

Project CENEAST 11th Meeting | MINUTES

Meeting date | time 23/04/2015 09:30 | Meeting location Yanka Kupala State University of Grodno

Meeting called by	Assoc Prof Yury Romanovski Assoc Prof Alla Volik Prof PhD DrSc Arturas Kaklauskas	Attendees Yury Romanovski, YKSUG Alla Volik, YKSUG Larysa Cherkas, YKSUG Dimirtry Safonchik, YKSUG Svyatlana Sazon, YKSUG Alena Kalyada, YKSYG Arturas Kaklauskas, VGTU Lina Peciure, VGTU Andrey Safonov, MSIU Irina Tkachenko, MSIU Massimo Bianchi, UNIBO Manuela Malucelli, SVIMAP Igor Pichugin, MGSU Valery Beley, KSTU Andrey Nikishin, KSTU Nikolai Siniak, BSTU Sergej Shavrov, BSTU Volodymyr Prokopenko, NTUU KPI Angela Piatova, NTUU KPI Dilanthi Amaratunga, UOH (online) Richard Haigh, UOH (online) Irene Lill, TUT (online)
Type of meeting	11 th project meeting	
Facilitator	Larysa Cherkas Dimitry Safonchik	
Note taker	Lina Peciure	

AGENDA TOPICS: 1ST MEETING DAY

1. Structure and Objectives of the 11th meeting

The objectives of the 11th meeting are:

- Discussions on the integration of prepared BSc/specialists, MSc and PhD modules in Russian, Ukrainian, Belarusian and other countries' universities (WP2).
- Students teaching in partner universities (WP3).
- Discussion on printing and publishing of textbooks (WP2).
- Dissemination questions (WP5).
- Submission of financial reports (WP1).

- Submission of the internal and external peer review reports (WP4).
- Students and lecturers reports on study modules (WP4).
- Further project meetings (WP1)

2. WP1. Management

Time allotted | 23/04/2015 09:30–09:50 | **Agenda topic** Welcome speech | **Presenter** Vice-Rector for Studies; Dean Yury Romanovski

Discussion: Vice-Rector for Studies made an introduction to the meeting. Yury Romanovski presented the meeting agenda. It was decided to organize a skype calls to TUT and UoH in the afternoon.

Time allotted | 23/04/2015 09:50–10:40 | **Agenda topic** Project monitoring visits | **Presenter** Prof. Arturas Kaklauskas, Prof. Valeriy Beley

Discussion: Arturas Kaklauskas and Valeriy Beley presented the results of the monitoring visits and the requirements for the further project activities. Valeriy Beley showed a ppt presentation as an example to the other partners for the module integration and students teaching.

Time allotted | 23/04/2015 10:00–12:00 | **Agenda topic** Project reports | **Presenter** Lina Peciure

Discussion: All partners submitted their reports to Lina Peciure. The budget redistribution issues were discussed. After the discussions between partners changes on the budget were made:

- SVIMAP agreed to transfer 7000 EUR to the partners who needs additional funds for travels (7000 EUR). Coordinator agreed to transfer 3200 from SVIMAP travel costs to staff costs. 3000 EUR will be transferred to MGSU, 3000 EUR will be transferred to KSTU and 1000 EUR will be transferred to VGTU (for participation in the monitoring visits which were not foreseen in the project application).
- INFOBALT agreed to transfer 5000 EUR of travel costs to Ukrainian partners. Taking into account current situation, 4000 EUR will be devoted to NTU KhPI and 1000 EUR to NTUU KPI.
- MGSU, NTU KhPI, MSIU and YKSUG will transfer a part of amounts (not more than 10 % between their budget headings.
- The changes made in the direct costs will not affect the amounts of indirect costs.
- Each partner has to cover the co-financing from its final direct costs amount. E.g. if partner receives additional grant for travel costs, it has to foresee additional amount of co-financing.

Time allotted | 24/04/2015 10:00–11:45 | Agenda topic Project management issues
| Presenter Prof. Arturas Kaklauskas

Discussion: *It was discussed the possibility to:*

- Publish 500 USB flash for each handbook formatted according to one model (each partner is responsible for its module).
- Publish 500 USB flash with all project module handbooks (responsible person – Lina Peciure).
- Publish one book with all module specifications (responsible person – Massimo Bianchi).

