



HSE St. Petersburg,
Internationalisation Steering Group – Proposed schedule for 2015-16

October 2015

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Draft Internationalisation Strategy	First budget proposal, 2016	Guide to Partnerships	Course templates	Working group on international staff recruitment convened
Plans for International Student week		IMESS, King's, Lille, Aberystwyth	Evaluation Questionnaires	MA Politics partnership and programme report
			Draft International Quality Assurance Strategy (including adaptation strategy)	

November 2015

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Draft Internationalisation Strategy	Second budget proposal, 2016	IMESS Memorandum of Understanding	Draft International Quality Assurance Strategy (including adaptation strategy)	BA Politics partnership and programme report
Coordinate Internationalisation and Research Strategies	Income generation, project and cost-sharing plans	Receive partnership proposals	Course Evaluation update, review & procedure	Report on 2016 Summer Schools planning
Accreditation planning (History, EPAS)		Erasmus + results (King's)	Formulate strategy and schedule for EPAS accreditation	HSE Summer University 2016



HSE St. Petersburg,
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December 2015

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Publish Internationalisation Strategy	Budget report and review.	Receive and review partnership proposals	Review International Quality Assurance Strategy	Working group report on international recruitment
Evaluation of 2015 International Development and KPI 2016 review		King's, UCL and Aberystwyth key committees	Customizing study programme for international students 2016	Identify regions of focus for student recruitment, 2016
Market IMESS Programme		Key products, 2016.		

January 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Publicity and marketing plan, 2016	Budget report and review	Receive and review partnership proposals	Course Evaluation update, quarter 2	MA History partnership and programme report
Student recruitment plan for 2015-16		Prepare for Aberystwyth site visit	Publish International Quality Assurance Strategy	Convene International webpages, Working Group
		HSE visit to London (UCL, King's)	Report on semester 1 visiting student satisfaction	

February 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Mid-term review Internationalisation, 15-16	Budget report and review	King's Memorandum and delegation	Course Evaluation report, semester 1	Report of International webpages, Working Group
Regional Priorities Review	Income generation, project and cost sharing review	Prepare for Aberystwyth site visit		Accreditation plans review
		Evaluation of existing partnerships		Slavo Radosevic: research projects & pubs. seminar
		Receive and review partnership proposals		BA Management partnership & prog report



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March 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Review of International Office structure/function	Budget report and review	Receive and review partnership proposals	Course Evaluation update, quarter 2	Summer Schools 2016: Midterm Evaluation
		Prepare for Aberystwyth site visit		Customized study programmes: Midterm Evaluation
		HSE visit to London (UCL, King's)		International Staff Week HSE St. Petersburg 2016

April 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Publicity and marketing review, 2016	Budget report and review	Receive and review partnership proposals	Course Evaluation update, quarter 3	MA Economics partnership and programme report
		King's delegation to Moscow		Student recruitment review
		Aberystwyth Memorandum		Asia Studies partnership and programme report
		IMESS Board - Prague		

May 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Programme by programme review (working group)	Budget report and review	Receive and review partnership proposals	Course Evaluation update, quarter 3	Customized Study Programmes 2017
Accreditation review (EPAS, History)	Income generation, project and cost sharing review	Review IMESS recruitment	Interview with External Quality Review of History programme	BA/MA Sociology partnership and programme report



HSE St. Petersburg,
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June 2016

Strategy	Financial Strategy	Developing Products	Quality Assurance	Programme Reports and other
Programme by programme report (working group)	Budget report and review – end of academic year	Receive and review partnership proposals	Course Evaluation report, semester 2	International Staff week
Evaluation of 2015-16 ISG activity: KPI report		King's delegation to Moscow		Summer Schools 2016 report
Preliminary draft of 2016-17 priorities		Aberystwyth Memorandum		Summer University 2016 report