

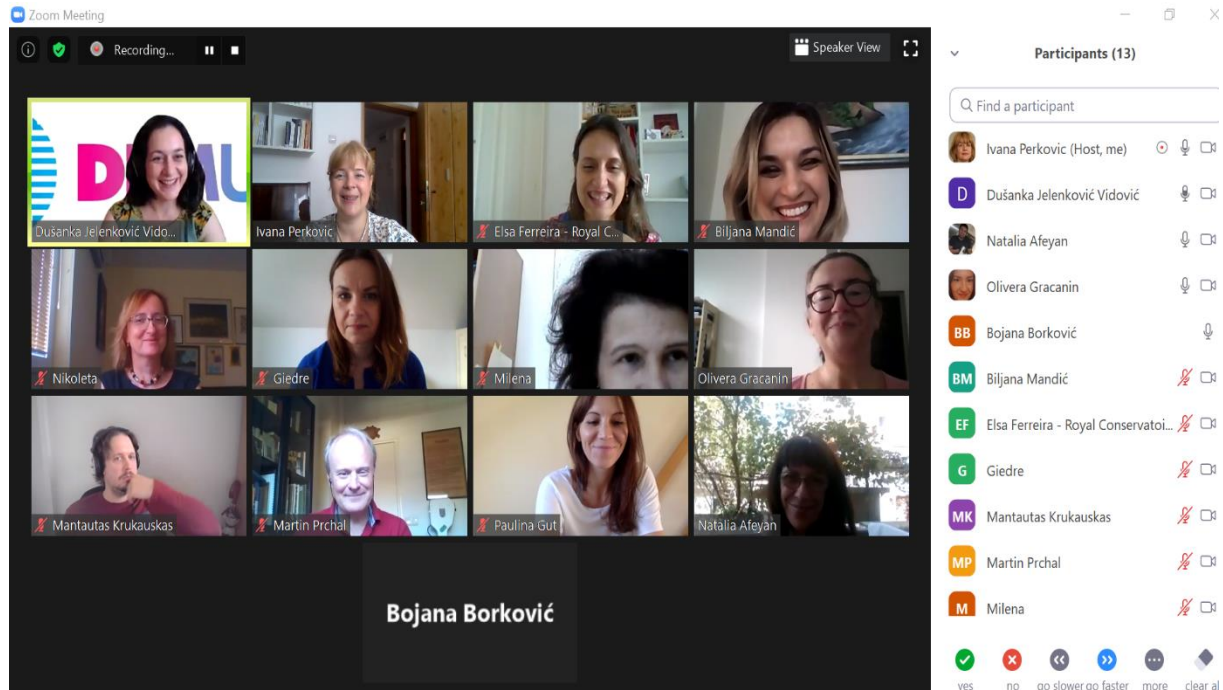


DEMUSIS Meeting Minutes Report

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| Subject of the Meeting: | Project Management Board exceptional online meeting: Follow-up to Technical Implementation Report, overview of current activities and plans, and arrangements of further actions in Autumn 2020 |
| Date: | 17/09/2020 |
| Minutes Prepared by: | Dužanka Jelenković Vidović (P1) |
| Time and Location: | 11 am, online meeting (Zoom) |

1. Attendance at Meeting

| Name | Institution | Signature |
|----------------------------|--|-----------|
| Ivana Perković | Faculty of Music, University of Arts in Belgrade (P1) | |
| Dužanka Jelenković Vidović | Faculty of Music, University of Arts in Belgrade (P1) | |
| Olivera Gračanin | Academy of Arts, University of Novi Sad (P2) | |
| Bojana Borković | Academy of Arts, University of Novi Sad (P2) | |
| Biljana Mandić | Faculty of Philology and Arts, University of Kragujevac (P3) | |
| Martin Prchal | Royal Conservatoire The Hague (P4) | |
| Elsa Ferreira | Royal Conservatoire The Hague (P4) | |
| Milena Shushulova | New Bulgarian University (P5) | |
| Natalia Afeyan | New Bulgarian University (P5) | |
| Giedre Antanavičiene | Lithuanian Academy of Music and Theatre (P6) | |
| Mantautas Krukauskas | Lithuanian Academy of Music and Theatre (P6) | |
| Nikoleta Dojčinović | Radio Television of Serbia (P7) | |
| Paulina Gut | AEC (P9) | |



