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Digital Internship Model for Higher Professional Studies

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MINUTES

Event: Transnational meeting 2

Date: 5th -6th July 2021.

Time: 10:00 EEST

Venue: University of West Attica

Campus 1

Conference room of the Department of Tourism Management

Minutes prepared by: (Tatjana Marinkovic, WSAAS)

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1 Executive summary of the meeting

The main goal of the second transnational project meeting was to discuss the progress in intellectual output 1 production and to make decisions concerning the responsibilities for the Intellectual Outputs 2 and 3 productions. The meeting was organized in-person. Members from the host institution (UNIWA), Western Serbia Academy of Applied Sciences and Higher Technical School of Applied Sciences Novi Sad (VTSNS) were attending the meeting in person. The members from University of Ruse “Angel Kanchev” (UR), that agreed with the settled date previously, cancelled they arrival a week in advance, due to the obligation in their other project. The attempt to ensure their online presence failed due to the technical issues that University of West Attica faced due to the Covid19-related mode of work. Thus, the remaining partners concluded that 3 out of 4 present partners is sufficient for the decision making, according to the rules settled in the Project Management and Communication Plan. In a brief viber communication, the agreement was made to arrange additional online meeting with the UR members, upon prof. Zahariev suggestion regarding the date.

First day of the TM2 was organized to discuss the project progress and quality reports, with the emphasis on the Intellectual outputs 1, produced and distributed to the partners prior to the meeting.

Second day was dedicated to the discussion of the Intellectual outputs 2 and 3 tasks and responsibilities.

TABLE 1 – FUTURE ACTIVITIES AGREED

Follow-up action	Person(s) in charge	Due date
Provide coordinator with the contractual and financial documentation for the period March-June (Contracts with stuff engaged in the projects, timesheets according to the submitted model, proof of connection with the institution, travel expenses when applicable) and invoices for the exceptional costs	Michalis Koniordos Plamen Zahariev *VTSNS documentation was previously submitted	30.07.2021.

Organize peer review of all 3 deliverables/ Intellectual outputs 1	Branko Savic	30.07.2021.
Define the strategy for the national workshop for the presentation of DIMPS outputs to the world of work	Michalis Koniordos Plamen Zahariev *Serbian national workshop planned for 08.10.2021.	30.07.2021.
Start the process of student virtual exchange internship with Teracom	Branko Savic Plamen Zahariev	30.08.2021.
Start the process of student virtual exchange internship with Tornado Studio	Tatjana Marinkovic Plamen Zahariev	30.08.2021.
Make decision regarding Bulgarian student internships with Serbian companies	Plamen Zahariev	30.08.2021.
Make decision regarding Greece student internships with Serbian companies	Michalis Koniordos	30.08.2021.
Develop evaluation material for the DIMPS piloting	Tatjana Marinkovic Plamen Zahariev	15.09.2021.
IO3 task - prepare the DIMPS platform technical guide and submit it to the UR team for the completion	Milorad Muric Tatjana Marinkovic	30.07.2021.
Present DIMPS platform and train the teachers/mentors involved in the piloting	Tatjana Marinkovic Plamen Zahariev Michalis Koniordos Branko Savic	15.09.2021.
Conduct DIMPS piloting with virtual student exchange	Tatjana Marinkovic Plamen Zahariev Michalis Koniordos Branko Savic	October/November 2021.
Dissemination - Present DIMPS project to the home institutions and to the national broadcasting agencies, send the reports to the project coordinator	Plamen Zahariev Michalis Koniordos	
Agree dates and organise next transnational meeting	Tatjana Marinkovic Plamen Zahariev	December 2021.

