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**Sent:** otrdiena, 2021. gada 16. novembris 18:42  
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**Cc:** Darja Korabicka <Darja.Korabicka@rtu.lv>  
**Subject:** SybPhys: meeting in Riga on November 15-16th. A summary and action points.

Dear partners,

Here is a short summary and action points concerning the MC and WS meeting held on November 15 – 16th 2021.

Since RTU team does not have the e-mails of all meeting participants, please resend to your colleagues: Argun, Veligorskiy, Pristupa, Tron, etc.

Participants: RTU, KU Leuven, UCY, CPNU, KhNAHU, KNU. Total 17 persons

Agenda of the meeting:

1. Information about the project progress
2. A WP2: Acceptance of new study programs and courses by the Ministry of Education on Ukraine and by Partner’ universities.

* Suggested to speed up accreditation procedures for courses and education programs, when it is possible (since KNU and KhNAHU promise to finish in autumn 2022).
* To publish new/ updated curricular not only at websites of the partners, but also at e-library of CybPhys (BSU and digital twin – CPNU)
* To publish proofs of accreditation at the e-library of CybPhys – CPNU, KhNAHU, KNU.
* 3 students of KhNAHU will be ready to start courses on Double Degree at RTU in 2022 – KhNAHU.

1. WP2: Arrangements for testing of new developed and modernised courses..

* Partners will report with a feedback from:
  + students by courses
  + academic/teacher staff involved in teaching of students by courses
  + students’ organizations
* Partner’ Reports on new curricula testing with feedback from teaching staff, students, student’ organisations and entrepreneurs (professional associations, enterprises, etc.) involved in student teaching and curricula enhancement (covered by D2.8 and D5.5). The dedlines:
  + 15.01.22
  + 14.06.22
* RTU will distribute recommended templates of questionnaires, consolidated reporting forms. Partners may adjust questionnaires and to translate to Ukrainian language
* QA team will work in order to harmonise and make a commitment among partners about methods of getting a feedback form university’ internal stakeholders.

1. WP2: Preparation for Report on Testing of developed courses and study programs in the universities

* RTU will prepare a template of the Testing report.

1. WP2: Implementation of electronic text books

* The leaders of e-books 3, 6 and 7 will make improvements according to recommendations of Publish House of RTU
* RTU will try to get any materials from BSU related to e-books 4, 5 and 9.
* To clarify about references in the e-book 2 – RTU and KU Leuven.

1. WP5: Quality Assurance. QAP. Progress.

- To arrange a QA Team meeting aiming to reinforce job of partner’s local QA teams. UCY and partners.

- To agree methodology for courses testing and getting feedback. UCY and the partners.

1. WP6: Dissemination of results. Dissemination and Exploitation plan. Progress.

* To prepare a new version of a Dissemination and Exploitation plan according to EACEA recommendations – KNU by December 15th.
* Based on partners Dissemination reports WP6 leader will suggest materials for publication at CybPys website – KNU.
* To create a CybPhys group in Instagram – KNU and partners.
* To create clips about CybPhys for publication on You Tube – all partners.

1. WP3: Application of innovative teaching methods & electronic environments. Progress.

* Accepted. No actions have been identified.

1. WP4: Developing the Sharing Modelling and Simulation Environment platform. Progress

* To accept schedule of SMSE development.
* To include end users training in the schedule – CPNU.

1. Planning of students training at EU universities.

* The partners have confirmed the dates of the student training school:
* RTU            17.01 – 28.01.2022
* KU Leuven  07.02 – 18.02.2022
* UCY             28.02 – 11.03.2022
* Requirements and recommendations for participants:
* Vaccinated
* Motivated
* EN language knowledge
* Laptops are recommended
* Ukrainian partners will prepare a list of the students by December 15th

1. Preparation to monitoring and evaluation of the QA by external expert

* RTU will send a report and presentation of an external expert, who worked in the ERASMUS+ PHYSICS.

1. Project financial aspects and results of additional Financial report.

* RTU is going to send a small advance payment for operating needs. The partners have to confirm, if they need an additional advance payment by the end of the year.

1. Feedback from EACEA on Midterm Technical report

* Coordinator will send a Final Report template and The e-Reports Explanatory Note. Next Midterm report om March 15th.
* QAP (D6.4): A report with recommendations for new master-level program: introduction in PCs universities beyond the project. RTU and QA team will prepare a template for the report and methods for development of a feedback from external stakeholders – RTU.

1. Other issues.
   1. Next meeting

On **December Friday 17th at 15.00** - 16.30

Agenda:

* Methods of the feedback on courses testing and reporting
* Dissemination and exploitation plan.
  1. To arrange a meeting devoted to a new ERASMUS+ project proposal after a Call will be published at EU portal – RTU.

Note:

* The slides of the presentations will be uploaded to CybPhys website and the e-library.
* A presentation of a coordinator id in attachment.

Best regards,

Anatolijs, Nadežda and RTU team

Best regards,

**Dr. sc.ing. Anatolijs Zabašta**

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