

MINUTES FROM THE KICK-OFF MEETING AT IVAN FRANKO LVIV NATIONAL UNIVERSITY Lviv, 4th-6th, April 2016

Participants

P1	Mariusz	Mazurkiewicz	Wrocław University of Science and Technology
P1	Jan	Kwiatkowski	Wrocław University of Science and Technology
P2	Serge	Chernyschenko	Koblenz-Landau University
P2	Vsevolod	Chernyschenko	Koblenz-Landau University
P3	Audrius	Gargasas	Aleksandras Stulginskis University
P4	Vassilis	Stylianakis	University of Patras
P7	Victor	Klabbers	The Network University
P8	Konstantin	Kyrychenko	Sumy State University
P9	Svitlana	Grygoruk	Khmelnitsky National University
P9	Pavlo	Grygoruk	Khmelnitsky National University
P10	Mykhailo	Aleksieiev	National Mining University
P10	Svitlana	Us	National Mining University
P10	Olena	Churikanova	National Mining University
P11	Vitalyi	Kucharskyy	Ivan Franko Lviv National University
P11	Ola	Oseredchuk	Ivan Franko Lviv National University
P12	Igor	Lyman	Berdyansk Pedagogical University
P13	Vladimir	Zaslavskiy	Taras Shevchenko Kyiv National University
P14	Igor	Cherevko	Chernivtsi National University
P15	Sergii	Glebov	Odessa National University
P16	Olexandr	Smyrnov	Educational and methodical centre on QA
P16	Liza	Sozinowa	Educational and methodical centre on QA
P17	Olena	Rusnak	Ukrainian Association of Student Self-Government
P18	Lyubov	Shchitka	Ministry of Education and Science of Ukraine
P18	Alla	Rybalko	Ministry of Education and Science of Ukraine
-	Olena	Orzhel	National ERASMUS+ Office, Ukraine



PART 1.

1. Special monitoring session for Ukrainian partners delivered by representatives of National Erasmus+ Office in UA - Olena Orzhel.
2. Welcome Speech by Host - Vitalyi Kucharsky, Vice-Rector Ivan Franko Lviv National University.
3. Opening speech of project QUAERE - Mariusz Mazurkiewicz, Wrocław University of Science and Technology, coordinator.
4. Presentation of participating institutions:
 - a. Ivan Franko Lviv National University, Host of the meeting, Vitalyi Kucharsky,
 - b. Wrocław University of Science and Technology, Jan Kwiatkowski,
 - c. Koblenz-Landau University, Serge Chernyschenko,
 - d. Aleksandras Stulginskis University, Aurdrius Gargasas
 - e. University of Patras, Vassilis Stylianakis,
 - f. The Network University, Victor Klabbers,
 - g. Sumy State University, Konstantin Kyrychenko,
 - h. Khmelnytsky National University, Svitlana Grygoruk,
 - i. National Mining University, Olena Churikanova, Vsevolod Chernyschenko,
 - j. Berdyansk Pedagogical University, Igor Lyman,
 - k. Taras Shevchenko Kyiv National University, Vladimir Zaslavskiy,
 - l. Chernivtsi National University, Igor Cherevko, Information about achievements of TEMPUS project TRUST, related field to QUAERE project, needs of pay attention to utility of TRUST results,
 - m. Odesa National University, Sergii Glebov,
 - n. Educational and methodical centre on QA, Olexandr Smyrnov,
 - o. Ukrainian Association of Student Self-Government, Olena Rusnak.
5. Ukrainian System of Higher Education, current state, legal aspects, agenda of reforms - short information by Alla Rybalko and Lyubov Shchitka.
6. Institutional teams - selection procedures, additional explanations by partners on request of Olena Orzhel, National ERASMUS+ Office, Ukraine
7. Closing information.

PART 2.

1. Explanatory presentation about adaptation of ERASMUS+ rules in project day by day activity, examples of best practices in previous TEMPUS projects in comparison to current ERASMUS+ rules. Introduction to main ideas of project. European Standards and Guidelines of Quality Assurance in HEIs. Serge Chernyschenko.
2. Introductory presentation about general financial rules in ERASMUS+ projects, financial rules within QUAERE projects, budget of partners, staff costs, travel costs, cost of stay, equipment, sub-contracting etc. Organisation of meetings, travels, enumeration for work - conditions and constraints. Mariusz Mazurkiewicz.



Quality Assurance System in Ukraine: Development on the Base of ENQA Standards and Guidelines

