

# To-Do-List > **Students**



1. Intensive **Advertising** including foreign teachers
2. Specify **Application-, Selection-**Procedure
3. **Support** necessary ?  
Visa? ... Insurance? ... Money Transfers? ....Accommodation?
4. **Language Preparation** at home university  
+ accompanying language training at host university

# To-Do-List > Teachers



## 1. Teaching-Materials

- develop
- present on **Moodle-Platform** (in open formate)

## 2. Study Visits for Teachers

- discuss work program with partner university
- make appointments
- realize including knowledge of manualhandbooks (added value)

## 3. Language Training in Technical English for Teachers

- identify needs
- develop + realize program

## 4. ...

# To-Do-List > Project



## 1. Equipment

- identify needs + ask for offers
- discuss selection with the coordinator
- buy, label + use

## 2. Monitoring Visits

- make appointments with the auditor
- use interview guidelines: developed by Guido, sent by coordinator some weeks before the visits

- Formal **registration** of the project in Ukraine
- Application for **money from enterprises**
- Signing **Cooperation agreements**, if still necessary.