

UNITEL

**Modernisation and internationalisation of Iranian HEIs via
collaborative TEL-based curriculum development in engineering
and STEM/UNI-TEL**

**UNITEL project operative meeting
May 9th 2022**

MINUTE

Venue: ZOOM

May 9th 2022
9.30 – 11.45 CET time

This meeting had the purpose to recap the current situation of the active WPs and set up an agreed list of detailed deadlines for each deliverable/task.

I. Reggiani on behalf of USGM explained the rationale of the meeting. She explained that all the partners should have an overview of all the “in progress” activities and all the expected results in the next few months.

USGM will share the updated action plan to the EU Project Officer (PO). They will have a meeting with the Project officer in the next few days. It will be important to show to the Project Officer a realistic scheduling and all the specific deadlines for each deliverables. In today meeting, all the partner organisations should approve and agree each deadline in order to share the responsibilities of the tasks ‘achievement. The funding that partners have received and that will be transferred in the second tranche should be justified by the evidences that are the published (in the project website) finalised deliverables.

The EU project Officer will make an ongoing assessment, he is unfortunately entitled to reduce the funding in case of not satisfactory or not completed outcomes.

As concerns the equipment, the PO asked for more detailed information about each different item of the equipment. USGM is drawing up the requested documents; they will bilaterally contact the partners if they will need some more clarifications.

As concerns the 2nd tranche of funding, we are waiting to define shortly the list of equipment to be purchased and then proceed with the transfer. With the 2nd transfer all partners will have received 50% of the grant. It has been specified that with this 2nd financing the fees (6%) for Condor, with reference to the Iranian partners, will be paid by the partners.

Within the next 2 weeks all partners will receive final feedback against the first internal reporting. The intention is to be all ready for the first official progress report (interim report) which is due at the 21th month and for which all partners will receive precise information about time frame and list of requested documents.

As concerns the meeting in Rome, USGM will circulate a Doodle among all the partners in order to arrange the final dates.

Deliverable/Task	Deadline	Who
WP1		
Dev 1.1 Comparative analysis (State of the Art of HEIs in Engineering and STEM studies)	31/05/2022	Shahid Chamran Uni + UTU
Dev 1.2 Guidelines for modernising HEIs engineering and STEM studies curriculum integrating new pedagogical and digital learning approaches	31/05/2022	Shahid Chamran Uni + UTU
Dev 1.3 Roadmap on industry-relevant Skills and competences	31/05/2022	Shahid Chamran Uni + UTU
WP2		



Finalization of PPTs and Lecture Notes + including ongoing review made by the Module Leaders	03/06/2022	All the partners
Finalization of lessons recordings	17/06/2022	All the partners
USGM Post-production	01/07/2022	USGM
Finalization of the Platform with lessons uploaded	15/07/2022 to be confirmed after UTU-Prisma meeting (12/05/2022)	Prisma
Delivery of the e-course	From 16/07 until Mid-September 2022 – to be confirmed	Iranian partners with EU support
WP5		
Final version of the Q&E Plan (with peer review process and tools + contingency updated procedure +1 st Quality report for the products) Dev 5.1	20/05/2022	Universidade Aberta
- Terms of Reference for the contractualization of the External Evaluator (collection of at least three quotations/offers + selection of the person + Contract)	20/05/2022	Universidade Aberta
Quality report for the project management (M11) Deliverable 5.2	20/05/2022	Universidade Aberta
1 st Quality report for the products (e-learning environment/platform)	15/06/2022	Universidade Aberta
E-course participants' expectations questionnaire	15/06/2022	Universidade Aberta
WP6		
Feedback to Shiraz University on the newsletter, website and valorization plan saved in the Drive folder. WP6 Dissemination	13/05/2022	All the partners
Ongoing dissemination of UNITEL project at Institutional/national and international levels	ongoing	All the partners – Shiraz university coordination

Actions in the middle:

WP2:

- Shiraz Uni and USGM will meet to arrange M3.5 and M5.5 to avoid overlappings

Wp7:



- Shiraz Uni and USGM will test Robinroom
- Iranian partners will meet to discuss internally PJ Managers and institutional turnovers
- USGM and Teheran University will meet on the 10th of May, then UTU will be updated and will meet bilaterally with Teheran in order to arrange WP2 activities
- USGM will circulate a Doodle with different options for the next Meeting that will take place in Rome

