**Fostering Internationalization at Montenegrin HEIs**

**through Efficient Strategic Planning - IESP**

**Minutes**

**4th PMB Meeting (on-line), 25th February 2021**

**11.00 – 13.30**

Attendees:

Prof. Danilo Nikolić, University of Montenegro

Prof. Srdjan Redžepagić, University Cote d'Azur

Katja Cerar, University of Ljubljana

Miha Lebič, University of Ljubljana

Prof. Milica Vukotić, University Donja Gorica

Prof. Radislav Jovović, University Mediterranean

Milica Kovačević, University Mediterranean

Marko Vukašinović, Ministry of Education, Science, Culture and Sports

Mr Tijana Stanković, Agency for Control and Quality Assurance of Higher Education

Ana Dragutinović, University of Montenegro

Vladan Perazić, University of Montenegro

Professor Danilo Nikolić welcomed the attendees to the on-line meeting and informed them that since the previous PMB meeting the Technical and Financial reports for the first project year were sent to EACEA and that as soon as feedback is received all the participants will be informed on it.

He then introduced the project participants to the Agenda of the meeting.

Before beginning with the planned schedule, all the project participants agreed unanimously to adopt the 3rd PMB meeting Minutes.

Following the meeting Agenda, Vladan Perazić gave an overview of project expenditures incurred until 25th of February 2021, per partner and per budget category. He also reminded all the partners that the reported expenses will be verified only after the submission of the final report i.e. when they are verified by the EACEA.

Before proceeding with the meeting prof. Nikolić invited Marko Vukašinović to inform the attendees of the change that occurred in the organization of Montenegrin ministries that were partners on the project.

Mr Vukašinović informed that as of beginning of December the Ministry of Education and the Ministry of Science became one Ministry – the Ministry of Education, Science, Culture and Sport. Both segments will continue to be committed to project implementation and provide contribution to the achievement of its objectives. He informed that they have taken the steps for the registration of the new entity and that they will inform the consortium once they are registered on the EACEA portal as a new entity.

Prof. Nikolić informed that since the last meeting there has also been a change in the legal representative of the coordinating institution since there is an Acting Rector of the University of Montenegro and that EACA has been duly informed of this change.

Professor Redžepagić had a question on the possibility of the initial budget increase by 10%. Mr Perazić explained that 10% refers to the possible increase per budget category at the level of the entire consortium. According to Grant Agreement this can be done without asking ECASE for permission.

Ms Ana Dragutinović gave a presentation pertaining to the planned activities in the second project year. i.e. by the end of project implementation. The overview covered all the WPs.

Witin WP1 all the activities have been completed.

Within WP2 –activities related to re-design of web sites are to be completed. Activities are expected to be finalized by the end of the month. English language courses have been completed at UoM and exams are being carried out.

Within WP3 there are most activities to be implemented in II project year – development of tools for internationalization. Internatinoalization Strategies are to be adopted at UDG and University Mediterranean. UoM adopted Internationalization Strategy with Action Plan by the end of last year. Supporting documentation has been drafted by UoM. The other two universities are to develop theirs. This activity is to be completed in the month of March. Design of catalogues of courses in English is also an activity that needs to be completed before the end of the academic year.

Development of pilot summer schools will be implemented at UoM - titles of summers schools have been defined, the curricula have to be prepared as well as other practical issues. Summer schools are planned to be accredited by the end of the project.

Teaching materials need to be prepared for the summer schools and for subjects to be taught in English.

Criteria for assessing quality of internationalization need to be developed in order to obtain indicators to measure success of implementation of strategies. The deadline for this task is the end of April.

WP4 refers to implementation of all the project results, which should start already in the second project year.

Quality control process within WP5 is ongoing. In addition to continuous QA activities, an external evaluator has been hired and the external report will be provided soon. Impact analysis should be prepared by the end of the project, which will also be useful for sustainability roadmap.

Within WP 6 – dissemination is done in continuity according to Dissemination and Exploitation plan. Covid 19 pandemic has affected organization of events. Project web site and social media are regularly updated. Project Newsletter needs to be prepared and issued according to the plan. Two guides in English should be produced – Incoming students guide and Guide for incoming researchers. Numerous dissemination events that have been planned will have to be adapted due to the pandemic. Development of exploitation roadmap should be developed as the base for sustainability plan.

