

Project CENEAST 6th Meeting | MINUTES

Meeting date | time 5/2/2014 9:00 AM | Meeting location National Technical University "Kharkiv Polytechnic Institute", Kharkiv

Meeting called by Irina Porunkova
Prof PhD DrSc Arturas Kaklauskas

Type of meeting 6th project meeting

Facilitator Nataliia Samoilenko
Volodymyr Bairachnyi

Note taker Lina Peciure,
Rasa Paliskiene

Attendees

Arturas Kaklauskas, VGTU
Valeriy Kravets, NTU "KhPI"
Irina Porunkova, NTU "KhPI"
Nataliia Samoilenko, NTU "KhPI"
Volodymyr Bairachnyi, NTU "KhPI"
Romualdas Cesnavicius, VGTU
Lina Peciure, VGTU
Rasa Paliskiene, VGTU
Vladislavas Kutut, VGTU
Albina Kutut, VGTU
Anzhela Piatova, NTUU "KPI"
Volodymyr Prokopenko, NTUU "KPI"
Aleksandr Zaporozhets, NTUU "KPI"
Massimo Bianchi, UNIBO
Nikolay Vatin, SPbSPU
Nikolai Siniak, BSTU
Sergei Shavrov, BSTU
Alla Volik, YKSUG
Larysa Charkas, YKSUG
Michael Eichner, MGSU
Zinaida Ivanova, MGSU
Igor Pichugin, MGSU
Andrey Safonov, MSIU
Valeriy Beley, KSTU
Nikolay Elagin, KSTU
Andrey Nikishin, KSTU
Alexander Gudkov, KSTU
Oleg Kotsar, NTUU "KPI"

Anatoly Orlov, NTUU “KPI”

Svitlana Gvozdi, NTUU “KPI”

Valeriy Shaporev, NTU “KhPI”

Viacheslav Berezutskyi, NTU “KhPI”

Alexander Goncharov, NTU “KhPI”

AGENDA TOPICS: 1ST MEETING DAY

1. Welcome and opening of the meeting

Time allotted | 05/02/2014 09:00–09:30 | **Agenda topic** Welcome speech and introduction to the meeting | **Presenter** Prof. Valeriy Kravets, Vice-Rector of NTU “KhPI”

Discussion: Prof. Valeriy Kravets, Vice-Rector of NTU “KhPI”, presented the university, international studies in the university, foreign students, and international projects. The main problem of the university is students’ emigration to Poland, Germany etc. Three main strategies are applied in the university: academic, scientific and international development.

2. Structure and Objectives of the 6th meeting

The objectives of the 6th meeting are:

- WP1: Management – Questions concerning administrative documents, preparation for the intermediate report on 15th April 2014;
- WP2: Upgrading of BSc, MSc, PhD degree programmes – Requirements of the Ministries of the Partner countries on module specifications and teaching materials, development of module handbook;
- WP3: Development and Exploitation of the Virtual Interuniversity Networked Educational Centre – Intelligent Library, the intelligent tutoring system and the intelligent knowledge assessment system. Development of the virtual research environment. Partners contribution and proposals for the improvement;
- WP4: Quality assurance, formation of a quality group, discussions on peer reviewing procedures;
- WP5: Dissemination;
- Discussions of the EACEA recommendations after the field monitoring visit.

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

Time allotted | 05/02/2014 09:30–09:55 | **Agenda topic** Presentation of modules in MGSU | **Presenter** Prof. Michael Eichner

Discussion: Prof. Michael Eichner made a presentation about Laboratory for eco-sustainable architectural planning in MGSU: study programmes, implemented projects, new integrated modules. Project coordinator Prof. Arturas Kaklauskas asked about practical tasks for the students with integration of video lectures and systems. Prof. Nikolay Vatin emphasized the importance of collaboration.

Time allotted | 05/02/2014 09:55–10:20 | **Agenda topic** Presentation of module handbook | **Presenter** Assoc. Prof. Zinaida Ivanova

Discussion: Assoc. Prof. Zinaida Ivanova presented module handbook, developed by MGSU “Green Built Environment”.

Time allotted | 05/02/2014 10:20–10:40 | **Agenda topic** Presentation of module handbook | **Presenter** Prof. Valeriy Beley

Discussion: Prof. Valeriy Beley made a presentation about the module “Renewable Energy” prepared by 4 specialists from KSTU.

