

University of Sarajevo  
Mechanical Engineering Faculty Sarajevo  
Department of Industrial Engineering and Management

## **eVIVA**

### **Enhancing and Validating service related competences in Versatile learning environments in Western Balkan Universities Erasmus+ Project No: 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP National Erasmus+ Office in Bosnia and Herzegovina monitoring visit**

**Date of the NEO BH monitoring visit:** 04.06.2021.

**Beginning of the meeting:** 09:00

**End of the meeting:** 12:30

**Venue of the meeting:** Room no. 101 at the Mechanical Engineering Faculty Sarajevo

#### **Meeting participants:**

##### **On behalf of National Erasmus+ Office in Bosnia and Herzegovina:**

1. Mr. Suad Muhibić, Head of National Erasmus+ Office in BiH
2. Mahira Zonić, Project Officer, National Erasmus+ Office in BiH
3. Maša Vinsbah, Assistant, National Erasmus+ Office in BiH

##### **On behalf of the University of Sarajevo, Mechanical Engineering Faculty (MEF UNSA):**

1. prof. dr. Izet Bijelonja, dean and eVIVA UNSA project team member
2. prof. dr. Mugdim Pašić, eVIVA UNSA project team leader and Head of Department of Industrial Engineering and Management
3. prof. dr. Branko Vučijak, eVIVA UNSA project team member
4. assoc. prof. dr. Edin Kadrić, eVIVA UNSA project team member
5. ass. prof. dr. Mirza Pašić, eVIVA UNSA project team member
6. senior ass. Ajdin Vatreš, eVIVA UNSA project team member

##### **On behalf of the University of Sarajevo, Rectorate (UNSA):**

1. Ms. Lejla Dizdarević, associate expert at the Center for research and development of the University of Sarajevo.

##### **On behalf of University Sarajevo School of Science and Technology (SSST):**

1. prof. dr. Belma Ramić-Brkić, dean, eVIVA project team leader at the University Sarajevo School of Science and Technology

##### **On behalf of the project coordinator institution European University of Tirana:**

1. Dr. Ketrina Çabiri Mijo, eVIVA project coordinator and director, Office for Project Development and Partnership, UET and Lecturer, Department of Applied Social Sciences, UET (European University of Tirana) – online

The visit was initiated by National Erasmus+ Office in Bosnia and Herzegovina and was implemented on behalf of the Education, Audiovisual and Culture Executive Agency (EACEA) as part of the standard monitoring arrangements for Erasmus+ projects. The letter to Rector of the University of Sarajevo prof. dr. Rifat Škrijelj, announcing this monitoring visit, was sent by National Erasmus+ Office in Bosnia and Herzegovina on 7 May 2021. Questionnaire that should be filled in prior to the scheduled date of the monitoring visit was received from National Erasmus+ Office in Bosnia and Herzegovina on Friday, 21 May 2021 at 13:54. Completed and filled questionnaire was sent back to National Erasmus+ Office in Bosnia and Herzegovina on Friday, 28 May 2021 at 14:35.

Proposed agenda of the meeting was adopted as follows:

1. Welcome addresses and opening words
2. Presentation of prof. dr. Mugdim Pašić, UNSA eVIVA project team leader
3. Presentation of dr. Ketrina Čabiri Mijo, project coordinator
4. Address of prof. dr. Belma Ramić-Brkić, SSST eVIVA project team leader
5. Questions and Answers - Discussion
6. Closing words

#### **Ad. 1**

Dean prof. dr. Izet Bijelonja, prof. dr. Mugdim Pašić and other UNSA eVIVA project team members welcomed National Erasmus+ Office in Bosnia and Herzegovina in their activity of eVIVA monitoring visit. Mr. Suad Muhibić explained the purpose of this visit and expressed that Mechanical Engineering Faculty Sarajevo and MEF UNSA eVIVA project team is recognized with its qualities regarding implementation Erasmus+ CBHE projects.

