



PARTNERS GUIDE - **What to do, when to do it and how?**

I. WORK PACKAGE 1 - PROJECT MANAGEMENT

This work package is led by York. It includes publication of the newsletter which relies on contributions from partners.

EUROPLAT is about sharing practice and the newsletter is a great way of telling others about how you teach psychology, discussing problems and sharing useful resources.

To give you a publishing framework the dates of forthcoming newsletters are given below. Please consider writing a short piece for the newsletter. Submit it to Anna or Nick for review in the month preceding publication.

Future publication dates:

- December 2010
 - April 2011
 - September 2011
 - December 2011
 - April 2012
 - August 2012
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II. WORK PACKAGE 3 - VALORISATION AND DISSEMINATION

This work package involves ALL partners attending three meetings of EUROPLAT partners. You have already attended the meeting in Edinburgh. The next one will be held in Istanbul, Turkey on the 4th- 8th July 2011 within the European Conference of Psychology (ECP). Book your travel early!

Please contact Annie Trapp, a.trapp@psych.york.ac.uk immediately if you are interested in organising a workshop or symposium within the learning and teaching strand of ECP. Abstracts for individual papers must be submitted by 30th November 2010.

III. WORK PACKAGE 4 - DEVELOPMENT OF REGIONAL HUB AND SPOKE

The first step was to submit a Partner Web Update Form to York. Now, every Partner needs to monitor the web site and work on expanding your national web page. When you have more things to add or you wish to change some details please contact Anna.

What should your national web page consist of?

- The national structure of psychology education
 - Links to national organisations, bodies and important web pages
 - Announcements about conferences, events etc.
 - Advice for students including course options and career guidance
 - Advice for professionals and business
 - Materials related to teaching and learning psychology
 - A short video file about psychology education
 - A list of associate partners belonging to EUROPLAT
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IV. WORK PACKAGE 5 - DEVELOPMENT OF ANALYSIS AND RESEARCH

The success of this work package depends on ALL partners completing three surveys and also by actively forwarding surveys on to your colleagues and other organisations with a request for completion.

Research topics:

- a) Innovative teaching methods within psychology education – survey in progress. Please email Anna if you have lost the original request.
 - b) Employability of European graduates with a post Bologna BA/MA in psychology – more details in our next newsletters.
 - c) Quality assurance initiatives to maintain standards –more details in our next newsletters.
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V. WORK PACKAGE 6 - EXPLOITATION OF EUROPLAT

This is one of the most important of all work packages as it will ensure that EUROPLAT is alive after the life cycle of the 3 year project finishes. Activities within this work package are aimed at creating a wide and substantial network focused on the teaching of psychology in each country involved. Our Swedish partner prepared an exploitation plan and examples of what can be done are below.

Each Partner should explore potential contacts within their country. By contacts we mean:

- 1) Contacts within other academic institutions and departments. Invite them to join as associate partners. They will benefit through increased opportunities for collaboration across Europe and the chance to become a full partner in the next EUROPLAT bid.
- 2) Business contacts. The purpose of examining business is to investigate areas of employability of psychology graduates. Are there businesses already hiring psychology

graduates? What would be the best way of reaching businesses that are unaware of the skills that psychology graduates can bring to organisations? Begin a mailing list for your country so that EUROPLAT can send them appropriate information.

- 3) Explore contacts with other departments and training organisations which teach subjects related to psychology e.g.: educational studies; health studies: medicine, nursing; sport psychology; administration (HR, career advisors); professional and training academies: police academies, fire service, prison service, airlines etc.
- 4) Other things that will build capacity in your country:
 - Organise a one-day meeting on the teaching of psychology.
 - Deliver a poster or presentation at a conference about EUROPLAT.
 - Publicise your student and staff exchange opportunities with EUROPLAT partners.
 - Develop a research question relating to psychology teaching and involve national and EUROPLAT partners.
 - Set up an email discussion group on the teaching and learning of psychology.
 - Disseminate the newsletter to other institutions.
- 5) Publicity and marketing budget can be spent on documents aimed at local audiences and attracting new associate partners, for example:
 - ✓ Leaflets
 - ✓ Brochures
 - ✓ Posters
 - ✓ Marketing trinkets in EUROPLAT style and with EUROPLAT logo.

NOTES

INVOICES

Invoices for attending a conference should be submitted to York on your institution's headed paper. An invoice should also include a number and bank details of your institutions so we can make a transfer.

TIMESHEETS

An example of how to fill a timesheet attached.

Core Partners – York, Aston, Lisbon, Salzburg, METU, and Linnaeus - have more responsibilities than listed here and this guide is just to outline possible ways of involvement to the non-core partners.