Time allotted | 05/02/2014 10:40–11:00 | **Agenda topic** Presentation of module handbook | **Presenter** Dr. Sergei Shavrov, Dr. Nikolai Siniak

Discussion: Dr. Sergei Shavrov and Dr. Nikolai Siniak presented two module handbooks prepared with reference to the world best practice. The main purpose is quality use of ground resources, newest technologies. During further meetings the issue of the integration of new modules to Partner universities will be addressed.

Time allotted | 05/02/2014 11:00–11:20 | **Agenda topic** Presentation of module handbook | **Presenter** Dr. Alla Volik

Discussion: Dr. Alla Volik presented a module handbook “Construction Materials for Sustainable Built Environment”, study plans and programmes.

Time allotted | 05/02/2014 11:35–11:45 | **Agenda topic** Presentation of module handbook | **Presenter** Dr. Andrey Safonov

Discussion: Dr. Andrey Safonov made a presentation of a module handbook “Construction Materials for Sustainable Built Environment”. The main aim of the study programme is the environmental protection.

Time allotted | 05/02/2014 11:45–11:50 | **Agenda topic** Welcome | **Presenter** Anzhela Piatova

Discussion: Anzhela Piatova thanked to the project partners for coming to Ukraine.

Time allotted | 05/02/2014 11:50–12:00 | **Agenda topic** Presentation of NTUU KPI modules | **Presenter** Aleksandr Zaprozhets

Discussion: Aleksandr Zaprozhets explained about the main goal of the University – to integrate different modules together.

Time allotted | 05/02/2014 12:00–12:05 | **Agenda topic** Presentation of module handbook | **Presenter** Assoc. Prof. Volodymyr Prokopenko

Discussion: Assoc. Prof. Volodymyr Prokopenko explained that their modules “Energy Audit” and “Human safety, natural and technogenic problems in the 21st century” are being prepared according to the requirements of the Ministry of Education in Ukraine.

Time allotted | 05/02/2014 12:05–12:10 | **Agenda topic** Presentation of module handbook | **Presenter** Dr. Nataliia Samoilenko

Discussion: Dr. Nataliia Samoilenko presented a module handbook “Environmentally sustainable cities development”, prepared by National technical University “Kharkiv Polytechnic Institute”.

Time allotted | 05/02/2014 12:10–12:50 | **Agenda topic** UNIBO and SVIMAP contribution to the project implementation | **Presenter** Prof. Massimo Bianchi

Discussion: Prof. Massimo Bianchi presented commitments of major involvements for UNIBO and SVIMAP as scheduled in the CENEAST Project, next and incoming operative activities and distance learning in Italy.

Time allotted | 05/02/2014 14:00–17:00 | **Agenda topic** Consultations on Project financial questions | **Presenter** Romualdas Cesnavicius

Discussion: Romualdas Cesnavicius explained every partner separately about project supporting documentation and collected the appropriate reports.

Time allotted | 05/02/2014 14:00–14:15 | **Agenda topic** Presentation of module handbook | **Presenter** Prof. Irene Lill

Discussion: During a video conference Prof. Irene Lill presented a module “Construction Investments”, prepared by Tallinn University of Technology.

Time allotted | 05/02/2014 14:15–14:30 | **Agenda topic** Presentation of new modules | **Presenter** Assoc. Prof. Vladislavas Kutut

Discussion: Assoc. Prof. Vladislavas Kutut made a presentation about two new modules “Restoration of Cultural Heritage” and “Introduction to specialty”. These two modules will be integrated in the previously selected modules. The first module can be applied in the different countries and includes UNESCO cultural heritage. The second module teaches students to find the relevant information and use the legal base.

Time allotted | 05/02/2014 14:30–15:00 | **Agenda topic** Discussion on Project implementation | **Presenter** Prof PhD DrSc Arturas Kaklauskas, Prof. Irene Lill, All

Discussion: Taking into account the Feedback from field monitoring visit, it was decided to start the teacher mobilities earlier than planned. The next project meeting will be held on 24th – 29th March in Vilnius Gediminas Technical University.

Time allotted | 05/02/2014 15:00–15:25 | **Agenda topic** Open source systems | **Presenter** Prof PhD DrSc Arturas Kaklauskas

Discussion: Prof. Arturas Kaklauskas presented the created intelligent systems and open source systems. According to the recommendations from the Field monitoring visit, by creating intelligent systems will be focused on improving study modules and simplifying study process in order to provide most detailed knowledge possible.

