

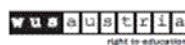
MINUTES

Kick-off Meeting for TEMPUS project

„Embedding Quality Assurance in Doctoral Education –
EQADE (516891-TEMPUS-1-2011-1-DE-TEMPUS-SMGR)“

Campus of the University of Heidelberg

November 15-16, 2011



Agencia Estatal de Investigación
Ministerio de Ciencia e Innovación



An initial meeting of the Consortium Committee of the Tempus project „Embedding Quality Assurance in Doctoral Education – EQADE (516891-TEMPUS-1-2011-1-DE-TEMPUS-SMGR)“, financed by the European Commission took place on November 15 – 16, 2011 at the University of Heidelberg. The Consortium Committee consisted of representatives of the Medical Faculty of the University of Heidelberg, WUS Austria, University of Palermo, University Dunarea de Jos of Galati, Ministry of Education and Culture of Republic of Srpska, Agency for Higher Education Development and Quality Assurance and all BiH public universities. This meeting served as a valuable opportunity to discuss future project implementation, partner responsibilities and all technical details pertaining to the project conduct. The primary outcome of the 1st consortium meeting, as foreseen in the project application, is a consolidated project work plan.

The meeting was attended by:

1. Hans-Günther Sonntag, PhD, Dean Emeritus, Medical Faculty of the University of Heidelberg
2. Dino Mujkić, MSc, Regional Manager, World University Service (WUS) Austria
3. Clemens Juriga, Mag., Member of the Executive Board and Head of Finance, World University Service (WUS) Austria
4. Selma Emirhafizovic, Project Assistant, World University Service (WUS) Austria
5. Antonella Plaia, PhD, Full-time professor, University of Palermo
6. Luminita Moraru, PhD, Full-time professor, University Dunarea de Jos of Galati
7. Vanja Aleksić, Senior Officer for Strategic Planning in HE, Ministry of Education and Culture of Republic of Srpska
8. Jugoslav Vuk Tepić, Deputy Director, BiH Agency for Development of Higher Education and QA
9. Jovo Ateljević, PhD, Full-time professor, University of Banja Luka
10. Refik Šahinović, PhD, Rector, University of Bihać
11. Alim Abazović, QA Coordinator, University “Džemal Bijedić” in Mostar
12. Dejan Bokonjić, PhD, Full-time professor, University of East Sarajevo
13. Ivo Čolak, PhD, Vice-Rector, University of Mostar
14. Samir Osmančević, PhD, Director of the Center for Interdisciplinary Postgraduate Studies, University of Sarajevo
15. Enver Halilović, PhD, Rector, University of Tuzla
16. Darko Petković, PhD, Vice-Rector, University of Zenica
17. Predrag Minić, PhD, Professor, Medical Faculty of the University of Belgrade
18. Elmar Schiebel, PhD, Head of PhD Program, Hartmut Hoffman-Berling International Graduate School of Molecular and Cellular Biology, University of Heidelberg



Topics:

1. Introduction and overview of the agenda
2. Introductions of partner institutions, with a focus on university doctoral education system
3. Project introduction and overview of activities
4. Project financing and reporting
5. Tasks, responsibilities and timetable for the 1st project year

Day 1 of the Kick-off meeting – November 15, 2011

09:00 – 09:20	Welcome and introduction Overview of agenda	prof. Hans-Günther Sonntag Dino Mujkic, MSc
09:20– 10:45	Introductions of partner institutions I	All participants
10:45 – 11:00	Coffee break	
11:00 – 12:30	Introductions of partner institutions II	All participants
12:30 – 13:00	Presentation on “Doctoral Studies at the Faculty of Medicine, University of Belgrade”	prof. Predrag Minić
13:00 – 14:00	Lunch break	
14:00 – 15:00	Project introduction, overview of activities and responsibilities, definition of a project timetable	Dino Mujkić, MSc
15:00 – 16:00	Presentation on “The Hartmut Hoffmann-Berling International Graduate School of Molecular and Cellular Biology”	prof. Elmar Schiebel
16:00 – 17:00	Project financing and reporting	prof. Hans-Günther Sonntag

The first day of the Kick-off meeting started off with an opening address and introduction by prof. Sonntag and continued with an overview of the meeting agenda and a brief introduction on what was to be expected from the meeting, which was given by mr. Dino Mujkic.

