

Project: Euro-Mongolian Cooperation for Modernisation of Engineering Education

Kick-off meeting

Minutes of the meeting

Agenda

Wednesday 07, February 2018

- 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 EUMong project and its evaluation by the experts (Slavka)
- Lunch
- 14h30-15h30 Discussion on the planned activities (All)
- 15h30-17h00 Administrative issues, financial constraints (Slavka)

Thursday 08, February 2018

- 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 ToDo list and planning the next meeting (All)

Friday 09-Saturday 10, February 2018

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

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

Wednesday 07, February 2018

Prof. Slavka Tzanova opens the kick-off meeting. Welcome by Prof. Mihov (Rector of TU-Sofia) and by H. E. Mr. Dashjamts Batsaikhan (Ambassador Extraordinary and Plenipotentiary of Mongolia in Republic of Bulgaria).

All partners presented themselves and their institutions.

Slavka Tzanova: Presentation of the project

- Objectives and deadlines:
 - to analyse the educational needs and to define the necessary knowledge, skills and competencies of engineers in the sector in terms of learning outcomes – 30 March 2018
 - To design syllabi and course content – 30 August 2018
 - To develop new e-learning courses with modular structure for the innovated curricula and to establish a platform and procedures for knowledge sharing inside Mongolian and European academy and students – 30 June 2019
 - To perform a pilot test and to start the implementation of the joint modules/courses delivery – 14 October 2020
- Results and Expected impact:
 - At least 22 shared MSc courses
 - Innovated laboratories in the Partner universities
 - 3 laboratories for practical training of students at each partner university with modern equipment
 - 3 laboratories (one in each Mongolian university) equipped with computers and software for e-learning materials development and for delivery of e-learning
 - Web-based learning environment
 - 22 e-learning modules

The financial issues were presented.

- All agreements must be filled and signed and a scanned copy should be send to prof. Tzanova.
- It was explained to all partners that a tender procedure is needed for the equipment. It should be announced in the media and three offers should be

collected. Only prof. Tzanova can contact and ask for approval the European Commission (EC) if something has to be changed.

- The payment agreements should be filled correctly, otherwise TU accountancy cannot send the money to the partners.
- Because there are special regulations in Mongolia about the mobility, the partners from Mongolia prefer Tzanova to reimburse them for their mobility.

Thursday 08, February 2018

Discussion on the administrative issues. Discussion on travel costs and costs of stay. The Mongolian partners prefer the co-ordinator to buy the plane tickets and to book a hotel and to reimburse subsistence costs.

Discussion on the list of equipment to be presented and the mandatory tendering procedure for the entire amount of 70000 EUR.

Planning the first tasks:

- Need analysis – to prepare questionnaires for students, teachers and industry about what courses to be developed from the partners. The topics that can be developed are collected and proposed for opinion.
- Competence matrix – there is a definition from the EC about the credits. Slavka Tzanova demonstrated examples about need analysis, questionnaires for industry and competence matrixes. At the end of the project the students will be asked again about the level of education, how useful it was for them and what is their experience.
- All examples will be send to partners for opinion.

To Do list:

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|---|---------------------------------|
| To send questionnaires as example and collect suggestions till 23.02.2018, then will be published online. | TUS |
| To send partner's logos | National University of Mongolia |

| | |
|---|--|
| | Ekh Golomtiin Ilch |
| Each partner to create a web page on local language – 09.03.2018 | All partners |
| Web page of project – 16.02.2018 | TUS |
| Design of a logo of the project – 09.03.2018 | Mongolian University of Science and Technology |
| Common email of the project – 12.02.2018 | TUS |
| To send presentation of financial management – 12.02.2018 | TUS |
| To prepare half page course description with topics of the two courses and learning outcomes – end of March | All HEIs |
| Development of need analysis questionnaires – 07.04.2018 | TUS |
| Need analysis questionnaire – to be answered by all partners, their teachers, students, enterprises, 18.05.2018 | All partners |
| Need analysis report – end of May | All partners |
| Each HEI to be ready with final topics of the course – August 2018 | All HEIs |

The financial rules were presented:

- Prof. Tzanova will send the partners the financial management handbook
- Actual and Unit costs were presented. Then ineligible costs were explained.
- The individual travel report and joint declaration were also presented and how they should be filled correctly
- Example of project timesheets was explained and how it should be filled.

Next meeting on need analysis: Ulaanbaatar, Mongolia, 10–14 September 2018

Friday 09-Saturday 10, February 2018

Visit of ECAD laboratory at TUS and work on the preparation of syllabi of new courses.