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**Minutes of the**

**MAGnUS coordination meeting**

**at Tallinn University, Tallinn, Estonia**

**October 1-3, 2019**

**Participants**

Janerik Lundquist (LiU), Mikhail Karyakin, Yana Demyanenko, Pavel Oganesyan, Alla Batchenko (all-SFedU), João Patrício and Sandra Jardim (IPT), Carlton McDonald (University of Derby), Mikhail Fiadotau, Martin Sillaots (TLU), Babak Abbasov, Etibar Seyidzade (BEU), Sevinj Orujova, Huseyn Huseynli (BSU), Elviz Ismayilov (ASOIU), Olga Sergeeva, Alexey Rybakov, Svetlana Okladnikova (ASU), Aleksandr Krylovetckii, Sergei Makhortov (VSU)

**Presentation of a revised work plan for 2019-2020**

The MAGnUS coordinator presented the revised work plan with new deadlines for various deliverables.

**Presentation of project deliverables and work plans**

**WP1** **SFedU & University of Derby**

Deliverable 1. Project policies: management plan, communication strategy, dissemination plan, exploitation plan, and sustainability plan

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| **Decision**: The consortium approved all plans in general and decided that final versions should be submitted to the Steering Group (SG) by **November 1, 2019**. |

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| **Actions:**   * SFedU to upload the plans and strategies on Moodle by **October 15, 2019**; * All consortium members to provide feedback on the draft plans by **October 20, 2019**; * SFedU to finalize the plans and to submit them to the SG by **November 1, 2019**. |

Deliverable 2. Recommendations on adapting the best EU practice on running relevant programs

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| **Decision**: The consortium decided to upload recommendations on adapting the best European practice on running relevant education programs on Moodle by **November 30, 2019**. |

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| **Actions**:   * SFedU to develop the draft recommendations by **November 1, 2019**; * SFedU to get feedback from all partner universities on the recommendations by **November 15, 2019**. * SFedU and Derby to finalize the recommendations and to upload them on Moodle by **November 30, 2019**. |

Deliverable 3**.** Needs analysis

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| **Decision**: The consortium decided that the final report on the needs analysis should be **October 20, 2019**. |

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| **Actions**:   * Derby and SFedU to analyze the data and to submit an analytical report for evaluation by the Quality Committee (QC) by **October 20, 2019**. |

Deliverable 4. Report on the implementation

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| **Decision**: The consortium decided that the final report on WP implementation should be submitted for evaluation by **November 20, 2019**. |

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| **Actions**:   * Derby and SFedU to develop a structure of the report and to submit it to the SG by **November 1, 2019**. |

**WP2** **TLU & BSU**

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| **Decisions:**  The consortium approved the following deadlines for the deliverables within this WP:   * Learning outcomes – **October 30, 2019** * Master’s Programme curriculum with 2 tracks – **November 30, 2019** * Training workshop on QA mechanisms at BSU – **February 2020** * New modules/courses (learning outcomes, content, T&A methods, QA mechanisms) –**March 15, 2020** * Updated modules/courses (learning outcomes, content, T&A methods, QA mechanisms) – **March 15, 2020** * Master’s program introduced into partner university curriculum – **August 2020** * Teachers’ professional development program – **Spring-Autumn 2020** * The consortium agreed that all partner universities should select a track to be developed: either Mobile applications with focus on healthcare and education or Game design with focus on education and entertainment; SFedU to develop and to deliver both tracks. * The consortium agreed that issues on Master’s program development and delivery in Azerbaijan will be further discussed during the monitoring visit of the National Erasmus+ office on **7 November, 2019**. |

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| **Actions:**   * BSU to form an Action group on the development of learning outcomes and the curriculum by **October 15, 2019**; * All partner universities to include a representative/program director into the Action group; * TLU to supervise the Action group activities; * BSU and TLU to submit the learning outcomes to the SG by **October 30, 2019**; the curriculum by **November 30, 2019**. * SG to organize the evaluation of deliverables by the Quality Committee; * BSU to offer a few dates for the training workshop in February by **October 25, 2019**. * The consortium stressed that the participants of the coming training session should be English-speaking teachers (**B2 level at least**) engaged in MAGnUS activities at home institutions who will develop the Master’s programme curricula; * TLU to offer a template for module/course description to partner universities by **February 1, 2020**. * Each Master’s program description should include a profile of the programme, learning outcomes, module/course structure with T&A methods and QA mechanisms to be applied. * Specific mobility flows for teachers from partner universities will be defined in **February 2020** with regard to the available budget. |

**WP 3** ASU & ASOIU

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| **Decisions:**  The consortium approved the following deadlines for the deliverables within this WP:   * Students’ enrolment into the programs – **August 2020** * Summer school in Baku – **Summer 2020** * Setting up students’ labs – **October 2020** * Training workshop on entrepreneurship at IPT – **October 2020** * Entrepreneurship course for students – **December 2020** * EU lecturers partner universities to deliver lectures – **Spring 2021** * The final decision on the location of the first summer school will be made on **7 November, 2019** during the monitoring visit in Baku. |

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| **Actions**:   * Each partner university defines the number of students to be enrolled; * It is recommended to introduce an inauguration ceremony for setting up new labs to make them more visible. |

**WP 4 Quality Assurance**

Joao Patricio introduces Sandra Jardim as WP leader and Chairman of the Quality Committee.

