



Tempus



**Tempus Project 543727-TEMPUS-1-2013-1-IT-TEMPUS-SMGR  
ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES  
*EQUASP***

**SLOVAK UNIVERSITY OF TECHNOLOGY  
Bratislava, 28-30 April 2015**

**WP.2 - Online documentation for  
Quality Assurance of Study Programmes  
Deliverable 2.3 – Responsibilities and facilities for documentation**

***Training Seminar on  
Responsibilities and facilities  
for documentation:  
experiences and best  
practices***

**Tempus Project n. 543727-2013 EQUASP**  
**Training Seminar**  
**Responsibilities and facilities for documentation: experiences and best practices**  
***Slovak University of Technology, 28-30 April 2015***

**Objective of the EQUASP Project**

To improve the quality of technological SPs through internal QA systems focused on the learning outcomes definition and an online documentation and monitoring system consistent with the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

**For further information see: <http://equasp.tstu.ru>**

**Consortium members**

**Russian Federation partners:**

- Don State Technical University, Rostov-on-Don
- Tambov State Technical University
- Tomsk Polytechnic University
- St. Petersburg Polytechnic University
- Ural Federal University n.a. Boris Eltsin, Yekaterinburg
- Astrakhan State University
- MADI Moscow Automobile and Road Construction State Technical University
- Volgograd State Technical University
- MIIGAİK Moscow State University of Geodesy and Cartography
- Ministry of Education & Science of Russian Federation, Moscow
- Association for Engineering Education of Russia, Moscow
- Vyatka State University, Kirov

**European Union partners:**

- University of Genoa, Italy, coordinator institution
- Kaunas University of Technology, Lithuania
- Polytechnic University of Catalonia, Barcelona, Spain
- Slovak University of Technology in Bratislava, Slovakia
- CINECA, Bologna, Italy
- CRUI, Conference of Italian Rectors, Rome, Italy

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The aim of EQUASP project is the definition and implementation of an online documentation and monitoring system for the quality assurance (QA) of study programmes (SPs) in the Russian Federation, consistent with the European Standards and Guidelines for Quality Assurance, in order to promote their quality, transparency and comparability at national and international level.

The first steps of the project have regarded the definition of the EQUASP Standards and Guidelines for internal QA of SPs. Contextually, the questionnaires for the monitoring of the SPs' quality perceived by stakeholders have been defined.

The next step of the project is the definition of the responsibilities and facilities for the documentation of the QA of SPs.

The aim of the Training Seminar is to present how the EU partners of the project are organised for the management of the main processes that should characterise an internal QA system (i.e. those identified in the document "EQUASP Standards and Guidelines for internal QA of SPs (EQUASP Model)"). In particular, the presentations will introduce the positions of responsibility in charge of the management of the identified processes and of the documentation of the associated activities and results. Furthermore the presentations will introduce the facilities, if any, available for the management of the identified processes and the production of the required documentation.

The seminar, hosted by the Faculty of Civil Engineering of Slovak University of Technology in Bratislava (STUB), is articulated in four main sessions, organized in a presentation by a European partner, followed by comments from the other European partners and discussion. The time allotted for each session is one hour and a half.

An afternoon is devoted to the visit to the facilities of the Slovak University of Technology. Two other sessions are devoted to the presentation of the structure of the EQUASP software for the online documentation of the QA of SPs and for the online monitoring of the quality perceived by stakeholders.

<b>Monday 27 April 2015</b>
Participants arrival in Bratislava and accommodation

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*Overall programme for the Training Seminar,  
28-30 April 2015*