2 List of participants

Project partners:

Present:

1. Tatjana Marinkovic, WSAAS – project coordinator
2. Branko Savic, VTSNS
3. Michalis Koniordos, UNIWA

Quorum present? Yes

Partner staff:

1. Janjic Nenad, VTSNS
2. Sigala, Marisa, UNIWA

3 Minutes of the meeting

Day 1

3.1 Welcome/Opening remarks

Time 10.00-10.20

Professor Michalis Koniordos welcomed guests and gave a short presentation about University of West Attica.

3.2 Current topics/issues

3.2.1. DIMPS PMI and Quality report

Time 10.20-10.40

Tatjana Marinkovic presented the DIMPS project management and implementation report for the period March-June. The partners concluded that goals and targets, envisioned for this period are reached, even overreached regarding IO2 and IO3 productions.

Quality report for the period March-June was presented by Nenad Janjic. The conclusion was that all produced materials and events reached envisioned quality standards.

3.2.2. DIMPS Financial plan and reporting

Time 10.40-11.00

Project coordinator presented the financial issues for the period March-June. It was requested from all the partners to submit reports about their expenses and financial transactions with filled timesheets and supporting documentation (contracts, invoices....) for the period March-June, latest till July 30th. Next reporting checkpoint is September 30th.

3.2.3. Intellectual output 1 report

Time 11.00-11.30

Branko Savic give an overview of the activities and results obtained during the Intellectual outputs 1 production. Comparing the IO1 progress with the adopted Activity plan, it was concluded that all materials envisioned in Intellectual output 1 package are delivered timely. Insight into the Quality report revealed that all deliverables meet requested quality standards.

3.2.4. IO1 – “Best practices for carrying out virtual internships”

Time 11.30-12.00

The IO1 deliverable “Best practices for carrying out virtual internships” was submitted timely via e-mail by Plamen Zahariev. In his absence, Michalis Koniordos presented the structure and content of the document. The draft on best practices for carrying out virtual internships contain description of several successful models in the virtual internship implementation, as well as the legal and organizational background for its implementation in Bulgaria, Greece and Serbia. The partners accepted the structure and the content of the IO1 deliverable “Best practices for carrying out virtual internships” and this deliverable will be subjected to the peer review process.

3.2.5. IO1 – “Learning outcomes: knowledge, skills and attitudes to be developed through a digital internship program”

Time 12.00-12.30

Tatjana Marinkovic presented the structure and content of the document. The draft on the expected learning outcomes contains the list of expected general and study program-specific learning outcomes, required for the ECTS award of the student in professional higher education. The emphasis was placed on the comparison of the achievement of learning outcomes in traditional vs. virtual internship program. The partners accepted the structure and the content of the IO1 deliverable “Learning outcomes: knowledge, skills and attitudes to be developed through a digital internship program” and this deliverable will be subjected to the peer review process.

3.2.6. IO1 – “The methodology for digital internships in professional higher education”

Time 12.30-13.00

Branko Savic presented the structure and the content of the major Intellectual output 1, the methodology for IO1 – “The methodology for digital internships in professional higher education”. This deliverable comprehends the legalization of internship process in partner countries, learning outcomes and expectation of all internship participants (student, teacher, company) and give a step-by-step instruction for the implementation of prior, during and after internship on DIMPS platform. The substantial part of the documents are forms for the negotiation and monitoring of the virtual internship. The partners accepted the structure and the content of the IO1 deliverable “The methodology for digital internships in professional higher education” and this deliverable will be subjected to the peer review process.

3.2.7. Strategy on the obtaining world of work feedback on the proposed methodology – National workshops Plan determination

Time 14.30 -15.00

Partners discussed the opportunities for the presentation of the DIMPS methodology to the world of work and the obtaining its feedback on proposed methodology. National workshop in Serbia will take place on October 8th 2021, during the conference “Sustainable education and development” that will be organized by WSAAS in Uzice, Serbia. VTSNS will attend this event. It remains to be confirmed with the Fondacija Tempus whether the UNIWA and UR budget from the TPM line, that remained from the Kick off meeting and TPM2 meeting for UR, can be used for the attendance of UNIWA and UR to the conference “Sustainable education and development” that will be organized by WSAAS in Uzice, Serbia. Details regarding national workshops with the world of work in Bulgaria and Greece will be provided timely.