2. Meeting Purpose

Follow-up actions to submission of Technical implementation report, external evaluator's interim report, overview of current activities and plans, and arrangements of further actions, particularly realization of teaching and training mobilities in Fall semester 2020.

3. Meeting Agenda

1. Technical Implementation Report: overview, submission process, follow-up
2. External evaluator's interim report: short presentation, comments and follow-up
3. P1, P2, P3 short reports on the current project status at national HEIs
 - a. Updated project timeline
4. Dissemination and Exploitation Plan. Overview, comments, adoption
5. WP3.1 Teacher training P1-P3 to P5-P6. Defining exact dates and the format
6. WP 4.3-4.4 teacher visits P4-P6 to P1-P3. Defining dates and the format
7. Annual PMB meeting 2020: setting the date and the format
8. WP3.3: preparation and publishing of teaching materials – a reminder
9. Other topics:
 - o Mad Head Games PIC number validation
 - o Use of LoLa equipment at P1-P2, P4 and P6 in future project activities
 - o Participation at annual AEC dissemination events



4. Meeting Notes, Decisions, Issues

Meeting agenda adopted with addition of topic on updated project timeline.

Meeting minutes of the online PMB meeting of 17 July 2020 adopted ([published](#)).

1. Technical Implementation Report (TIR) was submitted on 31 August 2020 to EACEA with all the appropriate attachments (Budget Table with financial statement, Table of planned/achieved results, Project Dissemination and Exploitation plan with annexes, Project Quality Assurance Plan with External evaluator's report, signed Declaration of honor and Request for 2nd prefinancing). The TIR e-form and attachments was written by P1 (the e-form: Ivana Perković, and the section on equipment by Milena Stanišić, the budget table by Milena Stanišić with Ivana Perković's comments and Dušanka Jelenković Vidović for administrative tasks, the table of achieved/planned results by Dušanka Jelenković Vidović and Ivana Perković's amendments) with active input of all other partners in terms of data, statistics, documentation. All partners were thanked and complemented by project contact person Ivana Perković for their prompt responses and reactions that contributed to the timely completion and submission of TIR.

Main topics covered by TIR:

1) project is on track, all work packages are in progress – some are completed (WP1), some almost finished (such as WP2 with just a few more items, mostly software, to be purchased), some are well on the way (WP4). WPs 6-8 (on quality assurance, dissemination and exploitation and project management respectively) are going well.

2) the new activities realized but not included in the project proposal:

- 3 master programmes developed instead of 1 at P1-P3 (one accredited nationally, one awaiting the accreditation, and one in development)

- student and teacher questionnaires done at P1-P3 S: 842 T: 215 P1-570 students, P2-166 students, P3- 86 students

- integrated comparative report - 60 pages long document

- 10 new courses introduced -

- 105 reformed courses introduced

- 19 participants in study visits (total number of study visit mobilities: 25)

- 4 visiting professors from P5 and P6 engaged at 2 new master study programmes

Main issues explained:

1) Changes in the original timeline for accreditation due to the change of national accreditation body, standards and software

2) Change in partnership composition - EIPIX withdrawal

3) COVID-19-caused changes – cancelled training visits, cancelled students' placements, postponed courses, long-term changes, still to be planned

Potential reasons for project extension laid out:

o PRIMA late accreditation

o Accreditation of LLL courses postponed to October 2021

o Novi Sad – EU capital of culture extended to 2022

2. External evaluator's Interim Report was received on 24/08/2020 and added to QAP, as an annex to TIR, upon EACEA adviser's suggestion. It was presented shortly to PMB, with comments and follow-up discussed and agreed upon:

