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Strengthening of Internationalization in B&H Higher Education
561874-EPP-1-2015-1-BE-EPPKA2-CBHE-SP

Final report – 8.2.

Work package	Title
8	Management of project activities
Activity	Title
8.2	Consortium meeting

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In High Wycombe, from 30.11.2016. – 04.12.2016. the project's 8.2 activity "Consortium meeting" was realized. The meeting was organized in the capacities of the Buckinghamshire New University, in the Missenden Abbey. Total of 17 participants from 15 different project partners were participated at the meeting. Representatives of Ministry of Education and Culture of Republika Srpska and University of Bihac didn't attend to the meeting because of justifiable reasons, and project coordinator as well as national coordinator was informed before the meeting about these absences.

The meeting was attended by: KU Leuven – Geert De Lepeeler, Buckinghamshire New University – Florin Ioras and Indrachapa Bandara, Instituto Politecnico do Porto – Carla Carneiro, Monica Vieira, University of Banja Luka – Jelena Rozic, University Dzemal Bijedic Mostar – Maja Kazazic, University of East Sarajevo – Dejan Bokonjic, Nenad Markovic, University of Mostar – Dragan Gabric, University of Sarajevo – Adnan Rahimic, University of Tuzla – Snjezana Maric, University of Zenica – Mirza Oruc, Federal Ministry of Education and Science – Zlatan Buljko, Centre for Information and Recognition of Qualifications – Dzenan Omanovic, Higher Education Accreditation Agency – Tatjana Radakovic, Agency for Development of Higher Education and Quality Assurance – Irena Sisko,

The meeting was officially opened by representative of the Buckinghamshire New University prof. dr Florin Ioras. He welcomed participants and emphasized satisfaction of the Buckinghamshire New University with organization of the meeting. The representative of the project coordinator KU Leuven welcomed participants, expressed his satisfaction with the project progress and stressed importance of the finalization of the WP2 in the near future. Also Mr Geert repeated that is necessary, because of visibility of the project that all project partners put developed project templates as well as logo of the project and Erasmus+ in all presentations and all other official documents of the project.

Prof. dr Dejan Bokonjic welcomed participants on behalf of the national coordinator University of East Sarajevo and introduced agenda for three working days.

Mr Nenad Markovic (UES) passed through realization of project activities in the 1st project year. For each activity from 1st project year he mentioned real project month, real date of realization, work package, type of outcomes, outcomes/ results, progress and status. The most activities are realized in the full capacity, some of them are in the phase of progress, except activity 7.4. Dissemination through design and distribution of promotional materials which hasn't started yet because subcontracting annex mentioned in the partnership agreement of each partner need to be changed and except activity 6.2. External quality control and monitoring which will be realized after finalization of 6.1. Internal control and monitoring.

After, Mr Markovic presented activities that should be realized in the 2nd project year. Main outcomes in the 2nd project year should be Internationalization strategies for all public universities, Internationalization measures, Newsletters, Comparative analysis, Procurement of equipment, Handbooks/ guides for all universities. The time schedule with detail description is presented as well.

Mr Geert De Lepeeler (KU) presented main goals of the STINT project and main elements of the Brochure which offers review of Internationalization and Recognition mechanisms in EU. Mr De Lepeeler presented Bologna process with special emphasis on internationalization (introduction, 3

cycle system, quality assurance, recognition of qualifications, members, current status of the Bologna Process, other implications), clusters of internationalization (introduction, mobility, recognition, curricular reform, transnational education, marketing and promotion, and agenda of EHEA).

After coffee break, PVC Research, Enterprise & International prof. dr Tim Middleton (BUCKS) presented internationalization from the perspective of the Buckinghamshire New University and Great Britain perspective. Special attention prof. Middleton gave to cooperation with enterprise and reaching to internationalization through this sector. Prof. dr Tim Middleton presented short Bucks history, research & enterprise area, partnerships, strategy and education strand, people and organizational strand, opportunities. This presentation was very valuable to all participants in accordance with followed discussion.

