

Von: [Uzeyir Bagirov](#)
Betreff: Erasmus+ CBHE proposal partner search
Datum: Montag, 30. Januar 2017 08:52:00
Anlagen: [SPIRIT_mandate_2016.docx](#)
[PARTNER_INFO_SPIRIT.docx](#)
[About BHOS1.docx](#)

Dear Colleague,

Greetings from Azerbaijan,

We are looking forward to start our collaboration within Erasmus+ initiatives

For this call we are planning to submit our Erasmus+ CBHE proposal.

Please review attached file and let us know whether or not you are interested.

And in case your are not right person I would like to kindly ask you to forward these email to relevant colleagues from higher education institutions.

At the same time I was wondering if you could help us with widening our international network. We are looking for International Credit Mobility and Capacity building programs.

If any project pops up related to our portfolio we are elated to participate.

Attached you will find:

1. Description of the proposal
2. Partner form
3. Mandate
4. Information about our Higher Education Institution

Sincerely,

Uzeyir Baghirov
Program Manager
Rector's Office
Baku Higher Oil School
Khojaly Avenue 30, Az1025
Baku, Azerbaijan
Tel: +99412 5210000 ext: 33063
Fax: +99412 5213364

Baku Higher Oil School BHOS	
PIC	934867862
Type of the institution	Public higher education institutions
Country	Azerbaijan
Web-site	www.bhos.edu.az
Contact person	Mr. Uzeyir Bagirov Grogram Manager Baku Higher Oil School E: uzeyir.bagirov@bhos.edu.az T: +99450 7404440

Brief Introduction & Quality Assurance

Baku Higher Oil School has been providing the highest standards in engineering education in Azerbaijan for its students since 2011 and has been the top rated engineering school since 2011. Modelling on the program teaching programs of Heriot-Watt University BHOS has been offering the credit point system since the day it was opened and adopted the ECTS in all departments. The higher education institution offers joint B.A and BSc programs with Heriot-Watt University.

According to 2012 The State Students Admission Commission of Azerbaijan, Baku Higher Oil School ranked 1st among engineering school in terms of “*attracting high scored students*”. As of 2016 Baku Higher Oil School is engaged in six projects funded by Multinational Corporations. In addition, with the funding from BP Azerbaijan BHOS is going to launch the project (establishment of Petrol Engineering Laboratories) involving the Engineering School. BHOS is one of pioneers in the field of higher education and enterprise cooperation by attracting funds from SOCAR, BP, Halliburton, Schlumberger, ABB, Statoil, Total, Emerson Process Management, Microsoft, Maire Tecnimont, Schneider Electric, Avandis Group, Petkim, and Atenau LTD to establish modern campus, laboratories and curriculum at BHOS Engineering School.

Furthermore, BHOS ensured the synchronization between the education program and the labor market requirement improving links between education and the world of work; promoting apprenticeships, traineeships and work experience; improving the quality and attractiveness of

education; promoting the acquisition of core competences, including ICT and entrepreneurship, as well as soft skills. Specifically BHOS is closely cooperating with leading transnational and local enterprises specialized in energy, automation and ICT operating in Azerbaijan. Our students are potential employees of the enterprises which are searching for graduates who would also meet labor market requirements. SOCAR, BP, Total, Statoil, Schlumberger, Halliburton, Emerson Process Management, AVANDSIS GROUP, Schneider Electric, ABB, Microsoft and Baker Hughes are the partners of BHOS.

BHOS is the first engineering higher educational institution which was nominated with ISO 9001 Quality Management System, ISO 14001 Ecology Management Systems and OHSAS 18001 Labor Protection and Technical management Systems.

We are interested both in BA, MA and staff exchange.

Areas of interest for student Mobility:

1. Computer Science
2. Chemical Engineering
3. Process Automation
4. Industrial Engineering

Areas of interest for academic staff Mobility:

1. Computer Science
2. Chemical Engineering
3. Process Automation
4. Industrial Engineering

Areas of interest for administrative staff Mobility:

1. International Relations
2. Project Management
3. Quality Assurance
4. Registrar's Office
5. Student Affairs Office
6. e-training department

Coordinating institution	
Name	Baku Higher Oil School
Type of the institution	Public Higher Education Institution
Country	Azerbaijan
Web-site	www.bhos.edu.az
Contact person	Mr. Uzeyir Bagirov Program Manager Rector's Office E: uzeyir.bagirov@bhos.edu.az T: +994 50 7404440
Intended Project	
Name of the project	Promotion of Entrepreneurial Spirit in HEIs
Acronym	SPIRIT

Aims of the project are as follows:

WP 1. Entrepreneurial Training Centre (ETC) Launched

Key component of the implementation process will be development of key skills and competencies of students and faculty in entrepreneurship. Main pillar of the project is going to be best practices of EU partner universities.

