. University level: university administration, teaching staff and students. Most of the project activities will focus on all the interest groups within the participating institutions (senior management, administration, academic staff, students). A part of the dissemination activities will also focus on major stakeholders such as business, industrial, labour market institutions, civil society, student organizations, HEIs outside the consortium. Many events can be expected to have wide target groups including not only internal and external stakeholders, but also the broader public, the media, persons involved in similar projects and researchers. Therefore, such events will be streamed live on the Internet.</i></p> <p><i>The dissemination & sustainability plan will: be oriented at the needs of stakeholders, including presentation of necessary information types and dissemination levels in preferred forms and languages; use varied dissemination methods, e.g. printed information, electronic media, and personal contact; be both proactive and reactive in project results dissemination to meet the needs of stakeholders & the society in innovation development; make existing resources, relationships and networks a foundation for building new resources; include effective quality control mechanisms.</i></p> <p><i>Sustainability strategy is based on increasing interactive links between PC & EU universities and IT industry. IS Master programme development will represent a strong foundation for the needs of national IT industry. Thus, this network will be self-sustaining and self-developing, since it would be created on mutually beneficial terms and would equally take into account the interests of the parties. The associated partners' great network will work on the project's ideas & results dissemination.</i></p>			
5.1	Create Dissemination & Sustainability Plan (dissemination (P13); sustainability (P15))	Dissemination & Sustainability Strategy and Plan	dissemination (month 3); sustainability (month 5)
5.2	Organize Dissemination Events (1 event from each Hight Education Institutions)	Dissemination Events	1 event from each Hight Education Institutions
5.2	Strengthen Business to University Contacts (WP1.1&WP1.3 &WP2.2 (Partner Country IT- representatives&EU IT- representatives); WP2.3&WP3.4 (P15, P17))	Business to University Network	WP1.1&WP1.3 &WP2.2 (month 1-8); WP2.3&WP3.4 (month 14-36)
P1-P15, P17, P18: all universities			

Tasks	Outcomes	Period	Participating Organisation	
<p>Work Package 6 (W6P) PROJECT MANAGEMENT</p> <p><i>Lead Organisation: University Lyon2 (P1), Simon Kuznets Kharkiv National University of Economics (P10)</i></p> <p><i>The management will be based on a strategic thinking in order to define the project measurable results. In order to ensure efficient communication among partners, web and IT-technologies will be used cloud service for mutual work Dropbox.com and communication service Skype. For assuring operational project management MS Project will be used. Management Board consists from Coordination, Executive and Control board. Coordination Board includes Project Coordinator (P1), PC&UA National Coordinator (P10), PC&EU Partner Organization coordinators (P1-P18). Executive Board includes WP leaders (supervisors). Control board includes steering Committee for controlling administrative and methodological aspect, intervening for conflicts resolution. Coordination Board - monthly in phone, Skype conferences and every 6 months in person. Executive Board - weekly in phone, Skype. The Coordinator P1 will be responsible for financial management and project handbook</i></p>				
6.1.	Operational management (elaborating management strategy; creating project handbook, Management Board & Steering Committee; selecting professional team of project developers (managers, methodologists, authors of training course, trainers, evaluators, IT experts); providing communicational, operational project management and steering, project process planning, informing, executing and monitoring; organizing kick off, coordinating, and final meetings; elaborating project activity progress) (EU&Partner Country).	Management Control	month 1-36	P1-P18: all universities
6.2.	Financial management (financial management of project activities in EU&Partner Country, book-keeping and reporting to the contractor) (EU&Partner Country; P1)	Financial Reports	month 8, 13, 20; 25, 32; 36 month 2, 4, 6, 9, 12, 15, 19, 21, 24, 28, 33, 35, 36	P1-P18: all partners

INITIAL BUDGET

Distribution of the grant by cost items

1. Staff Costs	304 437,00
2. Travel Costs	78 780,00
3. Costs of Stay	175 920,00
4. Equipment Costs	177 536,00
5. Subcontracting Costs	30 836,00
A. Grant for Project Activities	767 509,00
B. Additional Grant for Special Mobility Strand	0,00
Total Grant requested from the European Union (A + B)	767 509,00

