



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:	14.01.2021

Minutes of the Meeting

Participants: List and screenshot of the participants can be found in annex.

Excused for the meeting: Ryzhenko levgen

1. Approval of meeting report 22/10/2020

The minutes from the meeting of 22/10/2020 were approved by all project partners.

2. Webinars: evaluation (V. Shatokha) + further planning

Updated list of webinars

An updated list was sent by Philippe and was presented/adapted during the meeting.

Upon request of BTU, Philippe Saey will contact Bart Thoen regarding the webinar planned for the beginning of February, to discuss the topic and the exact date.

There is a meeting/seminar planned by Festo during the first week of February. Topic and exact date to be communicated later on after the meeting by Ani Chelisivili.

Philippe Saey suggests to cooperate with IPP regarding the topic Power BI and send some slides which can be used during the webinar.

The updated excel sheet will be forwarded by Ellen Matthijs to EU-partners to make changes to topics/titles/dates and add webinars if necessary. Afterwards the updated file will be forwarded to the consortium.

Upload of videos – You Tube

Videos were updated by Arne Verhoeven. Invitation was sent by Andriy to Arne Verhoeven to become editor.

Geert De Leppeleer emphasizes the importance to add the EACEA disclaimer to the videos. A template can be found in the internal area on the project website.

Summaries of webinars

Ani Chelisvili mentions that the summaries are available in English and will be translated in GE in the next week.

Volodymyr Shatoka mentions the summaries for UA partners are finalised.

Geert De Leppeleer suggests to record the webinars, which is approved by Volodymyr Shatokha.

3. Case studies

Case studies were due in December.

We received one case study from IPP. Feedback was sent by Volodymyr Shatokha.

Victor Kordas and Philippe Saey will send the case studies by mid-February.

GE-partners have finalized the case study file as well.

Volodymyr Shatokha mentions that the template which contains questions is merely a tool to create a narrative text. The questions can be a kind of inspiration to guide you when writing.

Geert De Leppeleer suggests to have a general overview and evaluation once all the case studies are completed.

4. Study of teaching methodology Brochures related to concept and teaching methodology Pedagogic workshop

Brochures

IPP delivered their part regarding the study of teaching methodology.

The next step are the publications based on this study.

According to proposal 3 publications should be made

- Result of study visits of academic of staff to EU > teaching methodology
- Cooperation with external stakeholders
- Recommendation for updating engineering curriculum

Andriy Petrenko suggests to combine the first and the last topic in 1 publication as they are closely linked to each other. In this way it is possible to save some subcontracting budget for that eventually can be used for translation of the case studies. If yes, in any case permission should be asked to EACEA.

Philippe Saey suggests to compare the curricula in UA/GE and EU as to see the differences and to be included in the publications. Philippe refers to the literature and links sent before the meeting > SEFI.

Philippe mentions to keep in mind the SEFI-conference for publications/dissemination regarding the project.

Pedagogic workshop

The pedagogic workshop will take place **17 and 18th of February.**

General topic: Pedagogic aspects in engineering curriculum

1st day workshop by EU-partners :

Ideas mentioned during the meeting:

- Entrepreneurship for engineers by KTH
- Curriculum reform by KUL
- Cooperation with industry

2nd day workshop by GE/UA

Presentations by GE/UA partners regarding:

- Concept of virtual learning lab
- Vision for module – learning outcomes, target audience

Geert De Lepeleer suggests to limit the duration of the workshop to 2 max. 3 hours and focus on quality of contents.

Victor Kordas has sent some interesting literature regarding curriculum development.

Victor Kordas suggests to have longer breaks between sessions, more than 5 min., preferably 20min.

A template with time-slots will be sent to the EU-partners by Ellen Matthijs. This can also be used by UA/GE partners for the second day of the workshop.

Topics/ideas for the workshop should still be discussed and can be mentioned in the template as well. EU-partners will define a programme for the first day and UA/GE partners for the second day. Programme to be finalised in the first week of February.

5. **Plan of activities:**

WP1 Study of EU HEI's experience

1.1 Academic staff acquainted to teaching methodology, curriculum in relation to Industry 4.0

> No study visits due to Covid 19, except that OK

1.2 Methodology concept and content of curriculum

> see above

1.3 Admin staff acquainted to capacity building for collaboration with industry

> no visits to EU-partners, due to Covid 19

To do: feedback to curriculum from industry – see literature + links sent by EU-partners

How to start cooperation with industry? Invite Peter Hanselaer from KUL when study visit to KU Leuven is possible

How to organise cooperation with industry? Victor Kordas and Philippe Saey will tackle this topic in the pedagogic workshop

1.4 Case Studies

> see above

WP2 Curriculum for Industry 4.0

2.1 Short courses for industrial staff

> planned for April 2021 but will be delayed – topic for next meeting

2.2 Taught module "Industry 4.0 Business Management" MSc (level)

2.3 Recommendations for updating Engineering curriculum

Due to Covid 19 there is certainly a delay in the planning of the activities, extension will be asked to EACEA.

6. **Equipment**

Geert mentions there is a new project officer for the HEIn4 project. The new project officer is Andrea Murzi.

