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**Minutes of the**

**MAGnUS online coordination meeting**

**March 2, 2022**

**Participants**

Janerik Lundquist (LiU), Martin Widin (LiU), Alla Batchenko, Mikhail Karyakin, Yana Demyanenko (all SFedU), João Patrício, Sandra Jardin (both IPT), Arif Najimov (BEU), Sevinj Aliyeva, Rasul Mehdiyev (both BSU), Leila Naghiyeva (ASOIU), Aleksandr Krylovetsky, (VSU), Alexey Rybakov (ASU)

**Agenda**

1. Staff professional development (academic staff from RU and AZ to Europe for 1 week)
2. EU lecturers to Russia and Azerbaijan (1 week)
3. Student mobility (RU and AZ to Europe for 3 months)
4. Student labs – brief report
5. Entrepreneurship workshop in Tomar
6. Entrepreneurship course for students (90 students trained at RU and AZ universities)
7. Summer school
8. Joint student projects
9. Monitoring project implementation (SFedU and BSU)
10. Inter-project coaching
11. National dissemination workshops (Voronezh and Baku)
12. Project Handbook
13. Exchange agreements
14. Official recognition of the Master programmes at RU and AZ universities

15. Regional training workshops in Russia (Rostov, Voronezh, Astrakhan) and in Baku

1. **Welcome by the coordinator**

Professor Lundquist, the project coordinator, welcomed all the participants. He expressed his concern with what was happening in Ukraine and condemned the invasion of Russian troops into a sovereign state. However, the coordinator emphasized that the Russian participants of the project were the innocent hostages of the political situation and that they were not to be blamed for the actions of their government. The project coordinator has written to the EU desk officer in Brussels asking for a clarification on the project implementation under prevailing conditions. Until a decision will be made by the EC the project will go on in accordance with the work plan submitted to the EC.

1. **Staff professional development (academic staff from RU and KZ to Europe for 1 week)**

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| **Decision:**   * To organize staff mobility between partner universities (RU and KZ) and between Azerbaijan and Europe. All mobilities should be implemented by December 31, 2022. Staff mobility concerns only teachers who are engaged in the new Master’s programme delivery |
| **Actions**:   * Azerbaijan universities to apply to the EU members for staff mobility programme of one week duration (including travel) and to submit a plan of activities to be undertaken at the hosting university to the project coordinator * RU and AZ universities to organize mutual staff exchange for one week including travel within pre-agreed plan of activities |

1. **EU lecturers to Russia and Azerbaijan (1 week)**

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| **Decision:**   * To organize visits of the EU staff to Azerbaijan universities by December 31, 2022 |
| **Action**:   * Azerbaijan universities to take initiative and to invite the EU staff to deliver lectures for students on agreed topics related to the content of the new Master’s programmes |

1. **Student mobility to Russia, Azerbaijan, and Europe**

The project coordinator declared that under the prevailing circumstances mobility of RU students to Europe is impossible. The project should concentrate on the mobility between partner countries and of Azerbaijan students to Europe, if travel routes allow.

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| **Decisions:**   * To launch student mobility flows for 3 months between partner countries and of Azerbaijan students to Europe by December 31, 2022. * The exchange students should be enrolled in the new Master‘s programmes. * The project coordinator will assign the EU partners PC universities to make a final evaluation of the new MAGnUS Master’s programmes |
| **Actions:**   * The partner universities to select students who will take part in mobility programs and to apply to the potential hosting universities * The partner universities to prepare and send to the project coordinator 3 documents: (*i*) the invitation letter from the hosting university, (*ii*) the confirmation letters from the student, and (*iii*) the confirmation letter from the home university. The documents should describe the courses to be taken, the number of ECTS, and the mobility dates * The project coordinator will transfer money for student mobility to the home university after receiving these three documents * The project coordinator to assign the EU partners PC universities to make a final evaluation of the new MAGnUS Master’s programmes |