#### **Ad. 2**

Prof. dr. Mugdim Pašić delivered detailed and comprehensive presentation of the project implementation with emphasis on deliverables and results achieved by the University of Sarajevo/ Mechanical Engineering Faculty. The presentation is fully based on filled questionnaire and e-VIVA project Table of achieved results. Filled questionnaire and e-VIVA project Table of achieved results as well as power point presentation are attached to the minutes.

Presentation started at 09:15 and finished at 10:45.

#### **WP1 Preparation: Research and needs analysis – Completed**

- 1.1 Research Framework (was prepared for all methods used)
- 1.2 Online and offline questionnaire
- 1.3 National report
- 1.4 Transnational Report

#### **WP2 Development: Service related competences learning approach (incl. validation) – Completed**

- 2.1 Manual and descriptive pattern of the learning project/activity
- 2.2 Inventory of sub-competences
- 2.3 Reference Systems
- 2.4 Didactic framework
- 2.5 Competence framework
- 2.6 Learning Objects and Modules
- 2.7 Catalogue of suitable assessment systems
- 2.8 Evidencing and documentation

### **WP3 Development: Training and counselling of HE staff – Completed**

#### **3.1. Staff training packs**

#### **3.2. Staff training and counselling**

The first is the training of staff to EU institutions and the second is composed by the project partner (following the indicators in the project proposal) as in house trainings with students, staff and businesses.

The first:

- Kickoff meeting
- Lisbon Training and Management Meeting
- Vienna Training and Management Meeting
- Essen Training and Management Meeting
- Online Meetings (6 online meetings organized)
- Mahara Platform established for EVIVA project

The second - Trainings were provided for three categories of stakeholders:

- One training with students, 30 students by project partner
- Two trainings with academic staff,
- One workshop with business community.

### **MEF UNSA achievements and results:**

#### **Training of students:**

The first generation of students:

- two courses with 50 (Management) +39 (Operational Analysis) students (some students attended both courses).

- 30 students (max allowed) were registered on eVIVA Mahara platform for certification

MEF UNSA did extra efforts (not required by the project) and enrolled the second generation of students

- two courses with 37 (Management) +25 (Operational Analysis) students (some students attended both courses).

- 30 students (max allowed) were registered on eVIVA Mahara platform for certification.

Total number of students trained for certification – 60 out of 30 requested

MEF UNSA Total number of delivered training sessions/workshops for students: 24 out of 1 requested

#### **Training of Staff**

Two-stage training (during the piloting/ and after the piloting/share of experience) was done.

MEF UNSA Total number of delivered training sessions/workshops for academic staff: 5 out of 2 requested Training of staff.

#### **Workshop for Enterprises/SMEs**

As predicted in the project proposal and recommended by the Albanian NEO during the monitoring visit, the inclusion of business sector/SMEs in an earlier stage of the project is important (not only in the end of the project when students need to testimony their internship/employment). Business sector needs to be aware of competence development, Level 5 methodology, Certificate of Students on Service Related Competences, practical examples, etc. and provide feedback,

MEF UNSA Total number of delivered training sessions/workshops for businesses: 1 out of 1 requested.



### 3.3. Implementation report – MEF UNSA Completed

MEF UNSA completed implementation report and submitted it to the project coordinator.

## **WP4 Development Piloting the Competence-based learning approach**

### 4.1 Learning agreement

Delayed (Postponed) because of pandemic until implementation of student's study visits to programme countries

### 4.2 Learning phase/Traineeship

Delayed (Postponed) because of pandemic until implementation of student's study visits to programme countries

### 4.3. Interim Evaluation

Form to be completed after student's study visit

### 4.4 Assessments

MEF UNSA Assessment Completed

At the project level Assessment pending after student's study visits

### 4.5 Rating of the learners

MEF UNSA rating of the learners Completed

At the project level rating of the learners pending after student's study visits

### 4.6 Certification

MEF UNSA Certification of students Completed

27 students (the first generation) and up to 30 students (the second generation).

At the project level rating Certification pending after student's study visits

### 4.7 Experience reports

MEF UNSA - Completed

## **WP5 Quality and evaluation**

### 5.1 Evaluation Plan - Completed

### 5.2 Interim evaluation report - Completed

Final evaluation report will be prepared for the whole duration of the project Project Sustainability Plan is expected to be delivered soon by Blinc and die Berater. This task is in progress.

