

Belgrade, December 18, 2010

MINUTES

Kick-off Meeting of the Project

Strengthening Student Role in Governance and Management at the Universities of Serbia in line with the Bologna Process (SIGMUS) 511332-TEMPUS-1-2010-1-RS-TEMPUS-SMGRSIGMUS

Venue:

**Rectorate of the University of Belgrade
Belgrade, Studentski trg 1, Room number 8
December 16, 2010, 13.00h**

Agenda:

- 13.00 – 13.10 Welcome and opening remarks
Prof. Žarko Obradović
Ministry of Education, Republic of Serbia
- 13.10 – 13.20 Welcome and opening remarks
Prof. Branko Kovačević
Rector, University of Belgrade, Belgrade, Republic of Serbia
- 13.20 – 13.30 Student focused reform processes in higher education
Prof. Srdjan S. Stanković
President, National Council of Higher Education in Serbia, Republic of Serbia
- 13.30 – 13.40 Strengthening student participation of applied studies in higher education in Republic of Serbia
Prof. Miroljub Milivojčević
National Council of Higher Education in Serbia, Republic of Serbia
- 13.40 – 13.50 Role of student representatives in the decision making process in higher education

Miša Živić,
President of the Student Conferences of Universities in Serbia, Republic of Serbia

13.50 – 14.00 Role of student organisations in the decision making process in higher education
Kristina Davidović
Representative of Student Alliance of Belgrade

14.00 – 14.20 Presentation of the project
Assoc. Prof. Ružica Maksimović
Grant coordinator of SIGMUS project, University of Belgrade, Belgrade

14.20 – 14.50 Coffee Break

14.50 – 16.30 Presentation of the partners (5 minutes per partner)

1. University of Belgrade, Belgrade, Serbia
2. University of Novi Sad, Novi Sad, Serbia
3. University of Nis, Nis, Serbia
4. State University of Novi Pazar, Novi Pazar, Serbia
5. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia
6. University of Singidunum, Belgrade, Serbia
7. Student Union of Serbia, Belgrade, Serbia
8. Ministry of Education, Belgrade, Serbia
9. National Council of Higher Education, Belgrade, Serbia
10. University of Crete, Chania, Crete, Greece
11. University of Maribor, Maribor, Slovenia
12. University of Udine, Udine, Italy
13. Middlesex University, London, United Kingdom
14. University of Megatrend, Belgrade, Serbia
15. University of Kragujevac, Kragujevac, Serbia
16. Students' Alliance Belgrade, Belgrade, Serbia
17. Student Union BOKU, Wien, Austria

16.30 – 17.30 Lunch Break

17.30 – 17.50 Operational management of the project
Assoc. Prof. Ružica Maksimović
Grant coordinator of SIGMUS project, University of Belgrade, Belgrade

17.50 – 18.20 Financial and administrative management of the project
Marija Šola
Ministry of Science and Technological Development Republic of Serbia
University of Belgrade, Serbia

18.20 – 18.40 Detailed plan of project activities in the first year of project implementation
Assoc. Prof. Ružica Maksimović
Grant coordinator of SIGMUS project, University of Belgrade, Belgrade

18.40 – 18.50 Conclusions and adjourn

On behalf of the Ministry of Education, Prof. Radivoje Mitrovic, opened the kick off meeting and focused on the importance of this project in the strengthening of student participation in governance and management at the Serbian Universities. Also, Prof. Kovacevic, pointed out that one of the most important activities would be formulating the legal framework for student participation at the University governance and management as well as developing student services.

Opening remarks were followed by presentation as per agenda and presentation of the project participants.

After the lunch break, Assoc. Professor Maksimovic focused on operational management of the project. According to the Article I.3 – Role of the beneficiaries (I.3.1.) are to:

- Have full responsibility for ensuring that the action is implemented in accordance with the agreement
- Be the intermediary for all communication between the co-beneficiaries and the Agency
- Be responsible for supplying all documents and information to the Agency which may be required under the Agreement, in particular in relation to the requests for payment
- Be responsible in the event of audits, checks or evaluations, for providing all the necessary documents, including the accounts of the co-beneficiaries, the accounting documents and signed copies of sub-contracts
- Forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the Agreement, including its Annexes
- Ensure that all information to be provided to the Agency is sent via the co-ordinator, save where the Agreement Agreements specifically
- Inform the co-ordinator of any any event liable to substantially affect or delay the implementation of the action
- Provide the co-ordinator with all the necessary documents in the even of audits, checks or evaluations
- Agree upon appropriate arrangements between themselves for the proper performance of the action, including the establishment and maintenance of an estimated budget of costs per beneficiary
- Payment Arrangements
- Technical Implementation Reports

Management of the project will include the following:

- **Project Management Board (legal representatives of all partners)**
 1. University of Belgrade, Belgrade, Serbia (UBG) – R. Maksimovic
 2. University of Novi Sad, Novi Sad, Serbia (UNS) – N. Sajlovic
 3. University of Nis, Nis, Serbia (UNI) – V. Markovic
 4. State University of Novi Pazar, Novi Pazar ,Serbia (SUNP) – C. Dolicanin
 5. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia (ADSAS) – I. Milosevic
 6. University of Singidunum, Belgrade, Serbia (US) – M. Zivic
 7. Student Union of Serbia, Belgrade, Serbia (SUS) - N. Sajlovic
 8. Ministry of Education, Belgrade, Serbia (MoE) – R. Mitrovic
 9. National Council of Higher Education, Belgrade, Serbia (NCHE) S. Stankovic
 10. University of Crete, Chania, Crete, Greece (TUC) – V. Moustakis
 11. University of Maribor, Maribor, Slovenia(UMB) - M. Kraljic