Time allotted | 05/02/2014 15:25–15:40 | **Agenda topic** Presentation of module handbook | **Presenter** Assoc. Prof. Alla Volik

Discussion: Assoc. Prof. Alla Volik continued the presentation of the module handbook prepared by Yanka Kupala State University Grodno.

Time allotted | 05/02/2014 16:00–16:15 | **Agenda topic** Discussion on the preparation of the modules | **Presenter** Prof PhD DrSc Arturas Kaklauskas

Discussion: The relevance of the modules should be evaluated by the Ministries of education in the Partner countries.

Time allotted | 05/02/2014 16:15–16:50 | **Agenda topic** Discussion on the preparation of the modules | **Presenter** Prof. Massimo Bianchi

Discussion: *The quality of the modules should be evaluated by the stakeholders (associations). The evaluation criteria have to be selected.*

General Conclusions: *Module specifications were improved according to the template proposed by University of Salford: measurable learning outcomes, teaching materials, study literature etc. were included. According to the recommendations from the Field monitoring visit, by creating intelligent systems will be focused on improving study modules and simplifying study process in order to provide most detailed knowledge possible. Taking into account the Feedback from field monitoring visit, it was decided to start the teacher mobilities earlier than planned. Next project meeting will be held on 24th – 29th March in Vilnius.*

AGENDA TOPICS: 2ND MEETING DAY

Meeting date | time 6/2/2014 9:00 AM | **Meeting location** National Technical University “Kharkiv Polytechnic Institute”, Kharkiv

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

Time allotted | 06/02/2014 09:20–09:40 | **Agenda topic** Presentation of module handbook | **Presenter** Prof. Michael Eichner

Discussion: *Prof. Michael Eichner made a presentation of the module handbook “Sustainable Urban Design” and proposed for the project partners to participate on October 2014 in an international conference organized by MGSU.*

Time allotted | 06/06/2014 09:40–09:55 | **Agenda topic** Presentation of the module handbook | **Presenter** Prof. Valeriy Beley

Discussion: *Prof. Valeriy Beley made a presentation of the module handbook “Energy efficiency in engineering systems”.*

Time allotted | 06/02/2014 09:55–10:00 | **Agenda topic** Presentation of module handbook | **Presenter** Dr. Andrey Safonov

Discussion: *Dr. Andrey Safonov made a presentation of a module handbook “Smart House”.*

Time allotted | 06/02/2014 10:00–10:15 | **Agenda topic** Presentation of module handbook | **Presenter** Anzhela Piatova, Aleksandr Zaprozhets

Discussion: *Anzhela Piatova and Aleksandr Zaprozhets presented a module handbook “Human safety, natural and technogenic problems in the 21st century”.*

Time allotted | 06/02/2014 10:15–10:40 | **Agenda topic** Presentation of module handbook, Discussions on further meetings | **Presenter** Assoc. Prof. Volodymyr Prokopenko, All

Discussion: *Assoc. Prof. Volodymyr Prokopenko presented a module handbook “Energy Audit”. Prof PhD DrSc proposed to integrate this module in Lithuanian and Belarusian study programmes.*

General Conclusions: *Teaching mobilities will be started on March 2014. Until this time all module handbooks have to be prepared, checked and improved according to partners’ recommendations. The implementation of WP2 is proceeding on*

schedule.

Work plan of Work Package 2:

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																					
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
DEV	2.1.	The framework report for the common curricular		X	O	X	O	X	O	X																															
DEV	2.2.	Report on common grounds for teaching and learning							X	O	X	O	X																												
DEV	2.3.	Module specifications and teaching materials										X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	

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

Time allotted | 06/02/2014 11:00–11:40 | **Agenda topic** Intelligent and biometric systems | **Presenter** Prof PhD DrSc Arturas Kaklauskas

Discussion: Prof. Arturas Kaklauskas presented the intelligent systems developed during the implementation of TEMPUS CENEAST project. All partners participated in the discussions about integration of the modules and intelligent systems.

Time allotted | 06/02/2014 11:40–12:00 | **Agenda topic** Uploading the materials to the system | **Presenter** Lina Peciure

Discussion: Lina Peciure made a presentation how to upload the materials to the intelligent system.

