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HE and VET alliance establishment according to Bologna Principals implementation via VET teachers' capacity building

ALLVET Kick-off Meeting

MINUTES OF MEETING

Hosting institution: University of Kragujevac, Faculty of Technical Sciences Čačak, Serbia

9th and 10th March 2020.



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Revision sheet

Version	Date	Revision description
1.0	21.3.2020.	First draft by UNIKG



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Day I

9th March 2020

List of participants

Program country partners

University of Kragujevac

Danijela Milošević, Dragana Bjekić, Vladimir Mladenović, Veljko Aleksić, Olga Ristić, Lena Tica, Milevica Bojović, Lidija Paunović, Biljana Đorić, Lidija Palurović, Ana Radović-Firat, Marjan Milošević

Technical University of Dresden

Gerrard Cullen, Sven Riddel

University of Deusto

Ivan Dyukarev, Paula Sanchez Jardon

Edge Hill University

David Allan

South-East European Research Centre

Nikos Zaharis, Kelly Pasmazi, Vicky Papachristou

Partner countries

Don State University

Svetlana Ponomareva, Irina Maevskaya, Sergey Makov

Ogarev Mordovia State University

Olga Safonkina

Immanuel Kant Baltic Federal University

Elena Zimovina, Anna Belova

Narxoz University

Gaini Mukhanova, Madina Subalova, Aigul Dzondelbaeva

Suleyman Demirel University

Kyuanish Yergalyev, Aizhamal Akhayeva, Talgat Yechshzhanov, Adilzhan Anay

International IT University

Gulnara Zakirova, Aigul Niyazgulova

Bologna Club in Russia

Olga Kostina

Russian Register

Alexandra Zvezdova

Total number of participants: 37 from 13 institutions

Kick-off meeting was organised at premises of the project coordinator, University of Kragujevac Faculty of Technical Sciences Čačak, Serbia.



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Official ceremony was opened by the Dean of the Faculty of Technical Sciences Čačak, University of Kragujevac, Prof. Dr Danijela Milošević, who welcomed all participants and presented the importance of ALLVET project at national level in Serbia. Prof. Dr Nebojša Mitrović, Vice-Dean of the Faculty of Technical Sciences Čačak, also welcomed the participants.

First presenter was Olga Safonkina from the Ogarev Mordovia State University (MRSU). She presented her university, and talked about its status and rankings of the University as well as about MRSU's role in the project. MRSU is acclaimed as experienced with capacity building projects, especially with the quality assurance.

Madina Subalova from Narxoz University talked about ranking and accreditation heritage and CEEMAN, ACCA and NARR. Narxoz was stated as the firsts grant-holder in Kazakhstan. Narxoz got valuable experience in two projects related to ALLVET: TUCAHEA and UNIWORK.

Anna Belova from Immanuel Kant University (IKBFU) presented her home institution, with special accent to scientific research, which is supported by 11 IKBFU's institutes. IKBFU is currently involved in 4 Erasmus projects.

Adilzahan Anay from Suleyman Demirel University (SDU) pointed out that Education System in the University is trilingual: English, Kazakh and Russian. He presented the ranking features, young programmes, research and training labs. SDU is involved in 2 Erasmus+ Projects.

Gulnara Zakirova presented the International IT University (ITU). ITU has 24 bachelor programs, 7 master programs and 2 PhD programs. IITU got experienced with tuning methodology through participation in projects TUCAHEA.

Irina Maevskaya presented DON State Technical University from Rostov on Don (DSTU). DSTU got 23 faculties and covers five fields and it is a leading institution in international medicine corporate departments. Irina briefly presented international cooperation, institutional partnership, collaboration in sports and culture double diploma programs; international projects and grants, bilingual section project.

She emphasised the VET challenge and vocational education obstacles to be overcome. DSTU's expectations from ALLVET are: new contacts, digital space and improved quality assurance procedures.

