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**Event:** Consortium meeting HEIn4

**Venue:** Skype for Business (accessible via web-browser)

**Moderator:** Mr. Geert De Lepeleer

**Time:** 10.00– 12.00 C.E.T

**Date:** 12.01.2023

**Excused:** Volodymyr Shatokha, Viktor Kordas, David Gegechkori

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## Minutes of the Meeting

### 1 Approval and follow up of meeting report 22.12.2022 (please also see TO DO)

- Travel costs Tbilisi – Batumi in progress, AKAKI missing
- KTH – presentation study visit Stockholm
- USUST staff costs were uploaded, to be checked by Ellen
- BATUMI staff costs in progress
- AKAKI staff costs in progress

### 2 Financial management

If the project ends the 14<sup>th</sup> of January all documents should be dated at the latest 14<sup>th</sup> January 2023.

Checking concisely the joint declarations and timesheets by the coordinator means protecting the consortium to return money to EACEA, it is for the best interest of all partners to implement the feedback given.

### 3 Prolongation request: what is the situation?

According to the grant agreement the project ends 14<sup>th</sup> January. Up until today there is no news about the approval.

As soon as we receive any information it will be passed to the consortium. For now we continue the work as planned.

### 4 Dissemination strategy

**Preliminary report of dissemination strategy according to the model of Ani to be sent to Geert before the meeting by all partners except Odessa, Donetsk and BTU.**

General information.

Ani C. developed a very useful template for the dissemination strategy. This was forwarded to the consortium and members were asked to use this template as a guide to prepare their own dissemination strategy.

Geert thanks the partners who have sent their strategy. After his approval he asks each time partners to upload the dissemination strategy in the deliverables folder of the HEIN4 portal.

Ellen will make an overview of whose dissemination strategy has been uploaded + the evaluation of the courses which should also be uploaded in the portal. (see template Iryna)

Mykola sent an e-mail questioning if past or future activities should be reported in the dissemination strategy. Geert explains that the dissemination strategy is focused on dissemination activities that took place in the past. The sustainability plan on the other hand should contain all future activities.

## **5 GITA: evaluation of course books**

The difference between course books and syllabuses has been explained. A course book is a guide to teach particular course. A syllabus is what is added as material to the ECTS-file. The main aim is to evaluate the syllabuses and the direct link to industry 4.0. It is not the intention to interfere with curricula that have been accredited. The evaluation is focused on the content of the syllabuses. With this information Annie is able to draft the report based on her findings. Annie V. will contact the partners directly if syllabuses are still missing.

Development of recommendations for updating the engineering curriculum. Paulo indicates that based on the info received from KUL that IPP does not have such a document specifying the rules or strategies to create a new engineering curriculum. Geert explains that the info needed for the project is related to the philosophy/ methodology to create a curriculum in engineering. Paulo agrees to create a document similar to the one from KU Leuven but with the focus on courses related to industry 4.0. It will be finalized by the 20<sup>th</sup> of January.

## **6 Inventory of taught courses to Students and Industry: presentation of figures in Excel on Google Drive by all partner universities\_**

**File has been updated-completed global excel file by all partners to be presented at the meeting .  
Special action to be taken by Donetsk, USUST and Festo.**

Ani C had a meeting with Philippe to discuss the bugs in the file. According to Ani the updated file is not the final version. Ani C will be in contact with Philippe to make sure last version is uploaded and can be sent to all partners.

Philippe suggests via mail that each partner could download the file and complete the file on their own computer and not in a shared environment, as to avoid mistakes or misunderstandings.

Lela and Nana indicate that it would be very helpful if a detailed instruction file, word-version could be provided, a manual on how to complete and understand the Excel table. This question will be forwarded to Philippe.

Ani C will be in contact with Nana and Lela to explain how to create hyperlinks in the dissemination strategy file.

**7 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: what is the situation? Deadline 31/12/2022**

Volodymyr is preparing the methodology concept for higher education. The part from Donetsk university is missing. Iryna S. will prepare and send it by the 20<sup>th</sup> of January.

If the project ends on the 14<sup>th</sup> of January this publication will be launched only digitally, if the project is prolonged we can also print it.

**8 Development of recommendations for updating Engineering Curriculum (Act. 2.3): how to continue? Deadline?**

As discussed in topic n°5 Paulo will finalize the part from IPP by the 20<sup>th</sup> January 2023 and will share it with the consortium.

As soon as Ani C. receives the file from IPP, two days will be needed to finalize the part for GE universities.

