



ERASMUS+ PROJECT
Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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

Annex H to QCM Manual – Event report template

Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

**Enhancement of HE Research Potential Contributing to Further Growth of the WB
Region
Re@WBC**

Author:	Prof. Dr. Pavle Sekeruš, Vesna Mašulović
Event Title:	Meeting within Activity 2.2: Administrative staff competences improved
Event Date:	22-23/09/2016
Event Venue:	University of Novi Sad
Type of event: (National, international, press conference, promotional event etc.)	International event
Short description:	<p>On 22nd September, 2016 the project coordinator of the University of Niš held a meeting with the representatives of the University of Novi Sad, Serbia and University of Vlora, Albania. We discussed the organisation and realisation of future project activities, such as the organisation of the following activity 2.8: Ethical committee procedures improved, which should be held at the University of Kragujevac, Serbia and organised in collaboration with the University of Vlora, Albania.</p> <p>Following that meeting, the project coordinator, Prof. Dr. Dragana Cvetković Ilić presented the project activities to the training participants and Prof. Dr. Pavle Sekeruš, contact point of the University of Novi Sad, gave a presentation about the facts and figures of the University of Novi Sad and its role in the Re@WBC project.</p> <p>After that, Ms. Rachel Delcourt of the University of Liege trained the participants about how to build a sustainable soft skills training program for PhD candidates and researchers.</p> <p>On 23rd September, 2016 Mr. Gabriele Baldissoni presented the experience of the actions implemented at the University of Politecnico di Torino, Italy in regard with the support to researchers. Dr. Rebekah Smith McGloin presented the implementation of the UK Concordat to support the career development of researchers at the Coventry University and discussed the challenges and innovations for research support staff.</p> <p>The project coordinator and representatives of the University of Novi Sad had a meeting with Dr. Rebekah Smith McGloin and scheduled the following meeting at the Coventry University</p>



for December 2016, with regard to realise the Activity 2.5: Training trainers.	
Organiser(s):	University of Novi Sad
Agenda:	Link to the agenda http://rewbc.ni.ac.rs/documents/
Total number of participants:	36
Links to further information:	Re@WBC website

EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	8 August 2016
Information Material was sent off to participants on:	8 August 2016
Date of Initial Participant List Compilation:	07 July 2016
Date of Final Participant List Compilation:	16 September 2016
Total Number of Participants Invited	32 invited – 36 attended
Date of Agenda Finalisation:	16 September 2016

Please attach the final event agenda and the list of participants.

PROBLEMS ENCOUNTERED DURING THE EVENT PREPARATION PHASE

(To be filled by organisers)

- To reach the administrative staff from all partner institutions due to different work organisation within some of them.

If you have not met with any problems in that phase, please fill in "N/A."

EVENT EVALUATION BY PARTICIPANTS in percentage

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Number of answers
The information I got will be of immediate use to me.	32%	56%	12%			25
This event covered to a very high extent the topics I have expected.	40%	44%	16%			25
I enjoyed the cooperation and interaction with the other participants.	32%	56%	8%	4%		25



The materials distributed are useful and informative.	28%	44%	20%	8%		25
The discussions were relevant for the participants.	36%	56%	8%			25
The working methods were suitable for the topics and for the participants.	44%	44%	12%			25
The overall organisation was professional.	64%	36%				25
The time management was always to my fullest satisfaction.	44%	48%	8%			25
The style and level of communication between organisers and participants was professional.	64%	32%	4%			25
I would recommend this kind of event to my colleagues.	56%	44%				25

General information about the participants:

a) Sex : 20 Female 5 Male

b) Country : 8 Albania, 4 Bosnia and Hercegovina, 2 Montenegro and 11 Serbia.

c) Professional position: head of foreign languages department, associate professor, head of Albanian language and literature department, vice dean for research, responsible of R.C. for philological studies, associate, rector's secretary, secretary of Faculty of foreign language, head of administration and student services, specialist at career office, PR manager, program coordinator – associate, expert associate at the Center for QA, administrative staff for students, quality assurance coordinator, administrative consultant for PhD students, associate for scientific research, publishing and faculty's cooperation, research service offices, IT support officer, QA officer, chief of the department for student's affairs, head of master and doctorate studies, consultant in center for career development of students, associate at Project Management Office.

d) Previous participation to similar events before? 12 Yes 13 No

Prior Experience of Similar Events – Overall %	48%
--	-----

Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • Information how to connect the job market with universities/research. • Development of soft skills for PhD
---	---



candidates.