The first outcome of the project will be establishment of Entrepreneurial Training Centre (ETC) in the Partner Countries (PCs). Key activities are going to be based on the following areas:

- Creating a platform for students to join entrepreneurial training and apply it for learning, research, and development purposes
- Training of the key staff in all relevant spheres that should embrace entrepreneurial skills
- Research center for entrepreneurial education and training
- Consulting services for the ideas with potential investors
- Centers will be equipped with most recent hardware and software

In order to evaluate successful implementation of the project plan and coherence of the project requirements prescheduled will be carried out every six months. Ten ETC will be established by month six along with partner universities.

WP 2. Capacity building for ETC

The second outcome of the project will be the capacity building of ETC administration staff and training of trainers. A group consisting of both program and partner country higher education institutions will work on introducing trainings for the main target audience. Trainings will be performed with the aim to build human capacity for administrative and educational issues. Therefore, a certain number of Azerbaijani administrative staff and tutors will visit EU partners to get required trainings.

Trainings organised at EU partner universities: 4

Mobilities: 160

WP3. Target groups trained

The third outcome will be training of the target groups at PC universities. The trainings will be based on modern teaching methods such as workshops, lectures, case studies and competitions. The content of the program will be consisting of seven lectures dealing with entrepreneurial topics, e.g. idea-development for start-ups, marketing, financing, taxes, social entrepreneurship, social innovation, business planning, innovative thinking. The workshops will be conducted by experts from industry and scientists in the field of entrepreneurial education.

The following modules are going to be offered:

Workshop 1 – Entrepreneur from recent graduates will speak about his or her experience.

Lecture 1- “BUSINESS IDEA” Creativity techniques, brainstorming and strategizing.

Lecture 2- “Business Planning” From the idea to the project. How do I transform my brainstorms into a project? Components of good business plan

Lecture 3- “Project Management” Managing Projects, Leadership Management and Communication, Quality for Managers and MS Project.

Lecture 4- “Project Management and Planning” Project Scheduling and Cost Control, Risk Management, Execution

Lecture 5- “Marketing and Advertising”

Workshop 2- “Legal requirements for a successful start” Registration process of business,

Lecture 6- Accounting, tax and dealing with the tax office and reporting to other state authorities

Lecture 7- “Financing and funding” Who is investor? Contracting and Equity sharing

Lecture 8- “Business Research Methods”

Students trained: 800

Faculty trained: 200

WP 4. Teaching Methods Developed

The fourth outcome will be based on developing modern teaching materials and methods that will be in full compliance with the syllabus of EU partner universities. The working group will finish the localization of the case studies, textbooks and other learning resources at month 8. The following training modules are going to be offered:

Module 1- Business Idea and Business Planning

Module 2- Project Management for Entrepreneurs

Module 3- Marketing and Advertising

Module 4- Starting a Business in Azerbaijan

Module 5- Accounting

Module 6- Financing and raising fund for start-ups

Module 7- Business Research Methods

7 training materials will be developed and printed by month 10.

WP 5. Dissemination of Networking

Dissemination is an inseparable part of the process, so the project results will be disseminated both through the project web site and the website of PC universities, at regular workshops, consortium meetings, and through mass media. The universities are encouraged to publicize the project at scientific events that are held during and after the project period.

The first seminar on Entrepreneurial Spirit in Azerbaijan will be held at Qafqaz University.

The dissemination and joint ETC implementation activities will certainly result in its positive perception by wider audience.

Starting from the month 4 of the eligibility period of the project each month 2 info-days are going to be organised. Outcomes of the project are going to be published in online news portals and university social media.

Web page developed month 5.

WP 6. Sustainability of project outcomes

The online learning platform on Entrepreneurship Training is an important project output. It will be used in multiple ways: on the one hand, it will support the students through (a) providing relevant literature and data for research purposes and (b) the setup of an e-Learning component. On the other hand, the platform will be widely used to disseminate video seminars; workshops, classes, the curriculum and all publications, statistical data produced by the ETC s and make all materials accessible to a wider public. This tool will be ideal for dissemination of project outcomes to all stakeholders.

Users of this e-learning platform will have possibility to publish their business plans for fund raising. Investors willing to support these business plans will contact users through the supervision of ETC.

Online learning platform developed at month 10.

Seven modules integrated into e-learning system.