1) overall good evaluation and conclusions: „I can confirm that the whole project is carried out very transparently and all documents are easily and publicly available.“ (p.1); „From my observation the project performance in the first year was very good.“ (p.2); „Management looks well organized“, „During my visit in December 2019 I found a highly qualified Quality Assurance Group as well.“ (p.3)



2) advices and suggestions:

- "Consider how to integrate use of LOLA as part of digital experiences for as many students as possible", p.5: Representatives of partner institutions P1-P2, P4 and P6 agreed upon this at PMB online meeting on 17 September, along with agreement to discuss in more details EU partners' good practices in this field at the next meetings, as well as the type or particular activities in which LoLa will be used in the project, starting from the fall semester 2020, rough dates, staff involved, etc.
- "more parts of the lectures about digitization and entrepreneurial skills to use English language", p.4: Online trainings, lectures and other teaching activities within WPs 3 and 4 (involving both Serbian and EU HEIs, staff and students) in the field of digital skills and entrepreneurship will be done in English. In addition, those being online activities, more teachers and students could participate than initially planned.
- "For a sustainable education in entrepreneurship and digital skills I recommend making more use of social media activities to reach new audiences", p.5: Social media is used increasingly, some Facebook posts have been boosted to greater effect. Further specific dissemination actions on social media are also being planned, and these will certainly include students' results.
- "Producing an image-video and video-recordings of single pieces and concerts should be compulsory for every performance student." p.5. Valuable suggestion that will be passed to Serbian academies' management and Academic councils.
- "change of mind-set of students and teachers must be aimed at", p.4, 9: While the change of the mindset of teachers is recognized as one of the desirable outcomes of the project's impact, nevertheless it is something to be worked upon and structured developed strategically by national HMEI's management. As this will require a long-term strategy, the PMB will consider how this ambition could be supported through a continued cooperation of partner institutions after the end of the project. The longitudinal study on students' and teachers' attitude toward digital and entrepreneurial skills conducted at the three national academic partner institutions, relaying on annual implementation of the questionnaire presented at the AEC Congress in 2019, (P2 already conducted the survey in 2020, P1 is currently conducting it and P3 will also do it in October 2020), so that mind-set shift can be prospectively followed and studied, will be helpful for such strategic platforms.

3) clarifications:

- a. "With the Covid19-Pandemic the second year has shown a true obstacle for activities to be processed as planned."

The pandemic had indeed a substantiate effect to change of plans for some project activities, resulting in, among other, cancellation of teacher training and student practices planned for Spring 2020, or delay in adoption of Applied Research in Music master program at P1 and direct purchase of remaining equipment at P3.

However, still a lot was done; for example, in the period between March and July 2020:

- one new master study program was accredited,
- one new master study program was adopted by Academic Council and Senate and submitted to National Entity for Accreditation,
- one new master program is being developed and internal procedures are being followed,
- 7 new courses were implemented online or blended at three Serbian HEIs during the Summer semester 2019/2020.
- WP2 was upgraded with adjustment of distance learning platforms at national HMEIs and put to use,
- some activities were even pushed forward in comparison with the initial timeline, such as preparation of online courses or teacher training for use of distance learning platforms.



b. "During the next meetings I want to find out more about the entrance examination for 'Applied Research in Music', i.e. the presupposed research qualification of the applicants. This study programme should bring art and science close together to benefit from both sides in applied research. There is a broad European discussion about "Artistic Research" and I recommend that DEMUSIS should position its new Master of "Applied Research in Music" considering the Vienna declaration <https://cultureactioneurope.org/news/vienna-declaration-on-artistic-research/>"

