

PROJECT GO! PROJECT APPLY! PROJECT MANAGE! ENGLISH FOR INTERNATIONAL COOPERATION

13.MAR-3.MAY.2024

SAP OVERVIEW

Project management and communication is one of the key skills needed in the future. In most international organisations, the common language is English, and project management requires specialized language skills. Cross-cultural communication is also a crucial skill in European working life.

The aim of this SAP is to develop students' intercultural competence and project managements skills by developing their English language skills needed to work in international projects. They will develop key skills in project communication and cross-cultural communication with meetings and negotiations, argumentation, speaking and presenting, writing proposals and reports. The students will also advance their research skills, finding and critically evaluating source material.

LEARNING OUTCOMES

At the end of this RUN-EU SAP, you will be able to:

- Develop English language skills for project management.
 - Writing proposals and reports.
 - Speaking: presentations, debates, discussions, negotiation.
- Acquire project management skills.
- Research and critically evaluate source material.
- Communicate and collaborate online in an international context.
- Develop intercultural competence.

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Organised by: HAMK, IPLeiria, Howest

DATE From **13 March to 3 May 2024**

Face-to-Face Week: HAMK, Hämeenlinna, Finland 18-22 March

MODE OF DELIVERY Blended

LANGUAGE OF INSTRUCTION English

ECTS CREDITS 3

ACADEMIC RECOGNITION

To be defined by each home institution.

ELIGIBLE PARTICIPANTS

All RUN-EU degree students

HOW TO APPLY

Fill in the application form (**QR or website**)



DEADLINE FOR APPLICATIONS

1 February 2024

CONTACT DETAILS

run-eu@hamk.fi

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SELECTION CRITERIA

Background, motivation, wide representation of subject areas/fields and balanced participation of RUN-EU member institutions. A maximum of 30 students will be selected for this programme. The selection team will also take steps towards ensuring a diverse and representative group of students.

LEARNING AND TEACHING STRATEGY

Active learning, learner-centred teaching, collaborative methods.

Activities: problem solving tasks; discussions; project work; presentations; peer teaching/learning, reflection and self-evaluation.

PREREQUISITES

No specific prerequisites.

COURSES LEADERS | LECTURERS

Courses leaders

Katja Ruunaniemi (HAMK)
Elina Hietaranta (HAMK)
Lauri Karvonen (HAMK)

Lecturers

Paula Cardoso (IPLeiria)
Ana Oliveira (IPLeiria)
Philippe Vukojevic (Howest)
Petra Van der Jeught (Howest)
Siglinde Masselis (Howest)

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PHYSICAL MOBILITY | SCHOLARSHIPS AVAILABLE

For students:

Maximum number of mobile students: 30

To be managed by Home Institution

For staff:

To be managed by Home Institution.

Flows/Institution.

Applicant selection aims for wide representation of partner institutions implying a maximum of five students per university.

Final decision on the scholarships to be awarded falls under the responsibility of the Home Institution RUN-EU Project Leader.

MEANS AND CRITERIA FOR ASSESSMENT

Active participation.

Final presentation.

Reflection.

CERTIFICATION

The participants who successfully complete this RUN-EU SAP, will receive a Certificate of Participation and a Transcript of Records jointly issued by the organising institutions.

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PROGRAMME AT A GLANCE

WEEK 2 | 18-22.MARCH.2024 | FACE-TO-FACE WEEK

GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	
GMT	7h00	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	
MONDAY 18/3	OPENING SESSION CAMPUS TOUR		WORKSHOP	LUNCH BREAK	LECTURE AND WORKSHOP	CULTURAL PROGRAMME HÄMEENLINNA TOUR AND FREE PROGRAMME WITH STUDENT TEAMS						
TUESDAY 19/3	INTERACTIVE LECTURE AND WORKSHOP			LUNCH BREAK	WORKSHOP	CULTURAL PROGRAMME OUTDOOR ACTIVITIES AND FREE PROGRAMME WITH STUDENT TEAMS						
WEDNESDAY 20/3	VISIT TO TAMPERE											
THURSDAY 21/3	INTERACTIVE LECTURE AND WORKSHOP			LUNCH BREAK	TEAM ACTIVITIES	FREE PROGRAMME						
FRIDAY 22/3	INTERACTIVE LECTURE AND WORKSHOP			LUNCH BREAK	WORKSHOP	TEAMWORK / REFLECTION / FEEDBACK		END-OF-WEEK CELEBRATION				



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PROGRAMME AT A GLANCE

WEEK 3 | 25-29.MARCH.2024 | INDEPENDENT WORK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
MON-FRI 25/3-29/3									INDEPENDENT WORK IN GROUPS / ONLINE		

WEEK 4 | 1-5.APRIL.2024 | INDEPENDENT WORK

GMT+3	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+2	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
GMT+1	7h00	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00
MON-FRI 1/4-5/4									INDEPENDENT WORK IN GROUPS / ONLINE		



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13 MARCH

WEDNESDAY 14h00-16h00 GMT - ONLINE

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
WEDNESDAY 13/3										INTRODUCTION TEAM BUILDING	

Introduction, team building

- 🕒 14h00-16h00
- 👥 Group work
- 👤 Katja Ruunaniemi (HAMK), Elina Hietaranta (HAMK), Philippe Vukojevic (Howest)

📄 Information about course and team building. Introduction to project communication: Short lecture on the importance of effective communication in reporting and project management. Question/answer session.

