



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 Vilnius, 29th - 30th May 2014

Venue:

Vilnius Gediminas Technical University
Vilnius, Saulėtekio ave. 11, room SRK-II 504

Participants – Paweł Nowak, (WUT), Piotr Nowak (CIOB), Michael Brown (CIOB), Arunas Barvidas (VGTU), Tatjana Vilutiene (VGTU), Leonas Ustinoviczius (VGTU), Darius Miliginskas (VGTU), Andrzej Minasowicz, (PSMB), Eugenio Pellicer (PUV), Jose Teixeira (UMINHO), Jerzy Paślawski, Marcin Gajzler (PUT), Wiesław Meszek (PUT)

Signed list of presence attached.
Program of the meeting attached.

Partners discussed the following:

Additional questionnaires on studies syllabuses were presented by all Partners.

Questionnaire Final results will be sent to the promoter up to **15th June 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 with distribution of works ATTACHED (from 9th June 2014).

Yellow text shows subchapters with PPT already prepared.

ALL partners presented first proposal of the relevant didactic materials,
CIOB presented layout for the module (DOC) with introduction, bibliography, additional texts when relevant, power point presentations and exercises examples.

Didactic materials.

- short intro for all 10 modules (EACH module LEADER will prepare: module aim and learning objectives)
- additional texts where relevant
- power point presentations
- exercises examples (ATTACHED)
- bibliography in national languages where possible

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

GENERAL REMARKS:

- **20-30 slides per subchapter - maximum**
- **Files in PPT and DOC – named with title of subchapter**
- **ALL TEXTS, taken from manuals – MARKED CLEARLY in the manual text (DOC) in BLUE to allow easier indication of texts for translations**
- **EXERCISES at the end of slides, ALWAYS with ANSWER KEY (in separate DOC file)**
- **ADDITIONAL BIBLIOGRAPHY in NATIONAL LANGUAGE WILL BE ADDED**

For the INTERIM REPORT we are obliged to prepare around **60% or more of Didactic materials**. The interim report shows the status of the project after first twelve months. Please look at the schedule ATTACHED.

Partners discussed **first draft of methodology assumptions** prepared by UMINHO.

Methodology has to be ready for INTERIM REPORT (October 2014)

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. Separate platforms will be prepared for different languages.

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. Dissemination report to be sent to Promoter before 15th June 2014. Please circulate the leaflet (tranalte if you fill it is necessary – leaflet sent by e-mail 15.05.2014)

MANAGEMENT AND FINANCIAL ISSUES

Links to the website ASAP.

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

FINANCIAL XLS files, Stamp for invoices, Invoices description, Staff time sheets

LDV MBAIC financial GUIDE – ATTACHED to the minutes from London (sent 27.03.2014)

INTERNAL REPORT SENT by 15th JUNE 2014-06-09

SCHEDULE OF THE PROJECT ATTACHED – please note – our official content related and financial report HAS TO BE SENT TO THE AGENCY by 30th NOVEMBER 2014, so Partners are kindly asked to send us report with associated documents before 15th November 2014.

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

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

- March 2015 – VALENCIA, ES, PUV

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

Additional, bilateral meetings possible, within the funds foreseen.