

**Internationalised Master Degree Education in Nanoelectronics in Asian Universities
Project 573828-EPP-1-2016-1-BG-EPPKA2-CBHE-JP**

**Kick-off Meeting
Minutes of the meeting**

19 - 21 January 2017

Technical University of Sofia

10:00 in the conference hall at the library

Agenda

Thursday 19, January 2017

10h00-10h20 Welcome and opening the kick-off meeting (TUS Rector and Slavka Tzanova)

10h20-12h00 Presentation of the attendees and their entities (All)
10 minutes each

12h00-12h45 NanoEl project and its evaluation by the experts (Slavka)
Lunch

14h30-15h30 Discussion on the planned activities (All)

15h30-17h00 Administrative issues, financial constraints (Slavka)

Friday 20, January 2017

09h30-11h00 Questions, discussion on the administrative issues (All)
Coffee break

11h30-12h45 Planning of the first tasks (Slavka)
Lunch

14:30-16:00 Discussion on the methods and techniques for need analysis,
WEB sites in all partner languages, WEB meetings etc. (All)

16:00-16:30 To Do list and planning the next meeting (All)

Saturday 21, January 2017

09h00-17h00 Visit of nanoelectronic laboratories at TUS and work on the preparation
of syllabi of new courses.

Participants: (see the pdf file with the participant list)

Thursday 19, January 2017

Welcome by prof. Slavka Tzanova (Coordinator of the project)

All partners presented themselves and their institutions.

It was decided to publish the presentations of all partner institutions on the project Web site.

Slavka Tzanova: Presentation of the project and its evaluation by the experts.

Prof. Tzanova told the partners that the website of the project is ready and proposed to put all partners' presentations on the website. Everybody agreed. Then, **Tzanova asked for better quality logos of each institution for the website.**

Objectives with deadlines:

Deadline: May 2017

- To **analyse the educational needs** in nanoelectronics and nano-bioelectronics and to define the **learning outcomes** – 30 May 2017.
- To **design syllabi** and course content and assessment for courses **in nanoelectronics** - 30 September 2017.
- Project Web page & Moodle learning environment
- Web pages on each partners server and in the corresponding language – February 2017
- To **develop e-learning courses** and to **establish a platform for knowledge sharing** inside Asian, Israeli and European academy and students – 30 July 2018.
- To **perform a pilot test** and to start the **implementation of the joint courses delivery** during the last project year – deadline 15 October 2019
- Feed trial: it is with all students from the speciality

It is very important to create a logo of the project.

Expected results and impact were presented:

- Modernised curricula in nanoelectronics;
- Innovated laboratories for development/delivery of ICT-based courses;
- Web-based learning environment;

On the project Web page there is a table with results with link to downloadable files, where the results should be published. Also, there is a table with meetings where all documents related to each meeting will be published.

All partners should prepare and send a brief presentation of each institution, which will be put in an additional webpage.

- Need analysis:

It was decided all responsible partners to prepare their course description and if possible to collaborate in the courses in which they are experts. A summary should be collected and all partners should declare if they want to take part in the other partner's course.

It was decided till the end of February to send the course descriptions to the coordinator.

Planning of the first tasks:

- The partners' agreements were collected and signed by the Rector of TUS.
- Five working groups were built, one participant in each group, and one institution is responsible for one work package.

WP1: Need Analysis	Leaded by P3 and P4
--------------------	---------------------

WP2: Course development	Leaded by P6 and P7
WP3:E-learning materials development	Leaded by P5 and P8
WP4: Evaluation	Leaded by P1 and P2
WP5 and WP6: Dissemination & Exploitation	Leaded by P9, P10 and P11

The need analysis survey (with questionnaire and interviews) will be performed with:

- teachers and students,
- managers of big and small enterprises in the sector,
- graduated students.

E-learning courses:

- Template of the courses to be adopted by all partners;
- Till the end of February one page of syllabi should be collected (short version syllabi);

Dissemination: Deadline: February 2017

Project Web page:

- Main Project Web page – TUS
<http://nanoel-asia.eu>
- Small Web pages on the partners' servers with information about the project on the language of the partner's country with a link to the Project Web site.

Financial rules were presented:

Tzanova asked all partners to respect the rules of the use of the grant. TUS will have an audit and all the documents should be kept there.

- Money for mobility can be used for training and retraining purposes. But staff from PgC cannot provide training of teachers in PCs.
- Tzanova presented the guidelines for the grants:
 - Only the coordinator can ask questions to the European Commission
 - A partnership agreement is a compulsory. A signed scanned copy of the partnership is necessary.
 - Co-financing principle: cost for dissemination, publishing, translation if not sub-contracted, overheads cost, bank fees, etc.
 - It is mandatory to put in every document the logo of Erasmus+ and the disclaimer.
 - Prof. Tzanova asked all the partners to send her all their reports, excel files with the copies of the documents (e.g. invoices, subcontracts in participant's language with a brief translation and an exchange rate). Exchange rates are fixed for the first period till the intermediate report.
- Audit and reporting documents were presented
 - Audit certificate
 - Supporting documents (readable copies)
 - Staff costs
 - Unit cost: defined by the agency, staff costs which are fixed in table from the European Commission, for each country are specified.
 - Real cost: the real expenditure (invoice), equipment subcontracting
- The employment contracts from the universities for the staff are required. Mobility costs may be used only for the staff employed by university.
- One working day is defined according to the applicable national legislation for the working hours

- Students can work on the project but can be paid only at staff rate “Administrative”
- Supporting documents were presented
 - Employment contract
 - Staff convention
 - If a person performs different categories of tasks, a separate convention must be signed for each category.
 - Timesheets
 - Any material evidence to verify that the declared workloads correspond to actual activities/outputs.
- Travel costs and supporting documents: Only travels between the countries of the participants are allowed.

Friday 20, January 2017

09:30 – prof. Mihov (Rector of the Technical University of Sofia) welcomed all participants.

- On 26th January prof. Tzanova will ask CBHE experts about:
 - The staff conventions
 - Training and retraining purposes. Staff from PgC cannot provide training of teachers in PCs.
 - VAT exemption – what documents by what organisations
 - Mobility for dissemination (attending conferences)
 - What can replace the employment contracts?
 - In-house translation? Allowed or co-financing?

Saturday 21, January 2017

09:00 - 12:00 Visit of nanoelectronic laboratories at TUS

14:00 – 17:00 Training for the preparation of learning outcome sand syllabi of new courses by Slavka Tzanova.

To do list (Management)

- To create common e-mail for the project
- To send to the partners:
 - the presentation on financial management;
 - the template for the individual travel report,
 - the template for the staff convention.

To do list:

- Logo of the project – 15 February 2017;
- Local Web pages in the local language (and English)
- All HEIs – course description with topics of their two courses and learning outcomes defined and suggestions about the topics which are relevant electronic industry in each country to be included in the survey – end of February.
- Development of a need analysis questionnaire – end of March (P3 and P4 will develop one)
- Need analysis questionnaire – to be answered by all partners, their teachers, students, enterprises – end of April

- Need analysis report by each partner from PCs
- Each HEI to be ready with the final topics of the courses, learning outcomes and syllabus for each course – the next project meeting.

Next meetings:

- Virtual meeting on need analysis – 06 June 2017 at 09:00 CET
- 01-02 September 2017 in Beijing
- February 2018 in Mumbai
- End of June 2018 in Vestfold
- November 2018 in Israel
- March 2019 in Kuala Lumpur
- September 2019 in Torino
- Last meeting in Chongqing