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LOCAL COMMITTEE MEETING

Minutes of the meeting

SKYPE meeting
Time: 01/04/2020 11:00 CET

Contacts: mirkosavic69@gmail.com

ATENDEES

Representatives of partner institutions:

- University of Novi Sad
- Kostanay engineering and economics university named after M. Dulatov
- Innovative University of Eurasia
- Zhangir Khan West Kazakhstan Agrarian-Technical University

Item:

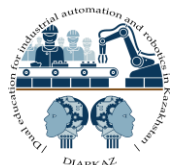
1. Partnership agreements and Annex V
2. WP1: 1st draft of curriculum
3. WP1: Meetings with companies (World cafe)
4. Purchase of equipment
5. Change of work plan due to Covid-19 pandemic and registration/accreditation procedure in Kazakhstan
6. Schedule of study visits: Graz, Heilbronn, Pavlodar
7. Subcontracting expenses – explanations and clarifications
8. Synergy effect – Nomination of contact person for every partner
9. List of events – Determination of new deadline and contact person
10. Registration of UTP as new project partner

Remarks:

1. Partnership agreements and Annex V

The following table is showing the current status of PA and Annex V across partners

Partner	Status of Partnership Agreement	Status of Annex V
KEEU	Signed by KEEU, arrived at UNS	Arrived at UNS
INEU	Sent by INEU to UNS	Sent by INEU to UNS
WKATU	Signed by both sides, sent to WKATU on February 14th	Arrived at UNS



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FHJ	Waiting for FHJ to send it to UNS for signing	Waiting for FHJ
DHBW	Waiting for DHBW to send it to UNS for signing	Waiting for DHBW
SAP	Signed by both sides	Arrived at UNS
KEE	Procedure is stopped.	Arrived at UNS

2. WP1: 1st draft of curriculum

Partners agreed to finish the first draft of curriculum by 15/04/2020. The draft will include the following elements: Name of the course, year of study, ECTS points, teacher, learning outcomes, etc.

Every partner is developing their own study program of IAR. These study programs can be different, but at the end they must lead to the same competences of their graduate students as future IAR professionals.

Kazakh partner universities will use the help and expertise from our project partners from Europe (FHJ, DHBW, UNS).

Draft versions of curriculums can be made in Kazakh and Russian languages. Final version of curriculums will be translated into English (only main parts). All three versions of every curriculum will be published on the project website.

3. WP1: Meetings with companies (World cafe)

Kazakh partner universities will organize meetings with their partner companies. The meetings can be organized online if it is not possible to arrange live meetings. Every university can have more than one partner company and more than one meeting. The idea is to send the draft curriculum to companies and then discuss all the elements of curriculum with representatives of companies.

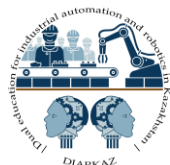
After every meeting, partner university must make a report about the meeting and what are the conclusions about the curriculum.

The deadline for this activity is 15/05/2020.

4. Purchase of equipment

Since KEEU and INEU are private universities, they can buy equipment directly, without public procurement. They will collect three offers each and select the best one. In the case of WKATU as public university, public procurement will be organized.

All document about the purchase must be saved, scanned and scanned version must be sent to coordinator.



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As soon as Kazakh partner universities give the proof to coordinator that equipment is in their premises, the coordinator will transfer the funds for equipment to KEEU, INEU and WKATU. This is according to partnership agreement, article 6.2.2.

After the public purchase is over, report about purchase of equipment will be made by INEU, as the leader of work package 2.

5. Change of work plan due to Covid-19 pandemic and registration/accreditation procedure in Kazakhstan

The table is showing the accreditation procedure in Kazakhstan and time schedule of project activities in that context:

No	Stage	Deadline
2 year		
1	Submission of an educational program for examination for inclusion in the register	M2
2	Expertise of educational program by the Centre for the Bologna Process and Academic Mobility	M3-M6
3	Inclusion of educational program in the register	M6-M8
4	Admission of students to EP	M7-M9
5	Filing an application, consideration of an application by an accreditation agency	M10
6	The conclusion of a bilateral contract	M11
7	Conducting a self-assessment procedure for educational organization with a report	M12
3 year		
8	Conducting a self-assessment procedure for educational organization with a report	M1-M5
9	Submission of self-assessment report to the accreditation agency, its review	M6
10	External assessment procedure - visit to the university by experts (2-4 days) and compilation of a report by them	M9
11	Formation of final recommendations by an external expert commission, preparation of a report and its coordination with the university	M10
12	Consideration of the issue of accreditation of the university and the adoption of a final decision by the accreditation council	M11

The conclusion is to finish with first version of curriculum and than take further steps.

Participation of lecturers from Europe in study programs of IAR in Kazakhstan will raise the quality of teaching and exchange of knowledge. Therefore, Kazakh universities will contact FHJ, DHBW and UNS to clarify on which courses teachers from Europe can participate. During the project, consortium can finance their trips for teaching in Kazakhstan, and afterwards Erasmus Mundus scheme for teachers' mobility can be implemented.

6. Schedule of study visits: Graz, Heilbronn, Pavlodar



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As soon as pandemic crisis is officially over, Kazakh partners will apply for visa and first study visit (probably to Graz) will be organized.

7. Subcontracting expenses – explanations and clarifications

Professor Savic has introduced the Kazakh partners about EACEA rules regarding subcontracting. At least at the beginning, if any partner wants to use subcontracting, coordinator must be consulted in order to avoid and ineligible costs.

8. Synergy effect – Nomination of contact person for every partner

Coordinator invited Kazakh partners to look for other Erasmus+ projects in order to exchange the project results and obtain synergy effect between projects.

9. List of events – Determination of new deadline and contact person

Every partner must make the list of events where DIARKAZ project can be promoted in the next 12 months. All partners in Kazakhstan will finish the list of events until April 10th.

10. Registration of UTP as new project partner

Registration of UTP (Uralsk Transformer Plant) on the website of EACEA and validation of PIC number is on its way. Until then, coordinator will send the PA and mandate letter to be prepared on time, so that UTP representatives can travel with other partners to our study visits.

Prof. Dr Mirko Savić

Date of approval: