

QAinAL



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Minutes of the Consortium meeting

**STUDY VISIT at the University
Politehnica from Bucharest during the
ERASMUS+ PROJECT**

**“Strategic Support on Strengthening
the Quality Assurance Structures at
the Private Higher Education
Institutions in Albania”**

QAinAL

**Project no. 561510-EPP-1-2015-1-AT-EPPKA2-
CBHE-JP**

June 3rd, 2016

Venue:

*University Politehnica from Bucharest
Splaiul Independentei nr. 313, sector 6,
Bucuresti, ROMANIA*

During the consortium meeting several points have been discussed and following decisions were taken based on the participants agreement:

1. Traveling

- If the time spent is less than half a day, then the cost of stay for that day cannot be claimed.
- Decisions regarding the reimbursement mechanism:
 - Partners should chose accommodation and flights so that the money received for traveling + cost of stay to cover these costs, so that no one to have a loss.
 - In Romania it was not a problem, but in Salzburg might be a problem.
 - Peter must know in advance in order to make the cheapest hotel reservations (besides, there might be the possibility to have a free room).
- The **next study visit should be in Salzburg** (should not be in June, July, August) and it could last for a whole week or only for 3 days.
 - The **decision was to have the meeting between September, 28th-30th.**

2. Reimbursement

- Reimbursement will be done according to the days spent in the workshop.
- Traveling days are considered for cost of stay.

3. Accreditation agency

- We all agreed to spend 2500 Euro from your equipment for the Accreditation agency in Albania.
- The Accreditation agency asked for staff cost, but we cannot transfer them staff costs because of the Erasmus regulations.
- The way to include the Accreditation agency in the project was agreed to be the following: Peter Eckl will approach the agency and 2500 from each partner's fund will be transferred to the agency.

4. Partner from Genova

- They want to get the money directly from Salzburg, but not from their own university. It was not accepted, as it would be against the Erasmus regulations

- The partnership agreement was not received from them → it was decided that Peter Eckl will approach the officials of the university in order to get the documents signed.

5. Equipment purchase

- Peter Eckl needs a list with what equipment should be bought and if the partners have special interests.
- It was announced that there might be possible to buy e-books and periodicals subscriptions, but Peter Eckl should ask again at the EU Commission → It was decided that the procedure to be as follows:
 - the partners send their request to Peter Eckl and he will ask at the commission if it is possible to be acquired.
 - the lists should be sent to Peter Eckl by June, 24th.
- Somebody has to do the tendering or each partner should do it on its own? More options have been investigated and in the end it was decided that the tendering will be done by UNYT.

6. VAT Exemption

- The VAT is a problem but the good part is that the ministry is part of the project.
- The best practice in this field is that one has to pay first the VAT and then (s)he gets reimbursed.
- In Albania there is no VAT Exemption and so the commission has to approve this.
- It was agreed that Peter Eckl will have the ministry write the letter regarding the VAT Exemption and then Peter Eckl will send it to the commission.

7. Final comment

- We have to evaluate the workshop meeting → Peter Eckl will send the link → please fill in the questionnaire.