



## Program Uczenie się przez całe życie

LEONARDO DA VINCI PROJECT „MBAIC”

MBA in Construction-Postgraduate European Common Studies in Construction Project

PROJECT NUMBER - 2013-1-PL1-LEO05-37822

### **Minutes of the Partners' Meeting London, 13<sup>th</sup> - 14<sup>th</sup> March 2014**

#### **Venue:**

CIOB Offices  
Boadway, London, UK

Participants – Paweł Nowak, (WUT), Piotr Nowak, Michael Brown (CIOB), Arunas Barvidas, (VGTU) and Tatjana Vilutiene, Leonas Ustinoviczius on Skype (VGTU), Andrzej Minasowicz, (PSMB), Eugenio Pellicer (PUV), Jose Teixeira (UMINHO), Jerzy Paślawski, Roman Milwicz (PUT).

Signed list of presence attached.

Program of the meeting attached.

Partners discussed the following:

Questionnaires on studies syllabuses were presented by all Partners. Questionnaire Final results will be sent to the promoter up to **15th April 2014** by all.

Partners discussed changes to the studies programme and divided responsibility for the modules preparation (short additional texts, Power Point Presentations and examples of exercises) – corrected syllabus ATTACHED.

WUT and VGTU will prepare first proposal of the relevant didactic materials **for the meeting in Vilnius**.

For other Partners – proposal of the slides layout – ATTACHED.

CIOB will prepare layout for the module (DOC) with introduction, bibliography, additional texts when relevant, power point presentations and exercises examples **for the meeting in Vilnius**.

Didactic materials will be printed: 200 copies in English, 100 copies in each other foreseen language.

Partners discussed **initial methodology assumptions**.

Modules will be prepared to be used as full study or, when necessary – stand alone courses.

Modules could be presented in random order.

Blended learning method will be used, with MOODLE platform.

First proposal of tutors will be prepared for meeting in Vilnius.

English language (as main language for the international courses, based on the manuals from CLOEMC III) will be used, presentations and exercises examples will be prepared in national languages. Also text related to relevant national issues (like legal aspects specific for the country), will be prepared in national languages.

Partners discussed **certification scheme**. Michael Brown mentioned possibility of Accreditation of the studies by CIOB to facilitate the Fellowship applications of Members (relevant to the NARIC Qualifications Framework)

Paweł Nowak underlined importance of dissemination, showing layout of the report and examples from other LDV projects (presentation at conferences and seminars, publications, adverts, leaflets, website, etc.) – CIOB dissemination proposal - ATTACHED

#### MANAGEMENT AND FINANCIAL ISSUES

Links to the website before 31<sup>st</sup> March 2014.

<http://www.leonardo.il.pw.edu.pl/ldvmbaic/>

#### **PAB MEMBERS FOR MBAIC LDV PROJECT, representing Universities:**

1. WUT: President Marek Garliński, PROCHEM S.A., [marek.garlinski@wp.pl](mailto:marek.garlinski@wp.pl)
2. PUV: Professor Maria del Carmen Rubio, Department of Construction Engineering University of Granada, [mcrubio@ugr.es](mailto:mcrubio@ugr.es)
3. VGTU - PhD. Eng. Darius Migilinskas, Asset Management Company UAB, [dariusmg@gmail.com](mailto:dariusmg@gmail.com)
4. PUT - Prof. Wiesław Meszek, Poznan University of Technology; [wieslaw.meszek@put.poznan.pl](mailto:wieslaw.meszek@put.poznan.pl)
5. UMINHO - dr Pedro Henriques, University of Lisbon, [pedro.henriques@tecnicu.ulisboa.pt](mailto:pedro.henriques@tecnicu.ulisboa.pt)

#### Exchange rates

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Our main currencies, Exchange rate from OCTOBER 2013:

**1 EUR = 4,228 PLN**

**1 EUR = 0,84 GBP**

**1 EUR = 3,4528 LTL**

FINANCIAL XLS files – ATTACHED

Stamp for invoices - ATTACHED

Invoices description - ATTACHED

Staff time sheets - ATTACHED

LDV MBAIC financial GUIDE - ATTACHED

Partners discussed the time and place of the next meetings. It is foreseen to meet:

- 29/30 May 2014 – VILNIUS, LT, VGTU

- 27/28 November 2014 – GUIMARAES, PT, UMINHO.

- March 2015 – VALENCIA, ES, PUV

- October 2015 – final Project Conference, POZNAŃ, PL, PUT

Additional, bilateral meetings possible, within the funds foreseen.