



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



Report – Kick off meeting

Work package	Title
8	Management of project activities
Activity	Title
8.1	Kick – off meeting

Project number: 561874-EPP-1-2015-1-BE-EPPKA2-CBHE-SP

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"



Monday, 25 th January 2016.	
KU Leuven, Technology campus Ghent, Gebroeders De Smetstraat 1	
09:00 – 09:15	STINT participants registration
09:15 – 10:00	Welcome <ul style="list-style-type: none"> ○ STINT project coordinator: Geert De Lepeleer ○ Academic Director, Prof. dr. F. Baert, Presentation of KU Leuven ○ Chairman KU Leuven Technology Campus Ghent, prof. dr. Lieven De Strycker, Presentation KU Leuven Technology Campus Ghent ○ Vice-rector of University of East Sarajevo: prof. dr Dejan Bokonjic
10:00 – 10:30	Presentation of STINT project <ul style="list-style-type: none"> ○ Prof. dr. A. Govaert
10:30 – 11:00	Coffee break
11:00 – 11:20	Presentations of the EU project partners up to 10 minutes (info about organization, role in the project, expectations from the project) <ul style="list-style-type: none"> ○ Instituto Politecnico do Porto, Portugal ○ Buckinghamshire New University, Great Britain
11:20 – 12:40	Presentations of B&H academic partners up to 10 minutes (info about internationalisation, role in the project, expectations from the project) <ul style="list-style-type: none"> ○ University of Bihac ○ University of Banja Luka ○ University of Dzemal Bijedic Mostar ○ University of East Sarajevo ○ University of Mostar ○ University of Sarajevo ○ University of Tuzla ○ University of Zenica
12:40 – 13:30	Lunch
13:30 – 14:20	Presentations of the B&H/ regional agencies and authorities up to 10 minutes (info about organization, role in the project, expectations from the project) <ul style="list-style-type: none"> ○ Agency for Development of HE and QA B&H ○ Centre for Inf. and Recognition of Qualifications in HE ○ Federal Ministry of Education and Science ○ HE Accreditation Agency of Republika Srpska ○ Ministry of Education and Culture of Republika Srpska
14:20 – 14:40	Establishing of the management structure (Project consortium board - PCB, Executive board - EB) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
14:40 – 16:15	Administrative issues (budget plan, procurement of equipment, reporting, financial management of the grant, partner agreement) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
16:15 – 16:30	Conclusions of the day

Welcome

- STINT project coordinator: Geert De Lepeleer
 - ➔ Welcome at KU Leuven Technology Campus in Ghent.

- Academic Director, Prof. dr. F. Baert, Presentation of KU Leuven
 - ➔ Please see ppt presentation
 - ➔ Question: 'what can you predict for the internationalisation issues?' „We will do even more efforts for the internationalisation process. We do want to attract the best researchers and teachers in our domains. For our domain, the best people can be in every country in the world. Next to research, the second element is how you will structure your organisation in terms of IP, spin-offs, etc. It is important to valorise our research more, have more tech transfer and improve cooperation with the industry.“
 - ➔ Question: 'Could it be that the government would cut off finances for international students/programmes?' „We don't think this will happen in Belgium. Our government is even working to promote internationalisation with all students. Our university also promotes this with our students, if not going abroad, they can have contact with foreign students and interact. It is also important for our research, recruiting more international students is one of our aims.“
 - ➔ Joint PhD's are possible, we do have experience with them. But there are some minimum criteria for this.
 - ➔ A joint master degree is less flexible, it is more difficult to organise these degrees. In Leuven we have more programmes for this, with shorter Bachelor programmes but with the same degree and learning outcomes as a result.