After the introduction, representatives of partner institutions delivered short presentations on their institutions. The presentations consisted of an overview of and general information on respective institutions, with a special focus on doctoral education systems at HEIs, and were delivered in the following order:

1. University Clinics Heidelberg by prof. Hans-Günther Sonntag
2. World University Service Austria by Dino Mujkic, MSc
3. University Dunarea de Jos of Galati by prof. Luminita Moraru
4. University of Palermo by prof. Antonella Plaia
5. BiH Agency for Development of Higher Education and Quality Assurance by Jugoslav Vuk Tepić
6. Ministry of Education and Culture of Republic of Srpska by Vanja Aleksić



7. University of Banja Luka by prof. Jovo Ateljević
8. University of Bihać by prof. Refik Šahinović
9. University “Džemal Bijedić” in Mostar by Alim Abazović
10. University of East Sarajevo by prof. Dejan Bokonjić
11. University of Mostar by prof. Ivo Čolak
12. University of Sarajevo by prof. Samir Osmančević
13. University of Tuzla by prof. Enver Halilović
14. University of Zenica by prof. Darko Petković

Furthermore, prof. Predrag Minić delivered a presentation on the “Doctoral Studies at the Faculty of Medicine, University of Belgrade” sharing the university’s successful experience in doctoral studies development.

After the lunch break, the meeting continued with a presentation on the project, overview of activities and responsibilities and definition of a project timetable, which was held by mr. Dino Mujkić. During the presentation, it was suggested to the Consortium Committee that it would be useful to conduct in the next two months promotional activities with the aim of raising project awareness at public BiH universities.

Additionally, the meeting participants had the opportunity to hear about a successful example of a PhD program at the Hartmut Hoffman-Berling International Graduate School of Molecular and Cellular Biology in Heidelberg, presented by the head of the PhD program, Prof. E. Schiebel.

The last presentation of the first day of the meeting was delivered by prof. Sonntag, regarding the financial aspects of the project and the submission of project reports. It was agreed that representatives of BiH universities would send their travel documents (boarding passes, invoices, tickets, etc.), pertaining to the travel arrangements within the Kick-off meeting, to the WUS Austria office in Sarajevo, and representatives of EU universities should submit their documentation to prof. Sonntag (University of Heidelberg).

Day 2 of the Kick-off meeting – November 16, 2011

09:30 – 10:30	Presentation on the tasks, responsibilities and timetable for the 1 st project year	Dino Mujkic, MSc prof. Hans-Günther Sonntag
10:30– 10:45	Coffee break	
10:45 – 11:30	Presentation on the tasks, responsibilities and timetable for the 1 st project year	Dino Mujkic, MSc prof. Hans-Günther Sonntag
11:30 – 12:00	Wrap up and conclusions	All participants



The focus of the second day of the meeting was the presentation of the project tasks, responsibilities and deadlines foreseen within the 1st project year.

What follows is an overview of the activities in accordance with the agreed deadlines and responsibilities:

Activity 2.1. Analysis report on EU PhD education and research

Due to heterogeneous approaches to PhD education across Europe, review and analysis of current situation in PhD in EU will serve as a good starting point for the reconceptualization and restructuring of doctoral education at BiH universities as it will highlight clear goalposts and good practice models. The research results will be presented in reports which will be distributed to BiH universities and which will be used for the definition of university Road-maps (2.3).

EU partner institutions (HMF, WUS Austria, UNIPA and UDJG) will be responsible for conducting research and analysis of current PHD offerings, how PhD education is managed as well as identification of main trends in doctoral education across Europe.

HMF and WUS Austria will develop the content for the report along with instructions on what it should look like and send it to the EU partner universities. The report should consist of 6-7 pages.

Deadline: February 1st 2012

Activity 1.2. Units for Doctoral Education staffed

Based on their internal resources the **management structures of 8 BiH public universities** will nominate/employ two staff profiles: 1– staff responsible for providing administrative support to efficient management of PhD education and 2– staff responsible for promotion of PhD education and research.

HMF and WUS Austria will in the upcoming period define the key competencies of both staff profiles (e.g. computer literacy, experience in scientific research, strong management, research and analytical skills, communication skills, English language fluency etc) and send them to the BiH public universities.

Deadline: by the end of December 2011

Activity 2.2. Evaluation reports on BiH PhD education

Scientific affiliations at 8 BiH universities will conduct thorough evaluation of all current PhD offerings at their institution, research capacities (available competent mentors, infrastructure, funds, etc), cooperation with industry, international partnerships and bi and/ or multi-lateral agreements in order to collect institutionally scattered data into one centralized focal point - UDE.

HMF and WUS Austria will develop the evaluation questionnaire as well as the content for the report and send them to the BiH public universities.

Deadline: February 15th 2012



Activity 1.1. Units for Doctoral Education opened and equipped
with reference to Activity 1.5. Artificial Business Intelligence (ABI) procured

8 BiH universities will provide adequate working space for the set up of a Unit for Doctoral Education (UDE) where nominated/ employed administration staff will work on the project tasks and activities. These units will be equipped with basic office equipment (laptops, beamers, printers, fax machines, etc). By the end of the project 8 UDEs will serve as an administrative support to university staff and a one-stop clearing house for doctoral candidates.