14 MARCH

THURSDAY 14h00-16h00 GMT - ONLINE

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
THURSDAY 14/3										WORKSHOP/ INTERACTIVE LECTURE	

Introduction, team building

- 🕒 14h00-16h00
- 👥 Group work
- 👤 Katja Ruunaniemi (HAMK), Paula Cardoso (IPLeiria), Philippe Vukojevic (Howest)

📄 Meeting and negotiations, meeting documentation. This session will empower students with essential English language skills for effective communication in meetings and negotiations. Starting project work in teams. Students acquire necessary skills in reading for information and research skills necessary for starting their project work.



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18 MARCH

MONDAY 8h00-17h00 GMT · HAMK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00

MONDAY 18/3	OPENING SESSION CAMPUS TOUR	WORKSHOP	LUNCH BREAK	LECTURE AND WORKSHOP	CULTURAL PROGRAMME HÄMEENLINNA TOUR AND FREE PROGRAMME WITH STUDENT TEAMS		
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Opening session, campus tour

- 🕒 8h00-10h00
- 📄 Opening session, campus tour

Workshop

- 🕒 10h00-11h00
- 👥 Group work
- 👤 Paula Cardoso (IPLeiria)
- 📄 Workshop participants with practical insights and strategies for effective meetings and negotiations using the Culture Map framework by Erin Meyer.

Lecture and workshop

- 🕒 12h00-13h00
- 👥 Group work, individual work
- 👤 Elina Hietaranta (HAMK), Petra Van der Jeught (Howest)
- 📄 Project communication and documentation: key terms related to reporting and project management, structure and elements of a typical project report. Language conventions for clear and concise communication in reports.

Cultural programme

- 🕒 13h00-17h00
- 📄 Hämeenlinna tour and free programme with student teams.



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19 MARCH

TUESDAY 8h00-17h00 GMT · HAMK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00

TUESDAY 19/3	INTERACTIVE LECTURE AND WORKSHOP	LUNCH BREAK	WORKSHOP	CULTURAL PROGRAMME OUTDOOR ACTIVITIES AND FREE PROGRAMME WITH STUDENT TEAMS		
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Interactive lecture and workshop

- 8h00-11h00
- Group work, individual work
- Guest lecturer
- Sustainability goals from a student perspective.

Workshop

- 10h00-11h00
- Group work
- Katja Ruunaniemi (HAMK), Paula Cardoso (IPLeiria)
- Finding and critically evaluating source material.

Cultural programme

- 13h00-17h00
- Outdoor activities (weather permitting) and free programme with student teams.

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20 MARCH

WEDNESDAY 8h00-17h00 GMT - HAMK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00

WEDNESDAY
20/3

VISIT TO TAMPERE

Visit to Tampere

🕒 8h00-17h00

21 MARCH

THURSDAY 8h00-17h00 GMT - HAMK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00

THURSDAY
21/3

INTERACTIVE LECTURE
AND WORKSHOP

LUNCH
BREAK

TEAM
ACTIVITIES

FREE PROGRAMME

Interactive lecture and workshop

- 🕒 8h00-11h00
- 👥 Group work, individual work
- 👤 Katja Ruunaniemi (HAMK), Ana Pires (IPLeiria)
- 📄 Speaking skills - Presenting and pitching.

Free programme

🕒 13h00-17h00

Team activities

- 🕒 12h00-13h00
- 👥 Group work
- 👤 Katja Ruunaniemi (HAMK), Elina Hietaranta, (HAMK)
Lauri Karvonen (HAMK)
- 📄 What have you learned about Finland? Games and competition.

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22 MARCH

FRIDAY 8h00-17h00 GMT · HAMK

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
FRIDAY 22/3	INTERACTIVE LECTURE AND WORKSHOP			LUNCH BREAK	WORKSHOP	TEAMWORK / REFLECTION / FEEDBACK		END-OF-WEEK CELEBRATION			

Interactive lecture and workshop

- 🕒 8h00-11h00
- 👥 Group work, individual work
- 👤 Philippe Vukojevic (Howest), Lauri Karvonen (HAMK)

📄 Writing skills: proposals and reports. Lecture on Proposal Writing: Definition of what a proposal is and its purpose Discussion the essential elements of a proposal: introduction, problem statement, objectives, methodology, timeline, and budget. Standard structure of a written project proposal. Project group work: project groups start to create outlines for their proposals.

