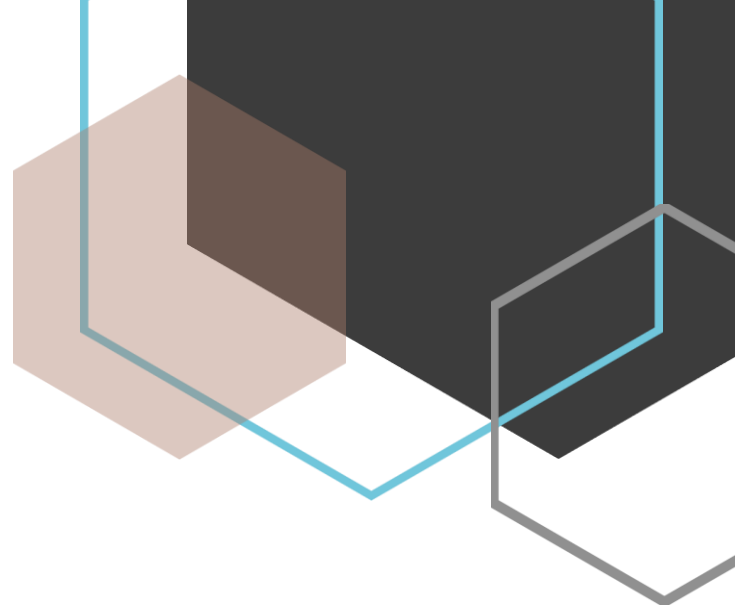




Co-funded by the  
Erasmus+ Programme  
of the European Union



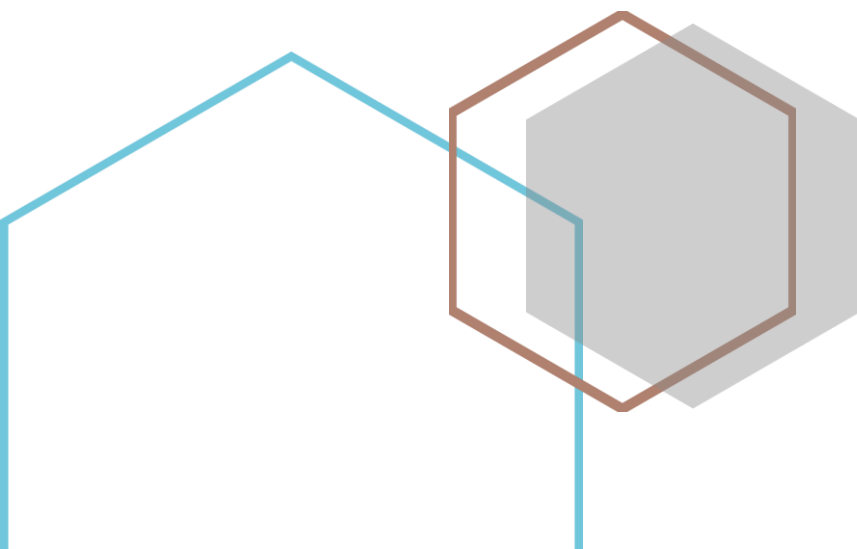
# IMPLEMENTATION FRAMEWORK TALENT CO-CREATION LAB

**POKHARA UNIVERSITY, NEPAL**

---

**Integrating Talent Development into Innovation Ecosystems in Higher Education**

**586227-EPP-1-2017-1-BG-EPP**





## Table of Contents

Activities of the Lab	2
Position of the Lab within the university structure	2
Organization of the physical premises and working space for the Talent Co-Creation Lab	2
Arrangements for the management of the Lab	2
Arrangements for involvement of faculty and staff in the Lab	2
Arrangements for the coordination and administrative work in the Lab – staff, responsibilities, financing	3
Channels and means of communication with external stakeholders	3
Rules and regulations for selection and participation of students in the live innovation projects	3
Opportunities for collaborative work	4
Linking Lab activities to curricular activities and internships	4
Principles and approaches for assessment and evaluation of student and faculty involvement in Lab activities	5
Policy and procedures on Intellectual and Industrial Property	5
Policy on financing of the Lab activities	5
Policy and procedures on industry / business contribution or co-financing of the Lab projects or trainings	5
Policy and procedures on access to research/innovation results and use of products developed within the Lab	6
Rules for ensuring the safety of students and external stakeholders working at the Lab	6
Rules for ensuring the safety of students and external stakeholders when the lab activities take place outside the Lab	6
Other applicable rules and regulations	7
Internal development plan of the Talent Co-Creation Lab	7
Quality assurance plans for the Talent Co-Creation Lab	7

The framework outlines the design of the operations of the Talent Co-Creation Lab created at the University in the frame of the INNOTAL project. It clarifies the Lab's place within the University structure, its functioning, management and activities, as well as applicable rules and regulations.



