

Before you start:**DEFINITIONS**

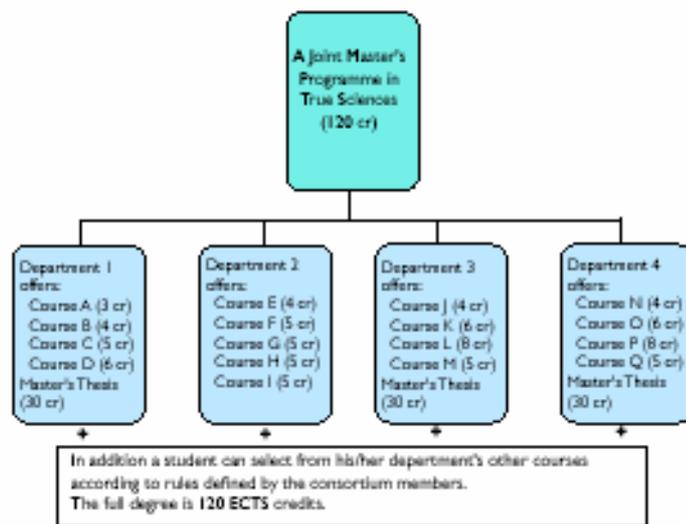
A joint program is a program in which the participating departments offer a number of courses which have been developed through joint curriculum planning between the partner departments and which form a unified program leading to a diploma.

A diploma can be a separate certificate, but in the European context the pressure from the EU is to create programs where a joint program results in a nationally recognized degree. This means that students participating in a joint program would receive at least a double degree (**one degree in their home country and one in the country where they went on exchange**) or a joint degree (**one degree officially recognized in the countries where the student has studied in the joint program**).

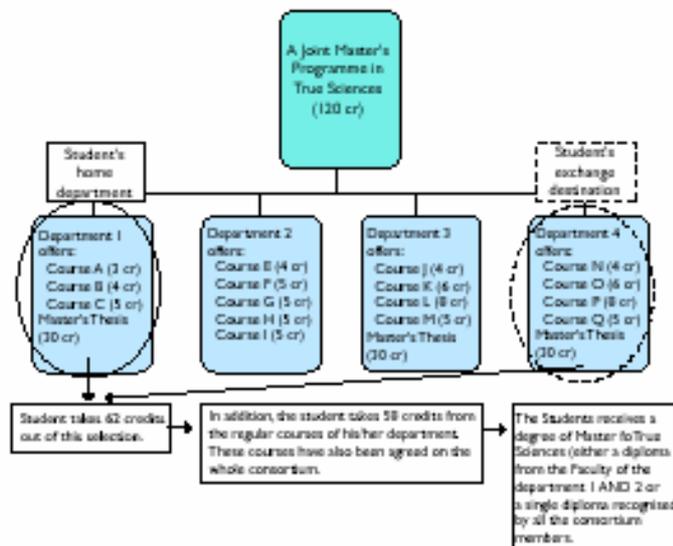
THE RATIONALE OF THE PROGRAMME •

- ⇒ What is the basic motivation and reason for your program? •
- ⇒ Do you receive outside funding for the program? •
- ⇒ Are you going to build the program out of some of the existing courses, change existing education into English and/or offer the teaching as regular teaching of the department?

Program Perspective .



Student Perspective



INTERNAL BENCHMARKING

- ⇒ Are there other departments in your university planning or already providing DD:s?
- ⇒ Learn from them!

General considerations and information needed before planning the content

It is never enough to state: “All partners shall apply their own regulations to the program structure, awarding of the degrees and the student services.” All of these aspects will have to be jointly negotiated and made explicit to each partner as well as to every student participating in the program.

SEMESTERS

- ⇒ Length of semester: provide beginning date and end date, provide the beginning date and end date for actual contact teaching
- ⇒ Provide the dates for holidays and other breaks (e.g. exam periods during no teaching is provided) in teaching

COURSE TIME MANAGEMENT

- ⇒ Provide the typical length of courses: one term (provide the pattern of contact teaching: once/twice a week/other), two terms, module/intensive/period: provide the pattern of contact teaching)
- ⇒ Is there a regulation concerning how much CONTACT teaching must be included in a certain course or courses in general?

STUDENT WORK AND ASSESSMENT

- ⇒ Provide descriptions of student work required in the courses: what do the following terms mean in your department: contact teaching, seminar, lab, paper, term paper, pro-seminar, project work
- ⇒ Provide and explain any other terms or concepts which your department uses in describing student work.
- ⇒ How are students assessed and how are the exams/tests/papers graded? Describe the system.

ADMINISTRATION OF STUDENT AFFAIRS

Provide the list of the registrations required of a student (student register, student union, department's database, governmental or national registers) and describe HOW (formula, internet interface, other), WHERE (study affairs, registrar's office, other) and WHEN (beginning of the student's first academic year, beginning of every academic year, other) the actual registration takes place

STATE OF STUDENT SERVICES

How and by whom (mention the administrative unit and person if possible) are the following aspects of student services taken care of or how is the advice on these issues provided: housing, initial orientation, resident permits, work permits, taxation, kindergarten, language preparation, staff development and salaries (for students doing internships/training at the university)

ORGANISATION OF TEACHING

- ⇒ How much in advance (1 year before, 1/2 year before) are the following information available: general outline of your department's curriculum, lists of courses offered during a particular academic year/term, detailed course contents
- ⇒ Can an individual teacher make changes in his/her courses AFTER the detailed course descriptions have been published? What kinds of changes?
- ⇒ Does the program have a Curriculum Committee or equivalent?

PLANNING OF THE CURRICULUM

- ⇒ How often (once a year, once every two years) is the content and/or structure of the curriculum evaluated
- ⇒ Describe the involvement of all the teaching staff of your department in building and evaluating the curriculum

DEVELOPING AND ASSESSING TEACHING

- ⇒ What kind of teaching assessment is available to/required of teachers?
- ⇒ Do you use continuous student feedback?
- ⇒ How are the development initiatives and student feedback systematically processed?

NUMBER OF STUDENTS

Start with a small number of students per partner

AWARDING OF THE DEGREES

- ⇒ Which universities award the degree?
- ⇒ Is the degree nationally/officially recognized by competent authorities?
- ⇒ How is the recognition of previous studies/studies in the consortium partner universities defined?

PURPOSE OF A TOTALLY NEW PROGRAMME?

- ⇒ To bring together knowledge and methodology from different fields?
- ⇒ To offer an incubating platform for integrated scientific and/or professional approaches?
- ⇒ Little by little to create a culture, a socio-academic basis, which promotes the conceptualization of thinking necessary for a truly new disciplines?