12. University of Udine, Udine, Italy (UNIUD) – E. Bergamini
13. Middlesex University, London, United Kingdom (MSU) - M. Dawney
14. University of Megatrend, Belgrade, Serbia (UM) – M. Joksimovic Pajevic
15. University of Kragujevac, Kragujevac, Serbia (UKG) – R. Krneta
16. Students' Alliance Belgrade, Belgrade, Serbia (SAB) – K. Davidovic
17. Student Union BOKU, Wien, Austria (SUB) – F. Weiberger

▪ **Steering Committee**

1. Rector of the University of Belgrade – Prof. Branko Kovacevic
2. President of the National Council of Higher Education, Republic of Serbia - Prof. Srdjan Stankovic
3. High Representative of the Ministry of Education, Republic of Serbia – Prof. Radivoje Mitrovic
4. President of the Student Conference of Universities of Serbia (one year term of office) – Misa Zivic

▪ **Quality Control Committee**

1. Representative of University of Kragujevac, Serbia – Prof. Radojka Krneta
2. Grant co-ordinator, University of Belgrade, Serbia – Prof. Ruzica Maksimovic
3. Representative of University of Maribor, Slovenia – Mladen Kraljic
4. Representative of RUC, Greece – Prof. Vassilis Moustakis
5. Representative of SAB, Serbia – Dr Kristina Davidovic
6. External Expert

Kick off meeting was attended by the following legal representatives of the partners:

1. University of Belgrade, Belgrade, Serbia (UBG) – R. Maksimovic
2. University of Novi Sad, Novi Sad, Serbia (UNS) – D. Seslija
3. University of Nis, Nis, Serbia (UNI) – V. Markovic
4. State University of Novi Pazar, Novi Pazar, Serbia (SUNP) – Z. Barbaric
5. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia (ADSAS) – I. Milosevic
6. University of Singidunum, Belgrade, Serbia (US) – M. Zivic, L. Drazeta
7. Student Union of Serbia, Belgrade, Serbia (SUS) – N. Sajlovic
8. Ministry of Education, Belgrade, Serbia (MoE) – R. Mitrovic
9. National Council of Higher Education, Belgrade, Serbia (NCHE) – S. Stankovic
10. University of Maribor, Maribor, Slovenia (UMB) - M. Kraljic
11. University of Udine, Udine, Italy (UNIUD) – S. Benetton, F. Dean
12. University of Megatrend, Belgrade, Serbia (UM) – M. Joksimovic Pajevic
13. University of Kragujevac, Kragujevac, Serbia (UKG) – R. Krneta
14. Students' Alliance Belgrade, Belgrade, Serbia (SAB) – K. Davidovic
15. Student Union BOKU, Wien, Austria (SUB) – F. Weinberger

Excused from the meeting were:

1. Prof. Vassilis Moustakis, TUC, Chania, Greece

2. Prof. Michael Dawny, Middlesex University, London, UK

The meeting was also attended by the following students representatives:

1. Milan Popović, student prorektor UB, SPUB
2. Aleksandar Tolić, president of the Student Parliament UB (SPUB), (SKONUS)
3. Miloš Mitrović, secretary of the Student Parliament of the UB, (SKONUS)
4. Petar Debelnogić, vice president of the the UB, (SKONUS)
5. Miša Živić, president of SKONUSa (University of Nis)
6. Nikola Mijailović, SPUB, vice president of SKONUSa
7. Stefan Babić, vice president of SKONUS
8. Vladimir Antonijević, former president of SKONUS
9. Aleksandar Popović, SPUB, SKONUS, HERE team
10. Balša Đuković, SPUB, SKONUS
11. Milica Filajdić, SPUB
12. Krsto Stanišić, SPUB, SKONUS
13. Željko Savić, SPUB, SKONUS
14. Milovan Kalezić, SPUB
15. Marko Pavlović, SPUB
16. Jovan Ličina, SPUB, deputy president of SKONUSa
17. Nenad Jovanovic, member of HERE team, UNI
18. Milan Ličanin, student prorektor UNI
19. Miloš Nešić, president of the Student Parliament UNI
20. Stefan Aleksić, student prorektor UKG
21. Cornelia Kramsall (Chair of Department for Social Affairs at SUB, and National Board for Social Affairs)

Marija Sola presented some of the most important procedures for payment the grant to the partner. R. Maksimovic pointed out that the whole administrative management of the project will be done by the University of Belgrade with contributions and in coordination with all partners. Intermediary report as well as final report will be based on the analysis papers produced by all members.

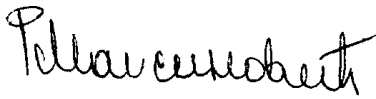
Also, R. Maksimovic, presented plan of the activities for the first project year, attached as a separate file. For every work package, a team will be formed by a lead institution. Wider members of the working group will be selected representatives of every partner University/institution who will work together in order to coordinate their activities. Person responsible for the work package is the person who is a legal representative of the partner University/institution.

Conclusions

- Importance of the project for the student participation in governance and management at the Serbian Universities was pointed out by Prof. Radivoje Mitrovic from the Ministry of Education and Prof. Branko Kovacevic, rector of the University of Belgrade

- Every partner institution was presented during the meeting, with outline of the structure of the University/institution and major activities related to participation of students in governance and management of the respective organization and activities of student services
- Management of the project was defined through forming Project Management Board, Steering Committee and Quality Control Committee
- Operational management of the project was discussed
- Activities to be carried out during the first project year were presented and discussed

Kick off meeting was very successful and instrumental for smooth running of the project and represents activities within work package **Management of the Project**.



Ružica Maksimović
Coordinator of SIGMUS project