

Belgrade, December 14, 2011

## MINUTES

**Re: Coordination 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**

PMB meeting,  
December 13, 2011  
Rectorate, University of Belgrade, Studentski trg 1.

1. Administrative/financial management of the project activities
  - Incomplete supporting documents for the trips
  - Procedures for the trips
  - Internal conventions for the trips between the partner institutions
2. Budget for partner institutions
  - Financing
  - Co-financing
3. External expert
4. Equipment procurement
5. Overview of the project activities
6. SIGMUS web site
7. Application of SKASSS-a I SKONUS for partnership in SIGMUS project
8. Meeting on Zlatibor

### *List of participants*

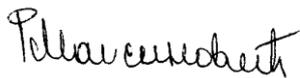
1. University of Belgrade, Belgrade, Serbia (UBG) – R. Maksimovic
2. University of Belgrade – Milica Filajdjic
3. University of Novi Sad, Novi Sad, Serbia (UNS) – D. Seslija
4. University of Nis, Nis, Serbia (UNI) – V. Markovic
5. University of Nis – Nenad Jovanovic
6. State University of Novi Pazar, Novi Pazar, Serbia (SUNP) – Z. Barbaric
7. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia (ADSAS) – I. Milosevic
8. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia – Mario Spasic
9. University of Singidunum, Belgrade, Serbia (US) – M. Zivic
10. University of Singidunum, Belgrade – Slavko Alcakovic
11. Student Union of Serbia, Belgrade, Serbia (SUS) – B. Petrovic
12. National Council of Higher Education, Belgrade, Serbia (NCHE) – S. Stankovic
13. University of Megatrend, Belgrade, Serbia (UM) – M. Joksimovic Pajevic
14. University of Megatrend, Belgrade – Vesna Aleksic
15. University of Megatrend, Belgrade – Ana Jovancai
16. University of Kragujevac, Kragujevac, Serbia (UKG) – R. Krneta
17. Students' Alliance Belgrade, Belgrade, Serbia (SAB) – K. Davidovic
18. Students' Alliance Belgrade – Ranko Stojanovic
19. SKONUS – Misa Zivic
20. Technical University of Crete, Greece – V. Moustakis
21. Technical University of Crete, Greece – S. Fotius

### **Conclusions**

- All missing documents to support mobilities and staff costs have to be presented and sent to the project coordination institutions.
- Next installment of the grant will be transferred only when all costs will be completely justified with supporting documents. Also, proportionally to the actual payment by Tempus, co-financing should be declared as a way of sustainability of the project. Only a small amount of co-financing was declared so far and it is expected to be up to 10% of the current budget balance for the intermediate report.
- Also, an external expert for project evaluation should be nominated. Prof. Dragan Seslija, representative of University of Novi Sad proposed Prof. Christian Bauman from Austria. Project coordinator should contact him in order to evaluate SIGMUS project activities.
- All partners that are entitled to get equipment will send proposed equipment as per the needs and current situation in their home institutions and organizations. Initially, equipment will be

purchased for the amount up to 70% of this budget heading. All equipment will be exempt from tax. It is expected that all equipment will be purchased by the time of the intermediate report.

- All lead partners are responsible for web presentation of work package where they are the lead partner. Documents, photos, relevant documents and suggested literature should be posted on the website.



Ruzica Maksimovic

Coordinator SIGMUS