Distribution of the grant by organizations (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total Costs
P1	UNIVERSITE LUMIERE LYON 2	France	Programme Countries	63 157,00	6 285,00	14 640,00	-	24 500,00	-	108 582,0
P2	LUISS LIBERA UNIVERSITA INTERNAZIONALE DEGLI STUDI SOCIALI	Italy	Programme Countries	20 740,00	3 110,00	6 480,00	-	-	-	30 330,0
P3	WESTFAELISCHE WILHELMS-UNIVERSITAET MÜNSTER	Germany	Programme Countries	20 740,00	3 110,00	6 720,00	-	-	-	30 570,0
P4	KAUNO TECHNOLOGIJOS UNIVERSITETAS	Lithuania	Programme Countries	11 138,00	3 110,00	6 480,00	-	-	-	20 728,0
P5	UNIVERZA V MARIBORU	Slovenia	Programme Countries	16 812,00	3 470,00	7 200,00	-	-	-	27 482,0
P6	University of Agder	Norway	Programme Countries	23 430,00	3 385,00	7 200,00	-	-	-	34 015,0
P7	LULEÅ TEKNISKA UNIVERSITET	Sweden	Programme Countries	23 430,00	4 065,00	7 200,00	-	-	-	34 695,0
P8	UNIVERSITÄT LIECHTENSTEIN	Liechtenstein	Programme Countries	23 430,00	2 825,00	6 000,00	-	-	-	32 255,0
P9	AICA ASSOCIAZIONE ITALIANA PER L'INFORMATICA E IL CALCOLO	Italy	Programme Countries	10 420,00	2 920,00	6 480,00	-	-	-	19 820,0
P10	Simon Kuznets Kharkiv National University of Economics	Ukraine	Partner Countries	15 210,00	6 710,00	13 920,00	22 192,00	792,00	-	58 824,0
P11	National Technical University of Ukraine "KPI"	Ukraine	Partner Countries	12 435,00	5 395,00	13 440,00	22 192,00	792,00	-	54 254,0
P12	Lviv Polytechnic National University	Ukraine	Partner Countries	10 845,00	5 490,00	13 440,00	22 192,00	792,00	-	52 759,0
P13	Vinnitsia National Technical University	Ukraine	Partner Countries	10 890,00	5 490,00	13 440,00	22 192,00	792,00	-	52 804,0
P14	Kherson National Technical University	Ukraine	Partner Countries	10 665,00	5 915,00	13 440,00	22 192,00	792,00	-	53 004,0
P15	NATIONAL TECHNICAL UNIVERISTY KHARKIV POLYTECHNICAL INST	Ukraine	Partner Countries	10 215,00	6 085,00	13 440,00	22 192,00	792,00	-	52 724,0
P16	Ministry of Education and Science of Ukraine	Ukraine	Partner Countries	-	455,00	960,00	-	-	-	1 415,0
P17	University Donja Gorica	Montenegro	Partner Countries	10 665,00	5 480,00	12 720,00	22 192,00	792,00	-	51 849,0
P18	UNIVERZITET MEDITERAN PODGORICA PRIVATNA USTANOVA	Montenegro	Partner Countries	10 215,00	5 480,00	12 720,00	22 192,00	792,00	-	51 399,0

Distribution of staff days by organizations

Work Package type	WP number	Partner name and country	Number of staff days					Role and tasks in the work package
			Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total	
PREPARATION	1	P1 University Lyon2, France		12			12	WP1.1, WP1.3
DEVELOPMENT	2, 3			14			14	WP2.1, WP2.3, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			4			4	WP5.2, WP5.3

