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**Minutes of the**

**MAGnUS online coordination meeting**

**October 28, 2021**

**Participants**

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

**Agenda**

1. Brief information about project prolongation
2. Master’s programs in 2021 – how many students are enrolled in the first and second cohort of the new programmes. Report from each PC partner
3. Student exchange during 2021 and 2022 and exchange agreements already on board. Report from each PC partner
4. Potential visit of the RU lecturers to the EU partners. Report from each European partner referring to the current and predicted pandemic situation
5. Brief information on entrepreneurship workshop in Tomar 19 July 2021 and when to organize the face-to-face training during 2022
6. Revised work plan
7. Staff costs for the last 12 months.
8. Any other items to be discussed
9. **Brief information about project prolongation**

The project coordinator briefly informed the participants about his meeting with the EC

project officer on a potential project extension.

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| **Decision:**  **-** To request the EC to extend the project till January 14, 2023 |

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| **Action:**  **-** The project coordinator to prepare and send a request letter to the EC on the extension of   the project |

1. **Master’s programs in 2021 – how many students are enrolled in the first and second cohort of the new programmes. Report from each PC partner.**

All PC project partners have enrolled the students in 2021:

SFedu – 46 students (2020), 40 students (2021)

VSU – 15 students (2020), 15 students (2021)

ASU – 8 students (2020), 9 students (2021)

BEU – 10 students (2020), 15 students (2021)

BSU – 0 students (2020), 5 students (2021)

ASOIU – 0 students (2020), 5 students (2021)

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| **Decision:**  **-** To conduct a webinar on the best practice in program promotion. |
| **Action**:  - All PC project partners to do their utmost to promote the program in their respective re-  gion |

1. **Student exchange during 2021 and 2022 and exchange agreements already on board. Report from each PC partner**

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| **Decision**:  - Due to pandemic reasons mobility flows are transferred to spring (between partner universities) and to autumn ( to Europe) 2022 |
| **Action:**  **-** All PC universities to conclude bilateral exchange agreements and take into consideration the terms for student mobility at EU and PC partner universities |

1. **Potential visit of the RU lecturers to the EU partners. Report from each**

**European partner referring to the current and predicted pandemic situation**

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| **Decision:**  **-** To transfer the visits to spring and autumn 2022 |

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| **Action**:  - The PC partners to agree with the EC members time and terms of visits (entrance procedures connected with the COVID situation etc.) |

1. **Brief information on entrepreneurship workshop in Tomar 19 July 2021 and when to organize the face-to-face training during 2022.**

João Patrício, UPT, briefly informed the participants on the online workshop held in July 2021.

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| **Decision**:  - To conduct the workshop on entrepreneurship in face-to-face format in March-April 2022 |

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| **Action**:  - UPT to suggest the dates for the workshop (3-4 days full time work) to be agreed with all partners by December 15, 2021 |

1. **Revised work plan**

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| **Decision:**  - To consider the revised workplan for 2022 (attached) |

1. **Staff costs for the last 12 months**

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| **Decision**:  - To implement the second payment of staff cost in 2021. |

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| **Action**:  - All local project coordinators to send scans of the supporting documents for staff cost for the period of September 2020 – November 2021 **by December 10, 2021** |

1. **Any other items to be discussed**

The project coordinator will send the updated list of local coordinators to all project partners.

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| **N.B. All staff cost originals must be kept by the local coordinator and handed over to the project coordinator at the next face-to-face meeting. The same goes for all other documents that are signed and stamped by staff or institution representatives.** |