- Chairman KU Leuven Technology Campus Ghent, prof. dr. Lieven De Strycker, Presentation KU Leuven Technology Campus Ghent
 - ➔ Please see ppt presentation

- Vice-rector of University of East Sarajevo: prof. dr Dejan Bokonjic
 - ➔ Thank you, André and Geert for this joint proposal
 - ➔ Kick-off meeting is very important, all current issues (academic, financial, organisational) can be cleared out. We have support from all governments and we have a strong consortium so we don't expect issues within the partnership.
 - ➔ Project duration is 3 years.
 - ➔ Overview of the agenda

Presentation of STINT project

- Prof. dr. A. Govaert
 - ➔ Please see ppt presentation
 - ➔ STINT = strengthening of internationalisation in BIH
 - ➔ Proposal of André: WQF – World Qualification Framework
 - ➔ Please use this presentation to check if we are doing as promised in the proposal. An overview of all WP's is given and can be used as a checklist.
 - ➔ Project started on 15/10/2015. This is the start we have to use for the time schedule.
 - ➔ For WP4: all partners have a EU mentor.

→ As for today, we already started with the dissemination of the project (WP7).

Presentations of the EU project partners:

- Instituto Politecnico do Porto, prof. Monica Vieira, Portugal
 - Please see ppt presentation
 - 5 campuses in Porto area
 - OTIC IPP: tech transfer unit
 - Porto Design Factory: new concept of co-creation platform for interdisciplinary research and education
 - BPIM: Prize for best practices in internationalisation and mobility
 - More students incoming than outgoing because of the current economic situation. Amount of incoming and outgoing staff is almost similar.
 - Internationalisation started in 1989 with KAHO Sint-Lieven

- Buckinghamshire New University, Florin Ioras, Great Britain
 - Please see ppt presentation
 - 3 campuses: High Wycombe, London, Missenden Abbey
 - 9000 students, also international students
 - Working with student union
 - Important is that students get jobs after their degrees, as their studies cost a lot of money
 - For jobs: a lot of collaboration with industry stakeholders
 - International reach: also courses given in other EU and non-EU countries
 - Association of Commonwealth Universities
 - 11 EU projects: 2 Horizon 2020 and 9 Erasmus+
 - In the past: worked with Tuzla, Zenica, Banja Luka, etc.
 - Want to bring their strenghts to the project: strong professional links

Presentations of B&H academic partners

- University of Bihac, Dzalila Muharemagic
 - Please see ppt presentation
 - Established in 1997
 - +/- 4000 students
 - 20 Tempus projects as partner, 10 Erasmus+ Inter-institutional Agreements in 2015 already signed, 1 IPA project and 1 Erasmus LLL project as partner
 - Project very important for the good practices and for raising awareness

- University of Banja Luka, Jelena Rozic
 - Please see ppt presentation
 - Established in 1975
 - +/- 18.000 students
 - 16 faculties
 - EU projects: 89 Tempus projects, Erasmus Mundus, Erasmus+, etc.
 - Central & Eastern Europe: CEEPUS project
 - Visiting profs, mobility and students visits

- University of Dzemal Bijedic Mostar, prof. Nina Bijedic
 - Please see ppt presentation

- EU Projects: Horizon 2020, Tempus, Erasmus+
- 2 Bachelor degrees in English, one Master degree in English
- Challenges for internationalisation: languages policy (not all staff members know other languages), also language problems with outgoing students, parental barriers for going abroad.
Incoming mobilities: lack of motivation.
- University of East Sarajevo, prof. Dejan Bokonjic
 - Please see ppt presentation
 - Established in 1992, 15062 students
 - 20 international projects in 2014 +25 national projects
 - Experience with Tempus, Ceepus and Erasmus+
 - Future priorities: internationalisation, mobility of staff and students, etc. Project important for these priorities
- University of Mostar, prof. Izabela Dankic
 - Please see ppt presentation
 - Established in 1992
 - +/- 15000 students
 - 11 faculties
 - Open and internationally oriented university
 - Project aims for uni: improvement of international activities and cooperation activities, good partnership relations
- University of Sarajevo, Adnan Rahimic
 - Please see ppt presentation
 - Leading university in BIH
 - Established in 16th century
 - +/- 30600 students
 - Bologna implementation around 2013
 - Partner in many EU mobility projects
 - 135 Tempus projects, 19 Erasmus Mundus projects, etc.
 - 128 international agreements for staff and student mobility
 - Many activities for outgoing and incoming students
 - SWOT analysis of University of Sarajevo in STINT project – see presentation
- University of Tuzla, prof. Nijaz Tihic
 - Please see ppt presentation
 - 13000 students
 - 12 faculties
 - Focus on cooperation agreements, mobility programmes, research projects
 - 60 cooperation agreements
 - Aim to have more undergraduate students in mobility programme
 - EU projects for mobility and research
- University of Zenica, Mirza Oruc
 - Please see ppt presentation
 - Youngest public university in BIH, established in 2000
 - 8 faculties