Time	Content	Coordination
<b>Tuesday 28 April 2015</b>		
Venue: Slovak University of Bratislava, Faculty of Civil Engineering Radlinského, 11 - ESP, 2 <sup>nd</sup> floor <i>(see next pages for mapping)</i>		
<b>Training Seminar on Responsibilities and facilities for documentation:  experiences and best practices</b>		
09.00 - 09.30	<i>Registration</i>	
09.30 - 10.30	Welcome speeches and presentation of the Slovak University of Technology in Bratislava <ul style="list-style-type: none"> <li>• Prof. S. Uncik, Dean of the Faculty of Civil Engineering</li> <li>• Prof. R. Redhammer, Rector</li> </ul>	STUB representatives
10.30 - 11.00	<b>Aims of the Seminar</b>	Prof. A. Squarzoni
11.00 - 11.30	<i>Coffee break</i>	
11.30 - 13.00	Session on <b>Organization for Quality assurance of Study Programmes at University Level</b>  <i>The aim of this session is to present the organization for the QA of SPs at University level in the European Universities partners of the project.</i>	Prof. J. Gasparik, Prof. P. Makys STUB Comments by other EU partners Discussion
13.00 - 14.30	<i>Lunch at STUB</i>	
14.30 - 16.00	Session on <b>Organization and Management of Student Support Services</b>  <i>The aim of this session is to present how the European Universities partners of the project have organised and manage the student support services (student administrative office, orienteering service for incoming students, tutoring service, service for carrying out training periods outside the University, mobility service, job placement service).</i>	Ms. B. Stanikuniene, KTU Comments by other EU partners Discussion
16.00 - 16.30	<i>Coffee break</i>	
16.30 - 18.00	Presentation and discussion of the <b>structure of the EQUASP software for the online documentation of the QA of SPs</b>	Mr. M. Rimondi, CINECA

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<b>Wednesday 29 April 2015</b>		
09.00 - 11.00	Presentation and discussion of the <b>structure of the EQUASP software for the monitoring of the quality perceived by stakeholders</b>	Mr. M. Rimondi, CINECA
11.00 - 11.30	<i>Coffee break</i>	
11.30 - 13.00	<p style="text-align: center;"><b>Session on Realization of the educational process</b></p> <p style="text-align: center;"><i>The aim of this session is to present how the European Universities partners control the correspondence of the development of the educational process with the designed and planned development and the adequacy of the assessment tests and of the final work/thesis</i></p>	Prof. J. J. Perez Gonzalez, UPC Comments by other EU partners Discussion
13.00 - 14.30	<i>Lunch at STUB</i>	
14.30 - 18.00	<b>Visit to the facilities of the Slovak University of Technology in Bratislava</b>	STUB representatives
20.00	<i>Social Dinner</i>	

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<b>Thursday 30 April 2015</b>		
09.00 - 09.30	<i>Registration</i>	
09.30 - 11.00	<p style="text-align: center;"><b>Session on Management System and Structural Organization of Study Programmes</b></p> <p style="text-align: center;"><i>The aim of this session is to present the management system of the SPs and their organisational structure in the European Universities partners of the project.</i></p>	Prof. A. Squarzoni Comments by other EU partners Discussion
11.00 - 11.30	<i>Coffee break</i>	
<b>Venue to be defined</b>	<b>Project board meeting</b>	
11.30 - 13.00	<ul style="list-style-type: none"> <li>▪ Participation to the board <b>enlarged</b> to one representative for each EQUASP consortium member.</li> <li>▪ The agenda will be distributed to the participants later on.</li> </ul>	Prof. Alfredo Squarzoni
13.00 - 14.30	<i>Lunch at STUB</i>	
14.30 - 17.00	<b>Summing-up and close of the Seminar</b>	TSTU and AEER representatives  Mr. Angelo Musaiò, project coordinator

### **Slovak University of Technology in Bratislava**

It is a modern educational and scientific institution. Since its foundation in the year 1937 more than 145.000 students have graduated. In average, 17.000 students study at the STU every year.

At present, the STU consists of seven Faculties based in Bratislava and Trnava: Faculty of Civil Engineering, Mechanical Engineering, Electrical Engineering and Information Technology, Chemical and Food Technology, Architecture, Materials Science and Technology, Informatics and Information Technologies. All the Faculties provide a study in accredited study programmes within the complex system of a bachelor, master and PhD. study. Faculties realise ECTS enabling mutual mobility of students within Member States and a larger European space. In the area of scientific and research activities the STU successfully joints EU research and educational programmes.

STU is a public university and offers education mainly in technical, technological, technical-economical, technical-information and technical-artistic fields of study using the modern methods of education, laboratories and practical training. It is aimed at the study branches with stable opportunities of students' employment at the labour market. Complex accreditation of the operation of STU has been completed in 2009. Based on the declaration of the Accreditation Commission, the counselling body of the Government of the Slovak Republic, STU continues to be classified as a university-type college.

