



Co-funded by the  
Erasmus+ Programme  
of the European Union



**Getting ready to successfully complete a study  
programme of a European HEI**

**TRAINING COURSE**

## I. General description of the programme

**Target group:** bachelor and master students

**Length:** 36 hours

**Mode of study:** Full-time

### 1.1. Objective of the training course:

to prepare students for studying at a European university in the framework of exchange programmes implemented by VSU in cooperation with European higher education institutions.

The course has been set to fulfil the following tasks:

- to acquaint students with the basic points and the model of organisation of the European Higher Education Area (Bologna process).
- to develop students' understanding of principles of assessment at EU universities
- to familiarise students with curriculum design and courses taught at EU universities.
- to develop students' skills in academic writing and presenting.
- to prepare students for work in international teams.
- to prepare students for overcoming the possible culture shock while studying abroad.

### 1.2. Learning outcomes

On successful completion of the training course, students will be able to:

- Gain knowledge on the requirements of European Universities for studying and approaches to training at a European university.
- Effectively communicate in multicultural environment.
- Work in a group.
- Develop academic writing skills.
- Gain strategies to successfully pass exams.
- Develop presentation skills.

## II. Curriculum design

|    | Subjects   | Total hours |          |                                  |            | Form of control |
|----|--|-------------|----------|----------------------------------|------------|-----------------|
|    |  |             | Lectures | Practical and laboratory classes | Self-study |                 |
| 1. | European Higher Education Area                       | 6           | 3        |                                  | 3          | Interview       |
| 2  | Types of assessment and strategies for passing exams | 3           | 1        | 1                                | 1          | Interview       |
| 3. | Academic Writing                                     | 7           | 3        | 2                                | 2          | Paperwork       |

|    |                             |    |     |     |     |           |
|----|-----------------------------|----|-----|-----|-----|-----------|
| 4. | Art of presenting           | 8  | 4   | 2   | 2   | Interview |
| 5. | Working in groups           | 6  |     | 4   | 2   | Training  |
| 6. | Intercultural communication | 6  | 2   | 2   | 2   | Test      |
|    | <b>Total</b>                | 36 | 13  | 11  | 12  |           |
|    | <b>VSU credits</b>          | 1  | 0,3 | 0,3 | 0,3 |           |

### III. Work programme

#### I. Topic 1. European Higher Education Area (6 hours)

Bologna Process. Similarities and differences in the education systems of European countries. Lifelong learning. Academic support programmes. Student organisations. Erasmus generation. European credit transfer system. Credit transfer. Structure of an educational course at EU University; requirements for classroom and extracurricular work. Evaluation scales of study results in different countries.

#### Topic 2. Types of assessment and strategies for passing exams (3 hours)

Types and methods of assessment. Presentation, test, case, research project, closed book/open book exams. Provision of exam counselling. Possibility of changing exam date and resitting an examination.

#### Topic 3. Academic writing (7 hours)

Structure of a paper: obligatory parts; assumptions, hypotheses and conclusion; academic style of writing; guidelines for referencing. Reference lists (referencing books, journal articles, web pages, other types of publications). Citation styles, APA-style. Citation rules for different types of publications: monographs, periodicals, Internet publications.

#### Topic 4. Art of presenting (8 hours)

Academic presentation, presentation structure. Critical assessment of delivered presentation; self-evaluation of presentation skills. Presentation tone, rhetoric techniques and gestures. Giving presentation in a foreign language.

#### Topic 5. Working in groups (6 hours)

Joint work, defining the leader, distribution of tasks in groups, relationship between the leader and group.

#### Topic 6. Intercultural communication (6 hours)

Culture, communication and international interaction. Cultural assumptions and attitudes of representatives of different cultures. Culture shock and ways to overcome it. Non-verbal communication and possible errors in course of interaction.

### II. Recommendations for organising learning and teaching process within the programme

The course is delivered in lectures, seminars, presentations, role-playing and situational games. Students are provided with training materials and assigned individual tasks. Students approach the task in the classroom and accomplish it at home. To do this, they are given task sheets and handouts. Video is widely applied in the classroom.

### III. Examination tasks

- Case "Credit transfer"

- Case "Creating an Individual Learning Plan"
- Presentation contest "VSU. Become mobile with us"

### **Sample questions:**

1. European Higher Education Area.
2. Bologna opportunities for students.
3. Practical value of ECTS.
4. Features of in European education systems
5. Course credits
6. Strategies for passing exams successfully
7. The role and tasks of the leader in project implementation
8. Features of the academic presentation

#### **IV. Quality assessment (forms of assessment, evaluation and methodological materials)**

To harness skills acquired at the training, interim and final assessment is carried out. The interim assessment includes case study, case report, tests. These types of assessment aim to test and apply the acquired knowledge in practice. For self-evaluation there have been developed questions and sample test tasks.

#### **V. Staff responsible for the delivery of the training course**

1. **Topics 1-3:** Natalia Ushkova, project manager of the Office for Student Mobility; holds master degree in management of international projects
2. **Topic 4:** Alexander Boldyrikhin, Doctor of Political Sciences, translator at the Faculty of International Relations
3. **Topics 5-6:** Natalia Belenova, Doctor of Economics, associate professor at the Faculty of Economics

### **References**

1. Bailey Stephen Academic Writing. A Handbook for International students. – Routledge, 2011. – 320 p.
2. Thomas Alexander, Handbook of Intercultural Communication and Cooperation. - Vandenhoeck & Ruprecht GmbH & Co. KG, Göttingen, 2010. – 412 p.
3. McCarthy Michael, O'Dell Felicity Academic Vocabulary in Use. – Cambridge University Press, 2008. – 176 p.
4. Болонский процесс в вопросах и ответах / В.Б. Касевич [и др.] ; С.-Петербург. гос. ун-т .— СПб. : Изд-во С.-Петерб. ун-та, 2004 .— 106 с.
5. Болонский процесс: это должен знать каждый : [учебное пособие] / Обществ. молодеж. палата при Гос. Думе Федер. Собрания Рос. Федерации, Комис. по образованию, науке и развитию инновац. потенциала молодежи ; Воронеж. мест. молодеж. обществ. орг. "Политика и время" ; [под ред. Р.В. Савенкова] .— Воронеж : Истоки, 2010 .— 20 с.
6. Сейфуллаева, М.Э. Международный менеджмент / М.Э. Сейфуллаева. — 2-е изд., стер. — М.: КНОРУС, 2012
7. Международный менеджмент / Под ред. Пивоварова С.Э., Тарасевича Л.С., Майзеля А.И. —СПб: Питер, 2001