



Project CENEAST 11th Meeting | MINUTES

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

Attenders

Meeting called by Assoc Prof Yury Romanovski

Assoc Prof Alla Volik Yury Romanovski, YKSUG

Prof PhD DrSc Arturas Alla Volik, YKSUG

Kaklauskas

Type of meeting 11th project meeting

Facilitator Larysa Cherkas Svyatlana Sazon, YKSUG

Dimitry Safonchik Alena Kalyada, YKSYG

Note taker Lina Peciure Arturas Kaklauskas, VGTU

Lina Peciure, VGTU

Andrey Safonov, MSIU

Larysa Cherkas, YKSUG

Dimirtry Safonchik, YKSUG

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)

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.





Draft table of the redistributed budget (to be confirmed by each partner):

Partner Ref. N°	Short name of the organisation	Country code	(1) Staff costs (€)	(2) Travel costs &costs of stay (€)	(3) Equipment (€)	(4) Printing & Publishing (€)	(5) Other costs (€)	Total eligible DIRECT COSTS (€) (1+2+3+4+5)	INDIRECT COSTS* (€)	TOTAL ELIGIBLE Costs (€) (Direct+Indirect) equals (A+B)	A. Tempus Grant (€) (90%)	B. Co- financing (€) (10%)
P1	VGTU	LT	43310,7	18881		3000	1650	66841,70	4608,92	71450,62	64305,56	7145,06
P2	UNIBO	IT	34034,4	18882			1650	54566,40	3819,65	58386,05	52547,44	5838,60
P3	USAL	UK	46036,8	20949			1600	68585,80	4801,01	73386,81	66048,13	7338,68
P4	TUT	EE	14677,2	16031			1600	32308,20	2261,57	34569,77	31112,80	3456,98
P5	BSTU	BY	24904,8	16808	33840	3375	5400	84327,80	5902,95	90230,75	81207,67	9023,07
P6	YKSUG	BY	10796,4	11083	23840	3375	5400	54494,40	3814,61	58309,01	52478,11	5830,90
P7	MGSU	RU	31536	16271	33840	3375	5400	90422,00	6119,54	96541,54	86887,39	9654,15
P8	SPSPU	RU	12657,6	13834	23840	3375	5400	59106,60	4137,46	63244,06	56919,66	6324,41
P9	KSTU	RU	20595,6	18600	23840	3375	5400	71810,60	4816,74	76627,34	68964,61	7662,73
P10	MSIU	RU	10281,6	9773	23840	3712,5	5062,5	52669,60	3686,87	56356,47	50720,82	5635,65
P11	NTUU	UA	25911	16960	33840	3375	5400	85486,00	5914,02	91400,02	82260,02	9140,00
P12	NTU "KhPI"	UA	10584	14848	23840	3375	5400	58047,00	3783,29	61830,29	55647,26	6183,03
P13	SVIMAP	IT	6785,6	3743			650	11178,60	1272,50	12451,10	11205,99	1245,11
P14	INFOBALT	LT	4851	5825			650	11326,00	1142,82	12468,82	11221,94	1246,88
		TOTAL:	296962,7	202488	220720	30337,5	50662,5	801170,7	56081,949	857252,649	771527,38	85725,2649

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

Time allotted | 23/04/2015 10:40–13:00 | Agenda topic Printing of textbooks | Presenter Prof. Massimo Bianchi, Manuela Malucelli

Discussion: Massimo Bianchi presented a table for the students' evaluation of the modules. Each partner has to choose the table prepared either by UNIBO and SVIMAP or by NTUU KPI. Students and lecturers have to fill in the evaluation table. Each partner has to prepare the summary of the evaluations on its modules and submit until 20th May 2015.

Massimo Bianchi has presented the draft cover for the textbooks and the e-books. These books will be published as an open source. The coordinator has to send a request to EACEA if the books can be prepared electronically in and USB flash.

4. WP5. Dissemination

Time allotted | 23/04/2015 13:00–13:30 | Agenda topic Project dissemination | Presenter Prof. Irene Lill

Discussion: During the skype meeting dissemination issues and further meeting dates were discussed.

Time allotted | 23/04/2015 14:30–17:00 | Agenda topic Module integration | Presenter Assoc. Prof. Yury Romanovski, Prof. Dilanthi Amaratunga, Prof. Richard Haigh

Discussion: Yury Romanovski led the skype conversation with UoH. The details for the next project meetings and the final project conference were discussed.

AGENDA TOPICS: 2ND MEETING DAY





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 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.