- The organisation of HR structures in EU universities to support researchers at every career stage.
- I enjoyed most Rebekah Smith McGloin's presentation.
- The presentation of EU partners was very useful and interesting. Especially the contribution of University of Coventry was useful to non-academic staff members.
- Strengths of this events are: perfect management, professional organisation etc. I enjoyed the cooperation and interactions with other participants, the style and level of communication between organisers and us was very professional. This event was very useful and I enjoyed it very much.
- I enjoyed the information I got. The style and level of communication between organisers and participants was professional. The working methods were suitable for the topics and for the participants.
- It was a useful experience for me. The information that I got from all presentation was very useful too. The discussion between professors & participants were very interesting & we heard a new things.
- This was very useful and I'm going to present all material and ideas to my colleagues. I hope we are going to use the ideas to improve administration and create some new centres on our Faculty.
- It was very useful as these three countries have very different experiences face different issues and introduce different solutions.
- I will share this experience of different countries with my colleagues.



	<ul style="list-style-type: none"> • Transfer of experiences by 3 different EU countries. • It gave me a new information to me about PhD programs and research potential in UK and EU (Belgium and Italy). • The event helped me improve my actual knowledge about researching. I will use new data I have given to help young researchers to find the best way to achieve success at PhD studies, and further their career. I enjoyed listening the speakers, they were very precise in giving information. • The most useful thing is examples of experiences from universities. • Interesting speakers/trainers, diversity of information, diversity of problems solving methods at various universities. • I think that meeting is very well organised. I enjoyed lessening and exchange of experiences with other colleagues. I improve my knowledge and skills. This was the first time, but I hope not the last. • The outcome of this training was more relevant information for the administrative staff concerning the mentioned skills and knowledge to be used for the benefits of both academic and administrative staff of University of Niš. • I enjoyed on communication between organisers and participants because that help me to understand my role in future activities of this project.
<p>Suggestions for the improvement:</p>	<ul style="list-style-type: none"> • Some suggestions could have been offered in advance by non EU partners about relevant issues to discuss regarding areas for improvement at the administrative issues.



- I suggest that all the materials presented to us this two days can be sent to us by email or in printing form in the end of the day.
- The overall organisation of the event was very good. It would be better to work in groups, it would be better to communicate the participants with each other.
- It would be better to have also photocopied material before the training. It would be more productive.
- I don't think that has something to add, or been improved. It was everything ok. I enjoyed this event.
- Personally, I would enjoyed and find useful the opportunity to hear more about Charter & Code and its implementation.
- Presentations should be send by e-mail to participants.
- This event was organised very good. Everything was professional and right on time. Just keep that way!
- The participant universities staff exchange their experience in the topic fields. To make some kind of round table with discussion on mentioned topics between participant universities.
- More information about speakers/trainers, providing more materials from speakers/trainers.
- I have been here for the first time. Maybe, next time you have to bring some researchers to participate and tell us their problems and find the way to solve the problem together.
- I think that the good idea can be to see and hear an experience of PhD students who are passed this courses. That information can be



ERASMUS+ PROJECT

Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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

	<p>very useful.</p>
<p>Any further comments</p>	<ul style="list-style-type: none"> • I wish to participate in similar events. • I enjoyed very much this activity, I would recommend this activity to my colleagues. I would like to participate in other similar activities. • Thank you very much for this event. • I enjoyed this event. Thank you! • Think about time for the last day for the participants that comes abroad. • This was excellent and I hope that you'll often organise such training for administrative staff. • Improvement of our further work with students and monitoring of PhD students.

ADDITIONAL COMMENTS *(to be filled by the local partner)*

- The atmosphere during the training was very satisfactory.

Lessons learned

- Similar activities and trainings for administrative staff should be more often organised, since the participants expressed their satisfaction and willingness to broaden their knowledge in providing adequate services to researchers.

Project number: 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"