


Activity	Yes	No	Comments/recommendations
1. CC: Analysis SWOT of Curricula of the PC HEIs	+		Completed and published on the website
2. CC: Analysis SWOT of Curricula of the EU HEIs	n/a		
3. CC: Development of Double Degrees programmes in Architecture/Urban Planning	+/-		Approval of PhD DD is in the process. As for the Ms DD, it is in the beginning yet.
4. CC: Final version of the Joint Degrees (JD)		—	
5. MC: Implementation of newly developed JD into HEIs' regular Curricula offer		—	
6. MC: EU teachers' mobility to assist the integration of new JD to PC HEIs		—	
7. MC: PC students' mobility to EU for Innovation/Entrepreneurship trainings		—	
8. MC: Students' thesis on new Joint Degree: preparation, defence		—	
9. CC: Teaching materials for teachers/students: writing, publishing		—	
10. MC: e-learning classes for PC students		—	
11. CC: Development of Joint Degrees programmes in Environmental Sciences/Climate Engineering	+/-		
12. CC: Final version of the Joint Degrees (JD)		—	
13. MC: Implementation of newly developed JD into HEIs' regular Curricula offer		—	
14. MC: EU teachers mobility to assist the integration of new JD to PC HEIs		—	
15. MC: PC students mobility to EU for Innovation/Entrepreneurship trainings		—	
16. MC: Students' thesis on new Joint Degree: preparation, defence		—	
17. CC: Teaching materials for teachers/students: writing, publishing		—	

WP2

WP3

18. MC: e-learning classes for PC students	—	
19. QC: Preparation of QAS Guidelines for the PC HEIs	n/a	Study QAS Guidelines in order to integrate in to the University structure
20. MC: Courses of Technical English for PC teachers/students	+	Send invoice and contract on English
21. MC: Installation of e-learning classes and teleconferences' rooms	—	
22. MC: Teaching materials translation, adaptation at PC HEIs	+/-	
23. MC: PC teachers mobility to EU HEIs for training methods' upgrade	—	
24. QC: Inter-universities visits for Quality Control	n/a	
25. QC: Internal monitoring of the action in Partner Countries	n/a	
26. QC: Internal monitoring of the action in EU Countries	n/a	
27. QC: Internal monitoring visits to PC HEIs	n/a	
28. QC: Inter-project coaching	n/a	
29. QC: External Independent evaluation of the project	n/a	
30. QC: Financial audits	n/a	
31. MC: Promotion of the project's activities/results in Partner Countries	+/-	Re-iterate information on the Institutional web. Organise promotion of the D.D. (RETHINK) during info day for the "Econano"
32. MC: Promotion of the project's activities/results in EU Countries	—	Prepare leaflets for the international students
33. MC: Project website with Moodle platform: creation, use, support	—	Publish teaching materials on the Moodle platform
34. MC: Supply the repository with scientific/academic/administrative publications	—	
35. MC: Seek for projects/contracts for RETHINK partners in EU Countries	n/a	

36 MC Seek for projects/contracts for RETHINK partners in Partner Countries	+L		Contact with International Eco Energy Academy for further financial support
37 MC: Preparation of Joint Degrees for evaluation/accreditation in Partner Countries	+		Ministry of Education of Azerbaijan will support AZUAC on issuing DDA to the
38 MC: Preparation of Joint Degrees for evaluation/accreditation in EU Countries	n/a		Dordijn students.
39 MC Project's meetings. strategy, publishing of results	+		
40 MC Coordination of the project	+		Reinforce the team (Civil Eng. Architecture, Urban Planning, Envir. Scien
41 MC Management of the project by the PC HEIs	+		Send reporting documents to the Coordinated / Staff conventions time sheets, etc.
42 MC Management of the project by the EU HEIs	n/a		
43 MC Teleconferences for the intermediate strategy control	+		



