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University of Belgrade

Implementation of Dual Education in Higher Education of Serbia

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Faculty of Mechanical Engineering

Co-funded by the Erasmus+ Programme of the European Union

ERASMUS OFFICE MONITORING VISIT #1 OF THE PROJECT

IMPLEMENTATION OF DUAL EDUCATION IN HIGHER EDUCATION OF SERBIA

MINUTES OF THE MEETING

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Abstract	This report represents the minutes of the first monitoring visit of Erasmus+ Office.

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v.1.0	29/06/2018	Creation of the first draft	UB (Zivana Jakovljevic)

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Activity Date: 06/19/2018

Organizer: University of Belgrade

Location: University of Belgrade, Faculty of Mechanical Engineering, Kraljice Marije 16, Belgrade

Present: 14 participants from Serbian partner organizations, three representatives of Erasmus+ Office

Report:

The first Erasmus Office Monitoring visit was opened at 12:00 on Tuesday, June 19, 2018 by Prof. Dr. –Ing. Nenad Zrnic (UB). The venue of the meeting was at the room 104 at University of Belgrade, Faculty of Mechanical Engineering, Kraljice Marije 16, Belgrade. Prof. Zrnic greeted present representatives of Erasmus+ Office and consortium members. He emphasized that the meeting at Erasmus+ Office referring to internship that is scheduled for 06/04/2018 will be simultaneously with the second Steering Committee meeting of DualEdu project; however, 1 DualEdu representative from UB, 2 representatives from VISER and 1 representative from BMU will attend this meeting. He called Dr. Zarko Miskovic (UB) to present the results of DualEdu project.

Zarko Mitrovic informed participants that all bilateral Partnership Agreements (PA) between UB and consortium members have been signed and sent to Brussels; Project Officer approved these Agreements. The next step is the transfer of funds to consortium members, which implies filling in Annex 5 of PA and its delivery to UB. All partners except FHJ and UDL have already delivered this Annex (FHJ and UDL will deliver it by the end of this week). The funds are transferred to all institutions from Serbia except to MPNTR and NHCE.

Ms Milja Bralovic (UB) reminded meeting participants that UB asked approval from Project Officer to fund MPNTR and NHEC travel and staff costs directly from UB account. The first answer from Project Officer was not affirmative; however, the query is repeated and another answer is expected.

Dr Miskovic emphasized that it was expected to deliver the first financial report by 06/10/2018. However, this report has not been delivered yet since project funds have not been spent (all project activities are pre-financed by participating institutions). The first financial report will be either skipped, or postponed. At the second Local Committee meeting, partners from Serbia agreed about ITR filenames. Afterwards he overviewed project work plan and implemented changes.

Ms Ivana Zivadinovic asked if project team sent the changes in work plan to the colleagues in Brussels.

Zarko Miskovic answered that it was not sent, however, Prof. Zrnic discussed this issue with Project Officer in Brussels and she agreed with all changes since they are minor.

Ms Zivadinovic emphasized that she has to check current situation and to report all activities that were not finished by the date of monitoring visit and all delays. However, if project team considers that all delays will be compensated within one-year, work plan does not have to be officially changed.

Prof. Zrnic stressed that there was latency in planned study visits, but that these visits were finished in May (with one-month delay).

Dr. Miskovic listed the changes in work plan: (1) activity 1.1 delayed for one month, (2) WP 3 start was postponed to September 2018. Afterwards he analyzed the results of work packages.

Within WP 1, the following activities were carried out. Questionnaires regarding impressions and obtained knowledge about dual higher during study visits are prepared. They will be filled in by 06/30/2018.

Ms Zivadinovic asked if it means that besides analysis of 10 study programs, the analysis of study visits will be created.

Zarko Miskovic replied that during study visits we have learned about DE models practically implemented in corresponding countries, and that the questionnaires will make the basis for report 1.1 whose draft version is already created in Serbian.

All study visits planned in WP 1 are carried out and 4 travel reports are generated. In the next step, these reports will be merged and activity 1.2 will be finished.

Ivana Zivadinovic had a question regarding number of study visits. Namely, 5 visits were planned by budget. However, in project description 6 study visits were mentioned. Finally, 4 of them were carried out

Prof. Zrnic replied that there was an inconsistency in project application; 4 visits were planned during Preparation and the fifth visit was the visit to PowMio from Karlsruhe which was planned for the next year since the structure of this visit was different. Namely, PowMio does not have the task to explain DE models in Germany; this is the company that engages students within DE. This visit will be carried out within WP 4 as agreed during kick-off meeting. For all conducted visits, complete documentation is created.

Regarding activity 1.3 Zarko Miskovic stated that the Conference was held on 06/15/2018 and that during the Conference the questionnaires were delivered to companies' representatives. Report 1.3 will be created based on the questionnaires analysis. A total of 17 questionnaires

were collected to this day. In addition, each participating HEI from Serbia has to find at least 10 companies that will fill in the questionnaires.

