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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

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

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 Presentation of the dissemination plan and future actions

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

11:30 -12:00 Coffee break

12:00 – 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 for 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 demonstration of other future services: student application for 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 demonstration of other future services: student application for 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**