**Welcome Project Meeting**

**Date:** December 8th, 9th, and 11th, 2017

**Place:** Tongji University, room 704 of Zonghe building

**Friday, December 8th, 2017**

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| **Time** | **Activity** |
| 9:30 10:00 | Welcome to Tongji University |
| 10:00 11:00 | WP6 Management procedures*6.1. Project meetings*  |
| 11:00 11:30 | Coffee Break |
| 11:30 12:30 | WP6 Management procedures*6. 2. Financial management**Summary of Reporting documents**How to manage Supporting documents**Toni Florencio –Project Manager UPC* |
| 12:30 14:00 | Lunch  |
| 14:00 15:00 | WP5 Dissemination Strategy*5.1 Website creation and update**5.2 Leaflet, roll-ups, posters**5.3 Open Conference*WP8 Dissemination & Exploitation (Sustainability)*8.1. Meeting national authorities* |
| 15:00 15:15 | Coffee Break |
| 15:15 15:45 | WP7 Quality *7.1. Quality plan**7.2. Quality evaluation reporting and indicators follow-up**7.3. Peer review by experts and inter-project coaching* |
| 15:45-16:45 | WP1 Preparation - Study on the level of internationalization of universities, incoming university stakeholders figures and marketing actions*1.1 HEIs to review the internationalization practices & policy framework**1.2 Make a benchmarking analyses on internationalization practices* |

**Saturday, December 9th, 2017**

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| **Time** | **Activity** |
| 10:00-12.00  | Visit to international support centre/international relations office (It’s not sure. We are working to get it) |

**Monday, December 11th, 2017**

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| **Time** | **Activity** |
| 9:30 10:30 | WP2 Development – Portal of Kazakh & Chinese universities for internationalization2*.1. Develop the online Portal of Kazakh & Chinese universities for internationalization**2.2. IT experts trained in the use and update of the Portal* |
| 10:30 10:45 | Coffee Break |
| 10:45 11:45 | WP3 Development – Service oriented international relations centers3*.1. Creation of the international centers**3.2. Structuring the international centers* |
| 11:45-12:45 | WP4 Development – Training on internationalization and create Strategic & Marketing plans4*.1. Develop training plan and materials for the partner HEIs staff on strategic management, marketing, cultural challenges and implementation of credit mobility**4.2. Training on strategic management of international cooperation**4.3. Training on marketing and cultural challenges for internationalization**4.4. Training on implementation of credit mobility**4.5. In-house trainings at each partner HEI with participation of other higher education institutions**4.6. Strategic and marketing plan for internationalization* |
| 12:45 14:00 | Lunch  |
| 14:00 16:00 | Other issues from the Open Conference |