Time allotted | 06/02/2014 12:00–12:30 | **Agenda topic** Distance learning in NTU KhPI | **Presenter** Prof. Oleksandr Suk

Discussion: Prof. Oleksandr Suk made a presentation about the development of a study process. In 2003 distance learning model was created. He presented a virtual lab, created by him.

Time allotted | 06/02/2014 12:30–13:10 | **Agenda topic** Library of NTU KhPI | **Presenter** Larisa Seminenka

Discussion: Director of the Library of NTU “KhPI” Larisa Seminenka presented a library, its advantages and problems.

Time allotted | 06/02/2014 14:10–15:00 | **Agenda topic** Erasmus+ and preparation of new projects | **Presenter** Irina Porunkova

Discussion: Irina Porunkova made a presentation about a new ERASMUS+ programme and led the discussion about preparation of new projects.

Time allotted | 02/10/2013 15:00–15:10 | **Agenda topic** Discussions on the next meeting date | **Presenter** All

Discussion: Once again the date of the next project meeting was specified.

General Conclusions: Partners discussed intelligent library, intelligent tutoring and intelligent knowledge assessment systems and partners contribution to the creation of these systems. According to the recommendations from the Field monitoring visit, by creating intelligent systems will be focused on improving study modules and simplifying study process in order to provide most detailed knowledge possible.

Work plan of Work Package 3:

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

EXP	3.1.	Development of e-interuniversity networked system				X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O																		
EXP	3.2.	Development of the virtual research environment								X	O	X	O	X	O	X	O	X	O	X	O	X	O																		
EXP	3.3.	Training, lecturing and guest visits																						O	O	O															
EXP	3.4.	Training of students																								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

6. WP1: Management

Time allotted | 02/10/2013 15:10–16:00 | Agenda topic Project financial situation | Presenter Romualdas Česnavičius

Discussion: Romualdas Česnavičius presented the financial situation of the project. Some partners were encouraged to prepare financial reports for the period 15/10/2012 – 31/12/2013.

General Conclusions: The project activities have followed the plan within the timeframe. Teaching mobilities will be started earlier than planned.

Project Work plan:

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																						
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
MNGT	1.1.	Development of communication infrastructure		O	X	O	X	O	X																															O		
MNGT	1.2.	Continual management and reporting			O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	X	
DEV	2.1.	The framework report for the common curricular			X	O	X	O	X	O	X																															
DEV	2.2.	Report on common grounds for teaching and learning								X	O	X	O	X																												
DEV	2.3.	Module specifications and teaching materials										X	O	X	O	X	O	X	O	X	O	X	O	X	O	X																
EXP	3.1.	Development of e-interuniversity networked system					X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X																	
EXP	3.2.	Development of the virtual research environment								X	O	X	O	X	O	X	O	X	O																							
EXP	3.3.	Training, lecturing and guest visits																															O	O	O							
EXP	3.4.	Training of students																											X	X	X	X	X	X	X	X	X	X	X	X	X	
QPLN	4.1.	Report on internal CENEAST monitoring results				X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O																					
QPLN	4.2.	Report on external CENEAST monitoring results													X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	O	
QPLN	4.3.	Analyses and recommendations																										X	O	X	O	X	O	X	O	X	O	X	O	X	O	O
DISS	5.1.	Dissemination through branch organizations																																	O	X	O	X	O	X	O	
DISS	5.2.	Dissemination through international conferences																																		X	O	X	O	X	O	
DISS	5.3.	Dissemination through websites																																X	O	X	O	X	O	X	O	
DISS	5.4.	Printed dissemination material																																			X	O	X	O		

7. WP4: Monitoring and reporting project results

Time allotted | 06/02/2014 16:00–16:30 | Agenda topic Discussions on project implementation | Presenter All

Discussion: The partners discussed about project implementation and noticed that mostly all activities are implemented to date.

General Conclusions: Work plan of Work Package 4:

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																							
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36				
QPLN	4.1.	Report on internal CENEAST monitoring results				X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O																		
QPLN	4.2.	Report on external CENEAST monitoring results													X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	X	O	O		
QPLN	4.3.	Analyses and recommendations																									X	O	X	O	X	O	X	O	X	O	X	O	X	O	O		

8. WP5: Dissemination

Time allotted | 06/02/2014 16:30–17:00 | Agenda topic Dissemination results | Presenter All

Discussion: Discussions on project dissemination were led.