UA partners will have a Zoom-meeting to discuss how they will manage this task.

The final document should contain valuable information and guidelines on how GE and UA universities can improve their engineering curricula in view of industry 4.0. The information from EU universities should be an inspiration for UA and GE universities.

The final product should be a publication as stipulated in the project application.

Paulo read the file from KTH and noticed the file is mainly focused on assessment procedures, how courses are evaluated and accredited. Geert suggests to ask Victor if there is any specific info about the organization of the engineering curriculum that could be added to the file.

**9 Evaluation methods - Feedback from participants:**

**Evaluation results report to be sent to Geert according to the model of Irina ( Odessa) by all partner universities excepted BTU and Odessa. Deadline: 12/1/2023**

Geert already received a lot of docs from most of the partners.

After receipt, Geert evaluates the documents and if ok partners are asked to upload the file in the deliverables folder of the HEIN4 portal.

Geert received no info from USUST. Olexandr promises to finalise the file by the 20<sup>th</sup> January.

## **10 Sustainability plan: what is the situation?**

**Plan to be sent to Geert before the meeting by all partners excepted BTU, Lutsk and Akaki. Deadline : 31/12/2022**

The sustainability plan of BTU and Odessa are both examples of good practice. They were presented during the meeting.

As a general remark both for BTU and Odessa Geert suggests to add realistic KPI to the activities planned. Also a timeline indication would be valuable.  
Ani C and Iryna N are asked to resend the template of their file in word to Geert after the updates. The files will be shared with the consortium.

Geert suggests to the other partners to use these examples as a kind of template to harmonize the information they already gathered.

## **11 Semi-annual leaflets**

GE > Sixth semi-annual leaflet is ready.

UA leaflet is almost completed. Draft is presented during the meeting. The leaflet will be finalized by 20<sup>th</sup> January 2023.

## **12 Social Media : use of hashtag Erasmus+, CBHE**

It is highly recommended to make use of the #Erasmus+CBHE on social media. Geert asks if this can be done retroactively for all posts on websites, facebook?

## **13 Any other business**

## **14 Next meeting:**

If no prolongation – bilateral meetings will be organized

If prolongation next online consortium meeting – Thursday 9<sup>th</sup> February? 10 am

## TO DO:

- Upload travel costs from AKAKI for the Tbilisi conference in the portal. **Deadline : ASAP**
- Send KTH presentation study visit Stockholm to the consortium. **Deadline : ASAP**
- Report of dissemination strategy according to the model of Ani to be send to Geert. **Deadline 31/1/2023.**
- Ellen will check which partners uploaded the dissemination strategies and the feedback reports on the portal after the approval of Geert.
- Annie V. will prepare the evaluation report of the syllabi. **Deadline : 31/1/2023**
- Development of recommendations for updating the engineering curriculum. IPP will finalize and share with the consortium by **20<sup>th</sup> January 2023**
- Elaborate KTH file with info about the engineering curriculum is organized. **Deadline :ASAP**
- GE development of recommendations for updating the engineering curriculum. After receipt of IPP file – **27<sup>th</sup> January 2023**
- UA development of recommendations for updating engineering curriculum – Zoom meeting with UA partners will be organized. **Deadline : ASAP**
- Inventory of taught courses to Students and Industry: presentation of figures in Excel on Google Drive by all partner universities. Ani C will contact Philippe to update Excel file. If complete file will be shared with all partners. Partners are asked to complete the file individually. **Deadline : 31/1/2023**
- Manual to complete the Excel file 'Inventory of taught courses to students and industry' – Philippe- **Deadline : As soon as possible.**
- Ani C – Lela bilateral meeting about how to create hyperlinks in dissemination strategy file
- Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine – Volodymyr
- Donetsk sends info to Volodymyr regarding the development of the methodology concept for higher education – **20<sup>th</sup> January 2023**
- Evaluation results based on the template of Iryna – USUST **20<sup>th</sup> January 2023**
- Update sustainability plan BTU and Odessa + resend to Geert and upload after approval upload on portal ( Ani C and Irina N. )
- Sustainability plans BTU and Odessa will be shared after updates to the consortium. Partners are asked to update files according to examples of good practice. **Deadline 31/1/2023.**
- Semi-annual leaflet UA to be finalized – USUST **20<sup>th</sup> January 2023**
- use of the #Erasmus+CBHE on social media + websites – **update retroactively**
- Upload outputs/final products in deliverables folder on partners only area on the HEIN4 website. **Deadline: always**
  
- Respect publicity rules and obligations (all partners). **Deadline: Always**