Bologna Club, a non-profit partnerships agency is briefly presented with its goals: making new tools, design books and manuals and providing international events organization. Bologna Club has a strong background in dealing with projects such IQA, VALERY, E3M and Unson.

Aleksandra Zvezdova presented Russian Register, starting with its history. There are 600 experts and over 2.000.000 employees of clients it is part of IQNET and provides international certification Role of Russian Register in ALLVET project is Quality Assurance control in collaboration with another lead partner another

Second part of the meeting was devoted to presentation of programmer countries' partners.

Danijela Milošević stated the shift of Serbia to programme country and its implications. She presented the University of Kragujevac and Faculty of Technical Sciences Čačak.



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Gerard Kullen from University of Dresden (TUD) presented the university. TUD consists of 5 schools and 14 faculties and was recognised as 2012 University of excellence.

David Allen presented the Edge Hill University (EHU). EHU achieved Gold in teaching Excellence. There are 3 faculties of the university: faculty of education, faculty of arts and science, and faculty of health. David introduced two other members of ALLVET team: Vicky Duckworth and Anthony Turjansky.

Nikos Zaharis presented SEERC and its activities related to research, networking, conferences, workshop and publishing. SEERC specific objectives are stated as: established long-term platform, trained experts fully competent and capable of pedagogical ECTS/Tuning module design

In the following meeting-section the work packages were presented by their leaders.

Gary Cullen from TUD presented the follow up activities for WP1:

- initiation of the ALLVET web-space development after needs analysis
- supervision of needs analysis preparation for quality assurance ESP (English for special purposes) training, oriented towards terminology, skills and focused on writing for projects and EU report production

The following remarks about the ECTS/Tuning Modular System (10 modules) were made:

- preparation should be finished in 3 months
- the number of credits should be pre-thought
- nobody is expected to launch all 10 products
- number of credits is up to be planned, having in mind this is not a curriculum development and students are not target group
- training dates needs discussion.
- websites-related actions should be conducted as soon as possible including the needs analysis for the website
- modules are actually courses, lectures, presentations or questions

Aleksandra Zvezdova talked about QA aims, the three levels of quality assurance, and the main aims of the project management. David Allen (EHU) reviewed important elements of quality assurance, role of SWOT analysis and technology enhanced learning.

Irina Maevskaya discussed dissemination and the following was agreed:

- all partners should put appropriate project-information on their official websites (not more than 3 clicks away from the home page)
- a draft of logo is up to be designed and partners will give their feedback
- the web-space need-analysis is going to be conducted
- information on project teams will be collected until 18. March
- to select 3-5 key persons

It was agreed that trip to Dresden should be scheduled for December in order to discuss the module drafts.

A recommendation from Bologna Club was to consider the forum in Rostov (in September) as a dissemination event:

Meeting was closed at 17,00h.



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Day II

10th March 2020

List of participants

Program country partners

University of Kragujevac

Danijela Milošević, Dragana Bjekić, Veljko Aleksić, Lena Tica, Lidija Palurović, Ana Radović-Firat

Technical University of Dresden

Gerrard Cullen, Sven Riddel

University of Deusto

Ivan Dyukarev, Paula Sanchez Jardon

Edge Hill University

David Allan

SEERC

Nikos Zaharis, Kelly Pasmazi, Vicky Papachristou

Partner countries

Don State University

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Elena Zimovina, Anna Belova

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Gaini Mukhanova, Madina Subalova, Aigul Dzondelbaeva

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Kyuanish Yergalyev, Aizhamal Akhayeva, Talgat Yechshzhanov, Adilzhan Anay

International IT University

Gulnara Zakirova, Aigul Niyazgulova

Bologna Club in Russian

Olga Kostina

Russian Register

Alexandra Zvezdova

Total number of participants: 31 from 13 institutions

Meeting started at 10,30h.

Ivan Dykarev presented the University of Deusto (UD). UD has a rich experience with the tuning modular system. It was agreed that created modules do not need state certification, but should have inter-university formal certification.