Partner 5 Kutaisi: has sent supporting document to Ellen Matthijs, feedback given, check if all documents are OK by Ellen Matthijs

Partner 6 Batumi: request for changes has been sent, wait for approval.

Partner 7 BTU: ongoing tender, finalise purchase by the end of February

Partner 9: approval received for adapted list, procedure has started, hope to be finished by April
Partner 10: approval received for adapted list, procedure has started, hope to be finished by March
Partner 11 NMAU: finalising procedure
Partner 12 Odessa: Checking 3 proposals, by end of month decision will be made

7 Subcontracting

2 Leaflets.

Legal service from KU Leuven agreed to have more than 1 invoice in 1 subcontracting agreement.

Georgian first dissemination leaflets have been printed and will be sent next week to other Georgian partners.

Ukrainian leaflets are digital. NMAU is setting up a subcontracting agreement with the possible publisher. By the end of February a printed version will be ready and can be distributed to Ukrainian partners.

8 Financial management

Geert invites partners to contact KU Leuven in case of questions regarding financial management.

Procedure concerning uploading financial documents on the website:

- Templates and manual are available on the website in the internal area.
- Be aware that the final versions after feedback from Ellen Matthijs are uploaded to the internal area.

Andriy Petrenko refers to the manual/guidelines for the use of the internal area and uploading the files. Use the filenames as described in the manual when uploading the documents to the internal area.

9 Reference groups and quality report

Andriy Petrenko mentions that no quality report are received yet > deadline end of January. Each UA and GE partner has to submit the evaluation report made by the

reference group. The template was distributed and is available on the website. Submit reports by end of the January.

The report should cover the whole first year of the project. Due to the late start we decided to combine the first and second report in one file. From now on we will need 2 reports per project year.

Andriy Petrenko has received the document proving the establishment of the reference groups from Odessa, Tbilisi, Dnipro.

The document from Donetsk, Lutsk, Batumi and Kutaisi is missing. To be sent to Andriy as soon as possible.

10 Dissemination

Send information regarding dissemination to Andriy Petrenko.

Philippe Saey suggests to create some space on the website for relevant literature and links. Andriy Petrenko mentions that at this moment it isn't possible, because of lack of space in the future once outputs and administrative documents will be uploaded.

11 Report UA Agency Erasmus+

The report contains a lot of general remarks regarding dissemination, impact, involvement of as many participants as possible in own university especially students, involvement of external stakeholders.

In the report is mentioned 1 invoice payment is needed when buying equipment otherwise ask authorisation to EACEA. Geert De Lepeleer asks Andriy Petrenko to clarify this issue with the Erasmus+ office in UA and get the necessary information on how to proceed.

In the report 3 projects are mentioned. They advise to contact these project groups:

"It is recommended to ensure the synergy with the other EU projects, realized by the project partners, including: 598236-EPP-1-2018-1-LT-EPPKA2-CBHE-SP "A Framework for Digital Competencies for Ukrainian Teachers and Other Citizens", 586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP "Implementation of Education Quality Assurance system via cooperation of University-Business-Government in HEIs", 562013-EPP-1-2015-1-PL-EPPKA2-CBHE-SP "Quality Assurance System in Ukraine: Development on the Base of ENQA Standards and Guidelines" as well as to use the results and experience of the finished TEMPUS projects in the Ukrainian universities."

Volodymyr Shatoka and Irina Nyenno will contact them.

The report also mentions the dissemination strategy, this will be dealt with during another meeting, or a separate meeting with Andriy Petrenko and Volodymyr Shatokha.

12 Any other business

Skype or Teams?

Project groups prefers Skype for business.

13 Next meeting: 25th February 2021 at 10 AM CET.

TO DO:

- Philippe Saey will contact Bart Thoen regarding the webinar planned for the beginning of February, to discuss the topic and the exact date.
- Meeting/seminar by Festo beginning of February. Topic and exact date to be communicated later on after the meeting by Ani Chelishvili.
- cooperate with IPP regarding the topic Power BI and send some slides which can be used during the webinar (Philippe Saey)
- Webinar excel sheet will be forwarded by Ellen Matthijs to EU-partners to make changes to topics/titles/dates and add webinars if necessary. Afterwards the updated file will be forwarded to the consortium.
- Webinar summaries are available in English and will be translated in GE in the week after the meeting. (Ani Chelishvili)
- Always record webinars from now on
- Victor Kordas and Philippe Saey will send the case studies by mid-February
- To compare the curricula in UA/GE and EU as to see the differences as a basis for the brochures – Check literature and links sent by EU-partners
- Pedagogic workshop planned 17 & 18 February. Template with time slots will be sent (Ellen Matthijs). Programme to be finished first week of February.
- Topic for next meeting: Short courses for industrial staff
- UA leaflet printed and distributed by the end of February. GE leaflet sent week 18-24 January
- Documents proving the establishment of the reference groups to be sent to Andriy Petrenko asap
- Evaluation reports made by reference groups ready by the end of January. First report should cover the first year.
- Dissemination info to be sent to Andriy Petrenko > publish on project website

- Contact with 3 projects to create synergy. (Volodymyr Shatoka and Irina Nyenno) will contact them.
- How to store the overview of the supporting literature? To be discussed next meeting.
- Dissemination strategy to be defined. Topic to be discussed during next meeting.