Day 2

3.2.8. IO2 Activity plan report (Deliverables – Roles – Responsibilities)

Time 10.00-10.20

The main deliverable for the IO2 is the web-based platform for digital internship. As Tatjana Marinkovic presented, the WSAAS team already developed and hosted DIMPS platform. At

this time point, the platform working language is English. The translation to the other partnership languages will be responsibilities of the partners, in cooperation with Milorad Muric and Zarko Bogicevic from WSAAS.

As decided at the Kick off meeting, all partners made an effort to attract companies that may host student internships. At this time point, there are 2 Bulgarian companies and 8 Serbian companies that are willing to offer virtual internship positions. Thus, all predispositions for the testing of the platform are present.

3.2.9. IO2 - Online platform for virtual internship – presentation and technical issues

Time 10.20-11.00

Due to the issues with the WiFi connection at UNIWA, complete technical presentation of the platform is postponed for the next online meeting. All partners received the registration link with the access to the platform. For all technical question, Milorad Muric and Zarko Bogicevic from WSAAS are at the disposal.

All partners are responsible to present and train the teachers/internship mentors from their institution, involved in pilot study, with the DIMPS platform and methodology

3.2.10. IO2 piloting – setting up virtual student exchange – Round table

Time 11.00-12.00

Partners analyzed current internship catalogue in order to figure out what is the most efficient combination to set up virtual student exchanges. At this time point, there are 2 Bulgarian companies and 8 Serbian companies that are willing to offer virtual internship positions.

Four students from WSAAS are already enrolled in the DIMPS virtual internship with the companies Heliant and Infolab.

VTSNS claimed that it would be suitable for their students to make the virtual internship at Bulgarian Teracom company

WSAAS is interested to virtually exchange students with Bulgarian Tornado company.

UNIWA have the opportunity to choose between internship in tourism and internship in commercial sector.

It remains for UR to make decision about the most suitable available Serbian internship.

Partners discussed the paper-work, documentations and conditions for performing the virtual student exchange. It was decided to start the preparation of the paperwork and learning materials immediately after summer break, in order to have everything settled for the internships in Autumn.

3.2.11. IO3 Activity plan report (Deliverables – Roles – Responsibilities)

Time 12.30-13.00

In the absence of IO3 coordinator, the project coordinator gave the overview of the IO3 planned activities. As the production of Intellectual output 3 – the DIMPS toolkit/guide require the writing of the technical guide, the WSAAS staff engaged on DIMPS platform development will prepare the technical guide and submit it to the UR team for the completion.

3.2.12. Dissemination report and management plan

Time 13.00-13.30

Dissemination via www.dimp-erasmus.com and social network is established and regularly updated. Yet, while the dissemination in Serbia is actively conducted, via presentation in the Serbian broadcasting media, scientific conferences and at the WSAAS and VTSNS institution levels, it is required to intensify the dissemination in Bulgaria and Greece.

For start, it is required that UR and UNIWA partners present DIMPS project to their institutions, via the institutional web sites and, if possible, through organization of staff meetings.

All documented dissemination actions should be sent to the coordinator for the presentation on the project web page and Facebook page. All partners are invited to make the posts about their activities on DIMPS Facebook profile DIMPS Erasmus project.

3.3 Conclusions

Time 15.00-16.00

Second transnational project meeting fulfilled its purpose in term of the analysis of the project progress and distribution of following tasks and responsibilities. Again, full potential of the meeting was not reached, due to the cancellation of one partner and technical issues.

The meeting had a particular significance in term of deepening the partnership relationships.

4 Annex documents

4.1 Meeting materials (participants list, presentations, decisions, final documents)

4.2 Other documents archived (Photo archive)