3. Partnership agreement prepared by coordinator, overview of template. Request to partners for preliminary evaluation of partnership agreement template by legal departments of participating institution. Decision about translation of text from English to Ukrainian to speed up formal decisions of partners. Mariusz Mazurkiewicz.
4. Project Bodies. Composition of Governing Board. Structure of National coordination team. Institutional work groups. Organizational structure of GB, LCT. Introduction of Vitaliy Kucharsky (P11) as one of the member of National Coordinator Team responsible on internal quality assurance matters in the framework of QUAERE project. Mariusz Mazurkiewicz
5. European Standards and Guidelines of Quality Assurance in HEIs. The overview of project methodology. Key ideas of ESG 2015. General description of project's goals and objectives. Introduction to Work Plan. Konstantin Kyrychenko.
6. Preliminary Project Work Plan. Distribution of duties and responsibilities. Work Package's Leaders, Deliverable's Leaders. Mariusz Mazurkiewicz.
7. General remarks and conclusions:
 - a. Number of members in institutional workgroup. The requirement to having minimum 4 members at least to "cover" all staff categories within the project.
 - b. The deadline for participating institutions to send to coordinator information of their representatives in Project Governing Boards (one person per partner institution) - **15.04.2016, 23.59 GMT+01** (information via e-mail: mariusz.mazurkiewicz@pwr.edu.pl, message with attachment: scan copy of document signed by legal representative of institution with (if possible) stamp. Allowed languages: English, Ukrainian, German, Dutch, Greek, Lithuanian).
 - c. The deadline for participating institutions to send to coordinator information of composition of local work groups (information as text in e-mail body to mariusz.mazurkiewicz@pwr.edu.pl) - **18.04.2016, 23.59 GMT+01**.
 - d. Preliminary information about "Summer School" for project participants in Koblenz-Landau University, Koblenz, Germany in July 2016.
 - e. Approved by voting of participants proposition to start preparation for finding new logo on request of participants of the meeting.
 - f. The deadline to sign partnership agreement in QUAERE projects, **May 2016**.

Annex I.
The list of Legal Representatives of Partner Institutions in QUAERE Project.

Partner ID	Name of Partner	Street address	Name of Legal Representative	Position in Organization
P1	Wrocław University of Science and Technology	Wybrzeze Wyspianskiego Str. 27, 50-370 Wrocław, Poland	Professor Cezary Madryas	Vice-Rector
P2	Koblenz-Landau University	Rhabanusstrasse 3, 55118 Mainz, Germany	Professor Roman Heiligenthal	President
P3	Aleksandras Stulginskis University	Studentu 11, Akademija, LT-53361, Kauno-dist., Lithuania	Professor Antanas Maziliauskas	Rector
P4	University of Patras	University Campus, 26504 Rio, Patras, Greece	Demosthenes Polyzos	Vice-Rector
P5	ASIIN	Robert-Stolz-Str. 5, 40-470 Dusseldorf, Germany	Dr Iring Wasser	President
P6	CEENQAA	Robert-Stolz-Str. 5, 40-470 Dusseldorf, Germany	Dr Iring Wasser	President
P7	The Network University	Oostenburgerpark 8, 1018 HT Amsterdam, Netherlands	Victor Klabbers	Managing Director
P8	Sumy State University	2, Rymskogo-Korsakova Str., Sumy, Ukraine 40007	Professor Anatoliy V. Vasylyev	Rector
P9	Khmelnitsky National University	Instytutska Str. 11, Khmelnytskyi Ukraine 29016	Professor Mykola Skyba	Rector
P10	National Mining University	Karl Marx Ave. 19, Dnipropetrovsk, Ukraine 49027	Professor Gennadyi Pivnyak	Rector
P11	Ivan Franko Lviv National University	Universytetska St, 1, Lviv, Ukraine, 79000	Professor Volodymyr Melnyk	Rector
P12	Berdyansk Pedagogical University	4 Schmidt Str. 71100 Berdyansk, Ukraine	Professor Victoriya Zarva	Rector
P13	Taras Shevchenko Kyiv National University	60 Volodymyrska Str., Kyiv, Ukraine, 01601	Professor Petro Bekh	Vice-Rector
P14	Chernivtsi National University	2 Kotsiubynskoho Str. Chernivtsi 58012, Ukraine	Professor Stepan Melnychuk	Rector
P15	Odessa National University	2 Dvoryanskaya Str., Odessa, Ukraine, 65082	Professor Igor Koval	Rector
P16	Educational and methodical centre on QA	Metalistiv Str. 5a, Kyiv, Ukraine, 03057	Olexandr Smyrnov	Director
P17	Ukrainian Association of Student Self-Government	Anri Barbusa Str. 22-26, Kyiv, Ukraine, 03150	Ielyzaveta Shchepetylnykova	President
P18	Ministry of Education and Science of Ukraine	10 Peremchy Ave, Kyiv, 01135, Ukraine	Andriy Hevko	Deputy Minister



Annex I.
Information about content the USB Disk distributed during meeting in Lviv.

Name of file	Description
Budget Details.xlsx	Preliminary Information about budget of Partners
Cover Letter.docx	Proposition of document to establish channels to money transfer in QUAERE project
Guidelines for the use of the grant CBHE.pdf	Information from EACEA Brussels
QUAERE contacts.xlsx	List of contact data (e-mail) of participants
QUAERE Kick-off Agenda.pdf	Agenda of meeting in Lviv
QUAERE Money REQUEST FORM Optional.docx	Proposition of document to establish channels to money transfer in QUAERE project
QUAERE Partnership Agreement BIL without annexes.pdf	Template for partnership agreement
QUAERE Rules of financing Presentation Kick-off Lviv April 2016.pdf	Information about internal project financial procedures
QUAERE Trilateral Agreement Optional.pdf	Optional (not valid) proposition of financial agreement with UA partners
QUAERE_detailed-project-description-en.pdf	Extended description of QUAERE project
QUAERE-contract562013-nons.pdf	Contract between Wrocław University of Technology and EACEA (the non-signed copy)
QUERE Workplan Presentation Kick-off Lviv April 2016.pdf	Preliminary version of Workplan presentation, example of distribution of duties and responsibilities
Wrocław University of Science and Technology.pdf	Presentation of Wrocław University of Science and Technology