MANAGEMENT	5		9			391	400	Project Coordinator, WP6.1, WP6.2
PREPARATION	1	P2 Guido Carli Free International University for Social Studies, Italy		32			32	WP1.1, WP1.2, WP1.3
DEVELOPMENT	2, 3			14			14	WP2.1, WP2.3, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5.2, WP5.3
MANAGEMENT	5			9		28	37	WP6.1, WP6.2
PREPARATION	1	P3 University of Muenster, Germany		22			22	WP1.1, WP1.3
DEVELOPMENT	2, 3			24			24	WP2 leader (EU), WP2.1, WP2.3, WP3.1, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5.2, WP5.3
MANAGEMENT	5			9		28	37	WP6.1, WP6.2
PREPARATION	1	P4 Kaunas University of Technology, Lithuania		36		10	46	WP3 leader (EU), WP1.1, WP1.2, WP1.3
DEVELOPMENT	2, 3			36			36	WP2.1, WP2.3, WP3.3
QUALITY PLAN	3			28			28	WP4 leader (EU), WP1, WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			12			12	WP5.2, WP5.3

MANAGEMENT	5		12			36	48	WP6.1, WP6.2
PREPARATION	1	P5 University of Maribor, Slovenia		36			36	WP1.1, WP1.3
DEVELOPMENT	2, 3			34			34	WP3 leader (EU), WP2.1, WP2.3, WP3.1, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			12			12	WP5.2, WP5.3
MANAGEMENT	5			9		28	37	WP6.1, WP6.2
PREPARATION	1		P6 University of Agder, Norway		22			22
DEVELOPMENT	2, 3			24			24	WP2.1, WP2.3, WP3.1, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5.2, WP5.3
MANAGEMENT	5			9		28	37	WP6.1, WP6.2
PREPARATION	1	P7 Lulea University of Technology, Sweden		22			22	WP1.1, WP1.3
DEVELOPMENT	2, 3			24			24	WP2.1, WP2.3, WP3.1, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5.2, WP5.3
MANAGEMENT	5			9		28	37	WP6.1, WP6.2

PREPARATION	1	P8 University of Liechtenstein, Liechtenstein		22			22	WP1.1, WP1.3
DEVELOPMENT	2, 3			24			24	WP2.1, WP2.3, WP3.3
QUALITY PLAN	3			14			14	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5 leader (EU), WP5.1, WP5.2, WP5.3
MANAGEMENT	5		9			28	37	WP6.1, WP6.2
PREPARATION	1	P9 Italian Association for Informatics and Automatic Calculation, Italy		12			12	WP1.1, WP1.3
DEVELOPMENT	2, 3			4			4	WP2.1, WP2.3, WP3.3
QUALITY PLAN	3			10			10	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4			8			8	WP5.2, WP5.3
MANAGEMENT	5					24	24	WP6.1, WP6.2
PREPARATION	1	P10 Simon Kuznets Kharkiv National University of Economics, Ukraine				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					150	150	WP2 leader (Ukraine), WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					28	28	WP5.2, WP5.3
MANAGEMENT	5					120	120	PC Leader of WP6, WP6.1, WP6.2

PREPARATION	1	P11 National Technical University of Ukraine “KPI”, Ukraine				27	27	WP1 leader (Ukraine), WP1.1, WP1.3
DEVELOPMENT	2, 3				35	135	170	WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					18	18	WP5.2, WP5.3
MANAGEMENT	5					34	34	WP6.1, WP6.2
PREPARATION	1	P12 Lviv Polytechnic National University, Ukraine				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					135	135	WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					32	32	WP4 leader (Ukraine), WP4.1, WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					18	18	WP5.2, WP5.3
MANAGEMENT	5					34	34	WP6.1, WP6.2
PREPARATION	1	P13 Vinnytsia National Technical University, Ukraine				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					150	150	WP3 leader (Ukraine), WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					18	18	WP5.2, WP5.3

MANAGEMENT	5					34	34	WP6.1, WP6.2
PREPARATION	1	P14 Kherson State University, Ukraine				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					135	135	WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					28	28	WP5 leader (Ukraine), WP5.1, WP5.2, WP5.3
MANAGEMENT	5					34	34	WP6.1, WP6.2
PREPARATION	1	P15 National Technical University «Kharkiv Polytechnic Institute», Ukraine				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					135	135	WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3
DISSEMINATION & EXPLOITATION	4					18	18	WP5.2, WP5.3
MANAGEMENT	5					34	34	WP6.1, WP6.2
PREPARATION	1	P17 University Donja Gorica, Montenegro				22	22	WP1.1, WP1.3
DEVELOPMENT	2, 3					135	135	WP2.1, WP2.2, WP2.3, WP2.4, WP3.2, WP3.3
QUALITY PLAN	3					18	18	WP4.2, WP4.3

