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CENEAST Kick off Meeting

Dates: 10-12 December 2012

Kick off meeting venue : University of Bologna

Department of Management, Faculty of Economics Forlì

Subject: WP2 minutes

Prepared by : WP2 leader – University of Salford (Professor Dilanthi Amaratunga & Professor Richard Haigh)

NO	DESCRIPTION	REMARKS / ACTIONS	ATTN.																								
1.	WP2 outline	<p>USAL (Salford) team provided an outline of the WP2 including what their role will be as the WP leader:</p> <p>Coordination in upgrading of the study programmes in PC. Will be responsible for reports, coordination of module specifications, teaching materials development, quality control, preparation of strategy for delivery and dissemination of the modules through the virtual educational system, development of feedback system for continuous module content update.</p> <p>WP co-leaders are (Russian Language) Moscow State University of Civil Engineering (MSUCE) & National Technical University of Ukraine (NTUU)</p> <p>Overall WP methodology too was presented including the ultimate achievement of Implementation modules for 9 BSc/specialists, 5 MSc and 2 PhD (in total 16 modules) will be developed, including frameworks and teaching materials.</p>	<p>ALL WP partners</p> <p>MSUCE & NTUU</p>																								
2.	WP participants	<p>It was emphasised that outputs and outcomes of the WP can only be achieved via joint, collaborative work approach.</p> <p>Contributors of the WP2 were presented including expected hours of their contributions towards the WP:</p>	ALL WP partners																								
3.	WP2 deliverables	<p>WP2 deliverables were discussed as a starting point in structuring the WP2 activities:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Title</th> <th>Type or nature of deliverable</th> <th>Language</th> <th>Delivery date</th> <th></th> </tr> </thead> <tbody> <tr> <td>D2.1</td> <td>The framework report for the common curricular</td> <td>Report</td> <td>EN, RU</td> <td>2013-05-08</td> <td></td> </tr> <tr> <td>D2.2</td> <td>Report on common grounds for teaching and learning</td> <td>Report</td> <td>EN, RU</td> <td>2013-07-08</td> <td></td> </tr> <tr> <td>D2.3</td> <td>Module specifications and</td> <td>Teaching material</td> <td>EN, RU</td> <td>2014-06-22</td> <td></td> </tr> </tbody> </table>	No.	Title	Type or nature of deliverable	Language	Delivery date		D2.1	The framework report for the common curricular	Report	EN, RU	2013-05-08		D2.2	Report on common grounds for teaching and learning	Report	EN, RU	2013-07-08		D2.3	Module specifications and	Teaching material	EN, RU	2014-06-22		
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		teaching materials			
4.	D2.1- The framework report for the common curricular	<ul style="list-style-type: none"> Report will describe the common philosophical and pedagogical understanding and capabilities of the partner institutions which forms the basis for module development and delivery. To be completed by May 2013 Main Report will be produced basing on: <ul style="list-style-type: none"> State-of-the-art reports on market needs Literature review to identify the appropriate issues for cross institutional module sharing, Cross institutional consultations (online questionnaires), Visits to partner institutions to discuss and identify any outstanding incompatibility issues. In achieving the above, following actions were agreed: <ul style="list-style-type: none"> Initial literature review to identify the appropriate issues for cross institutional module sharing also including any incompatibility issues - by February 2013 TUT meeting Reports on market needs and initial reporting at TUT, Estonia meeting – February 2013 Templates for literature review and market needs report to be prepared by individual partners Initial discussion on framework for the common curricular – at TUT February 2013 meeting (based on market needs analysis an literature review) Organise TUT meeting in February 2013 Discussion on online questionnaires for cross institutional consultations – 2 sets (English and Russian led by 2 co-leaders) as input to further framework update and development Draft framework presentation and discussion at Keiv meeting (22 – 24 April 2013) and a workshop on “Analysis of framework of the BSc/specialists, MSc and PhD modules based on market needs” Organise Keiv meeting by NTUU (National Technical University of Ukraine) in April 2013 Compilation of reports (to be ready by May 2013) <ul style="list-style-type: none"> In English In Russian 			<p>ALL WP partners</p> <p>USAL to develop and circulate</p> <p>ALL WP2 partners</p> <p>TUT partner</p> <p>ALL WP2 partners @ TUT meeting</p> <p>ALL WP2 partners</p> <p>NTUU</p> <p>USAL NTUU + MSUCE</p>
5	D 2.1 considerations	<p>Decide on number of modules</p> <p>Needs to decide which modules to do in which languages</p> <p>Moscow State University of Civil Engineering (MSUCE) & National Technical University of Ukraine (NTUU) to be joint leaders on Russian language documents and activities coordination</p> <p>Translations needs</p>			ALL WP2 partners

