

MOTIVE PROJECT

Project No. 609781-EPP-1-2019-IT-EPPKA2-CBHE-SP

**“MONITORING TRENDS IN VIETNAMESE GRADUATES’
EMPLOYMENT”**

PROJECT MEETING

WP.2 Workshop on graduate tracking (researcher training)

WP.6 Voyage platform presentation to the Universities

WP.7 Quality report presentation

WP.8 Steering Committee and Management meeting

Hanoi, 22-25 March 2021

**National University of Art Education
(NUAE)**

**Address: No. 18, Alley 55, Tran Phu – Ha Dong
Hanoi, Vietnam**

MEETING AGENDA

PROJECT CONSORTIUM

PROGRAMME COUNTRIES

1. Consorzio Interuniversitario AlmaLaurea – coordinator (ALMALAUREA), Italy



2. FH JOANNEUM, University of Applied Sciences (FH JOANNEUM), Austria



3. Universitat de Barcelona (UB), Spain



4. International Consulting and Mobility Agency (INCOMA), Spain



5. Agencia Nacional de Evaluacion de la Calidad y Acreditacion (ANECA), Spain



PARTNER COUNTRY

6.Hanoi University (HANU), Vietnam



7.Posts and Telecommunications Institute of Technology (PTIT), Vietnam



8.National University of Art Education (NUAE), Vietnam



9.Vietnam National University of Agriculture (VNUA), Vietnam



10.Thai Nguyen University (TNU), Vietnam



11.Academy of Journalism and Communication (AJC), Vietnam



12.Hanoi University of Home Affairs (HUHA), Vietnam



13.Hanoi Tourism College (HTC), Vietnam



MINISTRY OF CULTURE, SPORTS AND TOURISM OF VIETNAM

HANOI TOURISM COLLEGE

Address: 236 Hoang Quoc Viet Road, North Tu Liem District, Hanoi, Viet Nam

14.Halong University (HALOU), Vietnam



15.Ministry of Education and Training (MOET), Vietnam



BỘ GIÁO DỤC VÀ ĐÀO TẠO

MINISTRY OF EDUCATION AND TRAINING

16.Hanoi Small and Medium Enterprises Association (HanoiSME), Vietnam



Associate partners: Ho Chi Minh Open City University (OU), Vietnam; Italian Chamber of Commerce in Vietnam



**-MOTIVE Project Consortium management meeting-
22 March 2021**

9.00 - 9.30	Registration of participants
9.30 –11.00	<p>Introduction to the meeting Dang Thi Phuong Thao, HANU – National coordinator + Hoang Thu Thuy HANU</p> <p>Management meeting with Vietnamese partners: State of Art of the MOTIVE Project:</p> <ul style="list-style-type: none"> - Staff costs reporting - Travel and costs of stay reporting
11.00 - 11.30	Coffee break
11.30 –13.00	<p>Management meeting with Vietnamese partners: State of Art of the MOTIVE Project Dang Thi Phuong Thao + Hoang Thu Thuy, HANU</p> <ul style="list-style-type: none"> - Equipment situation (inventory, stikers,etc) - Subcontracting (interpreters)
13.00 – 14.00	Lunch
15.00 – 17.00	<p>Management meeting with Vietnamese partners</p> <p>Staff charatectistic for the MOTIVE Project Dang Thi Phuong Thao, HANU – National coordinator</p> <p>Workshop with Country partner participants</p> <p>Role of staff categories in the Project and instruction regarding the reporting period:</p> <ul style="list-style-type: none"> - Managers - Researchers/Teachers/Trainers - Technicians - Administrative staff