- The consultation on intelligent systems will be held on 28th April and every time after partner's request.
- Partners have to submit the financial reports to VGTU. If the required reporting documents will be not submitted, the coordinator will be able to redistribute the budget between project partners.
- Next project meeting will be held in Saint Petersburg State Polytechnic University, St. Petersburg, Russia on 1st 2nd July 2015.

CURRENT ACTIVITIES ACCORDING TO THE PROJECT WORKPLAN:

							Month																											
WP Type	Delivera ble / Activity Ref. N°	Activities (as indicated in the LFM)	Dura- tion (weeks)	2012.10.01	2012.11.01	2012.12.01	2013.01.01	2013.02.01	2013.03.01	2013.04.01	2013.06.01	2013.07.01	2013.08.01	2013.09.01	2013.10.01	2013.11.01	2013.12.01	2014.02.01	2014.03.01	2014.04.01	2014.05.01	2014.06.01	2014.07.01	2014.09.01	2014.10.01	2014.11.01	2014.12.01	2015.01.01	2015.03.01	2015.04.01	2015.05.01	2015.06.01	2015.08.01	2015.09.01
MNGT	1.1.	Development of communication infrastructure		0	X			0												X														0
MNGT	1.2.	Continual management and reporting				o	X	0	X () }	0	X	О	X	0	X) Y	O	X	o	X	0	X C	X	O	\mathbf{X}	0	X C	X	o	X	0 2	O	X
DEV	2.1.	The framework report for the common curricular			X	o	X	0	X) 3																								
DEV	2.2.	Report on common grounds for teaching and learning							X ())	0	X																						
DEV	2.3.	Module specifications and teaching materials										0			_) X																
EXP	3.1.	Development of e-interuniversity networked system					X	0	X) 3	O	X	О	X	0	X)	(O	X	О	X	О												
EXP	3.2.	Development of the virtual research environment							, ,	X C	X	0	X	O	X	0	X)																
EXP	3.3.	Training, lecturing and guest visits																				•	O	0	O									
EXP	3.4.	Training of students																							\mathbf{X}	\mathbf{X}	X	X X	X	\mathbf{X}	\mathbf{X}	X Z	X	X
QPLN	4.1.	Report on internal CENEAST monitoring results				\mathbf{X}	o	X	0	X C	X	0	X	o																				
QPLN	4.2.	Report on external CENEAST monitoring results													X	0	X C	X	o	\mathbf{X}	o	X () X	O	\mathbf{X}	o	X	0 2	O	\mathbf{X}	O	X (X	O
QPLN	4.3.	Analyses and recommendations																							\mathbf{x}	o	X	0 2	O	X	O	X (X	O
DISS	5.1.	Dissemination through branch organizations																									•	0 2	O	X	O	X	X	0
DISS	5.2.	Dissemination through international conferences																										2	O	X	O	X	X	0
DISS	5.3.	Dissemination through websites																										2	O	X	O	X	X	0
DISS	5.4.	Printed dissemination material																														X	X	O

CHANGES ON THE PROJECT BUDGET BETWEEN PROJECT PARTNERS:

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NEXT MEETINGS:

12th Meeting: 1st – 2nd July, St. Petersburg, Russia

13th Meeting: Middle of September, Huddersfield, UK









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 /	Content	Chairman/ Speaker								
Location										
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	VGTU,								
	further project implementations steps according to project	All								
	monitoring results.									
10.30 -11.00	Coffee Break									
11.00 – 12.00	WP4. Report on external CENEAST monitoring results.	VGTU,								
	Analyses and recommendations.	KSTU								
13.00 - 14.00	Lunch Break									
14.00 - 15.30	WP2. Printing and publishing of textbooks, publishing of e-	VGTU,								
	books. Distribution of printing activities.	All								
15.30 – 16.00	Coffee Break									
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	Dinner. Informal discussion of project issues.									





	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	All							
	countries' universities as core or elective modules –								
	programme title, course title, mode of studies, etc.								
09.45 - 10.30	9.45 – 10.30 WP5. Dissemination: Possibilities of the Intelligent Library,								
	the Intelligent Tutoring System and the Intelligent Knowledge Assessment System inter-university								
	integration.								
10.30 - 11.00	Coffee Break								
11.00 – 13.00	WP3. Training of students.	All							
13.00 - 14.00	Lunch Break								
14.00 - 15.30	WP5. Dissemination through branch organizations,	All							
	international conferences and websites.	All							
15.30 - 16.00	Coffee Break								
16.00 - 17.00	Discussion and actions for the next meeting. General	All							
	summing up. Closing of the meeting.	All							
17.00 - 17.30	Free time								
17.30 - 19.30	Guided tour								
19.00 – 22.00	Dinner. Informal discussion of project issues.								
	Saturday, April 25, 2015								
	Participants departure								