Deadline: By February 2012 BiH universities should consider the options and make their decision on the adequate software (for the support of research / literature, scientific database, etc - *Activity 1.5.*). Accordingly, in February a meeting will be held between the representatives of HMF, WUS Austria and the 8 public universities at which the universities will present their decisions and agree on future steps.

Activity 1.3. University staff trained on Salzburg Principles

A Seminar on Salzburg principles, as the widely accepted guiding principles to quality PhD education, will be held in BiH (*suggestion: Mostar*). Lecturers from **EU partner institutions** will present to BiH representatives (UDE staff) how their universities work to incorporate Salzburg principles and how they organize and manage PhD education and research. BiH public bodies (HEA, ministries) will present their expectations and support to building quality research programs at BiH universities. The seminar will last 3 days. Additionally, a one-day workshop on Road-maps will be held for BiH representatives after the Seminar.

Representatives of EU partner institutions were asked to send their ideas for the seminar **until the end of December 2011**.

Foreseen to take place in May 2012

Activity 1.4. University staff trained on PhD promotion tools

HMF, as one of the leading research HEIs in Europe with numerous doctoral programs attracting growing numbers of international students, will host the workshop "Promoting PhD - Why? and How?". Expertise and content development will be provided by **EU Partners**. The main topics will be: the importance of promotion and popularization of PhD programs, PR tools, local vs. regional vs. international promotion, promotion as a brand enhancer etc. The workshop will last 3 days.

Foreseen to take place in September 2012



Activity 2.3. University Road-maps defined

8 public universities in BiH will define Road-maps, as strategic documents, which will define concrete steps involving all scientific affiliations in order create a positive environment for creation of new doctoral programs, based on institutional (not only Faculty) research capacities to the aim of initiating modern (integrated) research education aligned with BiH society needs. The process will include available research capacities in the university micro environment (industry partners, local community, etc.)

Deadline: September 2012

Activity 2.4. University Road-maps reviewed by EU peers

EU Partner institutions will provide their expertise and review of Road-maps by BiH universities especially focusing on feasibility of proposed action, quality, methodology, appropriateness of QA mechanisms, and conditions to create up-to-date PhD education. The aim will be achieving alignment between actions proposed by 8 BiH universities and good practice models from EU universities.

Deadline: End of 2012

Activity 6.1. Dissemination

Web-sites of project partner institutions will be regularly updated with all the relevant information pertaining to the project implementation. Texts will be prepared by WUS Austria and forwarded to all Consortium members in BiH and EU for the purpose of wider information dissemination.

During the entire project implementation





Activity Ref. N°	Activities	2011		2012												
		November	December	January	February	March	April	May	June	July	August	September	October	November	December	
2.1.	Analysis report on EU PhD education and research	X	X	X	X											
	▪ WUS Austria and HMF develop content and instructions	X	X													
	▪ UNIPA and UDJG conduct analysis reports			X	X											
1.2.	Units for Doctoral Education staffed	X	X													
	▪ HMF and WUS Austria define key competencies	X														
	▪ BiH universities employ staff		X													
2.2.	Evaluation reports on BiH PhD education		X	X	X											
	▪ WUS Austria and HMF develop questionnaires and content		X													
	▪ BiH universities conduct evaluation reports			X	X											
1.1.	Units for Doctoral Education opened and equipped	X	X	X	X	X	X	X								
	▪ BiH universities decide on the adequate software	X	X	X	X											
	▪ HMF, WUS Austria and BiH universities meeting				X											
1.3.	University staff trained on Salzburg Principles							X	X							
	▪ EU partner institutions submit their ideas		X													
	▪ Seminar held in BiH								X							
1.5.	Artificial Business Intelligence (ABI) procured												X	X	X	X
	▪ BiH universities decide on the adequate software				X											





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	▪ HMF, WUS Austria and BiH universities meeting															
1.4.	University staff trained on PhD promotion tools											X	X			
	▪ EU partners develop content and provide expertise											X				
	▪ Workshop held at HMF													X		
2.3.	University Road-maps defined										X	X	X			
	▪ BiH universities define Road-maps										X	X	X			
2.4.	University Road-maps reviewed by EU peers													X	X	X
	▪ EU partners conduct peer reviews													X	X	X
6.1.	Dissemination: updating of websites															
	▪ WUS Austria prepares texts for web-updates	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	▪ Project partners disseminate info on their websites	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

X – marks the deadline for the implementation of the activity / action

