



**Support and inclusion of students with disabilities at higher education institutions in Montenegro**



**Minutes of the 3rd Coordination Meeting**

**University of Macerata (UNIMC), Italy**

**17th and 18th September 2013**

The third coordination meeting took place at University of Macerata (UNIMC) in Italy on 17/9/2013 and 18/9/2013.

The main goal of the 3rd coordination meeting was to discuss the previously done work and give feedback necessary for the internal and external report, to discuss the achieved and planned activities for the second and third project year, and to discuss administrative and financial issues.

The total of 16 participants attended:

- **University of Macedonia**, 2 participants (Lefkothea Kartasidou, Ioannis Agaliotis)
- **University of Macerata**, 7 participants (Pier Giuseppe Rossi, Laura Fedeli, Catia Giaconi, Barbara Chiuconi, Umberto Silvi, Sara Zuzolo, Natalia Wojtanowska)
- **University of Donja Gorica**, 2 participants (Sandra Tinaj, Enes Banda)
- **University Mediterranean**, 1 participant (Ivana Ognjanovic)
- **Institute for education and rehabilitation of persons with hearing and speech disorders**, 1 participant (Danijela Vicevic)
- **Association of youth with disabilities**, 1 participant (Velibor Boskovic)
- **University of Warsaw**, 1 participant (Donata Konczyk)
- **Slovenian Association of Disabled Students**, 1 participant (Natasa Mauko)

Following the agenda Partners discussed issues concerning **WP4**. Ivana Ognjanovic from UNIM informed partners that the SAO website is ready <http://imtm.me/sinc@he/>. The cost of the hosting service for IICT needs to be checked with EACEA. Faculty management that is located in Herceg Novi (FMHN) needs to choose a contact person for SAO. During the next conference there will be a section dedicated to the description of SAO.

SAO is located at AYDM and Ioannis Agaliotis has suggested to plan the support service in a more strict way in order to avoid an overload and make students more responsible following a dedicated schedule. It needs to be clear that academic staff cannot be always available. Any activity at SAO should be organized in a written report with regularity. The student questionnaire needs to be uploaded in the SAO website (kind of disability, frequency and contacts channels). All legal issues concerning the function of SAO will be included in EXP9.2 Agreement. Project Coordinator Lefkothea Kartasidou mentioned the importance of indicators referring to SwD at HEIs in ME (UNIM, UDG, FMHN, State University of ME) as well as prospective SwD. Velibor Boskovic agreed to give all needed data concerning present SwD at HEIs and prospective SwD. More precise he mentioned that when it comes to AYDM it is hard to get precise data since there were so many requests from the students and a lot of work. However, officially, the past year they had 46 requests for exemption from scholarship fees, 18 requests for accommodation in to dormitories of the Universities, 8 request for using our accessible transport, 4 requests for personal assistance. Also, there were dozens of other inquiries, regarding studying and their academic status. The contract for sharing equipment with SAO at AYDM must also be signed.

Next topic of the discussion was **WP5** that has to do with training. Lefkothea Kartasidou mentioned that DEV5.2 and DEV5.3 must focus on Training Material. She has suggested that AYDM should gather all needed information concerning learning goals, topics, brief description, learning material. UOM has prepared the form for training material and it has already been distributed to all trainers. DEV5.2 and DEV5.3 will also include a report of the development and implementation of both trainings among with the evaluation from trainees. Lefkothea Kartasidou promised to finalize the DEV5.2 according to the last file Mr Boskovic has send. Further, Lefkothea Kartasidou and Ioannis Agaliotis suggested to prepare also an evaluation form for all trainers that will be included in the final report DEV5.3. The evaluation of the trainees will follow the organization set for the first trainings while the evaluation of the trainers will be done by each trainer after the meetings through a

brief “reflection paper” in form of a narrative that will underline assumptions, improvements, timing, materials used). Also the importance of the eplatform was marked once more <http://e-lab.ftn.kg.ac.rs/moodle2>. Indicators that refer to number of trainees need to be updated as soon as possible. The last part of Advanced training will take place at UDG with the following schedule: 1-2 October (UW), 17 October (UNIMC), after the 20 of October (IERK Kotor).