A clarification was offered regarding the interdisciplinary nature of the program in the field of humanities. Artistic research was not included in the Applied Research in Music master program. PMB was notified by the project contact person of an initiative at the Faculty of Music in Belgrade for a response on the external evaluator's interim report to be sent directly to Georg Schulz, regarding the wrong implication of the artistic research in the Applied Research in Music study program. It was confirmed by members of the PMB that lines of communication are already established, with involvement of the QAG and PMB; these lines should be followed in the procedure of external evaluation (and feedback on it). It was agreed for the External evaluator's Interim report to be forwarded to the QAG, PMB response to be drafted and adopted by PMB as soon as possible, and the feedback of both QAG and PMB sent to the external evaluator by AEC and finally to the Agency project officer.

PMB was notified that the external evaluator Georg Schulz is looking forward to hearing the feedback on the report, commending the work on the project, finding the project website impressive, extremely useful and very well completed, enabling him to find all the necessary information. The PMB was also informed of his wish to participate in at least one activity in the coming autumn 2020. The list of planned/achieved results, incorporated in the TIR, is to be sent to the external evaluator to choose the planned activity(ies) he wishes to attend/participate in.

3. As previously discussed, the most important activities outputs recently completed at P1 include accreditation of Music Direction study program, submission for accreditation of Applied Research in Music study program, enrollment to new and modernized studies in academic year 2020/21, small bits of equipment acquired by direct purchase. Group teaching is to be organized online in the fall semester due to Covid-19 epidemic, whereas individual teaching will continue to be performed at the Faculty of Music.

The new study program Applied Research in Music is still in the process of accreditation, probably to be completed in Mid- or end of October. The arrangements with the Faculty of Music management regarding the enrollment of students are in progress – whether to open a late call for application, postpone it to January 2021 with then two generations of students overlapping in the period of October 2021-January 2022, or to postpone it altogether for the next academic year. The issue should be resolved at the beginning of October.

P2 had new Moodle-based distance learning platform created in the period from December 2019 to February 2020. The one drawback is that each student participating in online learning has to go physically to the University building to register for distance learning platform. The campaign for informing students is under way. In spring courses were realized online, using both Moodle platform and other applications, such as Trello. The new master study program Music Production is being developed (the program already exists at the bachelor level), with procedures for electing additional teaching staff finalized in spring 2020. The submission for national accreditation is planned for November 2020. The new round of producing self-evaluation report is under way, as well as the student survey. The elective course MEDIG, developed in 2019 within WP1.4, is offered in academic 2020/21 to students of master study programs Music and Media, Music Pedagogy, Ethnomusicology and Musicology. A set of workshops entitled "Art, Communications, Media", inspired by study visit to the entrepreneurial bootcamp for music students of the Royal Conservatoire the Hague in September 2019, will take place on 21-25 September 2020 in Serbian National Theatre in Novi Sad. The Provincial



Secretariat for Higher Education and Scientific Research, an important national stakeholder, has supported the workshops within the framework of the Innovations programme.

Within WP1, P3 is developing new courses Psychology of communication and Digital portfolio, to be adopted by institutional bodies in the coming fall semester and introduced for all students of the study programs Music Performance and Music in Media. Internal accreditation procedure is in progress; namely, modernization of current study programs with introduction of changes in existing curricula at BA and MA level is also in progress, with some already done such as in Music Pedagogy, Accordion and Conducting study programs. According to the institutional procedures, the changes in syllabi can be only be submitted and prior to the start of the new academic year.

Within WP2, the direct purchase of remaining equipment – video equipment (lot 18) is in progress in direct communication

3a. The updated timeline in a form of Google sheet document was shared with PMB by email before the meeting. It includes an update in completed and planned activities, with deadlines. Adopted changes compared to the initial timeline are introduced in all WPs timelines. The members of PMB are called to suggest further changes to the timeline if necessary. Upon adoption, the timeline will be published on the project website.

