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## **AGENDA**

### **ERASMUS + INCLUSION PROJECT MONITORING VISIT**

**Date: 24 October, 2018**

**Venue: 133W Conference Room, AUA Main building, M. Baghramyan 40 str, Yerevan**

**Participants: World University Service, Austria (WUS AUT), Armenian State Academy of Fine Arts (ASAFA) (project coordinator), AUA Faculty, staff, students**

**Brief Summary:** Representatives of WUS AUT, AUA and SAFA (project coordinator) will visit SAFA and AUA, according to the workplan for the project "Inclusion" 574139-2016 (activity 5.3.1.). The purpose of the Monitoring visit is to learn about the activities realized and products developed so far, as well as to observe whether the project has encountered any problems in operational and/or financial implementation that can be discussed and solved. The Monitoring Visit will include representatives from WUS AUT, AUA and SAFA as well as management, teaching and administrative staff and students from ASAFA and AUA.

<b>TIME</b>	<b>TOPIC</b>	<b>PRESENTED BY:</b>
<b>10:00 – 10:10</b>	Welcome notes	Dr. Armen Der Kiureghian, AUA President, (TBD) Mrs. Sharistan Melkonian, AUA Director of Assessment & Accreditation Office and Dean of General Education
<b>10:10 – 10:15</b>	Presentation on project current activities	Ruzanna Minasyan and Yelena Baytalyan, ASAFA E+ Inclusion Project Managers
<b>10:15 – 10:30</b>	Purpose of Monitoring visit, quality control assurance, questionnaires and interviews	Mr. Adi Kovačević, WUS AUT Executive Director Dr. Louise Sperl, WUS AUT Project Manager
<b>1:30-12:00</b>	Joint interview/Discussion with AUA management, staff and faculty	Mrs. Gayane Davoyan, Manager of the Office of Financial Aid Mrs. Gayane Makaryan, Grants Manager Dr. Irshat Madyarov, TEFL Program Chair Mrs. Mariam Galstyan, Grants Coordinator/Researcher Mrs. Mariam Mikhaylova, Coordinator of Co-curricular programs Centre for Student Success Mrs. Mimi Zarookian, Lecturer Mrs. Yelena Sardaryan, Counselor

**Lunch 12:00 – 14:00 AUA Cafeteria**



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**inclusion** 

***14:00 – 12:40***

***Tour at AUA***

**15:30-17:00**     Joint interview/Discussion with AUA  
students

***18:30 – Social dinner***

## AGENDA

### Agenda of monitoring visit to SAFAA

**Meeting title: Monitoring Visit**

**Date: 23 October 2018**

**Venue: SAFAA, Main Building, 2<sup>nd</sup> floor, conference hall**  
**Address: 36 Isahakyan street, 0009 Yerevan, Armenia**

**Participants: WUS AUT, AUA, SAFA (project coordinator), Faculty, staff, students**

**Brief Summary:** Representatives of WUS AUT, AUA and SAFAA (project coordinator) will visit SAFAA and AUA, according to the workplan for the project "Inclusion" 574139-2016 (activity 5.3.1.). The purpose of the Monitoring visit is to learn about the activities realized and products developed so far, as well as to observe whether the project has encountered any problems in operational and/or financial implementation that can be discussed and solved. The Monitoring Visit will include representatives from WUS AUT and SAFAA management, as well as SAFAA teaching and administrative staff and students.

	TIME	TOPIC	PRESENTED BY:
Registration and Welcome note	11:00-11:20	Welcome speech, INCLUSION project for SAFAA INCLUSION: current activities	<b>Mr. Mkrtich Ayvayan</b> (Vice-rector for Education and Science) <b>Ruzanna Minasyan and Yelena Baytalyan</b> (Project Management team)
Purpose of monitoring visit	11:20-11:30	Monitoring visit , quality control assurance, questionnaires and interviews	<b>Mrs. Louise Sperl</b> (WUS AUT) <b>Mr. Adi Kovačević</b> (WUS AUT)
Joint interview of relevant representatives from SAFAA team (faculty and staff)	11:30-12:30	Discussion with SAFAA management, staff and faculty	<b>Mkrtich Ayvayan</b> (Vice-rector for Education and Science) <b>Yekaterina Kashina</b> (Head of Academic Affairs, teacher) <b>Lusine Shakhazizyan</b> (Specialist at Registrar) <b>Mariam Hovhannisyan</b> (Specialist at Quality Assurance Center) <b>Bagrat Gyulkhasyan</b> (Teacher at Design) <b>Mane Karapetyan</b> (Teacher at Fashion Design)

