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Project CENEAST 3rd Meeting | MINUTES

Meeting date | time 4/22/2013 9:00 AM | Meeting location Conference-Hall of Hotel Ukraine, National Technical University of Ukraine "Kyiv Polytechnic Institute"

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Meeting called by	Angela V. Piatova	Attendees:									
	Prof DrSc PhD Arturas	Dilanthi Amaratunga, USAL									
	Kaklauskas	Massimo Bianchi, UNIBO									
Type of meeting	3 rd project meeting	Richard Haigh, USAL									
Facilitator		Irene Lill, TUT									
Note taker	Jurga Naimaviciene	Roode Liias, TUT									
		Nikolai Siniak, BSTU									
		Alla Volik, YKSUG									
		Yury Romanovski, YKSUG									
		Alevtina Balakina, MGSU									
		Nikolay Vatin, SPbSPU									
		Anastasia Pogorelskaya, SPbSPU									
		Daria Nemova, SPbSPU									
		Elena Nikonchuk, SPbSPU									
		Valery Beley, KGTU									
		Elena Beznos, KGTU									
		Vladimir Volkogon, KSTU									
		Elena Zabolotnova, KSTU									
		Oleg Kotsar, NTUU "KPI"									
		Angela V. Piatova, NTUU "KPI"									
		Volodymyr V. Prokopenko, NTUU "KPI"									
		Oksana Vovk, NTUU "KPI"									
		Vladimir Bayrachnyi, NTU "KhPI"									
		Irina Porunkova, NTU "KhPI"									
		Nataliya Samoylenko, NTU "KhPI"									
		Romualdas Cesnavicius, VGTU									
		Arturas Kaklauskas, VGTU									
		Jurga Naimaviciene, VGTU									
		Laura Tupenaite, VGTU									





AGENDA TOPICS: 1ST MEETING DAY

1. Welcome and opening of the meeting

Time allotted | 22/04/2013 09:00 | Agenda topic Welcome speech and presentation of meeting Agenda | Presenter Angela V. Piatova, Volodymyr V. Prokopenko

Discussion: Angela V. Piatova and Volodymyr V. Prokopenko welcomed all participants, opened the meeting and presented the meeting Agenda.

2. Structure and Objectives of the 3rd meeting

The objectives of the 3rd meeting are:

- WP2: Upgrading of BSc, MSc, PhD degree programmes Partners should present what they have already done and what will be done for this WP (who did not presented this at the last project meeting), Discussion on the modules distributed among the universities of Belarus, Ukraine and Russia.
- WP3: Development and Exploitation of the Virtual Interuniversity Networked Educational Centre (Development of e-interuniversity networked system; International open procedure, Intelligent library, intelligent; tutoring and intelligent knowledge assessment systems specifications).
- W4: Project reporting and administrative documents
- WP5: Dissemination
- Further meetings

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

Time allotted | 09:15 | Agenda topic Market Need Analysis for Built Environment Higher Education |

Discussion and presentations: All: Market Need Analysis for Built Environment Higher Education

Time allotted | 09:45-10:00 | Agenda topic Market Need Analysis for Built Environment Higher Education | Presenter Oleg Osov

Discussion: Oleg Osov presents his market analysis. Partners (Arturas Kaklauskas, Alla Volik, Nikolai SIniak) discuss his modules and presents their own comments.

Time allotted | 10:00-10:15 | Agenda topic Meeting goals | Presenter Dilanthi Amaratunga

Discussion: Dilanthi Amaratunga explains further meeting goals.

Time allotted | 10:45-11:40 | Agenda topic Identification of the Appropriate Issues for Cross Institutional Module Sharing | Presenter Dilanthi Amaratunga, Richard Haigh, Arturas Kaklauskas

Discussion: Dilanthi Amaratinga and Richard Haigh make a presentation of "CENEAST Identification of the appropriate issues for cross institutional module sharing". Partners discuss about the application of the best results. Richard Haigh talks





about "Defining common modules". Arturas Kaklauskas explains about selection of the modules for every partner university: everyone can choose the modules which are the most appropriate for market needs. Imediate actions:

- To complete the market report
- To prepare the summaries in Russian and in English
- To complete the reports on institutional issues (Template 1)
- To do the summary reports

Time allotted | 11:40-12:30 | Agenda topic High Education Market Analysis in the Built Environment Area | Presenter Angela V. Piatova, Nikolai Siniak

Discussion: Angela V. Piatova makes a presentation about the Market need analysis for built environment higher education in Russian. She proposed to discuss again the list of modules. Alla Volik and Nikolai Siniak present their proposals. Nikolai Siniak presents the Marketing plan.

