



# Knowledge FOR Resilient soCiEty



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## K-FORCE PROJECT MANAGEMENT MEETING Ss. Cyril and Methodius University in Skopje January 27-28, 2020

### AGENDA

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#### 1<sup>st</sup> Day – JANUARY 27<sup>th</sup>

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**VENUE:** Faculty of Civil Engineering, Ss. Cyril and Methodius University-Skopje,  
**Address:** Blvd. Partizanski odredi 24, Skopje

**09.00 - 09.15**     **REGISTRATION OF PARTICIPANTS**

**09.15 - 09.30**     **WELCOME NOTE AND OPENING REMARKS**

*Representative of Ss. Cyril and Methodius University in Skopje*

**09.30 – 10.30**     **WARM UP & WRAP UP ACTIVITIES**

- Welcome in the project finalization phase!
- Amendment to Partnership Agreements
- MoU – sustainability of future cooperation and project results

*Representative of University of Novi Sad*

**10.30 - 11.00**     **COFFEE BREAK**

**11.00 – 11.15**     **EQUIPMENT & LABS – REPORTS AND VIDEOS ON EDUCATIONAL LABS**

- All WBC HEI partners to prepare reports on labs in education process. Explain the benefits for students and teachers, list all the courses where equipment is used, etc.
- VTSNS, UNTZ and UT to present a video on educational laboratories

**11.15 – 11.30**     **EVALUATION OF MPs – FINAL REPORT ON 1<sup>st</sup> COHORTS' PROGRESS AND SATISFACTION OF STUDENTS AND STAFF**

- UNTZ, UT and EPOKA to prepare their Report on 1<sup>st</sup> Cohorts' Progress and Satisfaction of Students and Staff (for 2018/2019 school year) – final document- to be comiled with other reports and published at project website – see [UNS report](#) for 2017/2018 school year.
- Statistics on enrolment in 2019/2020, future plans

**11.30 – 11.45**     **PHD STUDIES AT UNS, REPORT ON ENROLMENT AND ONGOING PROGRESS**

*To be prepared by UNS*

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## 11.45 – 12.30 GUEST LECTURES AT PhD STUDIES – LECTURERS, DATES AND TOPICS

*To be prepared by all HEI partners, prepare the lecturers' names, the lecture topics and propose the dates, one slide per institution: LU, AAL, DTU, UNIZA, UBL, UTZ, EPOKA, UT. Available period: 16. February - 31. March, in order to agree with UNS and to make the final plan for guest lectures until the end of project period*

## 12.30 – 13.00 SMS PLAN UNTIL THE END OF PROJECT

*All WBC HEI partners to prepare the names, the dates and the topics of SMS (teaching and training), agree dates with each other and with UNS - Mirjana Laban – teaching and Dragana Dvizac - training*

## 13.00 – 14.00 LUNCH BREAK – FACULTY PREMISES

## 14.00 – 15.15 FINAL REPORT ON APPLIED STUDENT CENTERED TEACHING SKILLS

- Presentations to be prepared by all WBC HEI partners (presentations should include information about SCL methodology and students projects). *Please update your SCL methodology survey documents to match provided material – [students projects](#).*
- Partners UNTZ and UBL to prepare **Final report on applied student centered teaching skills** and **News** on applied new teaching methodologies at WBC HEIs. Final report should include SCL methodology survey documents and information about the presentations given by students. Student's projects should be linked to the final report.
- Discussion – programme countries representatives comments and recommendations

## 15.15 – 16.00 WORKSHOP ON PROJECT FINANCIAL REPORTING AND ADMINISTRATION

*The workshop will be prepared by University of Novi Sad. All documents related to costs made until December 31<sup>st</sup> should be uploaded to Dropbox by January 15<sup>th</sup>.*

*All project partners should delegate one person who will be engaged for this task and prepare questions.*

## 16.00 – 17.00 WORKSHOP ON SMS REPORTING

*To be prepared by University of Novi Sad, all project partners should delegate one person who will be engaged for this task and prepare questions.*

## 19.00 SOCIAL DINNER



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**2<sup>nd</sup> Day – JANUARY 28<sup>th</sup>**

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Address: Blvd. Partizanski odredi 24, Skopje**

**09.00 - 09.15 REGISTRATION OF PARTICIPANTS**

**09.15 - 10.00 B- LEARNING MATERIAL QUALITY ASSESMENT – REVIEW**

- To be prepared by Programme partners (LU, DTU, AAL, UNIZA), and presented by UNIZA
- *DISCUSSION ON PROJECT RESULTS ACHIVEMENT – INDICATORS VS DELIVERABLES*

**10.00 - 10.30 THE PLAN FOR SUSTAINABILITY OF NEW PROGRAMMES AND LABs**

*To be prepared by WBC partners, presented by Epoka University*

**10.30 - 11.00 COFFEE BREAK**

**11.00 - 11.15 REPORT ON DISSEMINATION OF K-FORCE PROJECT RESULTS AND FUTURE PLANS**

*To be prepared by University of Tirana*

**11.15 - 11.30 K-FORCE WEBSITE SUSTAINABILITY AND FUTURE COOPERATION**

*To be prepared by University of Novi Sad*

**11.30 - 12.00 REPORT ON LLL COURSES**

*To be prepared by VTSNS*

**12.30 - 13.00 PROJECT PLAN, INDICATORS AND PROJECT RESULTS – OVERVIEW AND NEEDS FOR IMPROVEMENT IN THE LAST PHASE OF PROJECT IMPLEMENTATION AND BEYOND**

*To be prepared by programme partners (LU, DTU, AAL, UNIZA)*

**13.00 - 14.00 LUNCH BREAK**

**14.00 - 16.00 WORKSHOP ON PROJECT NARATIVE REPORTING AND OUTCOMES**

*The workshop will be prepared by University of Novi Sad.*

*All partners should check the project LFM and deliverables, as well as the indicators.*

*All project partners should delegate one person who will be engaged for this task and prepare the list of deliverables they were included or will be included until the end of project, and prepare the suggestions and questions.*

*To be prepared by University of Novi Sad*

**16.00 - 16.30 CONCLUSIONS AND FINAL REMARKS**



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## **USEFULL INFORMATION:**

If you are coming by plane, there is international airport in Skopje. There are direct low cost flights from Copenhagen, Malmo and Bratislava to Skopje (Wizz air).

If you are coming by car, make the reservation for the parking place at the hotel you are staying at.

**ACCOMMODATION IN SKOPJE:** There are a lot of nice hotels near the Faculty of Civil Engineering; we recommend ones with 3 and 4 stars, in the city area, since the Faculty building is near city centre.

**TRANSPORTATION TO SKOPJE AND WITHIN THE CITY:** Taxi service

Lunches will be organized at Faculty premises, and the social dinner will be organized at restaurant with local and international food.

The detail information will be available after the number of participants is known.