

**MAGnUS project Coordination Meeting**

Baku January 13, 2023

Last coordination meeting fact-to-face

Some things are completed better than planned

Some things should be doen ASAP

Some things have to be reported as not completed

**March 15** - deadline for the **final report**

Internal deadline March 1

Financial aspects: We have to go through a national **audit** in **Sweden** first**.**

A big audit from **Brussels** will take place inApril/May.

All financila documents need to be collected **now and not later than Friday next week**.

**General things:**

We have spent all money on equipment

But lots of money is still unused due to pandemic, war, put on hold, and uncertain situatation about our revised consortium.

We haven’t done much travelling.

We can’t increase any item in the budget by more than 10%

Rest of the money has to be paid back.

**20% of total funding** will be kept in Linköping until the final report is submitted and accepted by EC (May-Jun).

**EU Visibility** - every item that has been purchased with EU money must have MAGnUS and EU stickers. EU will check that and if requirements are not fulfilled some part of your money will be declared ineligible.

Logos must be also on the MAGnUS web page and on every document there. **Elvis** will check the web page items for logos.

The European Commission wants to have **physical signatures** (**original documents**).

In some cases, we can’t send originals because local law (e.g. accounting regulations) doesn’t allow us to send them away.

**Items we need to deliver ASAP:**

**1. Financial documents:**

**1.1 Staff cost report** per every individual who was hired for MAGnUS work

1) **Timesheets**, signed and stamped by every individual

2) **Joint declaration** signed by the individual staff and the vice rector or similar (like the timesheet, but in the document format)

3) **Employment certification** - send the digital copy of the employment contract or a specific document in original signed and stamped by the vice rector or similar

**1.2 Travel cost report** - per every individual

1) **Receipts** for accommodation

2) Travelling **invoices**

3) Travelling **insurance invoices**

4) **Boarding passes**

5) other travelling **tickets**

6) Daily **allowance** reports – number of travelling days

… all other travelling documents.

Travelling is financed by **lump sums**. Janerik must calculate and show for the EC how much the partners have paid extra as aso called co- financing.

In most cases, partners are not allowed to send originals because local bookkeeping law requires them to be kept at the site.

**2. Mobility Report:**

Every teacher and student who participated in a mobility programme has to write a 1-page report about their experience – a reflection document.

Every hosting institution has to provide a summary of the programme that was provided to mobility partners.

(This is not needed for travels related to coordination meetings, training events etc. travels).

**3. Else we need to deliver**

Requirements, what we still must or hopefully can deliver:

- **Staff development** (**mobility**). - NO

- **EU** **teachers coming to AZ** (1 from Linköping) - summer school doesn’t count

- **Student mobility** (3 mo -> 1 mo) how many students? - DONE

- **MAGnUS** **Centres** - DONE - make sure, that at the entrance there is a signboard
 “Magnus Centre” + EU logo.

- **Entrepreneurship** training in Tomar. - DONE

 Is there an Entrepreneurship module or course in the new MAGnUS programme? YES

- **Summer schools** (2 online, 1 of line) - DONE

- **Joint** **student projects** - NO – Cancelled because of Covid

- **Monitoring** of program implementation at partner universities. Baku State University has to monitor the other 2 AZ universities – **Has to be done! Sevinj responsible**

- Project **coaching** - find a similar project, connect and have a discussion - NO

- **National dissemination**

Magnus dissemination seminar in Tallinn on Jan 11. 2023.

 **ToDo!** - everybody writes a short report (0,5 pages) about how the project has been introduced to the wider audience **in the home country**.

- Project **handbook** (guideline for other universities that would like to set up similar Master’s programme, in 2-3 languages) - **Baku State University** will do this (50 pages or as much as you can). **ToDo!** **Deadline Feb 28** (before the report will be sent). Sevinj is responsible, but ASOIU and BEU must support her.

- **Exchange agreements** between AZ and EU partners (Erasmus+) **ToDo!** Deadline is February 10.

 Same agreement for staff and students

 Students from AZ can’t apply for 6 months’ visa for some countries (including Spain and Portugal) because they don’t have an embassy in AZ.

Leyla will guide the AZ partners

- **Official recognition** of the Magnus Programmes by the Ministry of Education in AZ – DONE. Sent 1 year ago (same for 3 partners). They approved a speciality for a whole country.

- **Training courses** for teachers - DONE

- **Final** **conference** - DONE

**Writing the final report**

Janerik will assign some sections to each partner to write. He will contact us soon.