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“Improvement of master-level education in the field of physical sciences in Belarusian universities” (Physics)

MC9 and WS11: Workshops for curricula development. Communication and sustainability of the project results

October 8-9th 2018

Riga Technical University, Azenes 12/1, room 508

Discussions and decisions

Welcome by RTU - was provided by Anatolijs Zabašta and Nadežda Kuņicina

Adoption of the agenda of the meeting. Project Progress

A. Zabašta introduced the agenda and the overview of the project. A deliverables schedule presentation was provided that highlighted the testing of the courses in the first year and testing during the second year that entails testing reports, external quality report, internal quality report, dissemination report, materials that need to be uploaded to Moodle, an updated project web, and final reports (activities/financial).

Decision: to accept the agenda of the meeting.

The topics of discussion were the following:

- Report on the quality checking of Chapters in e-Books “Functional nanomaterials”, “Photonics” and “Applied Physics” by experts of Belarusian Physical Society (BPO), Republican Association of Nano Industry (RANI) and RI for Nuclear Problems of BSU.
- Reports on new developed courses, teaching materials, and study programs and their accreditation in the universities
- Reports on testing of the courses, teaching materials, and study programs
- Implementation of curriculum, electronic books
- Dissemination and Exploitation of Results. Dissemination and Exploitation Plan
- Application of innovative teaching methods and electronic environments (WP3)
- Final Technical Report

- Quality assurance issues
- Project financial aspects and arrangements for the Final Financial reports

WP 2. Implementation of curriculum

Implementation of curriculum, eBook on Applied Physics, final version

The topics of discussion were the following:

- Reports on new developed courses, teaching materials, and study programmes and their accreditation in the universities
- Reports on testing of the courses, teaching materials, and study programmes
- Testing of new developed and modernised courses in the spring semester and accreditation of the course
- Feedback from industry representatives on curricula development.

Implementation of curriculum, eBook on Applied Informatics, final version. How to arrange the issue of electronic versions of the course books.

Decision: to take this information into account.

Book on Guidelines on Master Thesis in Applied Physics’.

Participants discussed about e-book ‘Book on Guidelines on Master Thesis in Applied Physics’. A question was raised about whether the book can be translated in Russian.

Decision: to continue work on translation into Russian.

Dissemination and Exploitation of results. Dissemination and Exploitation plan (WP5). Implementation of curriculum.

It was decided that all the plans beyond this project should be part of the Dissemination Report (sustainability).

Application of innovative teaching methods & electronic environments (WP3). Progress.

A discussion was about usage of e-learning platform after the project end. Partners agreed that a formal agreement is needed to use the e-learning platform, because it is hosted at the Moodle of BSU. A. Fedotov promised to investigate this issue and to inform the project partners.

Decision: to take this information into account and come back of this issue at the next project meeting.

Arrangements to final technical (activities) report. Project sustainability’s issues.

A.Zabašta presented the form and requirements of the Technical Report. Additionally, Belarusian NCP and EACEA recommendations have been recalled.

Decision: to start working on the Final report.

Quality assurance issues. Monitoring and evaluation by external expert.

The decision was to prepare a report and presentation about arrangement of internal quality monitoring process at the next meeting.

Arrangements to the final Technical (activities) report

Dr Zabasta required that each partner country in the consortium should:

- a) List three main achievements/results of their project at institutional, national, and/or regional level
- b) Explain how the achievements/results are relevant to the policy area (national and/or regional)

Provide information and quantify the inter-institutional agreements or bilateral agreements signed/to be signed by partner country institutions to promote cooperation in the field of Physics.