Co-funded by the  
Erasmus+ Programme  
of the European Union

*This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

#### ACTIVITIES OF THE LAB

The Talent Co-Creation Lab at Pokhara University shall conduct the following activities:

- Training on Entrepreneurship and Innovation
- Training on skills- soft skills and hard skills
- Internship and traineeship training
- Industry and academia dialogue related training
- Career counselling and employability skills
- Training on incubation
- Business plan writing courses
- Any other activity required by students or faculty, if related to graduates' employability.

#### POSITION OF THE LAB WITHIN THE UNIVERSITY STRUCTURE

The Talent Co-creation Lab has been set up at Pokhara University in January 2020 and shall run under the direct supervision of the International Centre) of Pokhara University. The International Centre shall report to the higher authorities, namely Vice-Chancellor and Registrar.

#### ORGANIZATION OF THE PHYSICAL PREMISES AND WORKING SPACE FOR THE TALENT CO-CREATION LAB

The Lab is located on the premises of Pokhara University. A separate room has been allocated. The space is designed to be student-oriented and technologically friendly, with laptops, tablets, colour printer. There is also a space to explore creativity.

#### ARRANGEMENTS FOR THE MANAGEMENT OF THE LAB

The management of the Lab is the responsibility of International Center of Pokhara University.

#### ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE LAB

All four Faculties of Pokhara University can get involved in the Lab activities. The School Directors from Pokhara University's four faculties shall be in the Advisory Board.

The strategies that will be used to motivate staffs and faculty members to contribute to the work of the Lab are as follows:

- Sensitization: student volunteers will disseminate information relating to the project and the provisions of the Lab, as well as the benefits of Lab activities
- Visibility and showcasing of staff members' contributions across the social media platforms of Pokhara University
- Involved staff and volunteer students will get opportunities to connect with international students and lecturers and to get international exposure
- Incentives to carry out projects in the Lab shall be provided.

**ARRANGEMENTS FOR  
THE COORDINATION  
AND ADMINISTRATIVE  
WORK IN THE LAB –  
STAFF,  
RESPONSIBILITIES,  
FINANCING**

The overall responsibility of coordinating the work of the Lab is borne by the International Center.

The Deans of the four Pokhara University Faculties shall sit on the Advisory Board and monitor the activities of the Lab. The School Directors and Coordinators will be in a supportive role.

The INNOTAL project manager shall be the Lab Director unless the position is reassigned to another Pokhara University employee after the end of the INNOTAL project. The Lab Director shall keep a record of the activities conducted in the Lab and shall coordinate the involvement of external stakeholders.

The International Center, the Pokhara University Research Center and the Student Volunteering Center created under the INNOTAL project shall encourage the external stakeholders and other students to make the best use of the Lab.

The program of activities shall be funded by Pokhara University. Other external stakeholders can also contribute funds.

**CHANNELS AND  
MEANS OF  
COMMUNICATION WITH  
EXTERNAL  
STAKEHOLDERS**

---

The International Center and the Student Volunteering Center shall firstly analyse the targets and the planned activities, and then list the potential external stakeholders with whom it would be possible to collaborate on each activity. They shall reach out to the external stakeholders to present the objectives and goals of the activity, and to request collaboration. The primary channel of communication with external stakeholders shall be the email. Facebook and other social media, as well as phone calls, can also be used for fast communication.

The external stakeholders shall provide free training and workshops to the faculty members and students of Pokhara University. They can make use of the INNOTAL online platform for placement opportunities for Pokhara University graduates in coordination with the International Center and the Pokhara University Research Center.

**RULES AND  
REGULATIONS FOR  
SELECTION AND  
PARTICIPATION OF  
STUDENTS IN THE  
LIVE INNOVATION  
PROJECTS**

---

Student volunteers will be selected on the basis of their skills and the leadership that they exhibit. However, all students of Pokhara University can participate in the Talent Co-Creation Lab activities and use its resources.

Any student of Pokhara University who comes up with an innovative plan with the will to execute it will be encouraged. Interested students must first seek permission from the Lab Manager or the manager of a concrete project and under his/her approval the student/students can use the Lab. The team, including student volunteers, ensures that their needs are fulfilled; space for innovation is provided; exposure to student-built project is given.