Tasks that will be subcontracted:

Work Package Ref.nr	Partner responsible for sub-contracting (Acronym)	Country	Number of days (where appropriate)	Brief description of task
WP3	ULL2	France	-	External translation of teaching materials (WP3.3). Professional translation of the training courses from/into English
WP3	KhNUE	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	NTUU KPI	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	LPNU	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	VNTU	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	KSU	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	NTU KhPI	Ukraine	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	UDG	Montenegro	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP3	UNIM	Montenegro	-	Language courses and certification in advanced English (CAE) for PC HEIs teachers, Printing banner, leaflets (500)
WP6	ULL2	France	24	Development and support of project Web-site (include hosting, SEO, management of contents)
WP6	ULL2	France	-	External audit (2 experts)

Communication strategy

Common rules of mutual work:

1. Observance of professional ethics and rules of EU and PC law
2. Team working based on the following principles:
 - a. Implementation standard
 - b. Responsibility
 - c. Publicity
 - d. Tolerance
 - e. Openness
3. Usage of modern informational and communication technologies
4. Focusing on the successful ultimate result
5. Active dissemination of information about the project

List of software to be used for project management, communication and project data storing:

1. Cloud service Dropbox for saving and sharing project files
2. Web application Redmine for project management
3. Online tool "Monkey" for evaluation surveys collecting
4. Communication services (Skype etc.)

Organisational structure of the project

PROJECT COORDINATOR AND GRANT HOLDER is Universite Lumiere Lyon 2 (ULL2, P1). ULL2 will be responsible for coordinating administrative activities related to the management of the project and for financial management.

PC COORDINATOR is Simon Kuznets Kharkiv National University of Economics (KhNUE, P10). KhNUE will be responsible for coordinating PC universities. KhNUE will also support the organization of MASTIS management meetings and will be active in project management.

MANAGEMENT BOARD consists of Coordination, Executive and Control board.

- 1) *Coordination Board* includes Project Coordinator (P1), PC&UA National Coordinator (P10), PC&EU Partner Organization coordinators (P1-P18).
- 2) *Executive Board* includes WP leaders (supervisors).
- 3) *Control board* includes *Steering Committee* for controlling administrative and methodological aspect, intervening for conflicts resolution.

All potential conflict situations will be addressed to the *Project Steering Committee* headed by the Coordinator.

Reporting procedure

For staff costs:

- 1) Consult the part “Budget” of this Handbook where allocated resources for each task are specified.
- 2) One time per reporting period (half a year) complete the “Timesheets” and the “Convention for Staff Costs” in digital form (no need to sign yet). PC Partners also need to attach the “Convention” and the “Salary rate”. Send them to ULL2 in digital form.
- 3) After approval print, ask authorised person to sign and then send originals to ULL2.

For travel costs and costs of stay complete the “Mobility Report” within 10 days after the event and send it to ULL2 alongside supporting documents (boarding passes, invoices, receipts etc).

Internal reporting dates:

Period number	From	To
Period 1 (P1)	15.10.2015	30.03.2016
Period 2 (P2)	01.04.2016	30.09.2016
Period 3 (P3)	01.10.2016	28.02.2017
Period 4 (P4)	01.03.2017	30.09.2017
Period 5 (P5)	01.10.2017	31.03.2018
Period 6 (P6)	01.04.2018	14.10.2018

Quality control

Control and monitoring of the project quality should be carried out by the project coordinator, a group of *internal experts* (contact persons from the partner universities), a group of *external experts* (IT-business and National Methodical Commission's representatives), as well as academic staff and students.

For regular evaluation, it is planned to select the team of project evaluators.

The external evaluation should be carried out once a year. Besides it is planned to involve external experts (from the university or from an enterprise) to all project meetings in universities. Points to be evaluated are quality of presentations, debate organization in order to help to organize future meetings and activities.

