

ToT beneficiaries/trainees:

- Priority should be given among the personnel involved in developing the strategic planning, quality assurance, IROs, Bologna process implementation and academic staff of different colleges and departments
- At least 20 trainees per each institution, for a total of 160 university staff members
- The number can be increased upon needs and capacity of institutions

ToT Trainers:

- The trainers should be selected among the beneficiaries of the APPRAIS previous trainings
- The trainers, at least three, should be selected according to the topics of the training that each university will deliver (WP3 and WP4 trainings and field visits)

Training material and resources:

- Trainers will be able to use the training material developed as part of the WP3 training activities as well as the MOOC of WP4 (ppt, video, documents as references...)
- Trainers can obviously use their own internal training material and resources
- No need to invent anything new...everything is there to be exploited and transferred

How to develop your ToT

- Identify the content of your ToT accordingly to the priorities of APPRAIS project (based on your priorities and needs and on the shared strategy of the Ministry)
- The major topics tackled in APPRAIS project should be included: strategic planning, quality assurance (internal and external), Bologna process and learning mobility, program study development (learning outcomes)
- Meet internally with the project team by involving the key representatives for the design of the ToT
- The ToT should be organised between Mid-April / Mid-June
- The ToT should last at least 6 working days, for at least a total of 24 hours (in order to be accepted by the Ministry of HE – condition for the national ranking)
- It is possible to organise different trainings in different moments between the project time allocated to this activity

Documents needed to report the ToT:

Each university has to produce the following documents using the project templates sent by UNIMED:

- Agenda of the ToT with the names of the trainers
- List of trainees
- Attendance sheet with signatures
- Training material used
- Report about the main results of the ToT
- Pictures

GUIDELINES

TOT