1. **Student labs – brief report**

The student labs are set up at each partner university. ASU invited all members to take part in the Cyber sport competition

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| **Decision:** To develop action plans for the student labs |
| **Action**: Partner universities to develop action plans for student labs and submit them to the coordinator |

1. **Entrepreneurship workshop at Tomar**

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| **Decision:**   * To conduct a real time training workshop on entrepreneurship in Tomar by the summer break with the participation of all EU members |
| **Actions**:   * IPT to decide the date and to make up the programme of the event * To consider the possibility of joining RU partners to the workshop online * AZ universities to select one staff member per university to take part in the training workshop |

1. **Entrepreneurship course for students (90 students trained at RU and AZ**

**universities)**

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| **Decision:**   * To develop and launch an entrepreneurship course for students enrolled in the new MAGnUS programmes |
| **Actions**:   * All partner universities to develop and launch a course on entrepreneurship for students enrolled in the new MAGnUS programmes * The total number of trained students should be at least 90 for both countries together |

1. **Summer school**

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| **Decision**:   * To conduct a two-week summer school in real time during the summer 2022 in Azerbaijan |

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| **Actions:**   * AZ universities todefine the leading partner, the location, anddates for a 2-week summer school in real time * All consortium members to contribute to the programme of the summer school |

1. **Joint student projects**

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| **Decision:**   * To appoint ASU and ASOIU as leading partners for this activity |
| **Action**:   * ASU and ASOIU to set up international student teams with help of local coordinators from partner universities and to assign project tasks to student teams   . |

1. **Monitoring the project implementation by SFedU and BSU**

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| **Decision**:   * To organize monitoring visits by SFedU and BSU to other partner universities in RU and AZ respectively, and to submit monitoring reports to the project coordinator by July 2022 |
| **Action**:   * SFedU to organize monitoring visit to VSU and ASU and BSU to organize monitoring visits to ASOIU and BEU |

**10. Inter-project coaching**

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| **Decision**:   * To conduct 2 inter-project coaching meetings online |
| **Action**:   * RU and AZ universities to look for similar projects implemented in their countries and to submit the contact details to the project coordinator |

**11. National dissemination workshops in Voronezh and in Baku**

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| **Decision:**   * To conduct national dissemination workshops in Voronezh and in Baku for 30 participants (minimum) at each location |
| **Action**:   * VSU and AZ universities to organize national dissemination workshops in spring 2022 with participation from other partner universities |

**12. Project Handbook**

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| **Decision:**   * To appoint BEU and VSU as leading partners for this activity. All project members will contribute to the Handbook. The Handbook will be published in 3 languages |
| **Action**:   * BEU and VSU to develop the structure of the Handbook and approach project members for their contributions |

**13. Exchange agreements**

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| **Decision:**   * To conclude exchange agreements based upon mutual discussions |
| **Action**:   * Partner universities to approach potential partners with an offer to sign an exchange agreement |

**14. Official recognition of the programmes at RU and AZ universities**

All partner universities confirmed that the new Master’s programmes are officially recognized by both their home universities and the relevant Ministries

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| **Action**:   * Partner universities to submit proofs of official recognition of Master‘s programmes to the project coordinator |

**15. Regional training workshops in Russia (Rostov, Voronezh, Astrakhan) and in  
 Azerbaijan (Baku)**

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| **Decision:**   * To organize regional training workshops on teaching methods in Rostov, Voronezh, Astrakhan and Baku |
| **Actions**:   * Partner universities to develop training programs and to conduct training workshops by December 31, 2022 * To submit signed lists of attendees (at least 30 participants for each meeting) to the project coordinator |

**16. Miscellaneous**

The project coordinator listed mistakes in the financial statements provided by the consortium members and asked for corrected documents to be handed in as soon as possible. Gultekin emphasized the importance of the QA issues and asked everybody to organize evaluation of all training events during 2022.