The next planned activities for the last project year refer to **WP6** (Piloting and evaluation at partner universities). Concerning the content of this WP Ivana Ognjanovic will prepare a draft of the planning in order to discuss it with all partners during the next meeting in November in ME. More concretely the following was decided:

- DEV6.1 Monitoring of university regulatory documents implementation – Report: Following the DEV2.3 a report will be prepared how to monitor the piloting year. Laura Fedeli together with Lefkothea Kartasidou will agree on a format for 6.1 taking into consideration deliverable 2.3 and send it to UNIM. As indicator it was mentioned that three times during the piloting year (April, May, June) to include prospective SwD.
- DEV6.2 Piloting and evaluation of defined support services in partner universities – Other products: Evaluation forms will be produced and will be given twice (January/February and May/ June) to SwD and Staff of HEIs.
- DEV6.3 Piloting of peers’ support workshops – Events: Conferences and Seminars: This DEV will be based on WP4. Presentation of SAO and other support services via workshops in November, February/ March and May/June
- DEV6.4 Monitoring and evaluation of training effects at partner universities – Report: This DEV is based on WP5. Evaluation forms for training during piloting year twice (January/ February and May June) intermediate and final reports will be summarized in the final. UOM will prepare a format for monitoring and evaluating the training effects.

Lefkothea Kartasidou emphasized also on the importance of **DISS8**. It is suggested during Conference 2013 (November) and Conference 2014 (September) to organize the participation of high school students and also to invite SwD but also graduate individuals with disabilities. In that case there will be a possibility to have individuals with disabilities to speak for themselves. It was also discussed that it is necessary to visit high schools and inform students with disabilities about the possibilities of studying. Project coordinator asked AYDM and IERK to send the requested data in order to ask the approval from the Agency for the participation of prospective SwD. Already UDG has made such a gesture and next year they are going to have two students with physical disability. AYDM must come in touch with SwD that they can be referred as good example of studying or discuss good practices. The active involvement of all ME partners is of high importance. Danijela Vicevic already informed about some dissemination activities that have been published on the IERK website <http://sinche.uom.gr/node/137/edit>.

Concerning **EXP 9.2** it was decided to change the content and the title for this Dev to EXP9.2 Agreement on networking for supporting cognitive, social and intrapersonal issues of SwD. This change was essential since all planned issues that we proposed for this DEV have been already mentioned in EXP9.1. Thus, EXP9.2 will refer to all legal issues and structure/ function of SAO as planned in DEV4.3.

The last topic of the 1<sup>st</sup> day of the meeting has focused on the management (**MNGT10**) and financial issues. Project coordinator answered some questions stated by partners and also gave some feedback concerning supporting documents and clarification for budget headings, cofinancing. It was decided to provide

- all SCs of the 2<sup>nd</sup> project year until 19<sup>th</sup> December,
- Cofinancing supporting documents until end of November and
- all IMRs until 1<sup>st</sup> of December

Project Coordinator has send to all partners the expenditure file that needs to be checked from all partners in order to assure the accuracy of all supporting documents that have been send to the project coordinator.

During the second day the partners have continued the discussion concerning some management and financial issues and afterwards they have worked on preparing the 2<sup>nd</sup> internal quality control (**QPLN7.1**). First there was a discussion concerning the feedback of the Intermediate Report from EACEA. Project coordinator has mentioned that till the end of the project the Logical Framework Matrix must be revised. Once more there was an intensive exchange of ideas concerning the indicators of progress for the project. The content of the 2<sup>nd</sup> Internal QPLN7.1 must include

- Inputs on the excel file concerning Staff mobility in chronological order (will be completed from UDG)
- Inputs in the excel file ToDOList including the workplan feedback and indicators of progress (will be completed from UOM and IICT)
- Statistics of the project website (will be completed from UNIM)
- Data from interim report from the field monitoring visit in June from coordinator and external evaluator.

Finally the discussion ended with some inputs concerning planned working visits. Project coordinator suggested to plan another working visit to UOM after asking the Agency in order to share with them the results of a national project concerning the support of SwD at HEIs in Greece.