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6	D2.2- Report on common grounds for teaching and learning	<ul style="list-style-type: none"> • Report will describe commonly usable teaching and learning mechanisms. • To be completed by July 2013 • Report will be based on cross-institutional consultations through online questionnaires, direct visits and virtual meetings. • It will form the basis for finalising module details with relation to delivery mode, credit basis, etc. • Following activities will be carried out as part of this deliverable (D2.2.): <ul style="list-style-type: none"> Continue literature review on common approaches to teaching and learning activities between PC to ensure maximum module compatibility, while maintaining institutional and financial autonomy and accountability progress between February 2013 to May 2013) Workshop on “Common grounds for teaching and learning” to establish common grounds (organised by KSTU - Kaliningrad State Technical University, Russia 01 – 03 July 2013 KSTU - Kaliningrad State Technical University, Russia to organise the meeting 01 – 03 July 2013 Compilation of the report on common grounds for teaching and learning? – 2 components in both English and Russian (to be ready by July/August 2013) <ul style="list-style-type: none"> • English • Russian 	<p>ALL WP2 partners</p> <p>ALL WP2 partners</p> <p>KSTU</p> <p>USAL NTUU + MSUCE</p>
7	D2.3- Module specifications and teaching materials	<ul style="list-style-type: none"> • This output will form the common module pool of the virtual interuniversity networked educational system. • Implementation modules for 9 BSc/specialists, 5 MSc and 2 PhD (in total 16 modules) will be developed, including frameworks and teaching materials is required • to be delivered by June 2014 • Modules will be based on common resource and infrastructure capabilities but build upon the expertise of various partner institutions to ensure good practice sharing at national and regional levels. • Detail specifications of each module will be developed learning outcomes, assessment criteria, subject content, literature resources, etc. and teaching materials (handbooks, lecture plans) • Initial workshop to be organised by Saint-Petersburg State Polytechnical University (SPSPU) in September 2013 • Initial workshop on “module specifications and teaching material” (St Petersburg (September 2013) by Saint-Petersburg State Polytechnical University (SPSPU) • at this workshop: <ul style="list-style-type: none"> Identify partners who will be developing the finalised modules , specifications and all associated teaching material Upgrade of BSc, MSc, PhD programmes will include the development of modules according to Bologna practices, courses for university educators in the specified field, teaching methodologies and curricula projects (including the quality assurance). What will be the distribution in terms of languages to be 	<p>SPSPU</p> <p>ALL WP2 partners</p>

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		<p>used in module development? – common set in both Languages or different sets of modules?</p> <p>Discuss cross partner good practice sharing and rigorous module verification to ensure that each partner is introduced with enhanced quality assurance and better management of teaching and student services</p> <p>Decide on next cycle of meetings</p> <ul style="list-style-type: none"> • Dec 2013 • Feb 2014 • April 2014 • Etc <ul style="list-style-type: none"> • The upgrade of BSc/specialists, MSc and PhD modules and programmes: <p>Will require existing curricula and module examination To organise meetings (Dec 2013, Feb 2014, April 2014 ?) targeting the programmes and modules taught in PC universities. It will influence their modernization and strengthening the multidisciplinary modules. Locations for these meetings to be determined The specific modules that shall be amended/changed will be identified at these workshops to be held in Dec 2013/Feb 2014 & April 2014)</p> <ul style="list-style-type: none"> • Development of the module content and teaching/learning material, suitable for innovative delivery mechanisms as proposed within the WP3. (to be carried out between February 2014 until June 2014): Development of intended learning / training outcomes, assessment criteria subject content of each module, identification and development of learning resources (handbooks, lecture plan), prepare a strategy for delivery and dissemination of the modules through the virtual interuniversity networked educational system, develop a feedback system for continuous module content update with the engagement of the industry, students and academia to maintain the concept of lifelong learning and post project sustainability. 	<p>Venues for these meetings to decide by WP2 partners</p> <p>All WP2 partners. Russian language developments to be led by MSUCE & NTUU</p>
8	Meeting schedules	<ol style="list-style-type: none"> 1. February 2013 – TUT, Estonia 2. April 2013 - NTUU (National Technical University of Ukraine) 3. July 2013 - KSTU - Kaliningrad State Technical University, Russia 4. September 2013 - Saint-Petersburg State Polytechnical University (SPSPU) in September 2013 5. December 2013 - ? 6. February 2014 - ? 7. April 2014 - ? 8. July 2014 - ? 	

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Subject: WP3 minutes

Prepared by : WP3 Co- leader – University of Salford (Professor Dilanthi Amaratunga & Professor Richard Haigh)