**Lunch 12:30 – 13:45**

**13:45-14:00 tour at SAFAA**

Joint interview with AUA students	14:00-15:00	Discussion with SAFAA students	<b>Hayk Danielyan, Design</b> <b>Sona Hambardzumyan, Fashion Design</b> <b>Anna Nazaryan, Design</b> <b>Raisa Tsarukyan, Fashion Design</b> <b>Leila Ghazbanpour, Fashion Design</b>
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wusaustria

*right to education*

# WUS AUSTRIA

**WORLD UNIVERSITY SERVICE  
(WUS) AUSTRIA**

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8010 Graz  
Austria  
[office@wus-austria.org](mailto:office@wus-austria.org)  
[ww.wus-austria.org](http://ww.wus-austria.org)

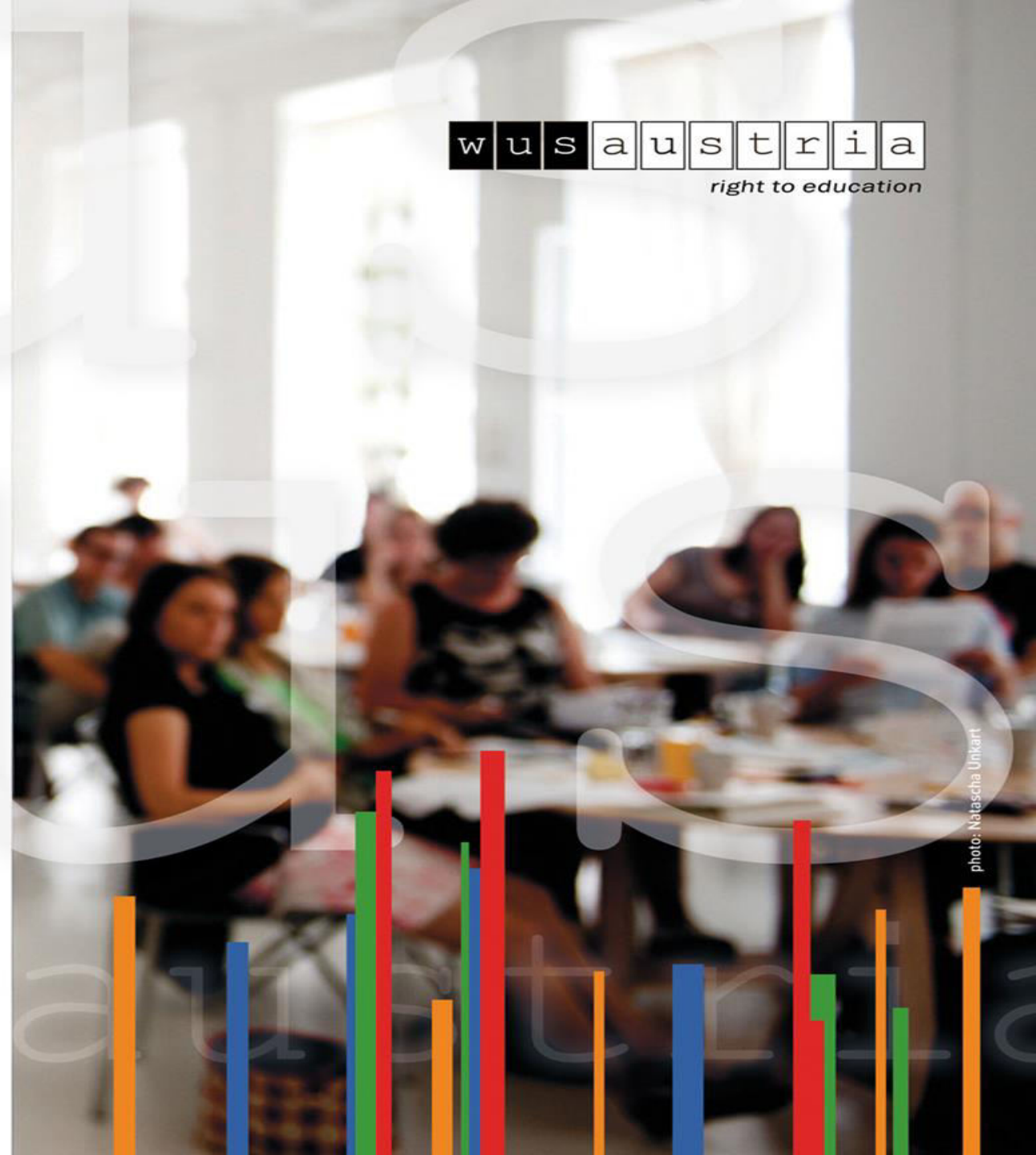


photo: Natascia Unikart



Monitoring visit to UNTZ, Sept. 17/18, 2018

*WUS Austria, Louise Sperl/Adi Kovacevic*





# INTRODUCTION – Purpose of the visit

# Quality control & monitoring

- 'Quality control and monitoring' as a separate work package within the project.
- Aim: ***to assure the optimal quality, structure, processes and results*** of the project.
- QA mechanisms have been determined and are outlined in the project's ***QA plan.***
- In line with the project document and QA Plan, ***monitoring visits*** are being conducted to partner country universities jointly by WUS AT (lead of QA work package) and SAFAA (Coordinator, lead of work package management) during year 2 the project.