Mr Dejan Bokonjic, from UES, presented importance of strategic approach in internationalization. Mr Bokonjic special emphasized internationalization VS globalization, meaning of internationalization in education, its importance, problems, role of strategy for internationalization, aims of the strategy for internationalization, different aspects of internationalization, mobility, mutual influence, teaching and research, institutional strategy, cooperation and competition, stakeholders and internationalization, reasons why to measure internationalization, following impacts of internationalization and future issues.

Mr Dzenan Omanovic (CIP) presented recognition model for higher education institutions in Bosnia and Herzegovina as document that should be adopted by universities' senates. This model is, for now, recommendation to all higher education institutions in the project, but with tendency for adoption by university body. Mr Omanovic presented the aim of this recognition model, principles, terms with meaning, subject of recognition, and request for recognition, procedure of academic recognition. Participants had discussion about role of CIP in this process of creation of the model and in the whole process of the recognition.

Afterwards, all public universities started with presentations about conducted surveys and SWOT analysis. In the next table 1. there is number of responses for each survey conducted at public universities in Bosnia and Herzegovina.

Table 1. Number of responses for each survey per university

	Students responses	Managements responses	Secretaries responses
UBL	641	33	11
UNBI	60	12	8
UNMO	79	20	6
UES	961	22	15
SVEMO	249	11	9
UNSA	325	23	29
UNTZ	351	32	6
UNZE	156	8	0

Representative of the University of Zenica Mirza Oruc explained the procedure of conducted surveys for internationalization by students and management. Also, Mr Oruc presented SWOT analysis for internationalization based on conducted surveys for students and management. Mr Oruc said that there is some difficulty for creation of SWOT analysis for recognition qualifications because this issue isn't treated at the university level. But, Mr Oruc promised, in accordance with the project goal, that University of Zenica will do survey among secretaries and create SWOT analysis for recognition of qualifications.

Representative of the University of Tuzla prof. Snjezana Maric explained the procedure of conducted surveys for internationalization by students and management and survey for recognition of qualifications by secretaries. Prof. Maric presented SWOT analysis for internationalization students, SWOT analysis for internationalization management and SWOT analysis for recognition of qualifications.

Representative of the University of Sarajevo Adnan Rahimic explained the situation about creating SWOT analysis and the procedure of conducted surveys for internationalization by students and management and survey for recognition of qualifications by secretaries. Mr Rahimic presented SWOT analysis for internationalization (students and management together) and SWOT analysis for recognition of qualifications.

Representative of the University of Mostar Dragan Gabric explained the situation about creating SWOT analysis and the procedure of conducted surveys for internationalization by students and management and survey for recognition of qualifications by secretaries. Mr Gabric presented SWOT analysis for internationalization (students and management together) and SWOT analysis for recognition of qualifications.

Representative of the University of East Sarajevo Nenad Markovic explained the situation about creating SWOT analysis and the procedure of conducted surveys for internationalization by students and management. Mr Markovic presented SWOT analysis for internationalization for students and SWOT analysis for management. Prof. Dejan Bokonjic explained the situation about creating SWOT analysis and the procedure of conducted survey recognition of qualifications by secretaries. Mr Bokonjic presented SWOT analysis for recognition of qualifications.

Representative of the University Dzemal Bijedic Mostar prof. Maja Kazazic explained the situation about creating SWOT analysis and the procedure of conducted surveys for internationalization by students and management and survey for recognition of qualifications by secretaries. Ms Kazazic presented SWOT analysis for internationalization (students and management together) and SWOT analysis for recognition of qualifications.

Representative of the University of Banja Luka Jelena Rozic explained the situation about creating SWOT analysis and the procedure of conducted surveys for internationalization by students and management and survey for recognition of qualifications by secretaries. Ms Rozic presented SWOT analysis for internationalization (students and management together) and SWOT analysis for recognition of qualifications.

Representative of the HE Accreditation Agency of Republic of Srpska Tatjana Radakovic explained the situation about creating SWOT analysis for internationalization and the creation of the related report. Ms Radakovic presented SWOT analysis for internationalization by agency's perspective based on the process of accreditation of higher education institutions in Republic of Srpska.