- ➔ Working on staff and student mobility
- ➔ Multiple EU and non-EU projects: 24 Tempus, Erasmus+, FF7, etc.
- ➔ Joint conferences and joint degrees
- ➔ Expectations from STINT? Change in student mobility. Now a lot of administrative problems, no external support. Aim to increase awareness and motivation.

LUNCH

Presentations of the B&H/ regional agencies and authorities

- Agency for Development of HE and QA B&H, Maja Macan
 - ➔ Please see ppt presentation
 - ➔ Finalised revision of the 'criteria for accreditation of higher education institutions' but not operative yet
 - ➔ 2016: training of new experts, revision of documents
- Centre for Inf. and Recognition of Qualifications in HE, Dzenan Omanovic
 - ➔ Please see ppt presentation
 - ➔ Last three years: recommendations on recognitions, use and criteria of qualification in higher education
- Federal Ministry of Education and Science, Zlatan Buljko
 - ➔ Please see ppt presentation
 - ➔ 2014-2015: cofinanced 20 projects (all universities involved)
 - ➔ 2016: continue support for internationalisation on university level, mobility strategy, development of internationalisation on BIH level
 - ➔ Expectations: active partner in project, develop innovative elements for the BIH area in internationalisation and education, increase staff and student mobility, all universities to develop internationalisation offices
- HE Accreditation Agency of Republika Srpska, Duska Radmanovic
 - ➔ Please see ppt presentation
 - ➔ Analysis of internationalisation based on reports from panel of experts
 - ➔ Emphasis on importance of knowledge management
 - ➔ Focus past years: learning outcomes, better cooperation between industry and education
- Ministry of Education and Culture of Republika Srpska, Jelena Starcevic
 - ➔ Please see ppt presentation
 - ➔ Ministry will give support to all project activities, promote the activities
 - ➔ What is expected from the project: training of academic and administrative staff, improving international offices

Establishing of the management structure Administrative issues

- KU Leuven
- All partners receive a copy of the grant agreement including all annexes and the guidelines for the use of the Tempus grant.
 - ➔ Grant agreement in folder: p.3 official date project 15th October 2015 and will run for 3 years.
 - P.9: 6 months after signing the contract; partnership agreement must be made with all partners and must be sent to Brussels (signature of vice-rector KU Leuven is 27/11/2015, this means that the signed bilateral partner agreements have to be in Brussels at the latest at 27/5/2016)
 - Exchange rate to be used (important for UK): Dec 2015
 - ➔ Administrative information will be placed on website.
 - ➔ Annex 2, general conditions: article 2.19 (p.17) eligible costs - beneficiary = each partner. Point D - all costs (income and outgoing) must be included in partner accounting system: „ costs are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established“
If we are strictly interpreting this, no payments to private accounts are possible. Geert and Dejan will ask this in Brussels during the coordinators meeting.
Answer : private payments remain possible, but all procedures should be clearly described in the partnership agreement .
 - ➔ Guidelines for the use of the grant:
 - P.4 general principles: you have to be partner to use the grant.
 - P.6 cofinancing principles: cofinancing contribution of partners doesn't need to be justified, but have to be indicated in the financial report for statistical purposes.
 - P.7 Publicity regulations are very strict and need to be followed.
 - P.7 Dissemination - project website is mandatory. Advised to use all materials in English and local language.
 - P.10 Final report - financial penalties are possible if outcomes are not reached.
 - P.11 Audit certificates -obligatory and useful as a first general check of your financial situation.
 - p.18 Financial mgmt of the grant - actual costs (only real costs will be refunded) for equipment and subcontracting and unit costs (refunded after proof - results, outcomes, guidelines, reports, etc. from meetings/travel needed) for staff and travel and stay.
 - p.19 Actual costs - identifiable costs.
 - P.20 Taxes - not eligible. Upon request the coordinator can ask a VAT exemption certificate to buy equipment for partner countries (info from Brussels meeting : all project coordinators will receive this automatically)
Rule of origin is gone.
For the exchange rate, the invoice date has to be taken into account.
 - P.21 Tendering procedures.
 - P.23 Equipment - do not forget the stickers. Will be distributed by Dejan after Brussels meeting.
 - P.24 Minor changes can be done for equipment. To be absolutely sure : list needs to be sent to the agency.
 - P.25 Subcontracting: audit KUL, printing, translation, web design and maintenance. All under 25000 euro.
 - P.26 Unit costs - working with lump sum. They will check if the outcomes have been reached, in line with project proposal.

