**Periodic Report**

**on implementation of the project**

**SPACECOM**

**within the first 6 months**

**PC universities**

* **Deadline of this periodic report:**

15 May 2020

* **Please, upload all required documents and presentations to the online-folder:**

[**https://drive.google.com/drive/folders/1v1pAnIeUjHk-TA0DeZuQdBOXbcfsOlxL?usp=sharing**](https://drive.google.com/drive/folders/1v1pAnIeUjHk-TA0DeZuQdBOXbcfsOlxL?usp=sharing)

* **Please, prepare a short presentation based on this report in English up to 15th May 2020, which we will post on the Website of the SPACECOM project (the recommended presentation template you can find in the online folder).**
* **Don’t hesitate to contact us if you have any further questions:**

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**Name of the university/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
|  | **Questions/Tasks** | **Comments and Recommendations (you can remove them to put your answers instead)** |
|  **1.** | Provide your internal work plan of the SPACECOM project activities in detail, as well as the work group with persons, responsible for the WP activities, according to the work plan.  | * + Include the internal work plan in a separate file
* Fill in the table with the persons, responsible for the WP activities, according to the work plan:
* You will find the relevant table for responsible persons (Table 1) in the Appendix below.
 |
| **2.** | Provide the list of the courses to update and what has to be done (what are the needs?) to update the courses | Make a list of the current courses you plan to upgrade and also provide:* deadlines of the upgrade;
* information about the responsible person for the upgrade;
* what specifically has to be done to upgrade the current courses (i.e. adding ECTS)
* Fill in the Table 2 in the Appendix.
 |
| **3.** | Provide a draft of questionnaires for analysis of existing curricula/disciplines (questionnaire for teachers, students, graduates, young professionals, alumni + a questionnaire for interested in project non-academic partners: potential employers, local associations, representatives of industrial enterprises, other parties that can somehow relate to the topic of the project | The survey questionnaire should reflect quality level of the analysed curricula/discipline fully.Possible questions for the questionnaire: the name of discipline, what are the relevant faculties and departments, since which year is discipline taught the number of enrolled students, the balance of practical/theoretical hours and student workload. The existence, year of introduction and “freshness” of technical training tools, computers, software products, educational literature, the use of periodic national, foreign thematic/scientific/technical journals, the availability of trainee position…The practical performance of students in small groups, the number of such works. |
| **4.** | Report on the criteria for the selection of teachers to participate in trainings at EU universities. |  Insert the criteria here + report on the process of teacher’s preparation for the trainings  |
| **5.** | Provide information about the teachers who will develop new courses at your University on the basis of the EU Universities developed teaching materials and recommendations. | * Provide a list of teachers (in a separate file), who which will accept and study curricula descriptions and training materials from EU Universities (These should be the same teachers that will participate in trainings at the EU Universities). *Note*: *On the basis of the materials from the EU Universities, the teachers should develop their own new teaching materials, disciplines and courses*.
 |
| **6.**  | Report on persons responsible for the equipment purchase and software installation (these should be 2 different persons)  | * Fill in the Table 3 in the Appendix (provide their names, contact information, and occupations).
 |
| **7.** | Dissemination plan  | * Please, send the dissemination plan in a separate file
 |
| **8.**  | Schedule of dissemination events  | * Please, provide the schedule of dissemination events (until the end of 2020) in a separate file
 |
| **9.**  | Report on non-consortium organization that can be interested in the project  | * Provide the list of non-academic partners and organizations outside the project who can be interested in the project results
* Provide the list of Potential employers (farmer associations, scientific organizations, state institutions) who you will involve to the process of dissemination and QA
* Lists should be provided in separate files
 |
| **10.** | Report on implemented activities concerning dissemination of the project results. | * Report on dissemination of the information about the project in mass media:
* Send us links or scans/files of publications about the project in mass media/the Internet
* If they are not published yet, inform us when you are planning to publish them.
* How many dissemination meetings (for students, teachers and administrative staff of your university incl. top management) have been already carried out and when? Send us press releases of the carried out dissemination meetings as well.
* Send us a document with a link to your university website, where you posted information about the participation in the project and a link to the project webpage
 |
| **11.** | Conduct a survey of students regarding the level of awareness of SPACECOM project.  | * Use a questionnaire to conduct the survey (an example of a questionnaire can be found in the email)
* Analyze the responses of the questionnaire and provide results (statistics) in a separate file
 |
| **12.** | Quality Assurance Plan of your university and Quality Group of your university (2-4 persons)  | * Include the QA plan in a separate file
* Fill in the table of quality group (Table 4)
 |
| **13.**  | Preparation of documentation for a C- office | * Send us drafts of organizational documents for the C-Office creation in your university: regulations of structural division and job descriptions (1-3 persons)
 |
| **14.** | Report on the communication process between your University and other Uzbek Universities, EU partners, the Coordinator and other project participants. | * Inform us which means of communication you use to communicate with other Uzbek Universities, EU partners, the Coordinator and other project participants/are there problems in communication?
 |
| **15.** | Additional information | If you have any other additional important information, complaints, suggestions, problems with the project implementation process (or other project related processes) that you want to discuss/report, please, inform us about it.  |

Approved:

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*Local project coordinator*

**Appendix**

**Table 1. Working group for the SPACECOM project**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name, Surname,email** | **Position** | **Responsibility** **(WP, tasks according to the work plan)** |
| 1co-ordinator |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

**Table 2. Courses that are to be upgraded and the deadlines of their updates.**

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| --- | --- | --- | --- |
| **Name of the course to be upgraded**  | **Person/teacher/department/faculty responsible for the course upgrade** | **What has to be upgraded in the course?** | **Deadlines** |
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**Table 3. Responsible persons for the installation of the equipment & software**

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| --- | --- | --- | --- |
| **Equipment/Software**  | **Name of the person(s) responsible for the equipment/software installation** | **Occupation of the responsible persons** | **Contact information of the responsible persons** |
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**Table 4. Quality group**

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| --- | --- | --- | --- |
| **Name, Surname** | **Occupation** | **Organization** | **Contact info (email)** |
|  |  |  |  |
|  |  |  |  |