Representative of the Federal Ministry of Science and Education Zlatan Buljko explained the situation about creating SWOT analysis for internationalization and SWOT analysis for recognition of qualifications and the creation of the related reports for both topics. Mr Buljko presented SWOT analysis for internationalization and SWOT analysis for recognition qualifications by agency's perspective based on the existing law, other acts and work with higher education institutions in Federation B&H.

Representative of the Centre for Information and Recognition of Qualifications Dzenan Omanovic presented SWOT analysis about recognition qualifications in accordance with main provisions of Lisbon Recognition Convention. Also Mr Omanovic explained the way of creation of report on which the SWOT analysis is based.

Representative of the Agency for Development of HE and QA B&H Irena Sisko explained the situation about creating SWOT analysis for internationalization and the creation of the related report. Ms Sisko presented SWOT analysis for internationalization by agency's perspective based on the process of accreditation of higher education institutions in Bosnia and Herzegovina.

All presentations by project partners are published at the project web page.

In the discussion after first day some issues were emphasized as procurement of specialized software for mobility and creation of joint SWOT analysis for Internationalization and SWOT analysis for recognition qualifications for Bosnia and Herzegovina.

During the 2nd day of the meeting project coordinator Mr De Lepeleer said that the report from this meeting should to describe all important outcomes and decisions made at this consortium meeting.

Related to staff costs project coordinator Mr De Lepeleer explained that all partners can start with submission of all documents for staff costs in accordance with ensured following documents:

1. Employment contract in your language original scanned + translated copy in English without signature.
2. Pay slips from months for which you were engaged for realization of project activities in staff convention and timesheets.
3. Filled staff convention (please find my example in the attachment)
4. Filled timesheet (please find my example in the attachment)
5. Material evidence of performed job (I will put all project products very soon on the project web page).

Representative of the University of Tuzla prof. Maric said that this university needs to have ensured finances on the university account by the project coordinator in order to can ask these finances for payment.

All participants agreed that all results need to be published at the projects' web page.

Project coordinator informed participants to be hurry related to sending their specification for equipment and books to national coordinator in order that they can revise the list and approve the procurement. Central procurement will be done under leadership of the University of East Sarajevo in accordance with national legislation. All participants will be on time informed about all steps. Also, all partners informed that they should predict in the financial plan of the University amount of 15.000 EUR for the procurement in the next year.

Related to subcontracting project coordinator thanked to all partners who send confirmation with the new way of subcontracts. Instead of a lot number of subcontracts as predicted in the project application, but with the aim of facilitating of this process, consortium decided that project coordinator on the basis of couple offers collected in B&H by project partners make agreement directly with the provider for certain service. For this, the project coordinator will send new annex for subcontracting to all partners for signature and stamping. This activity should be done very quickly because of the process procurement dissemination material has to start as early as possible.

It is agreed that proposer of EU brochure for internationalization has to add KPI into this brochure, and after this addition, to send it to partners in B&H on revision and giving suggestions.

All participants agreed that is necessary to develop Manual for strategic planning for higher education institutions. UES took responsibility for this job.

Signing of Quality Policy Statement should be corrected by KU Leuven side in the way that authorized person from KU should sign this Statement. KU Leuven decided that rector of this university should sign this document, but firstly central administration of KU Leuven should revise this document, and after that to send it on signature to all partners.

Representative of CIP promised that he will present the STINT project on the Ministers' conference of B&H, and consortium asked the report from that presentation.

All minutes from held meetings are discussed and participants agreed that each report should be revised at first next meeting.

Politecnico do Porto will conduct creation of external evaluation report. Ms Vieira asked from coordinator the example of any external evaluation report in order to create external report for this project in accordance with previous good experiences. Also, all partners have to send their internal reports. Only 4 partners haven't sent these reports: UNBI, MPKRS, BUCKS, KU.

All presented partners (12 in total) presented their internal forms where mentioned everything important for realization of activities (indicator of progress, outcomes and description). All presentation will be available on the project web page.

Dissemination and sustainability plans are not revised because there is no necessity for that. Before next monitoring visit these plans will be updated regularly.

