

Meeting:
WP5
Date of meeting:

 28th and 29th October 2019

Minutes prepared by:

Dinka Grubišić

1. Purposes of Meeting

- Preparation of the mobility plan for students and staff
- Preparation of the report on the WP 5 workshop results

2. Attendance at Meeting
Members of WP5

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3. Agenda

1. Preparation of the mobility plan for students and staff
2. Discussion about documents which have to be prepared for mobility participants (students and teachers) regarding departure and submission of reports upon return from PI
3. Preparation of the report on the WP 5 workshop results
4. Any other business

4. Meeting Notes, Decisions, Issues

AD-1

Initially, a discussion was held on a joint meeting held with WP3, about a mobility plan proposed by partner institutions (PI). A list of students who will participate in mobility between PIs (mobility plan) has been provided by WP3. Due to lack of time, the materials did not include information on teacher mobility, although that information were agreed at joint meeting of WP3 and WP5. This information will be provided subsequently and will be sent to all PI.

The provided information showed that all institutions, except AUT and UNKO, have proposed students to participate in mobility. AUT and UNKO do not yet have a PhD degree study programme and will provide information on students and potential topics and mentors at a later date.

Potential co-mentorships and teacher participation in doctoral defence committees were also agreed, which will be a particular contribution to expanding collaboration between PI.

Some PI have nominated more candidates for mobility and it was agreed that the decision on the final proposal of candidates would be made at the level of individual PI.

PI that have proposed more applicants for mobility have asked the project manager to enable mobility for more students (more than 2-3 per PI), through a shorter stay at the PI, but at the same cost. The project manager agreed in principle with the request and agreed to act in this way, if it will be necessary.

It was also agreed that the current data on planned student and teacher mobility would be sent to all PI and that they would supplement the candidate list and send it back to the WP5 coordinators. A 14-day deadline for submitting changes will be given.

AD-2

Discussion about documents which have to be prepared for mobility participants (students and teachers) regarding departure and submission of reports upon return from PI was conducted. A financing agreement between institutions and mobility actors should also be prepared. It was agreed that each of the partners will check how such contracts look like at their institution. Documents will be made and put on the web page of the project.

AD-3

At the end of the meeting, a way of presenting the report was agreed. The summarized plan of the mobility by institutions will be presented, with the emphasis that the changes should be made on time in order that the final results (mobility plan) can be published on the project website up to date.

AD-4

The forthcoming WP5 activities related to holding mentoring workshops were discussed. Mentoring workshops will be organized at the EU PI. Plans will be sent to PI Coordinators from WP5.

5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>
• WP5 coordinators will send Minutes to members of WP5 on review	WP5 coordinators	11/11/2019
• Members of WP5 will send comments and/or corrections on Minutes to the WP5 coordinators.	WP 5 members	2/12/2019
• After the agreement with WP3, WP5 coordinators will send Mobility plan for students and staff to WP 5 members	WP5 coordinators	22/11/2019
• WP5 members will consult their WP3 representatives and local project leader and shall send comments and/or corrections on Mobility plan for students and staff- make final decision for their institution to WP5 coordinators	WP 5 members	30/11/2019
• WP5 coordinators will publish final Mobility plan for students and staff on HARISA web page	WP5 coordinators	05/12/2019

6. Next Meeting