College of Europe
Collège d'Europe
Brugge Natolin

ECTS CARD

STUDY PROGRAMME	ACADEMIC YEAR	SEMESTER
1. POL **2. MATA**	**2021-2022**	**Second**

COURSE TITLE

A Practical Approach to Preparing and Managing EU Projects

COURSE PROFESSOR	COURSE ASSISTANT
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NATURE OF COURSE (COMPULSORY, OPTIONAL)	LANGUAGE OF INSTRUCTION
1. Optional	**English**

ECTS CREDITS

5 ECTS

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1. COURSE OBJECTIVES

The main objective of this course is to prepare future managers (Public Institutions, Non-Governmental Organisations, Consultancies etc…) to successfully design, manage, monitor or evaluate programmes or projects funded by the EU Budget.

2. LEARNING OUTCOMES

The above course objectives link up with the following programme-specific learning outcomes:

POL:

- Students have a general knowledge of the main components of the EU political system: institutions, actors, decision-making procedures, competences and policies.
- Students possess an in-depth knowledge of fundamental aspects of the EU political system (institutions, actors, policies etc.).
- Students can transform a complex problem into a research question, mobilize theories, develop a research design, and conduct empirical work to provide solutions in an analytical and balanced way.
- Students can flexibly apply theories and analytical frameworks from different disciplinary perspectives to the main issues of EU politics and policies.
- Students are capable of working as part of a complex project, individually or collectively, and they develop skills of planning, organisation, prioritisation and time management.

MATA:

- The graduate has the intellectual maturity and skills to take responsibilities and function autonomously in a professional environment at national or international level, and especially in a transatlantic context, and to work efficiently and effectively through planning, organizing, setting priorities, meeting deadlines, cooperating across cultural boundaries and networking.

3. COURSE CONTENTS

1. Setting the scene of EU-funded projects (8 hours)

- Overview of EU Policies, Funds and financial instruments;

- Overview of the rules and procedures applicable for the use of the EU Budget;

- Exercise: Compare the different documents used for a call for tenders (procurement) and a call for proposals (grant).

2. Project Design : Methodology and tools (15 hours)

- The EU Project Cycle management (PCM);

- Analysing the context and framing a project: Intervention Logic, Theory of Change and Logical Framework Approach;

- Results Based Management: Designing a Results Framework/Logframe Matrix and its indicators.

3. Managing and monitoring a EU Project: Methodology and tools (7 hours)

- Governance of an EU Project

- Work Breakdown Structure, Activities planning and budget;

- Monitoring, Evaluation and Learning (M&E; MEL);

- Communication and visibility;

- Audit.

4. TEACHING METHOD(S)

This course will use different learning methodologies, using as much as possible the learning by doing approach. It includes: lectures, group exercises and Q&A sessions.

On completion of the course, the student will be expected:

- to understand both the dynamic and the specificity of managing EU projects;

- to deepen knowledge regarding the different EU funds available and their purpose;

- to gain practical understanding of the different phases of an EU project;

- to handle different project development and management tools;

- to gain managerial skills.

5. COURSE MATERIAL

Students will have to develop at home the group exercises introduced and then corrected during the lectures time. They are also supposed to do the assigned readings so as to be able to discuss and interact during the class.

See the outline for the bibliography.

6. EVALUATION

- Active participation (25%): Relevant participation and involvement during the class will be part of the assessment;

- Group exercises results (25%): 2 exercises will be assessed: The development of the Log frame Matrix and the development of the Concept Note. Students will be evaluated as a part of the Team on the quality and relevance of the developed documents.

- Written exam (50%): A 3 hour individual written exam mixing a practical exercise and some questions related to theory. The students will be evaluated on their ability to use the different tools for designing and managing a project and their understanding of key concept in EU Project Management.

*The evaluation modalities of the final exam may be subject to adaptations in function of the evolution of the sanitary situation

Assessment at second attempt

During the second examination session the course is assessed 100% on the basis of a written resit exam. The format of the resit exam is identical to that of the first session.