WP6 leader IPP Monica Vieira presented overall satisfaction with 1st year meetings. Each meeting is presented with average marks for assessed segments. Trend analysis was done and comparison of all meetings was done. General opinion is that people are satisfied with the organization of meeting and its outcomes.

At the end of this day the executive board meeting was held where WP leaders had conversation about realization of next meetings and activities with the special attention on the possible risks.

During the 3rd day of the meeting, some issues were mentioned again.

Participants discussed about creation of strategy for internationalization and the final term for the creation of this strategy was establish – the end of the April 2017.

Project coordinator decided that KU Leuven will do form for comparative analysis of the universities related to SWOT analysis and strategies at the end of January 2017.

Training of B&H staff and students will be held in Gent in March 2017 from 13-16 (total 4 days), then in Porto in April 2017 from 2-6. And third training will not be held in Buckinghamshire New University but in Bosnia and Herzegovina – in Zenica in May 2017 by staff from Bucks.

All participants informed that they should publish short news about participation of this project meeting at the institutions web pages.

After this first part of the day all participants were transferred to Buckinghamshire New University facilities with the aim of visit. Buildings in High Wycombe were visited and one short presentation by Helen Lock – Recruitment and Outreach Manager was done.

At the end presentation about key components of the Strategy and Key Performance Indicators was presented by Nenad Markovic, UES. He presented in detail the importance of strategy execution, most important barriers, new modern approaches to strategic planning, phases of strategic management, strategic planning in 10 steps, cyclic process of planning, and in detail all elements one strategy should has:

1. Preparation for strategic planning (participants/ organization, communication)
2. Strategic frame
3. Definition of mission, vision, values

4. Environmental analysis
5. Strategic issues and strategic goals
6. Strategic programs
7. Relation with budget process
8. Indicators for monitoring and evaluation
9. Defining criteria for positioning of priority activities
10. Creation of action plan

Around 5 pm meeting was closed.

Future activities and tasks:

- Send to all partners Brochure for Int'l and Rqual in EU on revision, giving suggestions, but after proposer of this brochure add part Key Performance Indicators for Internationalization into it, in accordance with suggestions of participants.
- E-link for evaluation of satisfaction with the meeting.
- Publish presentation, pictures, agenda and report at the project webpage.
- Send recognition model to all universities on revision, giving suggestions on our languages and English language.
- All surveys (students, management, secretaries) have to be done before 2017 and developed appropriate SWOT analyses by all partners.
- EU partners have to do **SWOT analysis of Internationalization** for Bosnia and Herzegovina and **SWOT analysis of Recognition Qualifications** for Bosnia and Herzegovina. The term is next meeting in Mostar (probably June 2017) and also **Comparative analysis among all B&H universities**.
- Form for comparative analysis will be done by the project coordinator side at the end of the January 2017.
- EU partners have to present their experiences with using specialized software for mobility and to show practically software (during training in EU).
- Explanations for submission staff cost documents will be sent to all partners until 15.12.2016.
- University of Tuzla need to have finances predicted for staff costs ensured on their account before requesting the staff costs for the first project year.
- Equipment and books should be sent to the project coordinator on approval until 16 January 2017.
- Project coordinator has to send new subcontracting annex as well as annex for equipment for new signature and stamping in order to be operative and functional with realizing these important activities for the project.
- UES has to do Manual for strategic planning for higher education institutions as soon as possible.
- KU Leuven should firstly revise Quality Policy Statement by their central administration and after to send it to all partners for signing and stamping.
- Each report produced after meeting should be revised and adopted at next meeting.
- Examples of external reports send to IPP (Monica Vieira).
- UNBI, MPKRS, BUCKS, KU should send their internal reports ASAP in order that creation of external report can start.
- Final term for the creation of the strategy is 28 April 2017.
- Publish news about participation on the meeting at the institutions web page.
- Next meeting will be held in Gent from 13-16. March 2017. for B&H partners. 2 persons + 1 students from universities, and per 1 person from other B&H partners.

STINT Project coordinator

STINT National coordinator