If any innovation activity (project) is planned to be conducted in the Talent Co-Creation Lab, the information will be disseminated in social media and the interested students have to approach the student volunteers or the project manager, and ask for permission to enrol in the innovation project.



## OPPORTUNITIES FOR COLLABORATIVE WORK

---

The Talent Co-Creation Lab shall work in collaboration with internal and external stakeholders. The work program will be funded by Pokhara University and possibly co-funded by external stakeholders.

Internal stakeholders like the existing Clubs at Pokhara University (Creative group, Rotaract PU, Code Kavya, APPS, etc.), external stakeholders, student volunteers and others, shall conduct - independently or in collaboration - entrepreneurship-related trainings, technology and innovation trainings, and internship seminars.

The Lab shall also partner with academia, industries, hospitals, NGOs/INGOs, and other organizations. Currently, the modality of the programs (online/offline) cannot be predicted due to the unprecedented Covid-19 crisis.

## LINKING LAB ACTIVITIES TO CURRICULAR ACTIVITIES AND INTERNSHIPS

---

All the Lab activities and projects that shall be conducted at the Talent Co-Creation Lab will directly or indirectly support innovation and entrepreneurship. The primary activities include:

- Training on Entrepreneurship and Innovation
- Skills training – soft skills and professional skills
- Internships and traineeship training
- Industry and academia dialogue
- Career counselling and employability skills
- Training on incubation
- Business plan writing courses, etc.

These activities need to ensure proper linkage to curricular activities and thereby should provide extra credit to students.

Recognition for student volunteering shall be given, and those volunteers shall be exposed to an array of opportunities.

There shall be provisions for linking student research projects with Lab activities by allowing the results of research to be implemented in action. The Lab shall make the necessary arrangements for facilitating this process.

Similarly, the Lab, in collaboration with internal and external stakeholders, shall organize entrepreneurship or innovation training sessions for students in various disciplines.

The Lab shall also assist faculty members wishing to develop entrepreneurship and innovation courses.

---



## PRINCIPLES AND APPROACHES FOR ASSESSMENT AND EVALUATION OF STUDENT AND FACULTY INVOLVEMENT IN LAB ACTIVITIES

The principles and approaches for assessment and evaluation of student and faculty involvement in Lab activities are as follows:

- Number of student who worked on projects
- Number of students using the Lab.
- Frequency of use of the Lab in a week
- Number of external stakeholders involved
- Number of internal stakeholders involved

The students will be evaluated and assessed during their work at the Lab by the program coordinator. The activities and progress are reported by student volunteers.

The competencies and skills gained by the students shall also be monitored and assessed by the International Center, the Pokhara University Research Center, the project manager and student volunteers.

## POLICY AND PROCEDURES ON INTELLECTUAL AND INDUSTRIAL PROPERTY

---

The intellectual property on findings and results related to Lab activities will belong solely to Pokhara University. However, when there is a patent right registration, as a rule, the inventors and other investigators will be given the right to use the Lab.

If any involved external partners agree with the university, they will be included in the list of inventors or investigators depending on their contribution to the project. To make this possible, the University must first sign a Memorandum of Understanding with them. The University will also check the legal status of the external contributors to avoid problems in the future.

## POLICY ON FINANCING OF THE LAB ACTIVITIES

---

The work program of the Talent Co-Creation Lab shall be funded by Pokhara University (and co-funded by the INNOTAL project while it lasts). The International Center and the Student Volunteering Center will reach out to potential external stakeholders with a program proposal and request their financial contribution.

## POLICY AND PROCEDURES ON INDUSTRY / BUSINESS CONTRIBUTION OR CO-FINANCING OF THE LAB PROJECTS OR TRAININGS

---

The policy and procedures on industry/business contribution or co-financing of Lab projects or trainings are as follows:

- External stakeholders whose goals match with the Lab's work program and objectives will be listed
- The contribution made by any external stakeholder shall be optional rather than mandatory
- The ethical use of the financial resources obtained from external stakeholders shall be monitored strictly
- The Lab shall ensure social media exposure of the external stakeholders that contribute to its activities.

**POLICY AND PROCEDURES ON ACCESS TO RESEARCH/INNOVATION RESULTS AND USE OF PRODUCTS DEVELOPED WITHIN THE LAB**

---

The International Center, the Advisory Board and the Student Volunteering Center, internal and external stakeholders and students who were involved in the particular project shall have access to research/innovation results and use of products developed within the Lab.