Workshop

- 🕒 12h00-13h00
- 👥 Group work, individual work
- 👤 Elina Hietaranta (HAMK), Petra Van der Jeught (Howest)

📄 Writing skills: proposals and reports. Lecture: Key components of reports: introduction, methodology, findings, conclusions, recommendations. Guidelines on maintaining a formal and concise writing style. Project group work: vocabulary and writing skills exercises. Groups continue working on their proposals.

Teamwork / reflection / feedback

- 🕒 13h00-15h00
- 👥 Group work, individual work
- 👤 All the lecturers

📄 Project management and intercultural communication. Instructions and guidelines for independent and team work for the following two weeks.

End-of-week celebration

- 🕒 15h00-17h00



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25-29.MARCH

MONDAY TO FRIDAY - ONLINE

GMT+2	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+1	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
MON-FRI 25/3-5/4									INDEPENDENT WORK IN GROUPS / ONLINE		

Independent work in groups / online

- Flexible, teams will schedule meetings
- Group work, individual work
- Students work on their project ideas and proposal in their own time.

1-5.APRIL

MONDAY TO FRIDAY - ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
MON-FRI 25/3-5/4									INDEPENDENT WORK IN GROUPS / ONLINE		

Independent work in groups / online

- Flexible, teams will schedule meetings
- Group work, individual work
- Students work on their project ideas and proposal in their own time.



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10 APRIL

WEDNESDAY 14h00-16h00 GMT+1 - ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
WEDNESDAY 10/4									WRITING SKILLS AND ARGUMENTATION		

Writing skills and argumentation

- 🕒 14h00-16h00
- 👥 Group work, individual work
- 👤 Katja Ruunaniemi (HAMK), Petra Van der Jeught (Howest)

📄 Writing skills, proposals, and reports. Students acquire necessary skills in maintaining coherence in proposal writing, identifying the components of strong arguments and creating logical structure in constructing an argument. Vocabulary building and writing skills exercises.

11 APRIL

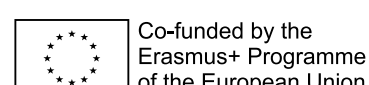
THURSDAY 14h00-16h00 GMT+1 - ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
THURSDAY 11/4									PRESENTATION SKILLS AND ARGUMENTATION		

Presentation skills and argumentation

- 🕒 14h00-16h00
- 👥 Group work, individual work
- 👤 Lauri Karvonen (HAMK), Ana Pires (IPL)

📄 Presentations and pitches. Students acquire necessary skills in pitching and presentation skills necessary for the project. Guidance for project work.





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17 APRIL WEDNESDAY 14h00-16h00 GMT+1 - ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
WEDNESDAY 17/4									INTERCULTURAL COMPETENCE SKILLS & PROJECT WORK GUIDANCE		

Intercultural competence skills & project work guidance

- 🕒 14h00-16h00
- 👥 Group work, individual work
- 👤 Elina Hietaranta (HAMK), Paula Cardoso (IPL)

📄 Intercultural competence. Interactive lecture and discussion / workshop: Group and self-reflection on what students have learned so far. Guidance for project work.

18 APRIL THURSDAY 14h00-16h00 GMT+1 - ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
THURSDAY 18/4									PROJECT MANAGEMENT SKILLS & PROJECT WORK GUIDANCE		

Project management skills & project work guidance

- 🕒 14h00-16h00
- 👥 Group work, individual work
- 👤 Lauri Karvonen (HAMK), Paula Cardoso (IPL)

📄 Project management skills. Interactive lecture and discussion / workshop: Group and self-reflection on what students have learned so far. Guidance for project work.



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24 APRIL

WEDNESDAY 14h00-16h00 GMT+1 • ONLINE

GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
WEDNESDAY 24/4									TEAM WORKSHOP		

Team workshop

🕒 14h00-16h00

👥 Group work, individual work

👤 Philippe Vukojevic (Howest), Katja Ruunaniemi (HAMK), Paula Cardoso (IPL)

📄 Finalizing reports. Lecture: Common language and grammar mistakes in proposal and report writing. Guidance on proofreading and editing techniques. Finalizing presentations: Common issues with presenting online.

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2 MAY			THURSDAY 14h00-16h00 GMT+1 • ONLINE								
GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
THURSDAY 2/5									TEAMS FINAL PRESENTATIONS		

Teams final presentations

🕒 14h00-16h00

👥 Group work

📄 Student presentations

3 MAY			FRIDAY 14h00-16h00 GMT+1 • ONLINE								
GMT+3	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00	20h00
GMT+2	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00	19h00
GMT+1	8h00	9h00	10h00	11h00	12h00	13h00	14h00	15h00	16h00	17h00	18h00
FRIDAY 3/5									END-OF-THE-COURSE CELEBRATION		

End-of-the-course celebration

🕒 14h00-16h00

👥 Student presentations and online "gala" - end of course celebration.