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| **Decisions**:  The consortium approved the actions to be undertaken by the WP leader and decided to set the following deadlines:   * Establishment of the Quality Committee – **October 15, 2019** * Delivery of the Quality plan – **November 15, 2019**   The deliverables to be evaluated are as follows:   * Needs analysis- **October 2019** * Recommendations for adapting the best EU practice **December 2019** * Learning outcomes –**December 2019** * Master’s programme curriculum – **December 2019** * WP 1 implementation report – **December 2019** * Master’s programme modules – **April 2020** * Web site – **November 2019** * Leaflets and dissemination events –**December 2019** * Meetings – **October 2019** * Summer school – **August 2020** * The consortium decided to conduct inter project coaching in **2020 and 2021** * The country monitoring officers from BSU and SFedU to submit monitoring reports for 2019 to the SG by **December 31, 2019**. |

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| **Actions**:   * Each university to send the name of a member of the Quality Committee to IPT by **October 15,2019** * IPT to upload the QC membership list on Moodle by **October 20, 2019** * IPT to develop a draft Quality plan and upload it for discussion on Moodle by **October 30, 2019** * All members to make comments on the draft plan by **November 14, 2019** * IPT to upload the final version of the QP by **November 20, 2019** * All workshop participants to fill in the evaluation questionnaires on meetings (Moodle based) by **October 20,2019** * IPT to develop evaluation questionnaires for all deliverables by **November 1, 2019** * All project partners to identify potential links with similar EU-funded projects and to submit the list of relevant project to IPT by **November 1, 2019** * SFedU and BSU to develop a template for monitoring report by **November 15, 2019** |

**WP 5 Dissemination and exploitation BEU&VSU**

Deliverable 1. Project promotion (web site, logo, templates, articles, leaflets)

Pavel Oganesyan made a presentation of the project web site **magnus2020.org**

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| **Decisions**:  The project consortium approved the MAGnUS project web site and advised to finalize the work on the web site development by **November 1, 2019**  The project consortium set the deadline for printing the leaflets by **November 30, 2019** |

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| **Actions**:   * SFedU together with the subcontracting company to finalize the work on the web site development by **November 1, 2019** * All members to provide link to the web site in their dissemination activities * BEU and VSU to set up groups in Facebook and Instagram by **November 1, 2019** and send the links to SFedU to upload on the web site * All members to continuously send news for the web site to SFedU * All members to add MAGnUS hash tag to all posts on the project * BEU and VSU to develop a project leaflet in English and Russian and submit it for evaluation to the SG by **November 1, 2019**. The leaflet is targeted at teachers, administrators, companies, and students * All members to define the number of leaflets they need for dissemination by **November 1, 2019** * VSU to find a subcontracting company for printing leaflets and to send contact details to the coordinator by **November 10, 2019** |

Deliverable 2. Raising awareness

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| **Decision**:  The project consortium recommends all partner universities to disseminate project results on a regular basis at local level. |

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| **Actions**:   * BEU and VSU to develop template dissemination report by **October 30, 2019** * All partner universities to make regular presentations on project results through various channels at local level and to upload dissemination reports every three months to the project web site. * All partner universities to submit reports on dissemination activities to WP leaders by **December 31, 2019** * The BEU and VSU to upload dissemination reports on Moodle. * All members to provide information on forthcoming relevant conferences to SFedU to upload on the web site by **November 30, 2019** |

**WP 6** **Management**

The project coordinator presented the project management structure: the Steering group, the coordinator, the WP leaders and co-leaders, country monitoring officers, and contact persons/local coordinators.

The project coordinator clarified financial rules for staff costs.

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| **Decision**:  The project consortium approved the project management structure.   * All members should submit the supporting documents (tickets, boarding passes, hotel invoices and individual travel reports) to LiU **within 2 weeks** after each meeting. LiU will transfer money to universities after having approved the supporting documents * All members should submit to LiU supporting documents (employment certificate, staff convention and a timesheet) and deliverables in order to receive staff costs |

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| **Actions**:   * All members send to LiU the name of a member of the SG, of a WP leader and co-leader and the local coordinator (may coincide with a member of the SG) by **October 20, 2019** * LiU to upload the coordinates of the local coordinators on Moodle by **November 1, 2019.** |

**Equipment**

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| **Decision**: The project consortium agreed to ask for the Commission’s permission to update the list of the equipment to be purchased. |

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| **Actions**:   * All partner universities to provide lists of equipment to be purchased along with justification of changes made to LiU by **November 10, 2019** * LiU to send a request to the Commission on the possibility to purchase equipment in two stages and to clarify the issue of tender procedures * All partner universities to make preparations for tender procedures and to identify potential companies with euro accounts by **November 10, 2019** * LiU to calculate what sum could be spent on the equipment in the first financing period * SFedU to provide a template of a 3 party agreement to LiU |

**Monitoring visit of the National Erasmus+ office to Azerbaijan universities**

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| **Decision**: The project coordinator will attend the monitoring event in Baku. |