P.28 Supporting documents for staff: contracts, convention, timesheets + material evidence (attendance list, publications,)

P.29 Costs of stay : formal employment proof is needed if there are no staff costs declared.

P.31 Travel costs – now unit costs and have to be calculated with distance calculator : http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.html If distance <100 km, you travel cannot be included in the project finances.

At least one overnight stay is necessary to include costs in the project finances
Extra info from Brussels meeting : 5 days = 4 unit costs (overnight stays are counted), only in exceptional cases and if supported by underlying documents permission can be asked to the project officer for an extra unit.

P.35 Global rating on outcomes of the projects.

P.36 Only contact with project officer of agency via Geert.

➔ Proposal for refund :

*BIH universities :

Equipment and subcontracts: : KU Leuven pays directly to the supplier.

Travel costs: money will be transferred to private account. But 1 F1 document is needed with all supporting documents (individual travel report, distance calculated with distance calculator , boarding passes, itinerary, ticket, list of attendance, outcome,)

Staff costs: will be transferred to the universities.

*EU universities :

all payments will be done via the university.

*General:

All will be further explained in the partnership agreement. Prior approval of partnership agreement proposal will be asked to EACEA. No payments will be done prior to the signature of the partnership agreements.

o University of East Sarajevo

➔ See slide, structure Nenad Markovic

Tuesday, 26th January 2016.	
KU Leuven, Technology campus Ghent, Gebroeders De Smetstraat 1	
09:00 – 10:30	Detailed overview of all workpackages o KU Leuven

	<ul style="list-style-type: none"> ○ University of East Sarajevo
10:30 - 11:00	Communication Management Plan (CMP) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo Dissemination Plan <ul style="list-style-type: none"> ○ University of East Sarajevo
11:00 - 11:30	Coffee break
11:30 - 12:30	Risk Management Plan (RMP). Evaluation Risk Events. <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo ○ All participants Conflict Resolution Template (CRT) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
12:30 - 14:00	Lunch
14:00 - 15:30	Sustainability plan <ul style="list-style-type: none"> ○ University of East Sarajevo
	Evaluation form <ul style="list-style-type: none"> ○ All participants
	Quality Policy Paper <ul style="list-style-type: none"> ○ All participants
	Overview of the first project year: work plan, tasks and obligations of partners <ul style="list-style-type: none"> ○ KU Leuven
	Tasks and obligations for next month/ s <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
	General discussion <ul style="list-style-type: none"> ○ All participants
15:30 - 16:00	Coffee break
16:00 - 16:45	Presentation of the International Cooperation of the city of Gent <ul style="list-style-type: none"> ○ Inge Willemsen, Coordinator-expert, Service of International Relations and Networking, City of Ghent