Ivana Zivadinovic asked if the consortium has a plan on how to connect to industry. Namely, the evaluators emphasized that from the project proposal it was not clear how the associated partners would be connected to the project. It would be beneficial to see this connection through preparation and implementation activities in order to address evaluators' comments. She asked which industrial sectors will be targeted. Namely, project proposal targets certain industrial sectors and it claims that 10 companies per targeted sector will be addressed. She asked from which industrial sectors were the companies at Conference in Nis, and if project team has the cooperation with Serbian Chamber of Commerce and Industry.

Katarina Cvetkovic (BMU) explained that we have the cooperation with Serbian Chamber of Commerce and Industry and that this organization sent the Conference Call although it does not directly participate in project as consortium member.

Zarko Miskovic stressed that the questionnaires are industrial sector neutral and that they can be used in all branches of economy including services. Namely, as we have learned during study visits, there are a number of different DHE models; the models are created depending on the concrete situation (in agreement with student and company).

In WP 2 project team carried out the actions within activities 2.1-2.3. In activity 2.1 we are working on flexible and generic DHEM for Serbia. Within activity 2.2 Conference in Nis is organized on 06/15/2018. Preparation activities for Discussion Forum that is planned for September (activity 2.3) are ongoing. Exact dates will be agreed soon.

Dragan Domazet (BMU) informed participants that at Local Committee meeting in Nis, participants agreed to finish draft version of DHEM by the end of September and to create final version by the end of October 2018.

Ivana Zivadinovic asked if consortium was in contact with stakeholders and policy makers.

Zarko Miskovic replied that the contacts were created at Conference in Nis. In this project stakeholders are universities, students and companies. A high quality discussion took place at Conference. High percent of discussion (50%) was by students providing high quality insight into the students expectations from dual education. Currently project team is working on Conference minutes of the meeting where this discussions will be summarized.

At the second Steering Committee meeting work plan will be revised with respect to postponing generation of DHEM final version.

Ivana Zivadinovic emphasized that one of the stakeholders is MPNTR and she asked about the relationship with this institution.

Zarko Miskovic replied that the representative of this institution was present at the Conference. In addition, Prof. Zrnic informed participants that he will deliver a talk regarding DualEdu during a meeting in Representative Club, and that this will be an additional opportunity to draw MPNTR's attention to this project. The problem of DualEdu is that there have been many changes regarding the MPNTR personnel in charged for this project (Vesna Mandic, Vladimir Dzamic, and currently Ana Langovic Milicevic). He has made contact with new assistant minister for higher education (Bojan Tubic) regarding the DualEdu project.

Dr Miskovic continued project presentation and he presented WP 3. Although WP 3 was expected to start in the second year, colleagues from Kragujevac started activities regarding this WP. They have prepared the proposal of working groups' members that would be in charged for realization of activities 3.1-3.3 and these members will be confirmed at the second Steering Committee meeting.

Regarding WP4 project team has started the activity related to equipment purchase. All institutions except NiCAT and SUNP have defined proposals for changes in equipment lists. Corresponding letter to Project Officer is prepared and we are waiting for the UB Rectorate approval to send this letter to Brussels. The following steps are to be performed: (1) technical specification of the equipment, (2) tender documentation specification, and (3) tender release. It is expected to release the tender in September. Equipment purchase is the reason for omitting staff costs in the first half of the project duration.

Ivana Zivadinovic informed participants that second installment could be claimed as soon as 70% of funds had been spent, even before first half of the project was finished.

Zarko Miskovic emphasized that the staff costs for the first half of project will be paid in the second half of the project.

Within WP5 one activity, resulting in Quality Plan was planned. It is expected that Quality Plan will be completed within a few days (by 06/22/2018). There has been a delay in this activity since there was misunderstanding with colleagues from FHJ. Namely, they did not understand if quality plan considered the quality of dual education in Serbia or project quality. Nevertheless, draft Quality Plan is already created

Regarding WP 6, Dissemination Plan and project website (easily tracked by web browsers) are already created, project Trello platform is activated and at the Local Committee meeting it has been agreed to upload current project results to this platform as soon as possible. The data from visit to Lleida and presentation from Lodz will be sent to UNS and posted to website in due course.

Ivana Zivadinovic asked if all documents were uploaded to website. She stressed that the personal data protection should be considered especially in view of new EU regulation in this field. It is not necessary to have open access to all documents. Attendance lists can be hidden, and written agreement is necessary for photographs. Personal data protection policy should be

considered. Approval mechanisms can be taken over from other websites that have updated privacy protection rules.

