

Focus Group meeting Graz 2017: Master's in the area of Sustainability, Energy, Climate

In brief

Master's coordinators in the fields of Sustainability, Energy, Climate are invited to express interest to participate in a Focus Group meeting on tools for Master's Admission for a diverse international classroom in Graz, March 2-3 2017.

Introduction

The Mastermind Europe project develops and tests tools to adapt the process and methodology for admission to Master's programmes; it aims to assist Master's programmes which seek a more diverse and international student population. Since September 2014, it has developed a set of Guiding Tools and supporting material that help Master's coordinators to define the knowledge, skills and competencies expected of applicant students. These Guiding Tools and supporting materials have been tested at 6 broad interdisciplinary Focus Group meetings with well over 100 participants.

In addition, the basic assumptions of Mastermind Europe on trends and developments in international Master's admission within Europe have been tested through surveys among Master's coordinators and applicant students, published in a survey report on facts and perceptions.

For the last two Focus Group meetings planned for the Mastermind Europe project, participants are invited from specific subject areas, allowing for more in-depth discussions and generating more tangible outcomes for the participants. Those interested may find further information on the project, the Guiding Tools and other relevant material at www.mastermindeurope.eu and specifically about the [Guiding Tools](#)¹. An overview and short description of relevant documents can be found at the [Mastermind Europe Repository](#)².

Master's in Sustainability, Energy, Climate

On March 2nd/3rd, 2017, we will organise a Mastermind Europe Focus Group meeting at the Karl-Franzens-Universität Graz / University of Graz, Austria. This meeting will concentrate on

¹ <http://mastermindeurope.eu/tools-and-reference-material/#downloads>

² <http://mastermindeurope.eu/repository/>

Master's admission for a diverse international classroom in the subject areas of Sustainability, Energy, Climate.

Key to the programme

Any system for Master's admission needs to meet basic quality criteria in terms of:

- Validity, i.e. admitting and rejecting the right people
- Transparency, i.e. showing stakeholders what you do and why
- Efficiency, i.e. spending no more time and money than necessary.

Throughout the programme of the Focus Group meeting, the participants are invited to assess the Mastermind Europe Guiding Tools and supporting materials – as well as their discussions during the day – for their relevance to optimisation of these three key issues: Validity, Transparency, Efficiency.

In the Mastermind Europe project and during the Focus Group meeting, we look at Master's admission from two distinct angles:

- That of the methodology for selection, i.e. the criteria, norms/levels, and assessment/testing mechanisms. We believe that this should be tied to the Learning Outcomes and the Curriculum of the programme.
- That of the process, from first contact to start of the education, from the perspective of the (applicant) students as well as the academic and administrative staff.

The programme of the Focus Group meeting is designed to look at these basic quality criteria and angles of your Master's admission and to help you identify and articulate elements you need to change and how to change them.



This project has received funding
from the European Union

Programme overview:

The Focus Group meeting starts with an informal meeting on Thursday, March 2nd, from 17.30 until approximately 21.00. The informal meeting will be used for the participants and experts to meet and make acquaintance – and to share expectations about the Focus Group meeting and its intended outcome.

Each part of the full day (March 3) programme will be built on a mix of presentations by the experts, discussion, and individual & group work, all based on reading material provided beforehand.

	Reading material	Presentation	Discuss	Work
09.00 – 10.30 Develop a shared view	Mastermind Manual Paradigm Shift article	On Paradigm shift and Guiding tools	Application of MME concepts on your Masters; identification of 'strange' practices	use Matrix form to describe current practice
10.30 – 11.00 11.00 – 11.45	break ibid	Sample Matrix filled in	Use of Matrix to articulate admission requirements	
11.45 – 12.30 Determine change priorities	ibid	Introducing the topic	Discuss priorities for change	Highlight priority changes in Matrix form
12.30 – 13.30 13.30 – 15.00 Specify desired changes	lunch ibid	Introducing the Two Table Column (TTC)	Apply the TTC on your Master's	Use the TTC to specify needed changes
15.00 – 15.30 15.30 – 17.00 Plan changes, roles, responsibilities	break ibid	Introducing the Key Choices and Tasks form	Identify key roles and choices for your Master's	Use the Key Choices and Tasks form to highlight steps and roles.

Target group / invited participants

The Focus Group meeting in Graz is designed for academic coordinators of Master's programmes in fields related to Sustainability, Energy, Climate.

Participants from universities connected to the Mastermind Europe Consortium have precedence. These universities are: VU Amsterdam, University of Helsinki, University of Graz,



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Master's admission
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University of Ljubljana, Politecnico di Milano, VU Vilnius³, as well as the Universities under the umbrella of the Germans Rectors' Conference and the Association of Catalan Public Universities.

To safeguard intensive and productive discussions and group interaction, the total number of participants will be limited to 20.

Participants from other universities, particularly those who are closely collaborating in Master's in the area of Sustainability, Energy, Climate, with Mastermind Europe Universities, may also be admitted to the Focus Group meeting, availability of places allowing.

Experts

The Focus Group meeting will be facilitated by Inez Meurs and Kees Kouwenaar as key experts in the Mastermind Europe project. As the project is currently training additional experts from among the Consortium partners, one or two of these may be added to the team.

Kees Kouwenaar is senior advisor international strategy at the *Vrije Universiteit* Amsterdam. He has over 30 years of experience in international diploma recognition as well as internationalisation of and capacity building in higher education. He initiated and now coordinates the Mastermind Europe project. He was one of the key experts for the Lisbon Recognition convention.

Logistics

The Focus Group meeting will be hosted at the University of Graz, which will also act as organiser of the meeting. The University of Graz can advise and assist with local lodging. Participation in the Focus Group meeting is for free; travel and subsistence costs are to be borne by the participants and/or their universities – participants from Consortium universities can apply for a modest contribution to their costs from the project budget.

Those interested to participate are invited to send an email **before February 10, 2017** to Anja Hoffmann anja.hoffmann@uni-graz.at. Please explain how your application fits with the target groups, the chosen subject area, and the key to the programme as described above.

³ Participants from these 6 universities can apply for a limited contribution to their travel/subsistence costs.