Policy and procedures:

- The project proposal has to be made to the International Center
- Research shall commence upon approval by the International Center
- The Lab Manager and the Student Volunteering Center have the right to know what research shall be conducted, as well as all the safety measures involved
- The Lab Manager has to be present when works that pose any risk are being conducted
- The results shall only be used for ethical purposes, i.e. for whatsoever they have been designed for and not otherwise. The results cannot be used for military, socially irresponsible and discriminatory purposes
- Proprietary research that conforms to ethical guidelines can take place but only after approval by the Lab Manager.

**RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WORKING AT THE LAB**

---

All activities shall run under the direct supervision of the International Center of Pokhara University. The students will execute any work program only upon approval of the Lab Manager. Any work that can expose them to health risks shall be avoided or sufficient protective measures shall be taken. The protective gear shall be bought by the International Center and funded by Pokhara University. A Project Manager shall be present with the students during execution of the project. In case of any accidents the International Center shall compensate the aggrieved party for any harm or losses.

As of now, there are no strict restrictions on the number of persons present during sessions. Project managers will be advised to follow common-sense rules when deciding on the number of participants. However, the number of students will vary depending on the type and nature of the project.

**RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WHEN THE LAB ACTIVITIES TAKE PLACE OUTSIDE THE LAB**

---

Some projects can take place outside the Lab. The project manager shall accompany the students and external stakeholders during execution of such projects.

Rules:

- Seek approval from the Lab Manager
- Careful study of hazards involved
- Risk assessment
- Hazard control

**OTHER APPLICABLE  
RULES AND  
REGULATIONS**

- Use of protective gear when necessary

The project manager shall guarantee the safety of the students and external stakeholders. In case of any accidents the International Center shall compensate the aggrieved party for any harm or losses.

---

Other applicable rules and regulations concerning the operation of the Lab are:

- Use of resources without damage
  - The Lab manager, the project managers and the Student Volunteering Center shall keep records of the activities conducted in the Lab.
- 

**INTERNAL  
DEVELOPMENT PLAN  
OF THE TALENT CO-  
CREATION LAB**

The Talent Co-creation Lab shall support new activities, attempt to involve an ever larger number of staff and students, explore new areas of research and expand its activities into all Faculties of the University.

All in all, the Lab should gradually be transformed into a space for incubation of talent and promotion of student innovation.

---

**QUALITY ASSURANCE  
PLANS FOR THE  
TALENT CO-CREATION  
LAB**

The following preliminary Quality Assurance plans have been made:





Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Lab will be monitored?	How will results be reflected in planning?
<p><b>Monitoring: ongoing, focused on implementation</b></p>	<p>International Center, Pokhara University Research Center and Student Volunteers.</p>	<p>Activities are assessed by the International Center, student volunteers, internal and external stakeholders. Assessment is carried out during and after Lab activities.</p> <p>Periodic assessment of the resources in the Lab shall be carried out.</p> <p>The reports made after each event will help to analyse engagement and impact generated.</p> <p>Google-based evaluation forms will be distributed to students of Pokhara</p>	<p>Student volunteers and the Talent Co-Creation Lab Manager</p>	<p>The International Center, the Student Volunteering Center, higher authorities - Vice-Chancellor and Registrar; Faculty members of Pokhara University.</p>	<p>Number of students trained</p> <p>Number of external stakeholders involved</p> <p>Number of projects implemented</p> <p>Number of students included in innovation projects</p> <p>Feedback from students and from stakeholders</p> <p>Number of students from disadvantaged groups involved</p> <p>Number of faculty</p>	<p>After assessment the suggestions shall be taken into account and incorporated as rules if relevant</p>

		University and evaluated accordingly. Any suggestions made by the Vice-Chancellor or Registrar of Pokhara University; internal stakeholders and external stakeholders shall be taken into account.			members involved Number of activities conducted	
<b>Evaluation: periodic (e.g. once a semester or once a year)</b>	International Center and student volunteers.	Same as above	Student volunteers and the Talent Co-Creation Lab Manager	The International Center, the Student Volunteering Center, higher authorities - Vice-Chancellor and Registrar; Faculty members of Pokhara University.	Skills and competencies developed by the students Innovations developed Collaborations with business started Innovations introduced in teaching	After assessment the suggestions shall be taken into account and incorporated as rules if relevant