

**Minutes of the**

**MAGnUS Coordination meeting (online)**

**October 09, 2020**

**Participants**

Janerik Lundquist (LiU), Mikhail Karyakin, Yana Demyanenko (SFedU), João Patrício, Sandra Jardin (IPT), Carlton McDonald (University of Derby), Martin Sillaots (TLU), Babak Abbasov, Arif Najimov (BEU), Sevinj Aliyeva (Orujova), Rasul Mehdiev (BSU), Elviz Ismayilov, Nigar Ismayilova (ASOIU), Aleksandr Krylovetckii, Sergei Makhortov (VSU), Olga Sergeeva, Alexey Rybakov (ASU)

**The MAGnUS coordinator presented the agenda.**

**Report from each partner university on the program delivery and number of enrolled students**.

1. SFedU has enrolled 47 students for the Master's program Mobile Applications Development and Game Design. Program has 2 tracks: Mobile development and Game design. Students will be assigned to tracks in the second semester. Number of enrolled students - 41 (Russian students) 6 (students from Iraq).

2. VSU has enrolled 15 students for the Master's program Mobile Applications Development and Game Design. Program has 2 tracks: Mobile development and Game design.

3. ASU has enrolled 5 students for the Master's program Mobile Applications Development and Game Design. Program has 1 track: Mobile development.

4. BEU has enrolled 10 students for the Master's program Mobile Applications Development and Game Design. Program has 1 track for the first intake: Mobile development.

5. This year BSU and ASOIU have not enrolled students for the Master's program Mobile Applications Development and Game Design as the Ministry of Education late approved the program. Next year BSU and ASOIU will have enrolled students.

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| **Decision**: The administration of each of the universities BSU and ASOIU must provide an official letter about the impossibility of opening the program in 2020. |

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| **Actions**:BSU, BEU, ASOIU must hold a coordination meeting regarding the enrolment of students for the Master’s program in Azerbaijan.  |

**Report from each partner university on state-of-the-art as to the acquisition of equipment.**

**Deliverables**:

Each PC partner have given a report on state-of-the-art as to the acquisition of equipment.

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| **Decision**: The final deadline for setting up MAGnUS labs is October 2020. Information about the inauguration ceremony should be uploaded on the PC partners’ web site. It must be clearly indicated that these labs are set up within the frame of the MAGnUS project and funded by Erasmus+. |

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| **Actions:** Each MAGnUS lab should have a university web page – the link to the web page will be uploaded on the project’s web site. Each university must develop regulations for the operation of the lab and its place within the university structure. All EC visibility rules must be respected. |

**Participants discussed plans and progress on some work package.**

**WP 3 ASU & ASOIU**

Alexey Rybakov has presented a report on the preparation at Astrakhan State University for the Summer School 2021.

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| **Decisions:**Summer school will be held in Astrakhan during the summer 2021 (2 weeks).  |

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| **Actions**:Local coordinators are responsible for the program of summer school. |

**WP 4 Quality Assurance**

1. Changes in the work plan. We will miss one physical meeting planned to take place in Tomar (Portugal). We should transfer physical meetings to spring 2021 and conduct some on-line events in the meantime.

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| **Decisions**: Workshop will take place in Portugal spring 2021 during three working days.Theme of the workshop: entrepreneurship |

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| **Actions**:Workshop materials must be prepared by the organizing university (IPT) |

2. According to the application we are going to conduct a training workshop on entrepreneurship in Tomar. After that each PC partner university had to launch a blended training program for students – partly on-line and partly through a series of training workshops. Now we must adapt to the current situation.

**Decisions**:

The course module on entrepreneurship must be scheduled during the third semester.

**Actions**:

Tomar university must develop and finalize the training program during the autumn 2020, run a pilot workshop during spring 2021. PC partners must launch the full training programme during the autumn semester 2021.

3. QA framework for Master’s programs.

**Decisions**:

PC universities need to develop their own QA tools for the local Master’s program under the supervision of the EU experts coordinated by the Head of the QA Committee (Sandra Jardin)

**Actions**:

Sandra Jardin and João Patrício must start the process now to coordinate the local tools. These must then be authorized by the QA Committee.

4. Peer reviews.

**Decisions**:

Peer reviews need to be designed as evaluation reports from the Evaluation committee, headed by the MAGnUS coordinator, in accordance with specific set of criteria.

**Actions**:

Only the EU members of the committee will run this evaluation.

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

Deliverables: Project promotion (web site, logo, templates, articles, leaflets)

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| **Decision**: All PC partners must present regularly news about MAGnUS project activities on the local university’s web site with MAGnUS project and EC logos. |

**WP 6 Management**

The project coordinator clarified financial rules for staff costs.

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| **Decision**: All claims of staff costs must be followed by the compulsory documents – Joint Declaration, Time Sheet and a formal contractual relationship between the employee and the employer duly signed and stamped. |

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| **Actions**:Staff cost for the work package 1 will be paid now. Staff cost for work package 2 will be paid only after the Master’s program is launched and there are enrolled students. |

**Miscellaneous**

**Joint projects for student teams.**

Yana Demyanenko (SFedU) presented the Game Jam pilot project on game development by student teams with master classes from game developers.

**Decision**:

The experience gained from the pilot should be used when organizing Joint projects for student teams.

**Not all PC partners submitted the final version of the Master's program.**

**Decision**:

All PC partners who have not yet delivered the final version of Master's programs must do so within the next three weeks.