### 5.3. External evaluation reports - Submitted as a draft

## **WP6 Dissemination and Exploitation**

### 6.1 Development of project visual identity and project promotional instruments – Completed

### 6.2 Dissemination Strategy – Completed

### 6.3 Conference or journal papers submission

Department of Industrial Engineering and Management of the Mechanical Engineering Faculty, University of Sarajevo is organizing and coordinating writing and publishing of the scientific paper based on the whole project.

### 6.4 National Info Day

MEF UNSA organized 2 national eVIVA info days (on 30.05.2019. and on 22.09.2020.) - Completed

### 6.5 Transnational dissemination conference

Pending - 1 transnational dissemination conference that will be organized at UET premises

### 6.6 Interim and final report on dissemination and exploitation

MEF UNSA – two reports submitted

## **WP7 Management**

### 7.1 Steering Committee and Advisory Board

Management plan - Completed

Details on the committee members and structures can be found in the project website:

<https://evivaproject.eu/> (About Us/Steering Committee)

## 7.2 Progress project report

MEF UNSA Mid-term project report submitted to project coordinator

Mid-term Progress project report submitted

## Meetings:

Kickoff meeting in Tirana

Lisbon Training and Management Meeting

Vienna Training and Management Meeting

Essen Training and Management Meeting

Pending two meetings in Skopje and Tirana in 2021 (requested non-cost project extension)

Online Meetings (6 online meetings organized)

Prof. Mugdim Pašić informed NEO BH that project coordinator sent request for non-cost extension of the project to EEAC was sent on Thursday, April 29, 2021 including revised work plan (Request and revised plan are attached to the minutes). We are still waiting the reply from EACEA.

All documents per work packages produced by MEF UNSA were presented to NEO BH as well as web pages links of dissemination.



MEF UNSA eVIVA project team members

## Ad 3.

Presentation of dr. Ketrina Čabiri Mijo, project coordinator.



dr. Ketrina Çabiri Mijo explained in details implementation progress of the project. Presentation of dr. Ketrina Çabiri Mijo is fully based on the data given in the filled questionnaire regarding overall performance of the project and implementation of all work packages. dr. Ketrina Çabiri Mijo also informed NEO BH that the Request for non-cost extension of the project to EEAC was sent on Thursday, April 29, 2021 including revised work plan. Filled questionnaire and e-VIVA Project table of achieved results are attached to the minutes.

Presentation of dr. Ketrina Çabiri Mijo started at 10:45 and finished at 11:30.

#### **Ad 4.**

Prof. dr. Belma Ramić-Brkić informed NEO BH about implementation progress and achieved results by SSST. Prof. dr. Belma Ramić-Brkić informed that SSST will soon complete LEVEL 5 validation and certification of trained students and other activities related to this task. Prof. dr. Belma Ramić-Brkić expressed wish of all partners to get approval of EACEA for the non-cost extension of the project since the study visit of the students is very important segment of the implementation of the project.

#### **Ad 5.**

During discussions some aspects of the Erasmus+ CBHE implementation were discussed, as well as lessons learned.

#### **Ad 6.**

In the closing words prof. dr. Mugdim Pašić thanked NEO BH for the visit and expressed the highly positive attitude of MEF UNSA eVIVA project team towards the implementation of the project emphasising that each member of team has done its best to have MEF UNSA excellent implementation results.

Mr. Suad Muhibić said that he did not expect anything else but what he heard during the meeting. He congratulated to prof. Mugdim Pašić for excellent performances in the implementation of eVIVA project and that it will be emphasised in the report. Also, he said that this team from the Mechanical Engineering Faculty is fully capable to be project coordinator of another Erasmus+ CBHE project and that the call for proposals for new projects will be this Fall. Also, Mr. Suad Muhibić expressed thanks to dean prof. Izet Bijelonja and rector prof. dr. Rifat Škrijelj for their support to Erasmus+ CBHE projects.

