

Minutes – Erasmus NanoEI

25 - 28 August 2017

Beijing, NCNST, CAS

Opening words - Xie Yong – Director of CAS International Cooperation Office

Overview and Objectives - Slavka Tzanova

Main Points

- Analyze educational needs and define learning outcomes.
- Syllabi to be designed by 30 September 2017

First tasks – status – Slavka Tzanova

- Agreements all signed - First advance was received.
- Status of equipment purchases:
 - Not yet purchased – most institutes have planned what to purchase.
- External evaluator and auditors were hired
- Copies of financial documents are to be sent constantly.
- Universities are to transfer this information to administrators and financial advisors in the universities.
- Syllabi need to have templates – to be done in this meeting
- Course accreditation comparison is interesting to have

To Do

- Syllabus template – to use example of EDUNANO - **All**
- ECTS – conversion table - **All**
- Link to local webpage in partner language and English – **7 September 2017 - All**
- Syllabus ready according to template – **30 September 2017 - All**
- Learning outcomes – **30 September 2017 – All**
- Open survey again - **Kristin**
- Increase no. of responses from all countries (see below the details – **30 September 2017 – All partner countries**
- Share raw data for more data analysis – **10 October 2017 – Kristin**
- More in depth segmentation according to job description (top/Middle/ bottom management) in the companies and according to number of employees - **Kristin**

Need Analysis – Report

- Segmentation of companies according to number of employees - Kristin
- % responses according to countries – need to increase the number of responses from China and India
 - Increase responses through the following ideas
 - Whatsapp and Wechat to contacts and answer through phone media
 - Companies that have analytical services to answer questionnaire when at university
 - Individual interviews with companies to answer the questions
 - **Leave the questionnaire open until the end of September – push Industry and Universities to answer**

The following are in charge to get the number of responses to grow for the need analysis report by the 30 September

- NIIT – Vijay
- University of Mumbai – Vivek to find a partner
- NCNST – Jun He
- CTBU – Jianyu Zhou
- Malaysia – Rhamesh
- UDAR - Rajkumar
- TAU – Jack Barakos
- BIU – Yossi Talyosef

To send to Slavka at the end of each year – end of October 2017, 2018, 2019

- Staff Costs (unit costs)
 - Staff Conventions (signed by University official with official stamp) and Time sheets (signed by your immediate boss)
 - Pay slips and contracts
- Travel documents and invoices (unit costs)
 - Individual mobility report (according to unit costs – signed by the traveler)
 - Travel tickets, boarding passes, invoices, receipts
 - Proof of attendance in meetings/events
- Equipment (real costs)
 - VAT – copy of the document from the national declaration that the institution is non profit organization and cannot recover VAT

- Equipment must be bought by March 2018 - explanation to EU to be used for education and e-course development and recording – not for preparation of syllabus
- Invoices, bank transfers
- Subcontract (real costs)
 - Dissemination (outside source)
 - Translation (outside source)
 - Subcontracts, Invoices, bank transfers

Learning Outcomes – together with Syllabus – end of September 2017

Knowledge - theoretical

Skills – ability to apply knowledge

Competences – proven ability to use knowledge and skills

According to the guidelines and template provided by Slavka

e-Learning Systems

NIIT – Moodle and ETIC portal

Norway - Moodle

Polito – Moodle

CTBU – ?

NCNST – want to discuss a new system

Malaysia - Moodle

UDAR - Moodle

BIU - Moodle

TAU - Moodle

Sofia - Moodle

Mumbai - ?

Jack Barokas – Moodle platform explanation

Important Notes:

- Diverse ways for each institute to plan their on line learning methods eg, HTML, Video recording, Forums and any option available to you.
- July 2018 – need to begin implementing courses
- Each university to set the rules for the students how many on line courses from other partner universities is allowed for their students.

- Link to EDUNANO will be given for a month to learn from the other projects how the on-line courses are built
- For use of other courses you must ask the author of the course for approval.
- Excel sheet for registration of courses to the Moodle website

Next Meeting – 19-21 February 2018 at NIIT Delhi