Time allotted | 13:30-14:00 | Agenda topic Modules recommended for BSc studies | Presenter Pro. Alevtina Balakina

Discussion: Alevtina Balakina presents the modules recommended for BSc studies.

Time allotted | 14:00-15:15 | Agenda topic Some Issues on the Appliance of Curricular Reform | Presenter Massimo Bianchi

Discussion: Massimo Bianchi makes the presentation on topic "Some Issues on the Appliance of Curricular Reform". He pays the attention to the current project results.

Discussion: Partners make a summary of the modules.

General Conclusions: WP2 has to be done on June 2014. All the partners have to sent Module Specifications, Template 1 and Template 2 until June 2014.

Workplan of Work Package 2:

WP	Delivera ble /	Activities (as indicated in the LFM)	Dura- tion			_	_				_				Т			Mon		_											
Туре	Activity Ref. Nº		(weeks)	1	2 3	3 4	5	6	7	89	10	11	12 1	3 1	4 15	5 16	17	18	19 2	20 2	1 22	2 23	24	25 2	26 2	7 28	29 3	0 31	32	33 34	35 3
DEV	2.1.	The framework report for the common curricular			X	0 3	κo	х	0	x																					
DEV	2.2.	Report on common grounds for teaching and learning						х	0	X () X																				
DEV	2.3.	Module specifications and teaching materials								2	K O	Х	0	X	2	۲ O	Х	0	x	0	X										

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

Time allotted | 15:45-17:30 | Agenda topic Functional requirements for the intelligent library, the intelligent tutoring system and the intelligent knowledge assessment system | Presenter Arturas Kaklauskas

Discussion: Arturas Kaklauskas presents the technical requirements for the intelligent tutoring and intelligent knowledge assessment systems. All the partners agree to these requirements.

AGENDA TOPICS: 2ND MEETING DAY

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





Time allotted | 09:00-10:15 | Agenda topic Identification of the Appropriate Issues for Cross Institutional Module Sharing | Presenter Volodymyr V. Prokopenko

Discussion: Volodymyr V. Prokopenko makes a presentation of the cross university modules sharing by using Virtual Interuniversity Networked Educational Centre.

General Conclusions: During the meeting open procedure issues were discussed. Project coordinator Vilnius Gediminas Technical University has prepared open procedure documents. The prepared documents are agreed by all partners. Open procedure has to be starded ASAP.

All the Partners have to send the list of equipment needed for the project. Project coordinator will discuss with EACEA in Brussels about the equipment whitch was not foreseen in the project proposal. Workplan of Work Package 3:

WP	Delivera ble /		Dura-														M	onth														
Туре	Activity Ref. Nº	Activities (as indicated in the LFM)	tion (weeks)	1	2 3	3 4	5	6	7 8	9	10	11 1:	2 13	3 14	15	16 1	7 18	8 19	20 3	21 2	2 2	3 24	1 25	26	27 2	8 29	30	31 3	2 33	34	35 36	
EXP	3.1.	Development of e-interuniversity networked system				х	: 0	x	D X	0	х	0 2	K C	x	0	х	o x	0	x	0										\square		
EXP	3.2.	Development of the virtual research environment							X C	x	0	x) X	(O	х	0																
EXP	3.3.	Training, lecturing and guest visits																			0	0	0									
EXP	3.4.	Training of students																					х	\mathbf{x}	х	X X	x	x	хx	x	x x	

6. WP1: Project management issues

Time allotted | 10:45-11:45 | Agenda topic Further project meeting plan | Presenter Arturas Kaklauskas

Discussion: *All partners discuss further project meetings. They specify the dates of the meeting for the next project year.* 4th Meeting: 1st – 3rd July 2013, Kaliningrad, Russian Federation

5th Meeting: 1st – 3rd October 2013, Saint-Petersburg, Russian Federation

6th Meeting: 5th – 7th February 2014, Kharkiv, Ukraine

7th Meeting: 9th – 11th April 2014, Minsk, Belarus

8th Meeting: 30th June - 6th July 2014, Vilnius, Lithuania

All the partners discuss about the purchase of project equipment: specifications, quantities and prices. Until 23st of April every Partner University has to send its list of equipment needed.

Time allotted | 11:45-12:00 | Agenda topic Mobility reports and Staff Convention sheets | Presenter Romualdas Cesnavicius

Discussion: Romualdas Cesnavicius explains about the Mobility reports and Staff Convention sheets. He lists all the documents required for every report.

Time allotted | 12:00-12:30 | Agenda topic [Topic] | Presenter Richard Haigh

Discussion: [Conversation]

Time allotted | 13:30-14:20 | Agenda topic Financial and administrative project issues | Presenter All

Discussion: Partners discuss again the questions about purchase of project equipment.