Administrative Issues

- Completing the individual travel report
- Signing participants list

Detailed overview of all workpackages

WP1

Tasks:

- ➔ Presentation of internationalisation state of the art
- ➔ Presentation of current state
- ➔ Comparative analysis
- ➔ Self-assessment
- ➔ SWOT analysis
- ➔ Identification areas for improvement

Outcome 1.1: seminar Banja Luka – presentation of current situation regarding internationalisation by all partners, emphasis on exchange of good practices with EU partners

Outcome 1.2: creation questionnaire – addressed to all BH universities and BH partners

Outcome 1.3: report

Outcome 1.4: SWOT-analysis – results will be distributed per university

Keep in mind this is a short deadline for this first workpackage – being accurate and efficient is very important.

Please take into account that questionnaires and all other outputs have to be available in English and local language.

Preliminary suggestions for the agenda of the Banja Luka Seminar:

State of the art of all partners BH
Presentation of examples of good practices EU
Comparative analysis after SWOT analysis
Proposal of questionnaires
Recognition - recommendations

Exact guidelines for the seminar in Banja Luka will be sent shortly after the starting meeting.

Nenad will send topics and definitions as a preparation to the seminar in Banja Luka - vocabulary of internationalisation - list of definitions for internationalisation as preparation

Partners are asked to already start to gather indicators for internationalisation as a preparation for the next workpackage

WP2

Develop Recognition model for HE institutions in BH
Develop Strategy for internationalisation

Outcome 2.1:

Workshop for developing recognition model will be organised after SWOT analysis
Presentation from all partners
Trainings will be organised and knowledge will be transferred to other personnel of the organisation
A 3 day workshop (Bihac) will be held in September 2016

Outcome 2.2:

Development of recognition model for BH HEIs – report
Cooperation with ministries and HE agencies is very important

Outcome 2.3:

Development of internationalisation strategy – report
Inputs from workshop in Bihac

Outcome 2.4:

Training personnel (organisation of training sessions and spreading knowledge)
Collecting all indicators for internationalisation

Outcome 2.5:

Comparative analysis – event, report
Workshop in Bihac

Partners can already begin with the study of different EU models for recognition.
The influence of the stakeholders is very important - students, workfield should be involved
- Questionnaires will be created and distributed to all stakeholders, cooperation with ministry is very important for this WP.

During the seminar in Banja Luka presentations can be given with regards to the recognition model at the different BH universities. Ministries are asked to give a presentation with general recommendations regarding recognition.

WP 3

Strengthen capacities

Tasks:

- ➔ Strengthen capacities
- ➔ Buy equipment for international offices at BH universities
- ➔ Develop a guide for internationalisation
- ➔ Organise 3 workshops for partners + organisation of workshops at university level to transfer knowledge

EU-partners will educate BH partners during training sessions/workshop, who will transfer knowledge to staff and students at BH universities.

Outcome 3.1:

Procurement of IT equipment – report/service, product
Purchase books

Outcome 3.2:
Development rulebook / guide for university internationalisation

Outcome 3.3:
Workshop Gent

Outcome 3.4:
Workshop High Wycombe

Outcome 3.5:
Workshop Ipp

3 days workshop + 2 travelling days - total 5 days (4 unit costs) - 30 participants from BH.
Among these participants 8 students from BH will participate
Regarding this student mobility it is necessary that permission is asked to EACEA for students to join these retraining sessions.

Partners are asked to specify which kind of equipment is needed per university in preparation to the next meeting in Banja Luka.

WP4

Implementation of pilot activities of internationalisation

Tasks:

- ➔ Selection of pilot activities from all BH universities
- ➔ Selection of mentors for BH universities
- ➔ Development of template for implementation of pilot activities
- ➔ Mentors visits
- ➔ Comparative analysis

Outcome 4.1:
Selection of Pilot activities and mentor (for more information see presentation)
Templates will be completed for each selected activity

Outcome 4.2:
Creation of templates for the implementation of pilot activities

Outcome 4.3:
Implementation of pilot activities at partner universities

Outcome 4.4:
Visits of mentors

An early start for this WP is important. Suggestion to start during the 2nd meeting with this activity by already creating the templates for the implementation of pilot activities for example.

