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## **Minutes of the project coordination meeting**

### **Stockholm**

**Wednesday, September 12, 2018**

Representatives of each partner participated in project coordination meeting:

- University of Craiova –Mrs. Anca Bandoi, project coordinator;
- KTH Stockholm, Sweden – Mr. Victor Kordas, host university;
- University of Lorraine – Mr. Cedric Sanlis;
- French Higher Council of Evaluation of Research and Higher Education – Mme Solange Pizarz;
- Ministry of Education and Science of Ukraine – Mme Alla Rybalko, Mr. Andriy Petrenko;
- Institute of Higher Education, National Academy of Pedagogical Sciences of Ukraine – Mme Olena Orzhel;
- Simon Kuznets Kharkiv National University of Economics, Ukraine – Mme Iryna Zolotaryova, Mme Oksana Tsukan, Mme Olena Plokha;
- Lviv Polytechnic National University, Ukraine – Mr. Roman Shulyar, Mme Victoriya Kharchuk;
- Donetsk State University of Management, Ukraine – Mr. Andriy Stoyka, Mme Svitlana Marova, Mme Valentina Tokareva;
- National Metallurgical Academy of Ukraine – Mr. Andriy Petrenko, Mr. Volodymyr Shatokha, Mr. Oleksandr Zhadanos;
- Kazakh Ablai Khan University of International Relations and World Languages – Mme Maigul Nugmanova, Mme Ardak Sakhanova;
- Kazakh University of Economics, Finance and International Trade –Mme Anastasiya Mogilnaya, Mme Roza Burganova.

#### **1. The session was chaired by Anca Bandoi.**

At the beginning Anca Bandoi presented activities, deliverables, results and responsible HEIs for each stage of the EDUQAS project. Anca Bandoi highlighted that coordinator university is currently launching project web-site on the independent platform (separate from UCv web-site). Expected web-site launch is January 2019.

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Then partners discussed travel dates for next trainings and agreed as follows (see attachment for more details).

January 14-18, 2019 – Liege, Belgium

March 11 – 15, 2019 – Nancy, France (coupled with training of HCERES)

May 6 - 11, 2019 – Riga, Latvia

June, 2019 – Kazakhstan (tbd in Liege on length of stay)

September, 2019 – Kharkiv, Ukraine

December, 2019 – Lviv, Ukraine

## **2. Discussion of WP1.1**

WP 1 leader (Lviv) presented questionnaire being sent in advance to all Partner universities (UA&KZ). The WP 1 leader (Lviv) raised the question of poor communication with co-leader from Program countries (Plovdiv) that didn't reply on their queries. All PC universities (UA&KZ) prepared answers and were ready to present during meeting. However Solange (HCERES) suggested to improve questionnaire taking into account experience from similar Erasmus + CBHE projects she was involved in (e.g. C3QA). In particular she recommended to stick to ESG standards. Then, NMAU & LNPU demonstrated results of their respective reports on internal QA systems. Maksym Kolisnyk proposed to change the questionnaire on the basis of previous Erasmus+ projects, French practice and ESG. The partners supported this proposal.

Maksym Kolisnyk & Solange Pitsarz led workshop on questionnaire upgrade. Solange Pitsarz emphasized high quality of the presentations but accentuated the necessity of making some key modifications to the questionnaire. She elaborated new questionnaire structure and key chapters (state of the art, number of ESG standards etc.). Partners decided to set a deadline for answers till October 15, 2018. Maksym Kolisnyk suggested to create responsible and teams for primary data analysis (results of questionnaires). Thus, partners appointed Iryna Zolotaryova, National Coordinators for Ukraine, to lead team (Olena Orzhel and Ministry

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representatives). Maigul Nugmanova, National coordinator for Kazakhstan, will be responsible for team. Maksym Kolisnyk also insisted on the invitation of HERE members (UA&KZ) to these analysis. Partners set forth the period for the analysis of questionnaire results till Liege meeting.

3. Anca Bandoi asked partner universities about tools and resources available for the analysis of questionnaire (state-of-art). She was wondering what kind of instruments and IT programs they had to collect the data. Iryna Zolotaryova noted that instruments were absent, budget didn't plan to purchase IT integrated tools (software) only equipment for new QA units (hardware). Olena Orzhel recommended to use existing instruments and to collect the information in traditional format (paper version&presentation). In addition, she said Partner universities would understand better which tools to use and how to improve them after analysis. Andriy Stoyko added that partners could ask for usage of QA program (Compas) demonstrated during previous meeting in Plovdiv. Participants demanded Anca Bandoi to contact Plovdiv representatives on this issue.
4. Anca Bandoi required answers from Partner universities about their staff who will take part in language courses. Deadline for answers was set till the middle of October 2018.
5. Quality plan was sent to all partners. As no remarks were received, partners decided to approve quality plan. Iryna Zolotaryova noted that logo of the project and Erasmus+ had to be put on the first page of the plan.
6. P10 presented draft of Dissemination strategy. Final version had to enter into force after October 1, 2018. All partners are expected to develop dissemination activity plan for their respective universities.
7. Miscellaneous. Problems of project management were discussed. Kazakh partners elaborated project handbook. Steering committee agreed to organize on-line meetings once a month. The answers for internal communication had to be done during 48 hours.