Time allotted | 14:20-15:15 | Agenda topic Summary of meeting and project results | Presenter Dilanthi Amaratunga

Discussion: Dilanthi Amaratunga presents a summary of the meeting and current project results.

Time allotted | 15:15-15:45 | Agenda topic Summary of 2nd meeting day | Presenter Angela V. Piatova

Discussion: Angela V. Piatova makes a summary of the 2nd meeting day.

Time allotted | 16:15-17:00 | Agenda topic Questions concerning new modules | Presenter Nikolai Siniak

Discussion: Nikolai Siniak ask additional questions about new modules.

General Conclusions: Until the 3rd meeting implementation of the project is progressing as scheduled. Project Workplan:

WP	Delivera ble /		Dura-															М	onth														
Туре	Activity Ref. Nº	Activities (as indicated in the LFM)	tion (weeks)		2	3	4	5 6	7	8	9	10	11 1:	2 13	14	15 1	16 1	17 1	8 19	20	21	22	23 2	4 25	5 26	27	28 2	29 31	0 31	32 3	3 34	35	36
MNGT	1.1.	Development of communication infrastructure		0	X														Х														0
MNGT	1.2.	Continual management and reporting				0	X	0 3	0	х	0	х	0 3	0	х	0	x	D X	0	х	0	х	0 2	X O	X	0	X	0 3	0	X	D X	0	х
DEV	2.1.	The framework report for the common curricular			Х	0	X	0 3	: 0	х																							
DEV	2.2.	Report on common grounds for teaching and learning						Х	: 0	х	0																						
DEV	2.3.	Module specifications and teaching materials											X C																				
EXP	3.1.	Development of e-interuniversity networked system					X	0 3					0 3					D	0	х	0												
EXP	3.2.	Development of the virtual research environment							X	0	х	0	X C	x	0	x	0																
EXP	3.3.	Training, lecturing and guest visits																				0	0	0 0									
EXP	3.4.	Training of students																						Х	X	х	X	ХХ	X	X	x x	X	х
QPLN	4.1.	Report on internal CENEAST monitoring results				Х	0	X C	X	0	х	0	X C																				
QPLN	4.2.	Report on external CENEAST monitoring results												х	0	x	0	X C) X	0	х	0	X	D X	: 0	х	0	X C	X	0 2	хo	X	0
QPLN	4.3.	Analyses and recommendations																						х	: 0	х	0	X C	X	0 2	хo	X	0
DISS	5.1.	Dissemination through branch organizations							Т																		0	X C	X	0 2	хo	X	0
DISS	5.2.	Dissemination through international conferences																										X C	X	0 2	хo	X	0
DISS	5.3.	Dissemination through websites																										x	X	0 2	x o	X	0
DISS	5.4.	Printed dissemination material																												- 3	x o	Х	0

AGENDA TOPICS: 3RD MEETING DAY

6. Visiting the host university: National Technical University of Ukraine "Kyiv Polytechnic Institute"

Time allotted | 09:00-10:45 | Agenda topic National Technical University of Ukraine "KPI" State Polytechnic Museum | Presenter Representative of National Technical University of Ukraine

Discussion: Presentation of NTUU "KPI" State Polytechnic Museum. Presentation of National Technical University of Ukraine "KPI", the history of university

Time allotted | 11:15-11:45 | Agenda topic WP1: Management. Questions concerning administrative part | Presenter All

Discussion: WP1: Management. Questions concerning administrative part

Time allotted | 09:00-10:45 | Agenda topic Summary of the meeting | Presenter All

Discussion: Discussion and actions for the next meeting. General summing up. Closing of the meeting



General Conclusions: Next project meeting is foreseen on 1st-3rd July 2013 in Kaliningrad (Kaliningrad State Technical Univetsity). Until this meeting all the partners have to sent requested Module Templates (as prepared by University of Salford), Templates 1 and 2 (who has not did this yet) and fill in administrative documents (individual mobility reports, staff conventions and timesheets). Also they have to send the list of equipment before purchasing it. The final list of equipment has to be agreed by Brussels. The project coordinator (VGTU) will send this list to EACEA.

NEXT MEETINGS:

- 4th Meeting: 1st 3rd July 2013, Kaliningrad, Russian Federation
- 5th Meeting: 1st 3rd October 2013, Saint-Petersburg, Russian Federation
- 6th Meeting: 5th 7th February 2014, Kharkiv, Ukraine
- 7th Meeting: 9th 11th April 2014, Minsk, Belarus
- 8th Meeting: 30th June 6th July 2014, Vilnius, Lithuania