Vietnamese-English and English-Vietnamese simultaneous translation available

**-MOTIVE Management meeting and Steering Committee-
23 March 2021**

8.30–9.00	Registration of participants
9.00 – 9.20	Project overview – Do Viet Hung, Local coordinator (NUAE) - Rationale, Objectives, Expected results, Work packages, Deliverables and Indicators
9.20 – 12.30	Workshop on WP 2.2: Graduates tracking: scope and questionnaire definition Moderator: Ngo Phuong Dung and HANU research team - Presentations of the “Graduate Tracking Survey” present in each Vietnamese University: HANU, PTIT, NUAE, TNU, HALOU; AJC; VNUA; HTC; HUHA - Project State of Art – equipment installation - Discussion on the questionnaire draft version (1) <i>(questionnaire design: indicators, questions and answers modalities; data cleaning and representativeness; statistical analysis and graphic representation of results)</i> - Discussion related to the Graduates Tracking Survey: A) Platform to be used for survey: QuestionPro, SurveyMonkey, Fedier, SurveyLegend? Google form?? – to be discussed and all Universities should adopt the same platform to allow the comparability of data! (1) B) Analysis of the Ministry request: survey at 2 years after graduation???
12.30 – 14.30	Lunch
14.30 – 17.30	STEERING COMMITTEE Welcome address EU partners connects to Meeting online 14.30 - 14.35: Prof. Dao Dang Phuong - Rector of NUAE 14.35 – 14.40: Mr. Bui Van Linh , Director of department of Political Education and Students Affairs Ministry of Education and Training of Vietnam - 14:40-14:55: MOTIVE Project state of art – Dorel Manitiu – Project coordinator - WP 2.1 Best practices on graduates tracking: EU Partners presentation - 14.55-15.10 FJ Joanneum - 15.10-15.25 University of Barcelona - 15.25-15.40 Comments, suggestions INCOMA & ANECA 15.40 -16.10: External Expert: Dr. Daria Luchinskaya , - presentation of the first quality report 16.10 – 17.30: Q&A and Conclusion

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**-Researcher, IT and administrative staff meeting-
24 March 2021**

09.00 – 12.30	<p>Researcher, IT and administrative staff meeting Moderator: HANU Research and IT team</p> <ul style="list-style-type: none"> - Discussion on the questionnaire draft version (2) Discussion related to the Graduates Tracking Survey – platform to be used: QuestionPro, SurveyMonkey, Fedier, SurveyLegend? Google form?? – to be discussed and all Universities should adopt the same platform to allow the comparability of data! (2) - Assessment of the possibility to be developed by IT staff an online tool for survey (HTML programmer)? <i>(Following the CAWI Survey, each University will contact the graduates by phone the graduates who does not answer to CAWI)</i>
12.30 – 14.30	Lunch
14.30 – 17.00	<p>Researcher, IT and administrative staff meeting Moderator: HANU Research and IT team</p> <ul style="list-style-type: none"> - - WP 2.1 Graduates tracking training: Silvia Galeazzi, Claudia Girotti, AlmaLaurea <i>(main purposes of graduates' employment surveys; how to implement different types of surveys: qualitative or quantitative? – suggestion: contact all graduates for filling the questionnaire; consider the qualitative aspect; data collection procedures: advantages and disadvantages; graduates database design: administrative records and questionnaires)</i> - -WP 2.3 Recommendation and insights for methodology definition: Qualitative or quantitative? - -WP 6.3 Starting discussion regarding National center for Graduate Tracking (creation of a webpage on HANU website: "<i>National center for Graduate Tracking</i>")

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**- Management and financial meeting -
25 March 2021**

09.00 – 12.30	<p>Research + IT + Admin groups workshop</p> <p>Moderator: Mr. Nguyen Hoang Duong (HANU)</p> <ul style="list-style-type: none"> - Presentations of the supplement on the enterprises' business sectors - Meeting contents - assessment of the meeting - Problems, critics, suggestions for improvement - Questions and answers
	Lunch
14.30 – 17.00	<p>Moderator: (HANU)</p> <p>WP.8:</p> <ul style="list-style-type: none"> - Management and financial meeting: rules of staff costs, travel costs, cost of stay - Rules for equipment purchase and supporting documents (quotations, contract, invoices, payment of invoices) - Rules for subcontracting (interpreters and printing and publishing): supporting documents (contract, invoices, payment of invoices) - Planning next meetings, contents, participants and modalities - Conclusion

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