

# MINUTES

of the study visit at the University of Salzburg, Austria

**28-30 September, 2016**

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

**University of Salzburg, Austria:**  
PARIS-LODRON UNIVERSITY SALZBURG  
Hellbrunnerstr. 34,  
Salzburg, Austria  
A-5020

*Project number: 561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP*

## I. List of Participants

Participants of the study visit held at Paris-Lodron University Salzburg, were the following:

1. Peter Eckl, Paris-Lodron University of Salzburg
2. Peter Mayr, Paris-Lodron University of Salzburg
3. Mariana Mocanu, University of Politehnica in Bucharest
4. Costin Chiru, University of Politehnica in Bucharest
5. Mjellma Carabregu, WUS Kosova
6. Luljeta Aliu, WUS Kosova
7. Kushtim Zeqiri, Kolegji “Pjeter Budi”
8. Nertila Gjini, University of New York Tirana
9. Brikena Kazazi, University of New York Tirana
10. Edlira Late, University of New York Tirana
11. Suzana Guxholli, University of New York Tirana
12. Eurona Leka, “Marin Barleti” University
13. Migena Kapllani, “Marin Barleti” University
14. Elona Karafili, POLIS University
15. Manjola Hoxha, POLIS University
16. Alketa Sulaj, POLIS University
17. Aurel Plasa, POLIS University
18. Megi Puka, European University of Tirana
19. Lutjona Lula, Europena University of Tirana
20. Orkida Llohari, European University of Tirana
21. Fatri Morina, European University of Tirana
22. Islam Jusufi, EPOKA University
23. Erinda Imeraj, EPOKA University
24. Ervin Sulika, EPOKA University
25. Tekim Peza, EPOKA University

## II. Minutes

### September 28, 2016

- The meeting was opened and the participants were welcomed by the Vice-rector, Prof. Dr. Fatima Ferreira, Dean of the Faculty of Natural Sciences of the University of Salzburg, Prof. Dr. Arne Bathke and the Chairman of the Department of Cell Biology and Physiology, Prof. Dr. Peter Eckl. In addition Fatima Ferreira gave a presentation on the University of Salzburg.
- Mag. Irina Veliz-Delgado delivered a presentation on the topic “Online course and examination management system PlusOnline”
- MA. MA. Eva Mayringer delivered a presentation on the topic “Quality Management Teaching
- Luljeta Aliu and Mjellma Carabregu from WUS Kosova delivered a presentation on the “Importance of developing sustainable strategic documents for the HEIs – Lesson learnt from the international projects.
- A brainstorming session lead by Mjellma Carabregu and Luljeta Aliu from WUS Kosova was held on the topic: Identification of the list of documents that each HEI needs to develop/update. The summary of the Brainstorming Session is attached as an annex to the minutes.

### September 29, 2016

- The second day started with the presentation delivered by Dr. Gabriele Erhart on the topic: “Library including online services”
- The second presentation was delivered by Dr. Martin Mader on the topic: “Career Center”
- Mag. Elisabeth Egger delivered a presentation on the topic: The research documentation system FODOK”
- MSc. Richard Posch delivered a presentation on the topic: “Duties of the Center; plagiarism testing”
- The last presentation of the day was delivered by Dr. Erika Hebenstreit on the topic “Research support and evaluation”

### September 30, 2016

- On the last day of the study visit the first presentation was delivered by Dr. Ulrike Greiner on the topic “School of Education”
- The second presentation was delivered by Mag. Peter Engel on the topic “Student’s union study service center”
- After the presentations a Project Consortium meeting was held.

## **Summary of Project Consortium meeting, held on September 30, 2016:**

The members of consortium discussed and agreed about the following issues:

- **Financial issues:** Claiming of staff costs, travel costs and costs of stay: Consortium agreed that Prof. Dr. Peter Eckl, project grant-holder drafts a text about claiming these types of costs via email. Each project partner should confirm to have read and understood the following text:

### ***Staff costs:***

*The staff costs are and their distribution (managerial, teacher, technical and administrative personnel) are to be invoiced as foreseen in the budget.*

### ***Costs of stay:***

*The costs of stay are calculated as follows:*

*According to the regulations they are calculated per day. This means: When a stay requires to travel one day earlier according to the agenda, and to leave the next day according to the available transportation, the actual days of stay plus the travelling days can be claimed.*

*There is, however, an exception: If the transportation does not require a full day each then only one day can be claimed. In case the stay is extended this has no influence on these regulations. Only project related activities can be claimed.*

### ***Reporting:***

*Reporting concerns all activities and is set the way that due to the delay in receiving and distributing the budget the first reporting is due by Oct. 14. Thereafter reporting has to be done every six months.*

- **Equipment Purchase:** The next Meeting on equipment purchase will be scheduled by October, at New York University, via separate email. All the project partners in Albania have signed the Memorandum of Understanding by agreeing on procedures for the equipment purchase.
- **Report of activities for the first year:** All the consortium members were informed about the activities implemented until September 30, 2016.
- **Preparation of the calendar for the 2<sup>nd</sup> year:** All the activities related to the 2<sup>nd</sup> year have been discussed, while the dates for the upcoming trainings, study visits and roundtable will be set via doodle.