WP5:

Development of criteria for internationalisation

Tasks:

- Seminar – presentation of all possible criteria
- Presentation of methodology
- Existing criteria are the basic inputs for this seminar
- Seminar will be held in Banja Luka

Development of criteria to assess internationalisation at each partner institution.

Development of guide for the assessment of the quality of internationalisation.

WP6

Quality plan

Regular reporting and control of all project activities. Quality policy paper will be created.

Tasks:

- Internal quality control and monitoring
- Submission of reports
- External quality control by EU partners
- Evaluation form

WP7

Dissemination and exploitation

Involvement of all stakeholders

Focus on sustainability

Tasks:

- Creation of dissemination and sustainability plan
- Creation and maintenance of project website
- Creation of a newsletter that will be sent regularly > digital – marketing tool
- Creation of promotional material
- Contact with the media to present the project (organisation of conference)
- Dissemination conference
- Statement on internationalisation to express commitment of this process
- Sustainability plan – beyond project boundaries
- Training of staff through workshops – transfer of knowledge through entire organisation

The website will be ready before the next meeting. There will also be a partners only section. Suggestion to set up a joint calendar on the website with tasks/ workshops/ meetings. Social media – link to website (Zenica will take care of facebook group) .

Conference – As mentioned in the report of the evaluator of the application form there should be a regional profiling for the dissemination conference.

Setting up a network between partners and elaborate this is very important for the WP.

Knowledge map will be created

WP8

Efficient management of project activities

Tasks:

- ➔ Management structure will be elaborated
- ➔ Management activities
- ➔ Efficient management of project activities
- ➔ Audit
- ➔ Financial and administrative management

Communication Management Plan

For more detailed information see presentation

- ➔ Exchange of project-specific information – responsibility of everyone in the project team
- ➔ A mailing list will be distributed – contact information of each partner
- ➔ Official declaration signed by institutions regarding involvement of personnel in project – will be collected during next meeting in Banja Luka
- ➔ Templates for presentations / word-docs are available – this material will be uploaded on project website. These templates include all necessary logo's (institutions, project logo, EACEA, Erasmus+...)
- ➔ Each institution is asked to send a printable logo to Nenad Markovic, which can be used for publications

Dissemination and sustainability plan

For more detailed information see presentation – Dissemination plan + sustainability plan

- ➔ Disseminate project activities and results through different channels with emphasis on sustainability of the project – responsibility of each project partner
- ➔ Dissemination actions template report – to be completed throughout the project

- Dissemination through project website but also via university website! + other channels – social media
- List of published scientific publications – to be completed throughout the project

Risk Management Plan

See presentation for more detailed information

- Part of WP8
- Identify, assess, response plan, impact
- Risk index for each activity
- Presentation of risk map
- Probability and impact assessment table distributed during meeting – to be filled out by partners

Conflict Resolution Strategy

See presentation for more detailed information

- Conflict – create awareness about the possibility
- Conflict resolution template has been created
- In case of national level conflicts – national coordinator or project coordinator can be contacted, preferably national coordinator in first phase . Only project coordinator can directly contact EACEA

Evaluation of project activities

See presentation for more information

- Evaluation form for quality control of different meetings has been created (link see presentation) – via LimeSurvey

Quality policy statement

See presentation for more information

- The concerning document will be distributed to partners for corrections – Partners are asked to highlight where changes should to be made and send proposal for corrections / suggestions / recommendations

- Important to add to the document that in first phase partners will try to come to an agreement/consensus

Overview of the first project Year – Tasks and obligations for the next months

Report evaluator Application Form

(Will be uploaded on project website – partners only)