General Conclusions: A lot of publications were prepared. Partners did progress in project dissemination, especially scientific publications.

7th Meeting: 24th – 29th March 2014, Vilnius, Lithuania

ANNEX I: 6TH MEETING AGENDA

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

6th PROJECT MEETING AGENDA

05-07 February, 2014

National Technical University “Kharkiv Polytechnic Institute”

Time / Location	Content	Chairman/ Speaker
Tuesday, February 4, 2014		
Participants arrival in Kharkiv and accommodation in Hotel “Kharkiv” 7, Svobody Square, Kharkiv, 61022, Ukraine		
Wednesday, February 5, 2014 Venue: Conference Hall “Scientific and technical library of NTU”KhPI”, 21 Frunze Str. NTU”KhPI”, Kharkiv		
8.45	Bus transfer from Hotel “Kharkiv” to NTU”KhPI”	
09.00 – 09.30	Welcome to NTU”KhPI”. Prof. Kravets Presentation of the university.	NTU”KhPI”
09.30 – 10.30	WP2: Requirements of the Ministries of the Partner countries on Module specifications and teaching materials (Module handbook). Possibilities to improve and adapt the prepared module handbooks in Russia, Ukraine and Belarus.	All
10.30 – 11.00	<i>Coffee Break</i>	
11.00 – 12.40	WP2: Module specifications and teaching materials – Development of Module handbook. 20 min/partner.	VGTU, UNIBO, USAL, TUT, BSTU,
12.40 – 13.40	<i>Lunch Break</i>	
13.40 – 15.00	WP2: Module specifications and teaching materials - Development of Module handbook. 20 min/partner.	YKSUG, MSUCE, SPbSPU, KSTU
15:00 – 15.30	<i>Coffee Break</i>	
15.30 – 17.00	Discussions on EACEA recommendations after the field monitoring visit	VGTU, KSTU, All
17:00 – 20.00	Free time. Excursion around Kharkiv city	
20:00 – 22.30	<i>Dinner. Informal discussion of project issues.</i>	

Thursday, February 6, 2014 Venue: Conference Hall "Scientific and technical library of NTU"KhPI", 21 Frunze Str. NTU"KhPI", Kharkiv		
8.45	Bus transfer from Hotel "Kharkiv" to NTU"KhPI"	
09.00 – 10.00	WP2: Module specifications and teaching materials - Development of Module handbook. 20 min/partner.	MSIU, NTUU "KPI", NTU "KhPI"
10.00 – 10.30	WP3: Development of e-interuniversity networked system. Intelligent Library, the intelligent tutoring system and the intelligent knowledge assessment system.	VG TU, All
10.30 – 11.00	<i>Coffee Break</i>	
11.00 – 12.00	WP3: Development of e-interuniversity networked system. Intelligent Library, the intelligent tutoring system and the intelligent knowledge assessment system. Development of the virtual research environment. Partners contribution and proposals for the improvement.	VG TU, USAL, All
12.00 – 12.30	E-learning in NTU"KhPI" . Prof. Suk	NTU "KhPI"
12.30 -13.00	Library resources of NTU"KhPI".	NTU "KhPI"
13.00 – 14.00	<i>Lunch Break</i>	
14.00 – 15.30	WP4: Quality assurance, formation of a quality group, discussions on peer reviewing procedures, etc.	VG TU, All
15.30 – 16.00	<i>Coffee Break</i>	
16.00 – 17.00	WP1: Management. Questions concerning administrative part	VG TU, All
17:00 – 20.00	Free time in the City.	
20:00	<i>Dinner. Informal discussion of project issues.</i>	All
Friday, February 7, 2014 Venue: Conference Hall "Scientific and technical library of NTU"KhPI", 21 Frunze Str. NTU"KhPI", Kharkiv		
8.45	Bus transfer from Hotel "Kharkiv" to NTU"KhPI"	
09.00 – 10.00	Preparation for the interim report on 15 th April 2014.	VG TU, All
10.00 – 10.30	WP5: Dissemination	TUT, All
10.30 – 12.30	Discussion and actions for the next meeting. General summing up. Closing of the meeting	
12.30 – 13.30	Partners discussions on possibilities to start the teacher mobilities earlier and proposals how to increase the number of mobilities to EU	
13.30 - 14.30	<i>Lunch Break</i>	
14.30 – 19.00	Cultural program	All
Participants departure.		