-Describe and justify where and when equipment items have been installed and how they have been used in the project and will be used in the future

-Links with society: Explain how the project helped to strengthen the role of higher education institutions in society at large

- Involvement of partners and stakeholders: How partners will continue to cooperate in the future

In terms of sustainability and exploitation of results the consortium partners ought to:

- Explain the role, commitment and concrete measures taken by the partner country beneficiaries to guarantee the sustainability of the projects outcomes/results beyond the project's lifetime (specify the funding sources if known)
- Explain how they have achieved a multiplier effect of the project; how the results have been exploited beyond the immediate target group and transferred to other contexts (for example to the wider education system, local economy and society, other institutions, other regions, etc.)
- What measures have been taken to formalize/institutionalize links with local non-university partners?
- Provide explanation in case any measures have been put in place in order to enlarge the implementation of the project results/outcomes beyond consortium participants

Dr Zabasta presented previous recommendations and follow up regarding recommendations given by the Agency (assessment of technical report, feedback from monitoring visits and exchanges with the Agency, etc.). He noted that this should also be reflected in the final Dissemination report by noting that comments were taken into account and all recommendations were fulfilled.

Financial aspects. Final Financial report.

Several documents regarding instructions of an auditor on staff cost (employee status/activities/workload) and travel cost (travel tickets, boarding passes, etc.) were presented. According to the EU, grants shall always involve co-financing. No proofs of expenditure or

supporting documents. indication on the level and source of co-financing is required for statistical purposes.

In terms of documents, it was advised to keep all original copies, approved copies of everything, keep them well organized in one place, and keep all other documents and accounting records that might not be asked as the European officials might need further information.

Participants were reminded that the project ends on the 14th of October and that all reports and certified copies of supporting documents should be sent no later than the 28th of October. Until the 4th of November, supporting documents will be examined by Linda and the audit starts to check documents from the 29th of October.

The audit will start with RTU in order to save time in case some documents from partners are missing. The auditor finalizes the audit on the 30th of November, 2018. Linda informed the participants that the auditor checks at least 70% of the declared sum. If the exceptions are more than 10% the auditor checks at least 85% of the sum.

Staff costs: Participants should provide enough proof of the implementation of activities, contracts, what the regulations are in each country, etc. In addition, declared working days per individual should not exceed 20 days per month or 240 days per year.

Exceptions should be highlighted: a) if no reasonable activity can be verified on the working days declared, b) if there is no reasonable assurance that the number of unit costs declared corresponds to the number of working days dedicated to the project in terms of workload and tangible outputs, c) if there are indications in the employment contract that the employee has been hired by a different legal entity, d) if the employment relation between the staff member and the employing organization is questioned.

Travel costs and costs of stay: the auditor verifies the validity of journeys for project-related activities (Agendas, participants list), the distances have been applied correctly (ITR), the number of unit costs corresponds to the actual number of days of the activities (invoices, boarding passes, etc.)

Exceptions should be reported for shorter or longer travelling, travelling outside the partnership countries, students or staff not employed by the beneficiary organization, missing supporting documents, and if there is no correspondence to the travelling and the related activities.

It was reminded participants to go over all the rules and finalize and send the reports until the **28th of October**. The partners should send a report that states all of their costs (not a separate one for each period).

Decision: to take this information into account and start implementing the recommendations in the Final Report.

Conclusions, next steps.

It was noted that the realisation of the project is being carried out without significant obstacles and requested participants to continue their activities according to the project timetable.

The next steps:

- *Courses e-books: finalizing*

- *Dissemination: press conferences, press releases, web and e-environment improvements, references to the project and its website, Facebook, LinkedIn, YouTube, publications at scientific conferences, final conference for dissemination*
- *Sustainability: all materials to be allocated at <https://dl.bsu.by> and on the website of partners (dissemination and sustainability plan)*
- *Bilateral agreements*
- *All materials to be allocated on Moodle and the websites of the partners*
- *5 e-books of English and Russian needs to be issues electronic form with an ISBN number*
- *6) Quality assurance: BSU will prepare a report and presentation about arrangement of internal quality monitoring process at the next meeting.*
- *7) Final reports: financing and technical (activities). It is recommended to start preparation of Technical and Financial reports in advance.*
- *8) to arrange a MC meeting and a workshop in Riga on 8-9th October. The partners will pick up documents for Financial report.*

Physics project Coordinator:



A. Zabašta