



TEMPUS JEP
POGESTEI - POST-GRADUATE STUDIES FOR EUROPEAN INTEGRATION AT THE FACULTIES OF LAW AT
THE UNIVERSITIES OF BELGRADE, NIŠ AND NOVI SAD

WORKING BODY FOR SERBIA
29 October 2007, Faculty of Law Niš

CONCLUSIONS

adopted on a meeting of the Working Body for Serbia, held in Niš on 29 October 2007, in the premises of the Faculty of Law, University of Niš.

The following points were on the agenda of the meeting:

1. The overview of the realisation of the conclusions met at the WBS meeting in Novi Sad on 23 April 2007
2. Consideration of the information on the results of the accreditation of the POGESTEI programme at universities level and on the possibilities and time-table for organising the pilot study year in accordance with the POGESTEI criteria
3. Consideration of the "national" accreditation procedure
4. Agreement on the procedure for the evaluation of the POGESTEI studies curricula
5. E-learning and acquisition of servers
6. Organisation of dissemination of information – seminars and other means
7. Organisation of the future mobility flows
8. Organisation of the POGESTEI library and POGESTEI classrooms at each Faculty with the relevant literature, including the commissioned textbooks
9. Consideration of the possibilities for the diploma recognition at the EU Consortium members universities
10. Other issues relevant for the smooth execution of the POGESTEI project (POGESTEI logo, the establishment of the POGESTEI Network, eventual unresolved financial issues and other).

Chair: Prof.Dr. Silvo Devetak, Coordinator and Grantholder of the POGESTEI Project

Present: Prof.Dr. Rodoljub Etinski (FL Novi Sad), Prof.Dr. Predrag Cvetković (FL Niš), Prof.Dr. Dragica Vujadinović (FL Belgrade), Prof.Dr. Stevan Lilić (FL Belgrade), Doc.dr. Miodrag Jovanović (FL Belgrade), Petar Pavlović (FL Belgrade), Bojan Tubić, MA (FL Novi Sad), Prof.Dr. Miroslav Lazić (FL Niš), Prof.Dr. Zoran Radivojević (FL Niš), Prof.Dr. Mirko Živković (FL Niš), Doc.Dr. Milena Jovanović Zattila (FL Niš), Marija Ignjatović, MA (FL Niš), Vladimir Blagojević (FL Niš), Jasmina Klojčnik, POGESTEI Project Manager (ECERS Maribor), Franc Mlinar, MA, POGESTEI Assistant Project Manager (ISCOMET Maribor)

Ad 1: Realisation of the Conclusions of the WBS from 23 April 2007

The Curricula monitoring matrix, containing the analytical review of the elaboration of syllabuses with the remarks for necessary improvements, still shows that some authors did not finish their obligations. The coordinators at all three faculties in Serbia are requested to remind the following authors to finish the syllabuses asap: Module 1: Marinković/Bulajić, Stanivuković, Nikolić (Radulović sent the updated text for his part on 5 Nov 07), Module 2: Pavić sent his updated text on 31 October 07), all other ok; Module 3: Lubarda, Module 4: Ghazaryan/Milosavljević/Gajić.

Deadlines: all the authors are requested to send the final syllabuses by 6 Nov 07 at the latest. The team in Maribor will prepare the final Modules' booklets by 20 November at the latest.

The forms for refund of taxes on the base of the treaty on avoidance of double taxation – will be sent individually to all recipients of authorial fees until November 12th at the latest. The forms will have to be given into authorisation of the residence to the relevant administrative bodies in Serbia and returned to the Tax office in Slovenia. The over-paid tax will be paid out by the Tax office in Slovenia directly to the personal accounts of the claimants.

Servers: the faculty of Niš handed over in the meeting in Niš the documentation for the purchase of a server. The other two faculties are requested to do so asap.

POGESTEI web-page: is currently being administered by ECERS. When the POGESTEI servers will be installed at the faculties in Serbia, the administration of the web-page will be transferred to Serbia.

Ad 2: Accreditation of the POGESTEI programme at university level and the possibilities and time-table for organising the pilot study year

University accreditation in Belgrade was achieved at the end of July 2007 and in Novi Sad on 13 September 2007.