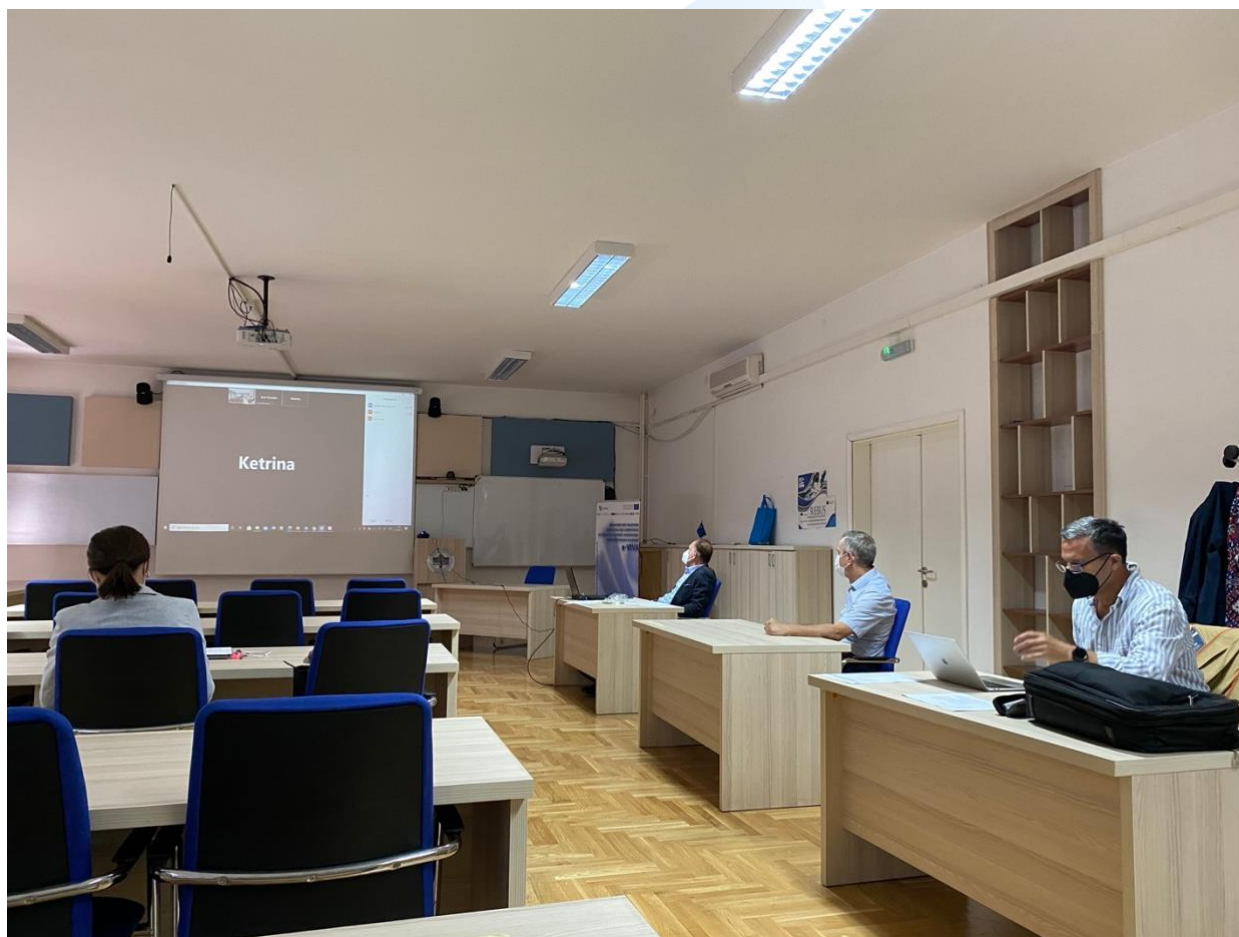


Joint picture of the meeting participants



Presentation of prof. dr. Mugdim Pašić, eVIVA MEF UNSA project team leader





Online presentation of eVIVA project coordinator dr. Ketrina Çabiri Mijo