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## **GRADUA PROJECT**

project No. 585961-EPP-1-2017-1-AL-EPPKA2-CBHE-SP (2017 -2926/001 -001)

***“GRaduates Advancement and Development of  
University capacities in Albania”***

***GRADUA***

**Dissemination, Management Meeting and**

**IT and secretariat staff training**

**Tirana, Albania, 6-9 November, 2018**

**POLYTECHNIC UNIVERSITY OF TIRANA “SILVANO PEDROLO” ROOM**

**Address: “Mother Tereza” Square, No.4**

**Tirana, Albania**

**PROGRAMME**



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## Project Consortium

<b>Agriculture University of Tirana</b>	<b>AUT-UBT</b>
<b>University of Tirana</b>	<b>UT</b>
<b>University of Arts, Tirana</b>	<b>UART</b>
<b>Polytechnic University of Tirana</b>	<b>PUT</b>
<b>University of Medicine Tirana</b>	<b>UMT</b>
<b>European University of Tirana</b>	<b>UET</b>
<b>POLIS University</b>	<b>U-POLIS</b>
<b>Catholic University "Our Lady of Good Counsel"</b>	<b>UniKZKM</b>
<b>Albanian University</b>	<b>AU</b>
<b>Alma Mater Studiorum Università di Bologna</b>	<b>UNIBO</b>
<b>University of Siena</b>	<b>UNISI</b>
<b>Universitat de Barcelona</b>	<b>UB</b>
<b>ISCTE - Instituto Universitariò de Lisboa</b>	<b>ISCTE-IUL</b>
<b>Chambers of Commerce and Industry, Tirana</b>	<b>CCIT</b>
<b>Consorzio Inter-Universitario AlmaLaurea</b>	<b>ALMALAUREA</b>
<b>Ministry of Education, Sport and Youth</b>	<b>MESY</b>

**Associate Partner: United Nations Development Programme, Tirana, Albania**



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**6 November 2018**

**DISSEMINATION AND MANAGEMENT MEETING**

**9:30- 10:00 Registration of participants**

**10: 00 – 10:15 Welcome address**

Rector of Polytechnic University of Tirana: Welcome of GRADUA delegation to the PUT

**10:15 – 11:00 Presentation of GRADUA Project to the stakeholders:**

- **invitation to staff not involved in the Project**
- **invitation to enterprises (Chamber of Commerce and Industry of Tirana)**
- **invitation to students to present the Gradua Project**

Coordinator of PUT: (general and specific objectives, benefits for stakeholders etc.)

**11:00 – 11:30 New AlmaLaurea module on Network Alumni: USiena best practice**

Prof. Francesca Gagliardi, University of Siena

**11:30 -12:00 Coffee break**

**12:00 – 12:30 Presentation of the dissemination plan and future actions**

Coordinator: (Website of the project, Facebook, other social media ..)

**12:30 – 14:00 State of Art of the Project**

Coordinator: (work in progress, financial management, reporting situation by partner, quality assessment of the actions concluded and in progress)

**In the parallel session**

**12:00 – 13:00 Steering Committee meeting**

Discussion regarding the sustainability of the GRADUA platform (the hosting platform process) and other issues.



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## TRAINING SESSIONS

### The First Day, 7 November 2018

**10:00-11:30 Introduction to the pilot platform: system demo (1)** – details for graduates (registration, filling the questionnaire, CV, etc); pre demonstration of other future services: student application jor job; enterprises: analyse the student application and use of research engine)

**11:30 -12:00** *Coffee break*

**12:00 – 13:00 Introduction to the pilot platform system and structure (2)** – details for graduates (registration, filling the questionnaire, CV, etc); pre demonstratiobn of other future services: student application jor job; enterprises: analyse the student application and use of research engine)

**13:00-14:30** *Lunch break*

**14:30-16:00 Introduction to the pilot platform system and structure (3)** – details for graduates (registration, filling the questionnaire, CV, etc); pre demonstratiobn of other future services: student application jor job; enterprises: analyse the student application and use of research engine)

**16:00-17:00** **Q&A**

**17:00** **Closing of the first day**



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## The Second Day, 8 November 2018

**10:00-11:30 GRADUA system (1) – Help Desk** – basic functions; simulations; lost password; student profile cancellation; changing student personal information; “not found” degree programme; adding new programmes

**11:30-12:00** *Coffee break*

**12:00 - 13:00 GRADUA system (2) – Help Desk** – basic functions; simulations; lost password; student profile cancellation; changing student personal information; “not found” degree programme; adding new programmes

**13:00-14:30** *Lunch break*

**14:30 -16:00 GRADUA system (3) – Help Desk** – basic functions; simulations; lost password; student profile cancellation; changing student personal information; “not found” degree programme; adding new programmes

**16:00-17:00** **Q&A**

**17:00** **Closing of the second day**



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## The Third Day, 9 November 2018

**GRADUA system (1)**– degrees certification process

**11:30-12:00** *Coffee break*

**GRADUA system (2)**– reports feedback

**13:00-14:30** *Lunch break*

**GRADUA system (3)**– decoding tables; translations, GRADUA platform web site translation process

**GRADUA system (1):** practice on different roles on the GRADUA platform (student, staff, etc.)

**17:00**            **Closing of the third day**