The colleagues from Niš presented information that their request for university level accreditation did not meet any response from the Senate of the University. They inquired by the colleagues from Belgrade and Novi Sad about the legal foundations and other procedural formalities, which were undertaken for the successful execution of the POGESTEI accreditation at their respective universities. Belgrade and Novi Sad will send to Niš their accreditation documents in order to substantiate the request of the Faculty of Niš for the university level accreditation in front of the Senate of the University in Niš. Additionally, the Letter of support for the Niš university bodies, signed by the TEMPUS POGESTEI Grantholder, will be prepared. Prof. Cvetković is requested to prepare a draft of such a letter.

It was agreed that the final title of the POGESTEI Studies is to read: "MASTER EVROPSKIH INTEGRACIJA" (in Serbian) and "MASTER IN EUROPEAN INTEGRATION" (in English).

With regard to the execution of the 1st study pilot year the Faculty Belgrade presented the plan to begin with the study year on 3 December 2007. The call for enrolment will be issued in the following days. The Faculty Novi Sad plans the beginning of the POGESTEI study for 15 February 2008.

The practical aspects of the realisation of the pilot study year were discussed. The Faculty of Belgrade is to review if it will be possible to secure all the necessary preconditions for the beginning of the study on 3 December: students' info-package, study materials (readings), e-learning system.

Faculty of Belgrade exposed the administrative problem if the begin of the study is postponed to February 2008 – it will not be possible to finish the first pilot year by the end of the academic year 2007-08 and it will be difficult to manage two parallel POGESTEI groups in the winter semester of the academic year 2008/09.

The needs of covering particular courses from other faculties in Serbia, can be covered in the pilot study year through the in-country mobility in the framework of the POGESTEI Project.

The call for enrolment should be open also to graduates of other, non-legal, social and similar studies.

The information seminars at all three faculties, aimed at wide-presentation of the POGESTEI study to the students and professors of the Universities in Belgrade and Novi Sad, should be held in the beginning of December 2007 at the latest.

Ad 3: National accreditation procedure

Each faculty will carry through the national accreditation of the POGESTEI study separately, according to its own schedule, as an integral part of their faculty study programme. In the accreditation materials of the faculties, it is mentioned that the POGESTEI study was developed in the framework of the TEMPUS JEP Project.

The faculty Belgrade has already included the POGESTEI study into their regular study scheme as one of the Master programmes at their faculty. POGESTEI is as such also included into the documentation for the national accreditation of the integral study programme at the Faculty of Law in Belgrade (as required by the new Law on Higher Education in Serbia all the study programmes of all high-education institutions in Serbia have to be accredited anew by 2009 at the latest). The Faculty Belgrade will submit the entire documentation for national accreditation of its study programme (over 3000 pages) to the national Commission by 11 November 2007.

The faculty Novi Sad plans to submit the study programmes to national accreditation in spring 2008. The POGESTEI study will be an integral part of the faculty study programme.

The procedure of national accreditation as to the Serbian law does not require an ex-ante external evaluation; however it can certainly support the process.

Ad 4: Evaluation of the POGESTEI studies curricula

There will be two documents, which will be submitted to the external evaluation: (1) POGESTEI curricula (Modules' syllabuses) and (2) POGESTEI study outline.

The second document (Study outline) represents an official document on the study, pincluding all the basic information on the contents and the structure of the study (basically the information as was prepared for accreditation). This official document should include also the information on the state of accreditation at each respective faculty; for the faculty Niš it should say "in progress".

The structure of the study (rules of procedure), as was prepared by prof. Vujadinović, is to be reviewed also by prof. Etinski and prof. Jovanović. This text, as said, is a part of the official Study outline document.

Deadlines: the POGESTEI curricula will be completed by 20 November (see point 1); the official POGESTEI study outline by 6 November.

The POGESTEI curricula will be submitted for evaluation to the POGESTEI Consortium members; the POGESTEI study outline will go to evaluation to the Consortium members and also to some chosen external evaluators. It is foreseen that the process of evaluation will take 1 – 2 months time.