# Purpose of monitoring visits

The purpose of the visits is

- To ***take stock of the implementation of the project*** at all the partner universities in the project;
- To ***provide opportunities to address open issues*** regarding project implementation and to ***discuss existing challenges*** and to formulate recommendations as feasible.
- To ***follow up on open issues related to internal and external reporting.***



# Target groups of monitoring visits

The target groups of the visits are:

- **Staff of PCUs** (management, teaching staff)
- **Students including from underrepresented groups** (such as persons with disabilities, students from lower socio-economic backgrounds, minorities, LGBT communities and others).

NGO partners will be invited to provide feedback on the draft reports from the monitoring visits to be able to give also their views and opinions on the implementation of the project in their respective country.

# Schedule of monitoring visits

***Bosnia and Herzegovina*** (Tuzla and Travnik) – Sept. 2018

***Armenia*** (Yerevan) - Oct. 2018

***Follow up*** during project meeting in ***Graz*** (Feb. 2019)

# Methodology of monitoring visit

## Data collection before visit:

- ***Update reports*** from relevant work package leaders of the project - based on skype calls with partner country universities (early Sept.)

## Data collection during visit:

A questionnaire will guide structured interviews of app. 2 hours:

- Interview 1: joint interview of relevant representatives from ***university management (1-3 persons)***,
- Interview 2: joint interview with **university teaching staff (at least 3 persons)**.

To the extent possible, PCU staff participating in interview 1 and 2 should be persons actively involved in the project.

# Methodology of monitoring visit

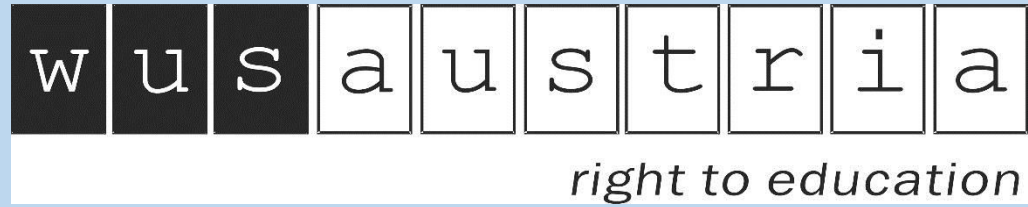
- Focus group discussion with students:

A set of questions will guide a short focus group discussion (app. 1 hour) with students on day 2.

Target group: at least 5 persons; ideally including also students from underrepresented groups.

Any questions at this stage?

Looking forward to our joint discussions!!!



[louise.sperl@wus-austria.org](mailto:louise.sperl@wus-austria.org), [adi.kovacevic@wus-austria.org](mailto:adi.kovacevic@wus-austria.org)





# *INCLUSION IN BRIEF*

# inclusion



INCLUSION IN BRIEF

# Methodology of the Project: brief



**WP1. Capacity building**  
Lead partner: WUS

**WP2: GUIDELINES/MAS  
TER PLAN AND  
INSTITUTIONAL  
MECHANISMS**  
Lead partner: RoU

**WP3: DEVELOPMENT  
OF MECHANISMS  
FOSTERING ACCESS  
OF DISADVANTAGED G  
ROUPS**  
Lead partner: UCLL

**WP4: CAPACITY  
BUILDING RELATED  
TO THE HUMAN AND  
PHYSICAL  
RESOURCES**  
Lead partner: AUA

**WP5: QUALITY  
CONTROL  
AND MONITORING**  
Lead partner: WUS

**WP6: DISSEMINATION**  
Lead partners: AUA and  
UNT

**WP7: SUSTAINABILITY**  
Lead partner: SAAFAA

**WP8:  
MANAGEMENT**  
Lead partner:  
SAFAA

INCLUSION IN BRIEF

# Project current progress



December  
2016 –  
October  
2018

Trainings/Capacity building events by the EU partners with the aim of raising awareness among the faculty members, ministries, NGOs involved in the project with the inclusion concept

Developments of INCLUSION master plans, guidelines, as well as teaching and learning methods for inclusive education

Consortium meetings, dissemination event for sharing the experience and project progress among the faculty and colleagues

# What is next?

From now  
to the end  
of the  
project

Workshops with faculty members, staff and students, high schools on inclusive teaching and learning methods

Developments of training toolkit, guidelines on inclusive teaching and learning and adoption of master plans, policies on inclusion

Consortium meeting and closing dissemination event in Yerevan on project progress



# THANK YOU!!!

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## SEPTEMBER-OCTOBER 2018



## INFORMATION KIT



## WELCOME

Our Dearest Colleagues from WUS,

We are happy to welcome you to golden Armenia. October is the best season in Armenia and we hope you will enjoy the weather and your stay in our country during your short visit. Please look through this information kit that will guide you for the days of your stay.