4. [The Dissemination and Exploitation Plan](#) (DEP), written by Olivera Gračanin (P2), with active participation in suggestions, comments, and amendments by Martin Prchal (P4), Paulina Gut (P9) and Ivana Perković (P1). It is constantly updated. The DEP is uploaded on project website and it is available for download in Outputs&Outcomes WP7.1 and [Library/Documents](#) section. Particularly for all partners important are Appendix 2 with the checklist for partners, Appendixes 3 with Template for recording dissemination activities and Appendix 4 – Template for recording exploitable results. DEP was approved and adopted by PMB.

Facebook page is recording a huge increase of page views, followers, post engagements and likes (in period from August 20 to September 16, number of people reached increased by 118%, post engagements by 176% and page likes by 250%). Boost of important FB posts is being applied, increasing the post reach from over 100 to over 10K.

Instagram page is being prepared as well. Project website is being constantly updated.

Printing of promotional materials is planned for the end of the year, with their distribution projected to live events in 2021 (the list of printed promo materials at p.23, DEP). The circulation of the printed material is subjected to cost offers and estimated number of participants in the events, to be determined in later in the year.

Media coverage of the project activities are to be agreed with media partners Radio-Television of Serbia and Radio-Television of Vojvodina.

All partners are strongly encouraged to share information on the project and communicate the dissemination activities (internal or wider) and initiatives with the WP7 chair and team.

5. Teacher training (WP3.1) will have to be completed in coming fall semester 2020 regardless the (im)possibility of travel due to Covid-19. The change of format – from physical to online visits, was approved by the EACEA project officer Ms. Giulia Moro. The New Bulgarian University (P5) and Lithuanian Academy for Music and Theatre (P6) will organize online trainings for P1-P3 teachers. Initially 12 teachers from P1-P3 (P1:6, P2:3, P3:3) were planned for training at each of EU partner institutions. Since the format is changed from physical visits to online training due to Covid-19, more teachers can participate. Bearing in mind the beginning of school year and activities at partner institutions, rough dates for P6 training could be from October 26th to November 6th, or 2-13 November, and for P5 16-27 November. The exact format, number of participants and content of training will be determined in next online meetings between P1-P3 and P5, and P1-P3 and P6 at the end of September.

6. Teaching visits from P4-P6 to P1-P3 in the scope of WP4.3 were planned twice within the project in a form of intensive courses, with 4 teachers from each EU academic partner institutions visiting each of Serbian academic partners for a week. In addition, there are four P5-P6 teachers



involved in the new master study programs with the status of visiting professors: Milena Shushulova and Rositsa Becheva from P5, and Mantautas Krukauskas and Andrius Juškys from P6.

In academic year 2020/21 in fall semester teaching visits will be realized online. The exact dates, format, number of participants (teachers and students), form of teaching (interactive Zoom, presentations with Q&A, etc) will be determined on separate meetings of P1-P3 with each of P4-P6 in October, but they will by nature (online format instead of physical mobilities) more flexible in terms of all these categories. The visiting teachers' participation is planned in new and modernized study programs at P1-P3, so the structure of 2 new master study programs introduced at P1 and new electives introduced at P1-P3 will be sent to EU partners in order to plan most efficiently the form and content of teaching visits. The EU partners are invited to share good practices, particularly in terms of online form and content, which will facilitate planning and realization of the activity.

So far, there have been no information for CBHE project about the potential changes of budget rules for the transfer between budget lines for travel and others, although some level of flexibility is to be expected base on the allowance for this transfer to increase to 60% (in comparison with current 10%) in other EU funded projects, due to travel restrictions in the view of Covid-19 crisis.

7. The annual PMB meeting is scheduled for the beginning of December 2020 (either 01-02/12 or 03-04/12 or 10-11/12) as a blended event, with at the University of Kragujevac (P3) as host of physical meeting, and all partners unable to travel due to Covid-19 joining the meeting online. The exact date of the meeting is to be determined within a week, in communication with PMB members, based on their availability on proposed dates.

