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Project 561525-EPP-1-2015-1-LV-EPPKA2-CBHE-JP
**“Improvement of master-level education in the field of physical sciences in
Belarusian universities” (“Physics”)**

3st Management meeting

January 24th, 2017

**BSTU, Belarusian State Technological University
Sverdlova. 13a Conference Hall of 3rd academic building
Meeting agenda**

The issue of agenda	Time	Contributor
Registration	9.15	
Welcome by BSTU	9.30	BSTU: Konstantin Vishnevskii
Adoption of the agenda Project progress	9.45	RTU: Anatolijs ZABASTA
Coffee break	10.30	
Implementation of curriculum, Book on Applied Physics (WP 2)	11.00	KU Leuven: Joan PEUTEMAN
Implementation of curriculum, Book on Applied Informatics (WP 2)	11.30	RTU
Implementation of curriculum, Book on Functional Nanomaterials (WP 2)	11.45	BSU: Alexander FEDOTOV
Lunch	12.15	
Implementation of curriculum, Book on Photonics (WP 2)	13.00	BSU
Implementation of curriculum, Book on Guidelines on Master Thesis in Applied Physics (WP 2)	13.30	UCY: Elias KYRIAKIDES
Dissemination and Exploitation of results (WP5)	14.00	UCY: Stella HADJISTASSOU
Coffee break	14.30	
Arrangement for Workshop on innovative teaching methods & electronic environments (in April) (WP3)	15.00	KU Leuven: A. JANSSENS and J. PEUTEMAN
Project quality: Project Manual	15.30	RTU: Anatolijs ZABASTA
<ul style="list-style-type: none"> • Project financial aspects. • Arrangement of tenders for the equipment. • Midterm Financial and Activities reports 	15.45	RTU: A. ZABASTA

Arrangement of students training in Ostend (in February)	16.15	KU Leuven:
Students training in RTU and UCY. Teachers training in EU universities.	16.30	KU Leuven, UCY, RTU
Other issues	17.00	All participants
Conclusions, next steps.	17.15	RTU: Anatolijs ZABASTA
<i>The end of the 1st day</i>	<i>17.40</i>	

Discussions and decisions

1. Adoption of the agenda of the meeting

Decision: to accept agenda of the meeting.

2. Project progress

A. Zabašta informed participants about progress in the development of the project; registration in Ministry of Economics. Only one Partner – BSU have obtained the permission to purchase the equipment. A. Zabašta asks all other partners to explain the reason of delay with permission.

A. Fedotov spoke about the registration procedure in the Ministry of Economics and representatives from universities report on the progress registered in the Ministry of Economics.

Decision: The partners will follow the registration procedure in the Ministry of Economics.

3. Implementation of curriculum, Book on Applied Physics (WP 2)

Joan PEUTEMAN informed about implementation of curriculum, Book on Applied Physics (WP 2). He asks A. Zabašta on the date availability of the final version.

A.Zabašta indicates the time - the end of June 2017 before a seminar in Cyprus.

4. Implementation of curriculum, Books on Applied Informatics, Functional Nanomaterials, and Photonics (WP 2)

Anatolijs Zabašta presents the content and data filling to all chapters in E-Book Applied Informatics.

Alexander Fedotov presents content and data filling to all chapters in E-Book on Functional Nanomaterials. M. Gorbach informs about filling the Moodle platform in part concerning the Photonics.

The following authors V. Ksenevich, N. Gorbachuk, J. Fedotova, J. Kasiuk, A.V. Rogachev, A.A. Rogachev, M. Yarmolenko have not yet completed their chapter because funding is not already open.

Svetlana MICHNEVICH presented the problem with implementation of curriculum in Ministry of Education. This problem is connected with adoption of a new Education Code in Parliament. It must be approved the new Code on Education in Parliament. Then the new classification of specialties should be developed.

Alexandr FEDOTOV: programs and standards should be adopted in ME not later than April, in the universities - not later than March.

Decision: to take the information about dead-line for E-book preparation.

5. Dissemination and Exploitation of results (WP5)

Stella HADJISTASSOU (on skype): Please modify your titles, add partners and dissemination activities ONLY in the doc for your academic institution.

Anatolijs Zabašta also indicated the need to report the dissemination activities in English.

Stella HADJISTASSOU asked to follow emails, a separate document, devised to report the dissemination activities of faculty in each academic institution; Folder in Dropbox “Dissemination activities for the 2nd year of the project”.

Decisions:

- All partners were invited to complete and submit the “Dissemination Activities” that can be located in the dropbox.
- All partners were invited to register in LinkedIn & Facebook Groups.

6. Arrangement for Workshop on innovative teaching methods & electronic environments (in April) (WP3)

J. PEUTEMAN presented the preliminary program of Workshop on ICT environment tools from Thursday April 20th to Friday April 21st 2017. It include the Pedagogical use of an electronic learning platform, Simulation software when studying physics, Project work when educating engineers (bachelor students).

Decisions:

- To accept the offered agenda.
- To include in the agenda additional topic – the quality of the project and its deliverables.

7. Midterm Financial and Activities reports

A. Zabašta described the Project financial aspects. Arrangement of tenders for the equipment. Midterm Financial and Activities reports by March 15th to be sent by the partners .

Decisions:

- To send in advance the forms for reporting.
- To ask EACEA permission to split purchases.

8. Discussion about the project logo

All participant discussed and selected the Project logo from three variants.

Decision: to accept the logo of the project.

9. Project quality: Project Manual

The Project manual draft had been sent in advance the meeting. Suggestions and comments were accepted.

Decision: to accept the Project Manual.

8. Further tasks and the next steps

A.Zabašta told about the most important tasks which have to be solved as soon as possible (to finish work on E-Books, permission from Ministry of Economics, equipment purchase). Teachers and students training in RTU.

Decisions:

- To accept the *Schedule of the meetings* by the end of 2017.
- RTU will send a letter to the Ministry of Education about dissemination seminar organisation for the project stakeholders in **August – September 2017**.
- Belarusian students training will be arranged in RTU in **25-29th September 2017**.
- Belarusian teachers training will be arranged in RTU in **February 2018**

Responsible person for the minutes:

N. Strekal

Physics project Coordinator:

A.Zabašta