COURSE OUTLINE

(1) GENERAL

SCHOOL	School of Environment
ACADEMIC UNIT	Department of Environment
LEVEL OF STUDIES	Undergraduate
COURSE CODE	**414KEY**

COURSE CODE	**414KEY**	**SEMESTER**	8
COURSE TITLE	European and National projects management		

INDEPENDENT TEACHING ACTIVITIES	WEEKLY TEACHING HOURS	CREDITS
Lectures	2	
Laboratory exercises	2	
TOTAL	**4**	**4**

COURSE TYPE	Skills development
PREREQUISITE COURSES:	-
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek
IS THE COURSE OFFERED TO ERASMUS STUDENTS	No
COURSE WEBSITE (URL)	

(2) LEARNING OUTCOMES

Learning outcomes
The basic goals of this course are to train the students to effectively manage all aspects of European programmes and projects.
By completion of this course, students will be able to:
• understand the basic components of European and National funding programmes
• improve their skills with best practices of others and experienced trainers.

General Competences
Search for, analysis and synthesis of data and information, with the use of the necessary technology
Working independently
Team work
Production of new research ideas
Criticism and self-criticism

(3) SYLLABUS

1. Introduction, course overview, learning outcomes and way of assessment /grading
2. Environment Policy at EU and National level. Climate Change. Regional Policy and investment
3. European funding programmes. LIFE Programme in Greece
4. Call for Proposals. Project Partnership
5. EU project management and design training. Deliverables. Timetable
6. EU project management and design training. Budget. Personnel. Equipment
7. EU and National Proposals writing workshops
8. Project management. Work packages

9. Project management. Financial administration
10. Project management. Communication and Dissemination
11. Intellectual property management, ethics, impact, sustainability
12 & 13. Oral Presentation Assignment

(4) TEACHING and LEARNING METHODS - EVALUATION

<table>
<tr><td>DELIVERY.</td><td colspan="2">Face-to-face</td></tr>
<tr><td>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</td><td colspan="2">The course is based on Moodle Platform (notes, presentations-ppts', quizzes, assignments, communication with students).</td></tr>
<tr><td>TEACHING METHODS</td><td><i>Activity</i></td><td><i>Semester workload</i></td></tr>
<tr><td></td><td>Lectures</td><td>26</td></tr>
<tr><td></td><td>Laboratory practice</td><td>26</td></tr>
<tr><td></td><td>Essay writing</td><td>30</td></tr>
<tr><td></td><td>Study and analysis of bibliography</td><td>25</td></tr>
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<tr><td></td><td>Course total</td><td><i>107</i></td></tr>
<tr><td>STUDENT PERFORMANCE EVALUATION</td><td colspan="2">Language of evaluation: Greek
methods of evaluation:

multiple choice questionnaires 30%
open-ended questions   10%
Assignments   60%</td></tr>
</table>

(5) ATTACHED BIBLIOGRAPHY

- Suggested bibliography:

-Δόικος Π., και Μαγκλάρα Ε., (2007), Πρακτικός οδηγός διαχείρισης ευρωπαϊκών προγραμμάτων. Όλα τα βήματα και οι βέλτιστες πρακτικές για αποτελεσματική συγγραφή προτάσεων και επαγγελματική διαχείριση. Εκδόσεις Σταμούλη.
-Gorman, J. (2013), Tips & tricks for writing successful EU Project Proposals, Software Technologies Unit, European Commission.
-European Commission (2010), Financial Management Toolkit for Recipients of EU Funds for External Actions, European Commission, Version 15: November 2010.
-European Commission (2013), Practical guide to procedures for programme estimates (project approach), European Commission, Version 6: November 2021.