Some experts, who could perform external evaluation, were mentioned; however the POGESTEI colleagues from Serbia were requested to submit proposals for external evaluators in written. Deadline: the proposals for external evaluators are to be submitted by 6 November 2007.

Ad 5: E-learning and acquisition of servers

As already mentioned above, is the acquisition of servers to be executed asap. Niš already handed over the documentation for its acquisition, the procedure in Belgrade and Novi Sad is in progress.

Petar Pavlovic from FL Belgrade presented information that the platform for the POGESTE e-learning system is prepared. Moodle was used as a tool for its creation. Thus, the platform can be launched into internet very quickly when required.

The e-learning system will be set-up in the way that it will allow each course to develop its own contents (courses' e-classrooms). The usefulness of the system for each course however depends on the engagement of the professor who runs the specific course.

The problem of training of professors to use the e-learning system was exposed. It would be very useful to organise training seminars for professors in order to inform them about the advantages and possibilities of the system.

The e-learning system is a multi-layer system, which is constantly in the development. The first layer is to give basic information on the POGESTEI study, which will be administered by the system administrator at each faculty. The second layers are the e-classrooms for each course. This level already requires restricted access. The development of the contents of the e-classrooms depends largely on the interest and consequent engagement of the individual professor. E-classroom enables many functions: direct e-communication between the professor and the students, inter-active exchange of documents and in a more progressed form also forms of on-line teaching and examination.

Petar Pavlovic is requested to prepare (1) the updated proposal of the whole system and (2) a short circular letter - instruction sheet for the professors in order to give them the basic information on the system and on what is expected from them (which basic information to prepare).

Benjamin Lesjak was proposed for mobility in order to help to transmit experiences with development of e-learning.

Prof. Lilić and Petar Pavlović were requested to prepare an outline of the sponsorship letter for the TELEKOM Srbija, who is the member of the POGESTEI Consortium. The letter will be signed by the POGESTEI Grantholder and, is agreed, also by all three deans of the faculties in Serbia. The request for sponsorship should include the short description of the intention of the e-learning system and present some advantages for the TELEKOM – except mentioning TELEKOM as a sponsor, will the successful e-learning also increase the use of their tele-communication infrastructure. The Sponsorship request could include items as: initial costs (working on the installation), training activities, administration of activities, preparation and printing of instructions for professors etc. The proposed sum, which is to be the subject of the request, is 25.000 €.

Deadline: the draft sponsorship letter for TELEKOM should be drawn by 7 November.

Ad 6: Organisation of dissemination of information – seminars and other means

As already mentioned in point 2, are the dissemination seminars for the workers and students of the Universities in Belgrade and Novi Sad, to be organised in the beginning of December 2007.

The invitations are to be disseminated as widely as possible.

It is important to print the flyer on the POGESTEI studies asap in order to support the dissemination of information. Deadline: ECERS will send the proposal of the flyer to all three faculties in Serbia by 12 November at the latest.

Besides the information seminars and the flyer also the media promotion could be very valuable. Colleagues from Serbia are requested to explore possibilities for the media presentation.

The seminar, which is foreseen to be organised for the political and administrative structures in Serbia is planned to be held in late spring 2008 (probably June).

Dragica Vujadinović was requested to prepare the draft letter, which is to be sent to the authorities and administrative bodies in Serbia in order (1) to make the promotion for the studies and (2) to ask for the possibility to grant scholarships to students for POGESTEI study, including also those coming from the EU countries. In the letter the importance of educating cadres for the European-oriented Serbia is to be exposed. Especially was mentioned Tanja Mišćević, Head of EU Integration Office in Serbia was mentioned as a possible coordination point. The letter will be signed by all three deans in Serbia.

Ad 7: Mobility flows

The report on the executed mobility flows Serbia – EU was presented. It was agreed that the flows fulfilled their objectives.

The coordinators were requested to remind some persons to send the missing documentation (Radović and Djordjević – documentation + IGR; Nikolić and Radivojević – only IGR (documentation sent already).

