

The responsible partner representative - RPR - in NNME

1. In general:

- the RPR is the one pointed out to **represent his/her institution** in the NNME network - the connection between the network and the institution - mainly the defined group of teachers and students

- is the one to **define** the participation of the institution in the network-activities (types of activities to be included and to what extent: student- and teacher exchange , intensive seminars, network planning) and administering this participation in cooperation with the rest of the network.

-is responsible for giving **information** to his/her own defined group (the network, the program, the different activities included , application and reporting procedures and deadlines)

- is expected to participate in the **planning and evaluation procedures** at network meetings and it is a goal for all institutions to host a network meeting (from ½ – 2 days, 2 times a yr)

2. Student-and Teacher exchange – the role of the RPR :

- is responsible for administering and handling student- and teacher exchange applications - students and teachers at their own institution as well as guest- students and -teachers from other institutions.

- must assure that “in- and out going” teachers and students within the NNME have a program/schedule or learning agreement (meriting) according to the Nordplus criterias or rules, and that they are welcomed and taken care of at the new institution.

3. Intensive seminars - The role of the RPR:

Arranging a one week intensive seminar (minimum 5 full work days) at an institution means for the RPR to have described a course content and put up a local budget for the application, define a more detailed program with time schedules - lectures, discussions, work shops, demonstrations, student presentations etc - to administer, chair and “run” the seminar together with colleagues and students , and eventually: evaluate, hand out diplomas and report the seminar, including the economy for hosting the course - in cooperation with the rest of the network and the network coordinator, being responsible for coordinating the local budgets and finally report the total activity. It is a goal that as many institutions as possible can host an intensive seminar.

Sending participators, teachers and/or students in a one week intensive seminar means for the RPR to participate in the planning and the evaluation procedures for the seminar, mainly at network meetings at some other institution in NNME , and to define and administer the participation from his/her own institution, included the economy. **The student and teacher must be aware that only 100% participation is accepted for getting Nordplus grants and credits. The teachers sent are expected to take part actively in the course week - giving keynotes, chairing presentations, facilitating group work , commenting the presentations of the students - taking part in the course week.**