The internal evaluation should be carried out twice a year.

Every 6 months the team of project evaluators including the project coordinator and one expert from each member of the consortium will meet to discuss the results of the project.

Online tool "Monkey" will be used for evaluation surveys collecting.

Dissemination strategy

A *dissemination team* will include one person from each Consortium member and will work under the supervision of the WP6 leader.

Dissemination strategy will facilitate dissemination of project experience on:

- new curriculum & teaching materials for IS Masters training,
- DP & curriculum revision mechanism,
- approaches to IS Masters training, learning and assessment modernization.

Project results dissemination will aim at the following *target groups*: university teaching staff, HEIs managers, Master and PHD students, LLL, business representatives (IT industry employers and representatives of non-IT industries, in which IT-specialists are needed), Agency for Quality of Education, national and local governments and the society.

Dissemination tools include wide outreach activities during the project through partner and non-partner institutions periodicals, national and regional media, social media, project website, web-portal for stakeholders network (it will be used for project stakeholders networking and sharing teaching materials); printed information (promotion materials, guidelines, recommendations, reports etc.), international e-workshops, webinars, seminars & conferences for students, teachers, LLL trainees, business representatives, HEIs managers & wider society; electronic media; personal contacts.

Appendices

List of acronyms

Acronym	Description
ACM	Association for Computing Machinery
AIS	Association for Information Systems
B2U	Business-to-Universities
CKAN	Comprehensive Knowledge Archive Network
CS	Computer sciences
DL	Distance education
DP	Degree profile
ECDL	European Certificate of Computer User
ECTS	European Credit Transfert System
ED	Education development
EN	Entrepreneurship
EQF - LLL	European Qualifications Framework for Lifelong Learning
ERCIS	European Research Center for IS – is an international network of scientists, conducting cooperative research in the field of IS
EU	European Union
HEI	Hight Education Institution (University)
HRD	Human Resources Development
ICT	Information and communications technology
IL	Information literacy
IP Telephony	
IS	Information systems
IS MSc	Master of Information System
IT	Information technology
L&OD	leadership and organizational development
LLL	Long Life Learning
MASTIS	Establishing Modern Master-level Studies in Information Systems
MBA	Master of Busines Administration
MPIS	Master Program in Informaton Systems
MPIS DP	Degree profile for Master Program in Informaton Systems
MSc	Master Science
NQF	National qualification framework
NSS	Networked Service Society
OER	Open Educational Resources
OS	Open Source
P	Partner (P1, P2, P3 etc.)
PA	Public administrations
PBL	Problem based learning

PC	Partner Country
PhD	Doctor of Philosophy degree
PS	Public service
QA	Quality assurance
QF- EHEA	European Qualifications Framework for Lifelong Learning
RLG	Rural local governments
SMEs	Small and medium sized enterprises
SOC	Grid-Computing and System on Chip
TEL	Technology-enhanced learning
WB	Western Balkan
WP	Work package
WP1	Preparation
WP2	Degree Profile & Curriculum Development
WP3	MPIS Capacity Building
WP4	Quality Assurance
WP5	Dissemination & exploitation
WP6	Management
WP5.1	Dissemination & Sustainability Strategy and Plan
WP1.1	Stakeholders Requirements to IS MSc
WP1.2	PC Academic Staff Trained in EU
WP1.3	Current MPIS curricula analyses
WP2.1	MPIS Degree Profile
WP2.2	MPIS Curriculum
WP2.3	Teaching Package
WP2.4	Degree Profile & Curriculum Revision Mechanism
WP3.1	Teachers Trained
WP3.2	Web-portal & Labs in PC HEIs
WP3.3	Teaching Materials
WP3.4	MSc, PhD, LLL Trained
WP4.1	Evaluation Program
WP4.2	Quality Internal Reports
WP4.3	Quality External Reports
WP5.1	Dissemination & Sustainability Strategy and Plan
WP5.2	Dissemination Events
WP5.3	B2U Network
WP6.1	Management Control
WP6.2	Financial Reports