Additional academic mobility Serbia – EU: there are still 8 to 10 mobility flows possible. The coordinators are requested to collect the applications at their faculties. The deadline for applications is 20 November 2007. On the basis of these proposals will the

Grantholder adopt the decision about the selection. The adequate agreements to cover the costs of these flows will be concluded with each faculty separately.

It was agreed that applications from Niš will be given priority in order to support the progress of POGESTEI studies at this faculty.

ECERS is to sent to coordinators asap the mobility application form (POGESTEI internal document).

Student mobility: foreseen are 8 mobility flows for at least 15 days. The possibility for international mobility is to be put into Call for enrolment in order to increase the attractiveness of the studies.

Academic mobility EU – Serbia: foreseen are 32, 4 days each mobility flows from EU Consortium partners to Serbian faculties. These mobility flows will take part in the summer semester 2007-08 (February-July 2008).

The 3 coordinators in Serbia are requested to encourage persons at their faculties to give proposals for EU experts to take part in the POGESTEI mobility scheme. Deadline: 6 November 2007.

With the academic mobility a certain flexibility is allowed – fewer people can come for a longer period, one person can come several times etc.

Ad 8: POGESTEI library and POGESTEI classrooms and printing of commissioned POGESTEI material

The report on the acquisition and division of books among the three faculties in Serbia was presented. It was established that the activity of acquisition of books was successfully concluded.

The POGESTEI books will be at each faculty separated as a special book fund and adequately labelled with the POGESTEI logo (see point 10 below).

Faculty Blegrade succeeded to get a free room, which will be equipped as the POGESTEI classroom (computers, books etc) and will be used for the POGESTEI purposes.

As to the printing of the commissioned POGESTEI material it was agreed that the most favourable printing-house should be selected and that all material shall be printed in one spot.

POGESTEI material will be printed as POGESTEI editions, all with the same visual identity and the same impresum: the publishers will be the three faculties in Serbia + the University of Maribor; the editors will be Prof.Devetak, Prof.Etinski, Prof. Cvetković and Prof. Vujadinović. The managing editor will be Prof. Devetak and the technical editor Petar Pavlović.

Deadline: ECERS will until 12 November prepare a list of all foreseen POGESTEI editions, together with the necessary technical data (parameters).

The coordinators in Serbia will organise that the call for offer will be sent to adequate printing-houses in Serbia, from which the most favourable will be chosen for POGESTEI printing activities. Deadline: the offers of printing-houses should be collected by 20 November 2007.

Regarding the edition of the textbooks it was proposed that 500 copies of each textbook are printed.

The importance of free distribution of POGESTEI editions for the promotion purposes was exposed.

Deadline: the promotion material for POGESTEI studies should be printed by February 2008 – in order to be useful for the enrolment 2008-09.

It is important to elaborate the POGESTEI logo and the visual identity, which will be used for labeling the equipment and for the lay-out of all the POGESTEI printed material.

Deadline: colleagues from Belgrade agreed to present the proposal for the POGESTEI logo by 6 November 2007.

Ad 9: The diploma recognition at the EU Consortium members universities

The Grantholder presented the information that he has engaged a student in Maribor, who will explore all the legal possibilities for the diploma recognition at the EU Consortium members.

One probable legal basis can be a multi-lateral agreement concluded among the Consortium members.

Ad 10: Other

POGESTEI Network: the experiences gathered in the POGESTEI project are valuable and it would be useful to use the consortium potential also in the future. The possibility for the conclusion of the "Agreement on Further Cooperation" is to be explored. It should be open in character – also other subjects can adhere to it.

Grantholder presented information about additional TEMPUS JEP Project (MEINEPO), which was approved in August 2007 and is also coordinated by the Faculty of Law of the University of Maribor – the target country is Moldova. The possibilities for cooperation of POGESTEI and MEINEPO are to be explored. The possible fields of cooperation are experiences and knowledge exchange, mobility exchanges, joint projects, development of joint study programmes.

Belgrade presented information about the planned enrolment fee for the POGESTEI: 125.000 din (app.: 1560 €).

Novi Sad plans to set the fee 2 times higher as for the masters in Serbian language; the fee will come to about. 110.000 din (app.: 1375 €).

Prepared by:

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Niš / Maribor, 5 November 2007