Prof. Domazet suggested to upload attendance lists to Trello platform. Zarko Miskovic proposed that all institutions check documents before their upload to project website and that this issue should be considered at the next Steering Committee meeting. Nevertheless, presentations and project reports should be open access.

Ivana Zivadinovic emphasized that dissemination plan was commented by evaluators which pointed out that dissemination events were not clearly specified. Dissemination Plan does not contain appropriate specification, as well. It would be advisable to create concrete plan (e.g., UB is obliged to organize conference and to contact 30 companies). When concrete plan is available, it will be possible to directly answer to evaluators comments in interim report. She suggested to dedicate a part of website to project outcomes. This part of website would communicate project results to audience that does not belong to consortium and Erasmus+ Office.

Zarko Miskovic informed participants that draft version of roll-up banner is created and that final version will be agreed on Steering Committee meeting in July. Within WP 6 the following activities are necessary: (1) regular update of news, (2) upload of all documents that obtained approval, (3) report template update.

In WP 7, for the first year, two Steering Committee meetings were planned. The first was carried out along with kick-off meeting, and the second will be held in Kragujevac on July 4-5th 2018. Complete documentation regarding the first Steering Committee meeting is generated. Two Local Committee meetings were carried out as well; the documentation for the first is created, while the generation of documentation for the second is ongoing.

Ivana Zivadinovic conveyed the recommendations of Erasmus Office regarding the project. Project proposal mentions projects that DualEdu relies on. In addition, there are some activities related to HERE team. She emphasized that double funding should be avoided. If some outcomes were published in HERE publication it should not be repeated in DualEdu materials – overlapping must not exist. Furthermore, DualEdu should not rely too much on the results of already realized projects.

Zarko Miskovic emphasized that draft version of Report 1.1 will be elaborated and changed in final version.

Ms. Zivadinovic pointed out that in interim report it should be emphasized that in the project proposal there was an inconsistency regarding the number of study visits (5/6) and that one study visit was re-scheduled to WP 4. Regarding WP 3 she asked what was the project plan.

Nenad Stanisic (UKG) explained that the plan was to propose amendments to legislation documents (Law on Higher Education, Labor Law and Accreditation Standards) in accordance with the developed DHEM for Serbia.

Ivana Zivadinovic asked regarding the sustainability of this WP resuls.

Prof. Stanisic replied that at the next Steering Committee meeting working groups will be created. These groups will have representatives from MPNTR and NHEC and they will be involved in generation of amendments proposals. Working groups will propose amendments to corresponding Ministries, and MPNTR will propose changes in Laws.

Ivana Zivadinovic agreed that if MPNTR is behind amendment proposals, it could be considered as significant step to WP 3 sustainability. She asked about Labor Law.

Prof. Stanisic answered that it is to be decided if the changes in Labor Law would be necessary.

Ivana Zivadinovic emphasized that there was a question regarding the students' employment if the model was not developed.

Prof. Domazet replied that several models for students' engagement will be developed such as internship and agreement about employment during studies that defines minimum and maximum student engagement in company.

Nenad Stanisic added that the WP 3 was postponed in work plan in order to develop DHEM for Serbia that would serve as a basis for legislation changes.

Regarding WP 4 Ivana Zivadinovic asked if project team had a plan on how study programs would be carried out and which study programs would be implemented.

Prof. Domazet replied that we had some ideas (mechanical engineering, IT), but that this would be decided downstream.

Ivana Zivadinovic stressed out that project proposal envisioned that internships would be funded by employers, and she asked if project team already had some arrangements with employers.

Prof. Domazet answered that BMU already had some experiences with PowMio which paid scholarship for students that were employed in their company.

Ivana Zivadinovic suggested that it would be beneficial to have an outcome in terms of signed agreements with companies at the end of the project.

Prof. Zrnic informed participants that Faculty of Mechanical Engineering already had some experiences in extended internship (6 months duration). Students volunteered at this internship, but they get some compensation through transport costs and nutrition. The students were working on their M.Sc. theses at company where they had industrial mentor in addition to mentor from university.

Ms Zivadinovic stated that project proposal envisioned generation of a special website only for DHE in Serbia where DHE programs would be announced. She asked if that would be an additional website.

Prof. Zrnic's answer was affirmative.

Ivana Zivadinovic suggested to analyze platform of the project TranstoWork and to explore the possibility of the connection with this website.

In addition, she pointed out that one of the evaluators' comments referred to co-funding. Namely, the proposal foresees only co-funding from BMU. It would be good to insist that project partners inform coordinator which activities they will co-fund and to start to collect these data as soon as possible.

Prof. Domazet emphasized that we will invest significantly higher efforts than planned by staff costs.

Prof. Mirko Savic asked if it was possible to attach list of co-funding even if it was not in the proposed budget.

Ms. Zivadnovic replied that it was possible to re-balance existing budget, and that project team should have co-funding.

The meeting finished at 14:00.