Priorities

- Setting up qualifications framework!
- Look for more information about current recognition methodology at this moment in BH? (first meeting)
- Link to existing material regarding internationalisation in BH – ministeries / agencies (questionnaires?)
- STINT = first project that is targetting only internationalisation (in „morems-project“ internationalisation is only one of the management topics)
- Involvement of students should be clarified – student mobility (training sessions) – Motivation why students are involved
- Budget – sub-contracting: higher institutes should be able to do part of this instead of sub-contracting (translation/ printing)
- All outcomes that are mentioned should be realised (high number of activities)
- Streamlining project activities
- External control – independent from consortium
- N° of consortium meetings – once a year is limited + virtual communication throughout the entire project. But each project meeting will contain some aspects of project management.
- One private HEI should benefit from the project – for example organisation training session – dissemination > Transfer of knowledge and expertise > knowledge management plan (also Agencies will take care of this).
- Involvement of all stakeholders – student unions!
- Conference – regional profiling (invitees)

Interesting papers regarding internationalisation (Bologna)

- The European Higher Education Area in 2015: Bologna Process Implementation reports
Partners could check if information regarding BH is up-to-date
Important information regarding position of BH in Bologna process
- Mobility strategy for EHEA (Bologna Process)

- ➔ Lisbon convention for recognition of qualifications concerning higher education in the European Region
- ➔ The European Recognition Manual for Higher Education Institutions – EAR HEI Project Nuffic
- ➔ The assessment of Internationalisation by NVAO (an evaluation of the NVAO's pilot procedures)
- ➔ Internationalisation of Higher Education in Europe and its assessment, trends and issues by Hans De Wit (NVAO)
- ➔ Frameworks for the Assessment of Quality in Internationalisation (ECA – European Consortium for Accreditation)
- ➔ An introduction to international and intercultural learning outcomes (ECA)
- ➔ A guide to assessing the quality of internationalisation by Axel Aerden (European Consortium for Accreditation in higher education)
- ➔ Terms of reference – Certificate for quality in Internationalisation (ECA)
- ➔ Trends 2015: Learning and Teaching in European Universities (EUA – European University Association)
- ➔ Going Mobile: Internationalisation, mobility and the European Higher Education Area – Simon Sweeney
- ➔ Internationalisation in European higher education: European policies, institutional strategies and EUA support (EUA – European University Association)
- ➔ Tempus MOREMS – Modernisation and reconstruction of university management and services

TO DO

A detailed overview of the activities in the first year of the project can be found in the table in annex to this report.

- Proposal next meeting – **Banja Luka 8 - 9 March 2016**
 - Presentation of the current situations at BH universities
 - Questionnaires
 - Key performance indicators
 - Actual situation of recognition + recommendations
 - List of equipment
 - Partnership agreements
- ➔ Exact guidelines for the seminar in Banja Luka will be sent as soon as possible by Nenad Markovic together with a list of definitions regarding internationalisation.
- ➔ Ministries were asked to give a presentation at the seminar in Banja Luka regarding recommendations for recognition
- **Meeting Bihac 5-9 September 2016**
 - SWOT-analysis
 - Results questionnaires
 - Recognition model
 - Different models for strategy
- ➔ Send a printable logo of all institutions to be sent to Nenad Markovic

- ➔ The website will be ready before the seminar in Banja Luka. All presentations of the starting meeting will be available at this website. A partners-only section will be available.
- ➔ The evaluation form for kick-off meeting should be completed
- ➔ A Project video will be made for dissemination purposes
- ➔ Return boarding passes should be sent as scan to Ellen + invoice and itinerary (also train tickets,...)
- ➔ Gather indicators for internationalisation
- ➔ Setting up questionnaires
- ➔ Student mobility - Special permission has to be asked if students are asked to join retraining sessions
- ➔ Equipment - specify which kind of equipment is needed + offers
- ➔ A mailing list will be distributed to the consortium
- ➔ Partnership agreement should be finished by the next meeting in Banja Luka. Partnership agreement has to be signed before any refund can take place. Partnership agreement will contain a rule book with all procedures to be followed during the project.