Five business plan developed.

WP 7. Quality Control

Quality control will be performed continuously throughout the whole project lifetime.

Steering Group (SG) meetings will control medium-term progress. Project quality will be measured by evaluation of results achieved by the trainees at partner universities. Partner universities will assess the teaching process and send a report to the coordinating university.

Number of field monitoring: 20

Month 34

1. Would you be so kind to fulfil the following form about your organization for ERASMUS+ Project Application:

Full name of the organization	Baku State University		
Full name of the organization in Latin characters	Baki Dovlet Universiteti		
Type of organisation	Public University		
PIC number of the organization	990855874		
Department/faculty that is going to be involved in the project	International Relations Department		
Number of students admitted for a last 3 years to the university.	2013	2014	2015
	19775	18141	18321
Registered address	AZ 1148, Z. Khalilov 23, Baku, Republic of Azerbaijan		
Street	Z. Khalilov		
Number	23		
Post code	AZ 1148		
Town	Baku		
Country	Republic of Azerbaijan		
Region			
Internet address	bsu.edu.az		
Telephone 1	+994 12 497 59 53		
Telephone 2	+994 12 539 46 52		
Fax	+994 12 539 06 95		

2. Point the contact person (title, phone number, permanent e-mail)

contact person	title	phone number	permanent e-mail
Gulheyran Rahimova	Mrs	+994 12 497 59 53	interdean@bsu.edu.az

3. Please provide a short presentation of your organization (key activities, affiliations etc.) relating to the domain covered by the project (max. 2000 characters)

Baku State University (founded 1919) is one of the leading educational institutions in Azerbaijan. BSU's activities historically cover a broad spectrum and utilise extensive international contacts in the sciences. Concurrently the university has 37 scientific research and teaching labs, which cover both the natural and humanitarian spheres. BSU offers 17 majors, these being bachelors, masters and PhD degrees. The BSU community is composed of successful researchers who have produced substantial bodies of research in their specific areas. BSU is also a multicultural place of learning, enjoying a strong national and ever-increasing international reputation for producing well-prepared graduates. BSU is a member of various esteemed associations and institutions, including the Association of Universities of Eurasia, Association of Universities of Caspian Sea States, Association of Universities of the Black Sea States, the Association of European Universities, etc.

4. Experience and strengths of your organization in the field of the project (max. 1000 characters)

December 2010 years E-Learning Center has been established at BSU in order to improve quality of teaching. The main purpose of E-Learning Center is control of the educational process, Distribution and monitor the implementation of the teaching load, The coordination of the exams and control, Systematization of tests and examination, coordination and monitoring of tutors work. There is also statistical data group which is responsible to upload following data to the E-learning system:

1. Information about contingent of faculty;
2. the student's individual learning plans, collected credits and dept credits;
3. Group success and quality indicators according to the results of the session;
4. According to the results of the session creating faculty success and quality percentage schedules and diagrams;
5. Lists of the students who has dept credits

Determination of unsuccessful students in the faculties;

5. Please list the projects for which the organization, has received financial support from the Tempus, Erasmus Mundus, Erasmus+ Programme during the last three years.

Programme or initiative	Reference number	Beneficiary Organization	Title of the Project
ERASMUS MUNDUS Action 2 lot 5 – ENPI States	372563-EM-1-2012-1- DE-ERA MUNDUS- EMA21	Carl Von Ossietzky Universität Oldenburg	Enhancing Learning in ENPI Countries Through Clean Technologies and Research-related Activities

ERASMUS MUNDUS Action 2 Strand 1	372282-EM-1-2012-1- DE-ERA MUNDUS- EMA21	Georg-August- Universität Göttingen	ALRAKIS2
ERASMUS MUNDUS Action 2 Strand 1	372287-EM-1-2012-1- IT-ERA MUNDUS- EMA21	Politecnico di Torino	EuroEast
ERASMUS MUNDUS Action 2 Strand 1	372283-EM-1-2012-1- PT-ERA MUNDUS- EMA21	Universidade Tecnica de Lisboa	Trans-European Mobility Project On Education for Sustainable Development
TEMPUS	530385-TEMPUS-1- 2012-1-AZTEMPUS- JPCR	Khazar University	Curriculum Development and Capacity Building in the field of EU Studies
TEMPUS	No. 543893-TEMPUS-1- 2013-1-AZ-TEMPUS- SMGR	Azerbaijan State Economic University	UNIVIA – Development and Improvement of the University Administration on International Affairs