International cooperation is a significant area based on interactive contact with educational as well as scientific-research institutions of the countries all over the world.

## Tempus Project n. 543727-2013 EQUASP

### Training Seminar

## Responsibilities and facilities for documentation: experiences and best practices

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### APPENDIX

#### ARRIVAL RECOMMENDATIONS AND ORIENTATION IN BRATISLAVA

##### ARRIVAL IN VIENNA AIRPORT SWECHAT (VIE) TO BRATISLAVA MAIN BUS STATION

called Mlynské Nivy (POINT 1 at the map) - Distance Vienna – Bratislava 60 km

By bus Slovaklines (one way ticket /per person 7,50 € –return 15 €):  
[http://www.slovaklines.sk/fileadmin/user\\_upload/pdf/wien.pdf](http://www.slovaklines.sk/fileadmin/user_upload/pdf/wien.pdf)

From Mlynské Nivy take trolley bus n. 208 to Kollárovo námestie (POINT 10). From Kollárovo námestie to POINT 11 and take bus n. 39 to Vazovova street hotel Akademik (POINT 3).

Tram tickets cost 0,70 cents for 15 minutes and you have to buy it in traffic shops or slot machines. For every bus you have to buy a new ticket.

By taxi you travel directly to the hotel. One way 40 EUR/1,2,3 persons. We can order a taxi to wait for you with your name at the airport.

##### ARRIVAL IN BRATISLAVA (BTS) AIRPORT TO AKADEMIK HOTEL:

Bus No 61 to Račianske múto - POINT 5 on the map, to POINT 3 (AKADEMIK HOTEL) is 8 minutes' walk.

##### MAP of Bratislava

POINT1 – main bus station Mlynské Nivy

POINT2 – faculty of Civil Engineering STUBA

POINT3 – hotel Akademik (distance POINT 2 and 3 is 5 minutes' walk; to POINT 8 is 25 minutes' walk)

POINT4 – student hotel Bernolák

POINT5 – Račianske múto – bus No 61 to/from BTS airport.

POINT6 – tram stop to/from the centre

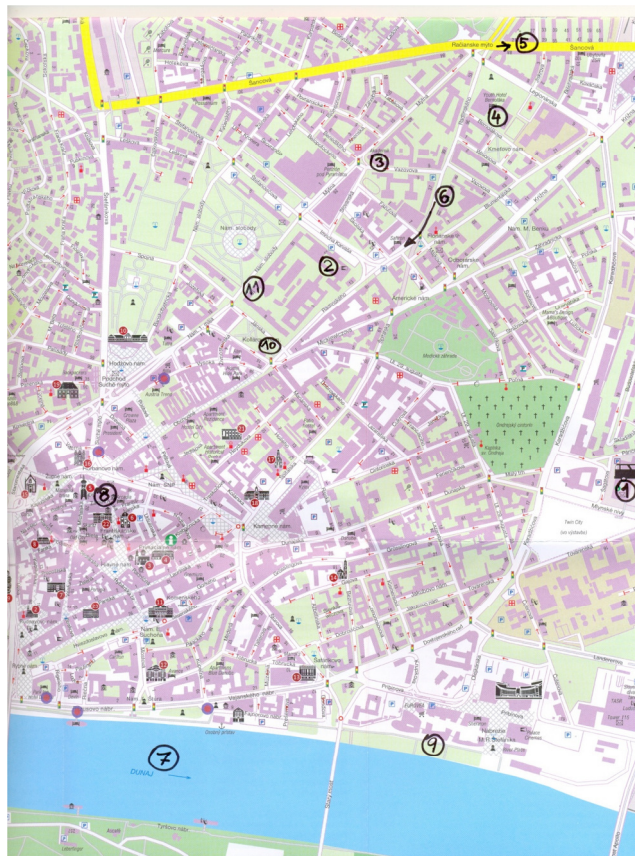
POINT7 – river Danube

POINT8 – old town – city centre

POINT9 – shopping

POINT10 – Kollárovo námestie

POINT11 – bus stop No 39





Info:

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