5. WP2. Upgrading of BSc, MSc, PhD degree programmes

Time allotted | 24/04/2015 12:00–12:20 | Agenda topic Printing of books | Presenter Prof. Massimo Bianchi

Discussion: *All books have to be formatted according to VGTU example. The cover of the books will be prepared according to UNIBO example. The common book with all the module specifications will be prepared according to requirements of UNIBO.*

6. WP4. Monitoring and Reporting of Results

Time allotted | 24/04/2015 12:20–13:00 | Agenda topic Project monitoring | Presenter Assoc. Prof. Volodymyr Prokopenko, Angela Piatova

Discussion: *Angela Piatova and Volodymyr Prokopenko presented the results of the monitoring visit to Kiev. Evaluation is very positive. Volodymyr Prokopenko made a presentation of expert evaluations of training modules produced by the universities of Ukraine, which are not partners of the project, as well as in the Brazilian university. Angela Piatova told about conducted in NTU "KPI" surveys of students, teachers and employers about the quality of the training modules.*

7. WP3. Development and Exploitation of the Virtual Interuniversity Networked Educational Centre

Time allotted | 24/04/2015 13:00–14:00 | Agenda topic Intelligent systems | Presenter Prof. Arturas Kaklauskas

Discussion: *Each partner can contact project coordinator on intelligent systems issues. The skype consultation will be held on 28th April 2015 and at any other agreed time.*

Time allotted | 24/04/2015 14:00–14:30 | Agenda topic Summing up and closing of the meeting

Discussion: *Next project meeting will be held in Saint Petersburg State Polytechnic University, St. Petersburg, Russia on 1st – 2nd July 2015. The last project meeting will be held in September 2015 in University of Huddersfield, UK. The upcoming tasks of the project: to prepare well for the monitoring visit in Vilnius on 2nd June 2015, to teach the students according to prepared modules and to publish books.*

General Conclusions:

- *All partners have to finish filling in the table with activities to be done (Annex II).*
- *Each partner has to send the documents confirming integrated modules.*
- *The partners have to send information concerning student thought in newly developed modules.*
- *Partners have to submit the peer review reports.*
- *All partners have to decide about the publishing of the textbooks, fill in the required column of the the table with activities to be done and start publishing books ASAP.*
- *Partners have to send the students and lecturers questionnaires on the modules until 20th May.*

APPENDIX I: 11TH MEETING AGENDA

Tempus Project CENEAST: Reformation of the Curricula on Built Environment in the Eastern Neighbouring Area

11th PROJECT MEETING AGENDA

YankaKupala State University of Grodno(YKSUG)

Time / Location	Content	Chairman/ Speaker
Wednesday, April22, 2015		
	Participants arrival. Hotel accommodation	
Thursday, April 23, 2015 Venue: YKSUG		
09:00 – 09:30	Participants' registration. Welcome speech.	YKSUG
09.30 – 10.30	WP1. Management. Review of the both Russian and Ukrainian project monitoring results. Discussions on the further project implementations steps according to project monitoring results.	VG TU, All
10.30 – 11.00	<i>Coffee Break</i>	
11.00 – 12.00	WP4. Report on external CENEAST monitoring results. Analyses and recommendations.	VG TU, KSTU
13.00 – 14.00	<i>Lunch Break</i>	
14.00 – 15.30	WP2. Printing and publishing of textbooks, publishing of e-books. Distribution of printing activities.	VG TU, All
15.30 – 16.00	<i>Coffee Break</i>	
16.00 – 17.00	WP1. Management. Reporting of the project administrative documents.	
17.00 – 17.30	Free time	
17.30 - 20.00	City tour	
20.00 – 22.00	<i>Dinner. Informal discussion of project issues.</i>	

Friday, April 24, 2015		
Venue: YKSUG		
09.00 – 09.45	WP5. Dissemination: Integration of the prepared BSc/specialists, MSc and PhD modules to the certain study programmes in Russian, Ukrainian, Belarusian and other countries' universities as core or elective modules – programme title, course title, mode of studies, etc.	All
09.45 – 10.30	WP5. Dissemination: Possibilities of the Intelligent Library, the Intelligent Tutoring System and the Intelligent Knowledge Assessment System inter-university integration.	All
10.30 – 11.00	<i>Coffee Break</i>	
11.00 – 13.00	WP3. Training of students.	All
13.00 – 14.00	<i>Lunch Break</i>	
14.00 – 15.30	WP5. Dissemination through branch organizations, international conferences and websites.	All
15.30 – 16.00	<i>Coffee Break</i>	
16.00 – 17.00	Discussion and actions for the next meeting. General summing up. Closing of the meeting.	All
17.00 – 17.30	Free time	
17.30 – 19.30	Guided tour	
19.00 – 22.00	<i>Dinner. Informal discussion of project issues.</i>	
Saturday, April 25, 2015		
	Participants departure	