8. Project activity 3.3. (Development of teaching materials) includes preparation and publication of at least 8 textbooks and/or online manuals for modernized (P1: 4, P2: 2, P3: 2) and 5 for the new courses and study programmes (P1: 2, P2: 1, P3: 2), according to the bilateral agreements made at the time of writing the project and planned budget. The national academic partners are reminded to continue planning this activity at their institutions in coming semester. According to the project timeline, publication should be completed by August 2021.

9. Other issues:

- 1) The list of beneficiaries has not been amended yet to include the new partner 8 – Mad Head Games, pending the completion of their PIC validation process. Recently steps are energetically taken to ensure the PIC validation as soon as possible.
- 2) In current situation of stalled mobilities and shift to online activities, LoLa equipment should be used more in in future project activities at P1-P2, P4 and P6. Specific plans and activities should be made and discussed in future meetings.
- 3) The project will be presented at two coming annual AEC events, as the previous year – at IRC Online Event 24-25 September 2020 and AEC Annual Congress and General Assembly 6-7 November 2020.
- 4) Student parliaments of national academic partner institutions should be more active in project dissemination, with student vice-deans included in institutional project teams. Meetings with representatives of important stakeholders such as P1-P3 student parliaments, Institute for the Improvement of Education (ZUOV) and Association of Music and Ballet Schools as with whom the contact is already established, should be planned, along with other ways of sharing information on the project.
- 5) Plans for Erasmus Days in 14-16 October – open for suggestions and ideas for supporting the idea of Erasmus program by promoting project outcomes as well. Suggestion was made to include promotion of LoLa system for distance music performance with a help of P4 and P6, marking in that way the fact that DEMUSIS is the only current project of Erasmus CBHE program dealing with music.
- 6) The PMB members shared the feeling of being impressed with quality of project management, and expressed belief that the EACEA will recognize as well the quality level exceeding usual



standards for these types of project. The quality of project team and cooperation among partners is recognized by PMB as invaluable,

The TIR is evaluated by grading system with the projects marked the highest entering the pool of the examples of good practices, which is the grade the project is aiming at.

- 7) The annual PMB meeting agenda in December should include discussion on the sustainability and plans for life of the project after its closure, such as for example mobilities with established partners within new master programs.

5. Actions

| Action | Assigned to | Due Date |
|---|--------------|------------------|
| Response to the external evaluator's interim report | PMB, QAG | End of September |
| Communication of the feedback to the external evaluator | P9 | End of September |
| Updated timeline adopted and published | PMB | End of September |
| Setting the exact date of annual PMB meeting | PMB | End of September |
| Meetings regarding details of teacher training | P1-P3, P5-P6 | End of September |
| Teacher training by P5-P6 | P1-P3, P5-P6 | TBC (30/11/20) |
| New master programmes and new courses curricula sent to EU partner institutions | P1-P3 | End of September |
| Teaching visits P4-P6 to P1-P3 planned | P1-P3, P4-P6 | TBC (30/10/20) |
| Development and publishing of teaching materials | P1-P3 | 31/08/21 |

6. Attachments (documents/handouts to bring, reading material, etc.)

| Description | Prepared by |
|--|---------------------------------|
| Technical Implementation Report: submitted e-form with attachments (Table of achieved/planned results, Budget table) | P1 |
| External evaluator's interim report | (P9) |
| Dissemination and Exploitation Plan | P2 |
| Updated project timeline (Google sheets) | Dužanka Jelenković Vldović (P1) |

7. Next Scheduled Meeting



DEMUSIS

Enhancing the digital competencies and entrepreneurship skills of academic musicians in Serbia for culturally more engaged society



**UNIVERSITY
OF ARTS
IN BELGRADE**



Co-funded by the
Erasmus+ Programme
of the European Union

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|-----------|--|
| Date: | Early December 2020 |
| Time: | TBA |
| Location: | Blended (University of Kragujevac, Serbia, and online) |

www.demusic.ac.rs

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