



**Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences**

Co-funded by the
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of the European Union



Report of the kick-off meeting



Project acronym:	TeComp
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Coordinator:	Prof. dr Jelena Ignjatović
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Purpose, objectives and elements of the meeting

The first meeting of the partners within the TeComp Erasmus Plus project was organized at the University of Nis, on January 15th – 17th, 2019. The objectives of the kick-off meeting were

- ❖ to introduce to each other all the partners of the project
- ❖ to develop a common understanding of the project objectives, activities and expected results comply with the project description
- ❖ to discuss into details the action plan for the following period
- ❖ to clarify project management and administrative procedures
- ❖ to precisely define the content of surveys for performing a detailed, quantitative analysis of the current state of teaching and learning at each PC institution, particularly focused on a level of teaching staff skill set for the use of pedagogical and methodological approaches and modern educational technologies.

The kick-off meeting was organized as a three-day event. The first day consisted of the welcome words and presentations given by representatives of the coordinating institution (University of Niš). The second day was intended for short presentations of all partner institutions given by their representatives and for a Central Management Team meeting. The round table discussion was organized on the third day .

The list of attendees

The list of attendees is presented below.

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First day of the kick-off meeting

After the Opening Ceremony, welcome speech given by the General project manager of TeComp project, Prof. dr Jelena Ignjatović, Prof. dr Zoran Nikolić acquainted the attendees with the history of the development of the University of Niš.

The first day comprised the following presentations:

1. Prof. dr Jelena Ignjatović, University of Niš , TeComp general project manager introduced the brief TeComp overview.

The presentation was intended to inform the participants about the project action plan, specific actions related to it, work packages, project management, as well as specify the expected results.

2. Prof. Dr. Miroslav Ćirić, University of Niš, Financial management
Prof. Ćirić described very clearly and in detail the rules of financial management for Erasmus projects, explained unit cost and actual cost concepts, presented rules concerning staff costs, travel costs, subcontracting and co-funding and gave detailed description for filling in all necessary financial documents.

3. Saša Nikolić, University of Niš, Financial reporting
After the previous presentation, a presentation concerning the Project finance and financial reporting was given by professor Sasa Nikolic. He informed the partners about all the rules concerning the financial management of the project, established by the Grant Agreement, Partnership agreements and Work Programme of Erasmus Plus. More specific and detailed requirements will be available upon the official release of the financial guidelines by the EACEA and the coordinators' meeting in Brussels, scheduled before the February 2019.
The second part of the first day agenda, started after the lunch break, with the next presentation:

4. Prof. Dr. Aleksandra Zarubica, University of Nis, Faculty of sciences and mathematics,
The purpose of the talk was to present the organization of Faculty of sciences and mathematics, to present on-going study programs and to explain methods and tools which are currently used in teaching process in the field of natural and mathematical sciences.

After that,

5. Prof. Jelena Petrovic, University of Nis, Faculty of philosophy,
presented the actual situation in the higher education in pedagogy and methodology of teaching at the University of Nis. She emphasized the importance of strengthening teaching competences for better outcomes and results for students, teachers, and institutions.

6. Prof. Ivana Micic and Zorana Jancic, University of Nis,
gave a presentation about usage of modern technologies in teaching and learning. They made a brief overview on the current situation, introduced potential problems and risks and suggested some ways to improve the state of art in higher education, from our point of view. The last presentation about the Project website and organization of the project management which will be used throughout the project lifetime was given by

7. Ivan Jovic, IT Specialist, University of Nis presented the possible ways of project management and usage of Trello software, Google Drive and Sheets in the project administration.

Second day

During this part, each of the project partners gave a short presentation of their institution. The aim of these presentations was to provide the participants with the opportunity to learn more about the other institutions participating in the project and their expertise and experience relevant for the successful implementation of the project activities. Eleven presentations were given during the second day of the Kick-off meeting:

1. Sinisa Djurasevic, University of Belgrade;
2. Andreja Tepavcevic, University of Novi Sad;
3. Srecko Trifunovic, University of Kragujevac;
4. Luiz Seiti, Romeo Mano, "Eqrem Çabej" University Gjirrokaster;

5. Lorenc Ekonomi, Ardian Cerava, University "Fan S. Noli" Korçe;
6. Luis J. Rodríguez-Muñiz, Laura Muñiz-Rodríguez, University of Oviedo;
7. Vladimír Janis, Matej Bel University in Banská Bystrica;
8. Martin Valcke, Ghent University;
9. Antonio Moreno Verdejo, University of Granada;
10. Petra Murinova, University of Ostrava;
11. Irina Perflieva, University of Ostrava.

The coordinate person for University of Granada, a Professor Maria C. Canadas could not participate the meeting, because she had a small baby, so she greeted everyone online.

Second part - minutes of the coordinators meeting

On the second day afternoon, the coordinators of partner institutions discussed the contractual, technical and practical aspects of the TeComp project implementation. They adopted the management structures proposed by the project coordinator. The said structures contained, among others, three management bodies that needed to be adopted by the Consortium members:

- Local Coordination Team (LCT) (six members from six TeComp partner institution)
- Quality Assurance Committee
- WP leaders

During this part, the project coordinator (leader of the first work package) gave a preview of this work package, such as the duration of it, main objectives, list and short description of activities, list of expected outcomes with set deadlines.

In order to initiate project activities successfully and in accordance with the defined dynamics, the action plan was discussed and reviewed.

On the third day, project partners discussed the draft version of questionnaires for students and teachers, in analysis of ongoing study programs and teaching methods and tools as well as in using modern technologies in teaching and learning. The separate surveys were planned to be performed for analyses the level of PPM knowledge/skills of teachers and students as well as for analyses the current state of technology enhanced T&L. However, all partners believed that these two areas are interwoven in modern teaching and form a unique entirety, so it was agreed to make unified surveys.

As a closure, the partners from Serbia and Albania considered a preliminary list of equipment to be purchased (provided in the project application), as well as potential changes in equipment specification.

After the discussion, a preliminary agreement was adopted and all the partners agreed that all necessary documents would be uploaded to the project website at a later date and delivered to all the partners via sharable drive folder.

The third day of the meeting ended at 11:00 a.m.



Conclusion

The first partners' meeting on the TeComp project was successfully realized in accordance to the previously established agenda.

The presentations and material from the meeting will be delivered to all partners additionally.



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