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CABES Capacity Development Programme (CCDP)

Course syllabus:

“Design, setting up and running of a master programme on managing Science-Policy-Practice Interfaces on Biodiversity, Ecosystem Services and Climate Change (SPIBES)”

19th and 20th March 2024

Course title	Design, setting up and running of a master programme on managing Science-Policy-Practice Interface on Biodiversity, Ecosystem Services and Climate Change (SPIBES)
Purpose of the course	To provide participants with the necessary skills for the design and running of a master's degree on managing the science-policy-practice interfaces on biodiversity and ecosystem services and climate change.
Objectives of the course	<p>Provide participants with the basic knowledge needed to design and implement a master programme.</p> <p>After the course, participants:</p> <ul style="list-style-type: none">– Will understand the SPIBES Landscape: Explore the current state of the SPIBES field, identifying key challenges, opportunities, and emerging trends;– Will understand the key requirements and steps in designing and implementing a master programme at both institutional and organisational levels;– Will learn and understand the process to design core and elective courses, aligning with SPIBES goals;– can conceptualise an application process for an international master's degree;– Will have an overview of the content of the handbook to be prepared for an application process to accredit an international master programme;– can draw up an estimated budget and curriculum for an international master programme;

	<ul style="list-style-type: none"> – Learn and understand the Admission Criteria and Student Selection processes: define admission criteria, evaluate applications, select the best students who align with the program's goals and, above all, identify applications containing falsified documents; – know tools and strategies to build a network of partners (stakeholders) to provide internships and other opportunities for the students to experience SPPIs first-hand, including employment opportunities; – know how to guide students' preparation of a MSc research topic reflecting SPPIs; – are aware of the modern tools needed to combine the right training with the suitability for employment of the students trained; – Will be aware of the challenges related to such an international MSc programme; – Understand the importance of providing support services for students, including academic advising, career guidance, and counselling.
Tangible outcome	Each participant will be invited to come to the training session with a master's proposal (or syllabus proposal) and could go back with an improved concept note for designing a master programme.
Date	19 th and 20 th March 2024
Course duration	Hours in video conference: 2 days, 8 hours per day, including breaks.
Teaching formats	Online
Course participants	University lecturers
Prior(s)/ Requirements	Have a basic knowledge of the LMD system
Contents of the course	<p>Day 1</p> <ul style="list-style-type: none"> - <u>Session 1 (1h30): Icebreaking and overview of the training programme</u> <p>Description of what will be done during this part of the session Introducing the participants: Know each other to map out the participants involved in the training course. Introduction to the training agenda.</p> <ul style="list-style-type: none"> - <u>Session 2 (1h30): Overview of the LMD system and the SPIBES MSc</u> <p>Participants will receive a general introduction to the LMD academic system and other systems. Participants will receive a general introduction to the CABES Master programme; the so-called SPIBES MSc set up at the University Félix Houphouet-Boigny (UFHB) in Abidjan, Côte d'Ivoire.</p> <ul style="list-style-type: none"> - <u>Session 3 (1h30): Steps of designing and implementing a SPIBES Master programme</u> <p>Present the organisational and institutional requirements as well as the steps of designing and implementing a SPIBES Master programme.</p> <ul style="list-style-type: none"> - <u>Session 4 (1h): Building a curriculum</u> <p>Participants will learn about the stages involved in building a curriculum for the programme. This will take into account the teaching content, that students will be offered (teaching units, field excursions, internships and other possible teaching formats).</p>

	<p>Day 2</p> <ul style="list-style-type: none"> - <u>Session 5 (1h30): Call for applications and student selection process</u> <p>Participants will be trained in the steps of the student selection process, from the launch of the call for applications to the selection of students.</p> <ul style="list-style-type: none"> - <u>Session 6 (1h30): Student post-selection: what to do?</u> <p>Participants will receive training on what to do at the end of the selection process: Signing contracts, issuing admission and invitation letters, visa procedures, etc.</p> <p>Arranging the arrival and welcome of international students: accommodation arrangement, welcome meeting</p> <ul style="list-style-type: none"> - <u>Session 7 (1h30): Day-to-day coordination of the MSc SPIBES programme and the student's daily life</u> <p>Teaching planning: Participants will be trained in efficient teaching scheduling.</p> <p>Guiding students' preparation of a MSc research topic</p> <p>Day-to-day coordination of the MSc programme and the student's daily life</p> <ul style="list-style-type: none"> - <u>Session 8 (1h): Follow-up of students' research activities and master's thesis defense organization</u> <p>Follow-up of students' research work in the field</p> <p>Defense of the Master thesis</p> <p>Graduation and handing over of certificates of completion to students.</p>
Literature	SPIBES handbook (draft)