Within WP 7 – activities are organized throughout the project lifetime. This is the 4th project meeting, until November there will be at least one more or even more project meetings if necessary. Day to day project management is carried out. The final reports will be prepared by partners and submitted to the coordinator in order to prepare the final report at the consortium level.

The intermediate report has been uploaded on the restricted area of the project web-site.

In the discussion part, there was a question about the dynamics of the activities related to this accreditation of pilot summer schools by the representative of AKOKVO Ms Tijana Stankovic.

Prof. Nikolić explained that initially two summer schools were planned at Faculty of Maritime Studies and the Faculty of Tourism and Hotel Management of the University of Montenegro that can be done in two directions – without accreditation, which can be started very soon, while the second option is to accredit the summer school during project life-time.

Ms Stanković explained that accreditation usually takes 3 months, especially in the conditions of pandemic. Thus, it has to be planned 3 months before the date when accreditation is due.

Prof. Nikolić said that there wold be two tracks - one without accreditation and the second with accreditation. It is important to offer the summer school this summer, even without accreditation and to have it accredited for the next summer. The basic info on the summer schools is already available – the first one is related to innovation in tourism, the second to sustainability in yachting and cruise tourism. Both programmes are interdisciplinary – maritime science, tourism and innovation.

The next presentation was related to the ideas on additional activities that can be proposed.

Prof. Vukotić from UDG informed that UDG has completed the Internationalization Strategy. Regarding additional activities, they will be provided in the forthcoming period.

Katja Cerar from University Ljubljana presented their proposal of activities that can be organized and funded from the unused budget of the University of Ljubljana. They proposed organizing various workshops that can be interesting for Montenegrin universities. The following activities were propoed:

1. Promotion of studyprogrammes: presentation of the initiative Study in Slovenia by the representatives of the Ministry of Education, Science and Sport, national agency CMEPIUS and universities representatitives; presentatiton of internal organization of promotion of study programmes to attract international students;
2. Establishment of global alumni network (established in 2015) – unites Slovenian scientis, professors and others who are working abroad– this is also initiative at the national level – target group would be teaching and administrative staff and Ministry staff could join.
3. Workshop regarding support services - Career Centres provide services to students and graduates, they are also coordinating tutors at the faculty level, they establish contacts with potential employers and have also events even for international students. They have a portal where students can search for vacancies, make appointments with career advisors, admissions office can also be involved, on-line counselling started this year regarding admission procedure; two years ago info-point was established in the rectorate - good practice for international candidates and students.
4. Present Centre for Slovene as a foreign and second language to point out the importance of national language within internationalization process; they organize courses and exams and summer, spring and autumn schools of Slovene language.

Miha Lebič presented two more initiatives that could be organized by the University of Ljubljana:

1. Workshop on digitalization opportunities for international collaborations – addressing several case studies and several steps to improve internationalization; how the digitalization supports international collaborations, student recruitment, admission, student feedback etc.
2. Deliver international student project. At the University of Ljubljana there are many student interdisciplinary projects where students from different disciplines work together for a couple of months on a specific problem under mentorships of professors from those faculties - they work either on the problem from specific companies – students get competencies and the links with the companies; the other type of cooperation is with non-governmental organizations. We can implement such projects together where Montenegrin students work with students from University of Ljubljana.

Prof. Nikolić asked the proposals to be shared with all partners from Montenegro since the ideas are very good and hopefully some of them can be implemented during project lifetime.

University Mediterranean will give proposal of additional activities in the following days.

Katja Cerar asked to set a timeline as soon as possible in order to be able to plan the activities accordingly.

At the moment there are no plans to ask for the project to be extended.

Prof. Redžepagić supports the proposals from University of Ljubljana. The global idea will be shared with colleagues and proposal will be shared. He will give the proposal of UCA by the end of the week.

In conclusion, Prof. Nikolić proposed to organize internal meeting of Montenegrin universities regarding the proposal of Katja and the proposal that will be sent by the University of Cadiz and the University Cote d’Azur.

As soon as possible curricula of the summer schools will be shared with the Agency. It is realistic to organise the summer schools this summer without accreditation, but to obtain accreditation by the end of November. The idea was put forward to invite professor from University of Ljubljana and the University of Cadiz to give lectures during the summer schools and the students from all universities to take part in the summer schools.