Partners agreed that the training at UD (Bilbao) could take place in October 2020. Before that the ESP training should take place in Thessaloniki in June 2020. At the end of year a meeting in Dresden may take place and then in February 2021. the first piloting may be conducted.

It was discussed on who is supposed to be trained for English ESP. There is an option that vocational education teachers may be also involved.

The SEERC would make the course programme according to the needs analysis.



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Managerial structure was discussed and the following was agreed:

The Steering group consists of contact persons from every partner institutions (1 per institution)

- The partners' countries' steering group consists of representatives from the partner institutions (RUS and KZ).
- The EU steering group consists of representatives from the program countries institutions
- WP leaders assign tasks to partner involved in package

- Quality assurance group (Internal evaluation working group - IEWG) got one representative from all institutions, except the UNIKG
- national leaders are defined: for Kazakhstan – Narxoz; for Russia - Don University
- official data on who should be in the project is supposed to be set by 18th of March
- each team should consist of: team officer, publicity officer populating the website, module leader (person who will go to Bilbao), and quality assurance officer (who does the evaluation)
- Financial Management depends on University
- work package leaders will be informed on who is the contact person
- the administrative aspect of reporting: there are two reporting periods: from 15/01/2020 to 14/01/2023
- all communication with EACEA (and project manager Anne Spangemacher) goes exclusively through coordinator
- partner countries national coordinators should be available for help on documenting
- project accountancy: University of Kragujevac (controls all partners)
- The kinds of costs were discussed, with the accompanied documents.

Partners are informed about the financial dynamics:

- first pre-financing: 50% upon entry
- second pre-financing: 40% 6-months from 18th month
- balance: 10% final stage at the end of the project

A brief presentation was given by the coordinator on financial documentation procedures. It is agreed that the financial reporting period should be 6-months.

It is recommended that the equipment should be purchased in the first year. It is emphasized that the daily exchange rate should be considered and on the end of the project all expenses should be recalculated based on the average exchange rate from the project lasting period. Partners are informed that there were penalties for various cases: implementation delay, lack of visibility, breach of contract etc.

David Allan presented the reporting procedures. The quality assurance report period is agreed as 6 months. Evaluation is agreed to be conducted on modules and on piloting process. Also, the external assurance audit is planned.

Quality Strategy is set in line with the ISO standards.

Marjan Milošević from UNIKG discussed on technology for sharing data. It was agreed that Google Drive was the solution preferred by the majority of partners. It is agreed that the hierarchy of folders for financial data should be established.

The Web-Space was discussed. A couple of examples of other project web sites were shown. Most of partners preferred that the project web-site and modules web-site should be made separated. One



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site would be used for project results and dissemination purpose and another site would contain modules in 3 languages.

It was agreed that the project logo and the visual identity should be worked on as soon as possible. The need analysis questionnaire should be distributed among the partners.

Danijela Milošević presented options for partner agreement (PA). It is defined that the PA should be signed in no more than 6 months after the Grant Agreement was signed.

For the sake of project efficiency, it was suggested to tune the equipment specification so it costs less than 25000 EUR. In that case, no tendering would be required. It is emphasized that joint tender would not be a practical solution and that every partner university should follow its own procedures. It was agreed that draft of PA should be made by 10. March approximately.

Google Drive should be established also around 10. March.

Coordinator suggested that the break-down of payment should be:

- for partner countries: 1) 25% of the budget without the equipment cost; 2) 25% of the budget deducted for the equipment funds; 3) funds for the purchase of equipment; 4) 20% of the budget, 20% of the budget. 5) 10% (payment of the balance).
- for program countries, the key would be: 20%, 20%, 25%, 25%, 10%.

This suggestion was agreed on by the partners.

The possibilities for rebalance of the budget was discussed by the Immanuel Kant Baltic Federal University (IKBFU). IKBFU stated that because of the University's location and the flight routes available, the travel expenses are overcoming the planned budget.

Meeting was closed at 17:00.