6. Please, shortly describe your team, skills and expertise of key staff that is going involved in the project.

№	Full name	Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.
1	Gulheyran Rahimova	Mrs Rahimova received her Bachelor and Master's degree from Azerbaijan University of Languages. From 2007- up-today she is a Dean for International Programs and Students. Mrs Gulheyran Rahimova is the author of numerous peer reviewed articles published in Azerbaijan and overseas. Mrs Rahimova will be responsible for overall management of all project components.
2	PhD Elmira Ismayilova	Mrs. Ismayilova received her Bachelor's in History, Master's Degree in Regional Studies (Caucasian Studies) and PhD from Baku State University. Mrs. Ismayilova works as a Head of International programs Department at BSU. Mrs Ismayilova has an extensive experience in managing international projects.
3	Mehdi Gulmammadli	Mr. Gulmammadli received his Bachelor's Degree from National Aviation Academy, Master's Degree from Nanjing University of Aeronautics and Astronautics in China. Mr. Gulmammadli works as a specialist on international programs department.

7. Please, describe current situation at your university focusing on the topic of the project. Activities carried out so far and expected outcomes of this activity. Please, mention detailed information on the implementation of similar systems. If you had secured founding from local or international organizations mention name of the organization and overall information about project.

Currently there is E-learning system available at BSU which is similar system. Main objectives of E-learning system is supervision of educational process, Distribution and implementation of the teaching workload, Organizing and monitoring of examination session and Systematization and examination of tests etc.

7.1. In particular, explain how domain of the project fits within development strategies of your university. What distinctive approaches your university have taken towards building within the dimension of the project. And please list competitive advantages of your university within framework of this project (list at least three). Only for Partner Country HEIs

Within the project of E-university Human Resources management, documentation system management, students database management and etc. are particularly fits the development strategies of our university. As a part of the project of E-university we need to create and develop the Department which will be responsible to approve and check level of data or test questions given by teachers. There is a special Center have been already created by university which is collecting following information in it and it could be helpful for development of project:

1. Information about contingent of faculty; the student's individual learning plans, collected credits and dept credits;
2. Group success and quality indicators according to the results of the session; According to the results of the session creating faculty success and quality percentage schedules and diagrams;
3. Lists of the students who has dept credits; Determination of unsuccessful students in the faculties

7.2. Please, outline the motivation behind your participation in the project. Clearly identify specific needs or problems which it intends to solve. List at least three problems and needs with detailed description. Only for Partner Country HEIs

1. The main aspect of it is, firstly to be able to control Learning Management System
2. This is very important in terms of efficiency, transparency and timesaving in our activity.
3. E-university is very important factor in quality assurance of higher education.

- 1.The cons of it is, firstly because of the doctoral level of education is not adjusted to Bologna process in Azerbaijan, this level of education was not applied in E-University.
- 2.It creates difficulties in confirmation of credits of exchange students, achieved in the host universities to our credit system.
3. It creates some problems in ensuring mobility.

7.3. Please, make research finding out strategies on Ministerial level (Ministry of Education) that covers the scope of this project (Please, list strategies of the Ministry of Education and other related Government Organizations and provide source). Only for Partner Country HEIs

8. Please, describe strengths, weakness, opportunities and threats based on sub-systems being planned to develop within this project. Only for Partner Country HEIs

Strengths	Weakness	Opportunities	Threats
<p><i>1. Administrative and faculty members will be able perform both basic and complex functions through simplified work procedures.</i></p> <p><i>2. System will provide self-service opportunity for students to perform basic administrative functions and tasks in a “one-stop”.</i></p>	<p><i>1. Absence of formal documentation process.</i></p>	<p><i>1. Increase collaboration among faculties and departments:</i></p> <p><i>2. Achieve operational efficiencies:</i></p>	<p><i>1. Absence of infrastructure</i></p> <p><i>2. Lack of experience</i></p>

MANDATE¹

I, the undersigned,

[Forename and surname of the legal representative of the future beneficiary signing this mandate],

representing,

[full official name of the future beneficiary] [ACRONYM]

[official legal status or form]

[official registration No]

[full official address]

VAT number:

PIC number:

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement **Promotion of Entrepreneurial Spirit in HEIs-SPIRIT** (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

Baku Higher Oil School BHOS
Public Higher Education Institution
[official registration No: 1112A7472]
Khodjali 30 AZ1025, Baku, Azerbaijan
VAT number: 2002347701
PIC number: 934867862

represented by **Elmar Gasimov - RECTOR**
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

[Forename, surname, function of the legal representative of the mandating beneficiary]

[Signature and stamp]

Done at [place], [date]

¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.