AGENDA

4th Management Meeting

March 20-21, 2017

Student Partnerships in Quality Scotland (SPARQS)

Edinburgh, Scotland

1, Papermill Wynd



**Meeting Agenda – [4th Management meeting]**

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| Meeting Information | | | |
| Date: | 20-21/3/2017 | Location: | SPARQS |
| Time: | See Timetable below | Note Taker: | Roberto Righi |
| Attendees: | All partners are expected to participate | | |
| Budget: | Check budget for travel | | |
| **Preparation for the Meeting** | | | |
| Please Read: | WP5 work plan; WP8 work plan; AB Meeting minutes | | |
| Printing | - | | |

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| **DAY: 20th of March**  **afternoon**  **welcome** | | **Responsible** |
| 15.00 | WELCOME BY SPARQS | SPARQS |
| 15.15 | INTRODUCTION OF THE PROJECT COORDINATOR | UNIMC |

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| **wORKPACKAGES** | | **Presenter** | **Time AlloTted** |
| wp3 | QA Handbook: presentation of contents and discussion on topics | SPARQS | 15.30-16.00 |
| wp4 | Activities and outcomes: Presentation of the assessment report of WP4 activities | ASUE | 16.00-1z.00 |
|  | Coffee break |  | 17.00-17.15 |
| WP6 | Dissemination: website, promotion tools, final conference, etc. | SHU | 17.15-18.30 |

**DAY: 20th of March**

**EVENING: dinner at restaurant [PLACE AND TIME TBC]**

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| **Day: 21st of March**  **MORNING**  **wORKPACKAGES** | **Presenter** | **Time AlloTted** |

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| WP1 | Financial management and Auditor’s clarifications on financial issues | UNIMC / AUDITOR | 9.30-11.00 |
|  | Coffee break |  | 11.00-11.15 |
| wp5 | Presentation of the workplan. D5.1 Students’ exchange. D5.2 Students involved in QA networking. D5.3 QA responsible and staff site visits in EU countries and in Armenia. D5.4 Students' guide to improving learning experience | ESU/ANSA - all partners to discuss | 11.15-13.00 |

**DAY: 21st of March**

**lunch: [13.00-14.00]**

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| **DaY: 21st of March**  **AFTERNOON** | **Presenter** | **Time AlloTted** |

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| WP8 | Presentation of the Work plan. Proposal of the structure for pool of expert students. Presentation of the Memorandum of Understanding and Plan for sustainability draft | MoES /ANSA | 14.00-15.15 |
| WP7 | Quality Assurance & Evaluation Plan: an updating. Next Advisory board meeting | UNIR | 15.15-16.15 |
|  | Coffee break |  | 16.15-16.30 |
| WP1 | Updated action plan and to do list, organisation of next management meeting | UNIMC | 16.30-18.00 |

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| **Other Notes Or Information** |
| For any organizational issue, please, refer to SPARQS Management team, specifically:  **Name: David Scott, at SPARQS**  **Mail: David.Scott@sparqs.ac.uk**  **Tel. 07977980867**  **Name: Nicola McIntosh**  **Mail: Nicola.Mcintosh@sparqs.ac.uk**  **Tel.: 07785626159** |