Oksana Ruchavina  
31.08.2015

28.08 - 31.08.2015

## RETHINK

WORKPACKAGE	ACTIVITY	ACTIONS FROM AzUAC	DEADLINE
Workpackage 2	a - Master Double Degree on Architecture	1 – send to the Coordinator Curricula on the Bachelor on Architecture	Until 10 <sup>th</sup> of September, 2015
		2 – Study Curricula of the Faculty of Architecture on common subjects and subjects that are needed to be completed in Lisbon	Until 20 <sup>th</sup> of September, 2015
		3 – Visit to the Faculty of Architecture in order to obtain agreement/signature of Master Double Degree on Architecture	October, 2015
		4 – Prepare for publishing Teaching materials for Master Degree on Architecture (any relevant books, articles) on English with the money of the project	December, 2015
	b - Master Double Degree on Urban Planning	1 – send to the Coordinator Curricula on the Bachelor on Urban Planning	Until 10 <sup>th</sup> of September, 2015
		2 – Study Curricula of the Faculty of Urban Planning on common subjects and subjects that are needed to be completed in Lisbon	Until 20 <sup>th</sup> of September, 2015
		3 – Visit to the Faculty of Architecture in order to obtain agreement/signature of Master Double Degree on Urban Planning	October, 2015
		4 – Prepare for publishing Teaching materials for Master Degree on Urban Planning (any relevant books, articles) on English with the money of the project	December, 2015
Workpackage 3	a - Master Double Degree on Civil Engineering	1 – Translate Master Degree Curriculum on Civil Engineering of AzUAC on English language	Until 5 <sup>th</sup> of September, 2015
		2 – Send this curriculum to the IPEiria (Portugal) in order to establish common subjects and subjects that are needed to be completed in Leiria	5 <sup>th</sup> of September, 2015
		3 – Visit to the IPEiria in order to obtain agreement/signature of Master Double Degree on Civil Engineering	October, 2015
		4 – Prepare for publishing Teaching materials for Master Degree on Civil Engineering (any relevant books, articles) on English with the money of the project	December, 2015
	b - Master Double Degree on Ecological Engineering	1 – Contact Prof.Fernando Pena in order to remind that AzUAC is waiting for their answer regarding Master Double Degree content	5 <sup>th</sup> of September, 2015
		2 – Organize meeting with Fernando Pena (or Marcos Lado) in Baku for the discussing the final content	Before 9 <sup>th</sup> of November, 2015
		3 – Prepare for publishing Teaching materials for Master Degree on Ecological Engineering in English «Azerbaijan's renewable energy potential»	December, 2015

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Workpackage 4	a – purchase of equipment	1 – find firm in Azerbaijan that can provide equipment respecting rule of origin and send it to the Coordinator to be approved by Brussels	October-November, 2015
		2 – think about list of software, e-books and worldwide libraries acces; that can be purchased from the project	October-November, 2015
	b – teaching materials	1 – publishing of Teaching materials (explained above) for 4 different specialties (Architecture, Urban Planning, Civil Engineering, Ecological Engineering) according the the EU rules for visibility (logo and standart phrase).	December, 2015
	c - QAS	1 – study QAS Guidelines in order to integrate it to the university's structure and to respond Questionnaires	September, 2015
	d – technical English language courses	1 – send to the Coordinator official invoice for the English language courses and contract with Turkish university in order to obtain green light from Brussels to use this as a co-financing costs from AzUAC	September, 2015
Workpackage 6	a – dissemination of the project	1 – Posting teaching materials on the Moodle platform on the AzUAC space according to the Moodle Guidelines	December, 2015
		2 – Publishing Double Degree information on the AzUAC institutional website for the students' attraction	<del>December, 2015</del> <i>November 2015</i> <i>Before infoday "Ecónano"</i>
		3 – Printing/publishing of the promotional leaflets for the students' attraction regarding Double Degree	<del>December, 2015</del> <i>November</i>
		4 – Printing/publishing of the promotional leaflets for the international students regarding AzUAC	December, 2015
Workpackage 7	a – seek for projects/contracts from business enterprises	1 – contact with business enterprises in order to obtain financial support for the AzUAC students for the studying abroad on Double Degree after the project is finished	<u>Until the end of the project</u>
Workpackage 8	a – project management	1 – Day-by-day project management by new Local Coordinator, Prof. Farhad Aliyev on the academic and administrative issues	September, 2015
		2 – Preparation of the Staff conventions, time sheets for the last 18 months and send money request to the Coordinator	September, 2015
		3 – Establishment of a new team (re-forced) for <u>Civil Engineering, Ecological Engineering, Architecture, and Urban Planning</u>	Until the end of the project
		4 – Establishment of the amount of the tuition fees for the foreign students coming to AzUAC in the frame of Double degree	September, 2015
		5 – preparation of the visit of AzUAC team to Lisbon	Until the end of October, 2015
		6 – Organisation of the visit of the University of Coruna's team to AzUAC	<u>Before the 9<sup>th</sup> of November, 2015</u>

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