NO	DESCRIPTION	REMARKS / ACTIONS	ATTN.																								
1	WP3 overall introduction	<p>VG TU is the WP Leader and USAL is the Co-leader WP3 concept was introduced to project partners</p> <ul style="list-style-type: none"> • WP3 aims at developing the innovative virtual interuniversity networked educational centre to enable the delivery of modules proposed within the WP2. • In addition this centre will enable and promote lifelong learning at large within the society by making study material accessible outside traditional classroom environment to various parties within the society from students, teachers to practitioners and policy makers. • Center will ensure not only the feed-forward (information/knowledge from centre to the beneficiaries) but also feedback (from beneficiaries to the centre). 	ALL WP members																								
2	Elements of the WP	<p>Four major elements of the centre:</p> <ol style="list-style-type: none"> 1. Development of intelligent library. 2. Development of the intelligent tutoring system. 3. Development of the student knowledge assessment system. 4. Development of the virtual research environment. <p>After development of the center, training courses of the personnel will be implemented. 240 students will be trained during the pilot project for one year.</p>	It was agreed VG TU will be responsible for activities 1,2, & 3 and USAL will develop and implement the item 4																								
3	WP3 methodology	The main task of this activity is developing the innovative virtual interuniversity networked educational centre to enable the delivery of modules proposed within the WP2 and the development of the virtual research centre	VG TU (networked centre) USAL (virtual research centre)																								
4	WP3 deliverables	<table border="1"> <thead> <tr> <th>No.</th> <th>Title</th> <th>Type or nature of deliverable</th> <th>Language</th> <th>Delivery date</th> <th></th> </tr> </thead> <tbody> <tr> <td>D3.1</td> <td>Development of e-interuniversity networked system</td> <td>IT based</td> <td>EN, RU</td> <td>2014-06-22</td> <td></td> </tr> <tr> <td>D3.2</td> <td>Development of the virtual research environment</td> <td>IT based</td> <td>EN, RU</td> <td>2014-01-22</td> <td></td> </tr> <tr> <td>D3.3</td> <td>Training, lecturing and guest visits</td> <td>Training</td> <td>EN, RU</td> <td>2014-11-22</td> <td></td> </tr> </tbody> </table>	No.	Title	Type or nature of deliverable	Language	Delivery date		D3.1	Development of e-interuniversity networked system	IT based	EN, RU	2014-06-22		D3.2	Development of the virtual research environment	IT based	EN, RU	2014-01-22		D3.3	Training, lecturing and guest visits	Training	EN, RU	2014-11-22		ALL WP3 partners
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		D3.4	Training of students	Training	EN, RU	2015-10-01	
5	D3.1- Development of e-interuniversity networked system	<ul style="list-style-type: none"> Virtual interuniversity networked educational system (intelligent library, intelligent tutoring system, and intelligent knowledge assessment system) will be developed (by June 2014) Linking with this, a workshop titled: “Development of virtual interuniversity networked educational system”? will be held (organised by SPSPU ?) further details of this development to be discussed at this meeting This event to be held in 2013 and dates for the meeting to be decided It will include the Modules Database, Student Model, Tutor and Student Knowledge Assessment Model, Subsystem of Multivariant Module Design and Multiple Criteria Analysis, e-Portfolio and Graphic Interface. All the materials developed in WP2 will be integrated into this system. 					CGTU to confirm the dates
6	D3.2- Development of the virtual research environment	<ul style="list-style-type: none"> This will create a virtual space for lecturers and researchers from all the partner institutions to share their study and research knowledge promoting major elements of the knowledge triangle (research). To be developed by January 2014 In line with this, there will be a workshop titled: “Development of the virtual research environment” organised by NTU in December 2013 Initial discussion to commence in April 2013 meetings in commencing this development activity USAL to communicate the development plans during early 2013 project meetings 					
7	D3.3- Training, lecturing and guest visits	<ul style="list-style-type: none"> To be completed by November 2014 After development of Virtual Interuniversity Networked Educational Centre, training courses for the personnel of PC Universities and associations will be held, courses will last for one week. <ul style="list-style-type: none"> 36 educators and 32 employees from the administrative sector will be trained during the project implementation (16 of them will take part in the traineeship, 16 will be trained distantly). This activity will enable the building of appropriate e-educational infrastructure in partner countries. There will be a linked workshop entitled: “ training, lecturing and guest visits” organised by MSIU Moscow State Industrial University. Timescales of this event to be decided Who will be delivered these training courses will be decided in the future 					<p>VG TU/USAL to provide input on e-educational infrastructure development</p> <p>VG TU to confirm the dates</p>
8	D3.4- Training of	<ul style="list-style-type: none"> To be completed by October 2015 					

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	students	<ul style="list-style-type: none"> • 240 students will study newly developed modules for one year. Who will deliver these courses to be decided upon • One of the most substantial part of the project development/implementation is the enhancing of competence level of PhD students and level of the researches performed by the academic exchange and participation in trainings and management process. • In order to complete three-cycle system the PhD modules will be integrated in the all above system (40 PhD students will participate for 12 months). 	<p>VG TU to confirm</p> <p>USAL to incorporate these elements within the virtual research center that will be developed</p>
9	Supporting infrastructure and equipment	<ul style="list-style-type: none"> • USAL will need a laptop to commence the virtual research infrastructure development process (under equipment heading) • It was agreed to put forward a sub proposal to develop the detailed virtual research infrastructure within WP3. Within the current allocation, only the basic structure can be developed (only 42 days being currently allocated) and there will be more resources needed for the development of a comprehensive system. USAL was asked to submit a proposal by mid January 2013 to VG TU with technical specifications for a new virtual research centre to/ this to be funded within the WP3 current budget. VG TU to send further details to USAL on this . it is to be noted that further developments of the virtual research centre will very much dependent on the progress with this action 	<p>VG TU to confirm and arrange for USAL</p> <p>VG TU/USAL</p>