### III. Agenda

## AGENDA

of the study visit at the University of Salzburg, Austria  
**28-30 September, 2016**

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

*Project number: 561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP*

<b>Wednesday</b>	<b>September 28, 2016</b>
<b>Venue:</b>	University of Salzburg (Faculty of Natural Sciences)
<b>9:00 – 10:30</b>	Opening session: <ul style="list-style-type: none"> <li>• <b>Prof. Dr. Fatima Ferreira</b>, Vice-rector for research, University of Salzburg</li> <li>• <b>Prof. Dr. Arne Bathke</b>, Dean of the Faculty of Natural Sciences of the University of Salzburg.</li> <li>• <b>Prof. Mag. Dr. Peter Eckl</b>, Chairman of the Department of Cell Biology and Physiology</li> </ul>
<b>10:30 – 11:00</b>	Coffee break
<b>11:00 – 11:30</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Mag. Irina Veliz-Delgado</b> and <b>Univ.-Prof. Mag. Dr. Peter Eckl</b></li> </ul> <b>Topic:</b> “Online course and examination management system PlusOnline”
<b>11.30 – 12.00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Mag. Peter Mayr</b></li> </ul> <b>Topic:</b> “International office, University of Salzburg”
<b>Afternoon session</b>	
<b>14:00 – 15:00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>MA MA Eva Mayringer</b>, Quality Management Office</li> </ul> <b>Topic:</b> “Quality management teaching”.
<b>15.00 – 16.00</b>	<b>Importance of developing sustainable strategic documents for the HEIs – Lessons learnt from the international projects, WUS Kosova</b>
<b>16.00 – 17.30</b>	Brainstorming session: <i>Identification of the list of documents that each HEI needs to develop / update?</i>  Lead by: WUS Kosova



<b>Thursday</b>	<b>September 29, 2016</b>
<b>Venue:</b>	University of Salzburg (University Library)
<b>9:00 – 10:30</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Dr. Gabriele Erhart</b>, University Library <b>Topic:</b> “Library including online services”.</li> </ul>
<b>Venue:</b>	University of Salzburg (Assembly Hall of the Senate)
<b>11:00 – 12:00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Mag. Dr. Martin Mader</b> <b>Topic:</b> “Career Center”</li> </ul>
<b>12:00 – 13:30</b>	Lunch break
<b>Afternoon session</b>	
<b>13:30 – 14:15</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Mag. Elisabeth Egger</b>, Research Support Unit <b>Topic:</b> “The research documentation system FODOK”</li> </ul>
<b>14:15 – 15:00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>MSc. Richard Posch</b>, Center for Flexible Learning <b>Topic:</b> “Duties of the Center; plagiarism testing”</li> </ul>
<b>15.00 – 16.00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Dr. Erika Hebenstreit</b>, Research Support Unit <b>Topic:</b> „Research support and evaluation“</li> </ul>

<b>Friday</b>	<b>September 30, 2016</b>
<b>Venue:</b>	University of Salzburg (Unipark Nonntal)
<b>9:00 – 11:00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Priv.-Doz. MMag. DDr. Ulrike Greiner</b>, University of Salzburg <b>Topic:</b> “School of Education”</li> </ul>
<b>11:00 – 12:00</b>	Presentation by: <ul style="list-style-type: none"> <li>• <b>Mag. Peter Engel</b>, ÖH Beratungszentrum <b>Topic:</b> “Student`s union study service center”</li> </ul>
<b>12.00 – 13.30</b>	Lunch break
<b>Afternoon session</b>	
<b>13:30 – 16:00</b>	Project consortium meeting



## **LIST OF ANNEXES:**

**ANNEX 1:** Presentations

**ANNEX 2:** Summary of the Brainstorming Session: “Identification of the list of documents that each HEI needs to develop/update”

**ANNEX 3:** Report on the status of implementation of the activities for the 1<sup>st</sup> year.

**ANNEX 4:** Calendar of the activities for the 2<sup>nd</sup> year. Exact dates will be put after the partners have confirmed their availability via doodle.

**ANNEX 5:** Signed list of participants