**Wish you nice trip and fruitful working days!!!**

## OVERVIEW OF THE EVENT

The monitoring visits will be conducted at **SAFAA and AUA** by **WUS and SAFAA management team** on **23<sup>rd</sup> and 24<sup>th</sup> of October 2018**. Meetings with teaching staff, students and administration are planned and respective agendas can be found attached. The reports will be produced after the events and disseminated among the consortium. Final ones will be uploaded on web-site.

## DATES

**23-24 October 2018**

## VENUES



STATE  
ACADEMY OF  
FINE ARTS  
OF ARMENIA



*American University of Armenia*

Հայաստանի Ամերիկյան Համալսարան

A US-accredited institution affiliated with the University of California.

**23 October 2018**  
**State Academy of Fine Arts of Armenia**  
**Address: 36 Isahakyan street, 0009 Yerevan, Armenia**  
**Main building, 2<sup>nd</sup> Floor, conference hall**

**24 October 2018**  
**American University of Armenia**  
**Address: 40 Baghramyan street, Yerevan, Armenia**  
**Main building, 133W Conference Room**

## UPON ARRIVAL



When you are at **Zvartnots International Airport** you will be met by the hotel representative (pick up service) and taken directly to the hotel.

Please note that the pick-up is 10 000/18000 AMD from the airport to the hotel. Should you have any changes please let us know!

**HAVE A SAFE FLIGHT!!!!**

The hotel for you is booked at **ANI PLAZA HOTEL**.

The payment is to be done by you.

Please also ask the payment receipts that will be evidence for your stay.

**ENJOY YOUR STAY!!!**



**ADDRESS: 19 Sayat-Nova Ave, Yerevan 0001, Armenia**

**Web-site: <http://anihotel.com/>**





## WHEN IN YEREVAN



You will start the working day at **SAFAA on 23<sup>rd</sup> of October 2018**. According to the agenda the meeting will start at **11.00**. We can propose to meet at the hotel at **10.15** to have a short coffee and walk together to the academy. The meetings and discussions will take place according to the agenda. After the event, we can have a short walk through the city and will meet for dinner in the evening.

Next day, on **24<sup>th</sup> of October**, we are going to have meetings at AUA and again are proposing to meet at 9.15 at the hotel and walk together to AUA. Later we will have social joint dinner with SAFAA and AUA teams.



**The breaks and lunches will be served by the universities.**

**We will invite you for lunches on both days.**

**Bon Appétit!!!**

# DINNER

We will be glad to organize a social dinner together on **23<sup>rd</sup> and 24<sup>th</sup> of October** together to spend more time and enjoy the traditional food and music.

**ENJOY YOUR TIME!!!**

# CULTURAL EVENT

As 25<sup>th</sup> of October is going to be free day, we can propose to spend it outside Yerevan. If you have any plans that is fine, but if no, we are thinking of some event out of Yerevan to enjoy the nature and ancient part of Armenia.

We will agree on place!!!

**WISH PERFECT TIME!!!**

Please note that **ALL THE SUPPORTING DOCUMENTS** (including ITR, boarding passes, tickets, other travel documents and receipts) are to be scanned and sent to the management team right after the event to close the folder for the trip.



*Supporting  
Documents*

At this stage the collection of the documents is very important to make sure the smooth implementation and financial management of the project and for audit purposes.

**THANK YOU FOR KEEPING THE  
DOCUMENTS!!!!**

Contact Us

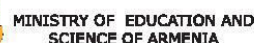
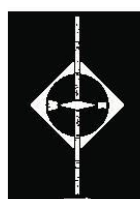


**SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT US VIA MAIL:  
[includi.mngt@gmail.com](mailto:includi.mngt@gmail.com) or [socincl.coord@gmail.com](mailto:socincl.coord@gmail.com).**

**We are always happy to support.**

***LOOKING FORWARD TO MEETING YOU IN ARMENIA!!!***





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This publication reflects the views only of the author; and the Commission cannot be held responsible for any use which may be made of the information contained therein.