

**Barents Cross Border University**  
**Master's program on Environmental Engineering**  
**1<sup>st</sup> working group meeting**

**Time and place:** Friday 2.6.2006 at 10.00 onwards at the Archangelsk State Technical University

**Invited:** Archangelsk State Technical University  
Karelian State Pedagogical University  
Murmansk Humanities Institute  
Murmansk State Pedagogical University  
Murmansk State Technical University  
Northern State Medical University  
Petrozavodsk State University  
Pomor State University  
University of Lapland  
University of Oulu  
Narvik University College

## **AGENDA**

- 1. Opening the meeting**
- 2. Introduction of the participants**
- 3. Selection of the chairman and the secretaries (2 is needed)**
- 4. Approval of the agenda**
- 5. The minutes of the Petrozavodsk meeting (3.4.2005)**
- 6. The Common structure of the Master Programme**
  - The proposal prepared by University of Oulu (introduced by Riitta Keiski and Riitta Kamula)
  - The possible restrictions for the planning work
- 7. Choosing process of the students**
  - After 3 years or after B. Sc?
  - Amount of the students
- 8. Exchange of the students**
  - Teaching methods
  - Teaching language
  - Support for studying
  - Accommodation
  - Status of the students
  - Approval of courses in all countries
- 9. Exchange of the teachers**
  - Resources
  - Practical issues (accommodation, visas, trips,...)
- 10. Quality management and evaluation**
  - External evaluation
  - Self evaluation
  - Transparency and evaluation of the programs
  - Connection between the common program and universities' own evaluation systems
- 11. Transfer of the information between universities**
  - What is structure for continuous and regular transfer (of information) process?

12. **Agreements between the universities**
  - Extent of the programme
  - Student admission, selection criteria and procedure
  - Student's status and related rights
  - Awarding of the degree
  - Each universities responsible
  - Financing of the programme
13. **Financing of the Joint Programme**
  - Finnish side
  - Russian side
  - Norwegian side
14. **Resources**
  - Teaching and research
  - Supporting services for students and teachers and administration
  - Student admission and recruitment
  - Development and evaluation
  - Libraries, facilities, equipments
  - Possible tuition fee charged from students
15. **Teaching and study arrangements**
  - Responsible body for teacher mobility
  - Responsible body for student mobility
  - Documentation, visas
  - Questions relating to the reception, housing, orientation of students and teachers
16. **Forms and methods of teaching, student assessment**
  - Multiform, virtual, lectures, seminars, practicum
  - Ways of ascertaining teachers' language proficiency
  - Possible alternative ways of taking courses, exams, possibilities to re-take exams
  - Student assessment criteria and grading scales
17. **Student guidance**
  - Questions relating to the optionality/obligatoriness of courses and to study attainments
  - Monitoring of students' progress
  - Information of and agreement on the approval maximum study time
  - Personal study plans
18. **Degree, certificate and diploma supplement**
  - Status of the joint/double degree in each country
  - Whose signatures on the diploma?
  - The information given in the diploma
19. **Information about and marketing of the degree programme; prospectus, web site**
  - Joint and institution-specific marketing
  - To whom the information and marketing is targeted?
  - Student recruitment basis; is the aim to attract students of a certain kind, e. g. mainly from given institutions and/or a given region?
  - Need to ascertain the correctness of the information
20. **Quality assurance, monitoring and evaluation**
  - Quality assurance system – how to do?
  - Students and employer feedback –how to do?
21. **Establishment of the common working group and the ways of working (method of working)**
  - way of working (meetings, video-conferences, Optima-program,...)
22. **Other possible topics**
23. **Next meeting**
24. **Closing the meeting**