

*20-21 October 2008, Amsterdam, Nederland*

## MINUTES

**Location:** *Meeting room at Eden Rembrandt Square Hotel*

### Attendees:

1. Norbert VOITH; Amadeus Association; AT
2. Yves BOISSELIER; ATTT; BE
3. Annemie BOONEN; EuroPACE; BE
4. Gregory MAKRIDES; European Association of Erasmus Coordinators; CY
5. Xenia CONSTANTINOU ; University of Cyprus; CY
6. Edmund ZIRRA; Baden-Württemberg partnership for the Exchange of Students, graduates and technology Transfer (BEST) at University of Applied Sciences Karlsruhe; DE
7. Frank MARCH ; LEONARDO Office Thuringia c/o Technical University Ilmenau; DE
8. Carlos OCHOA LABURU ; Basque Country University; ES
9. Lourdes DOMINGUEZ; Basque Country University; ES
10. Alain JUNGMAN; IUT Paris Jussieu, Universite Paris VII Denis Diderot; FR
11. Marie-Lise MICHELI; IUT Paris Jussieu, Universite Paris VII Denis Diderot; FR
12. George MYLONAS; Daedalus Informatics LTD; GR
13. Francesca UNGARO ; Centaurus SRL; IT
14. Giulia LOMBARDI; Consulmarc Sviluppo S.R.L.; IT
15. Milena Nardi; Consulmarc Sviluppo S.R.L.; IT
16. Massimo MUSTICA; Laboratorio del Idee; IT
17. Alessandra MILLEVOLTE; Laboratorio del Idee; IT
18. Herbert Ten THIJ; Stichting International Excellence Reserve – I.E.R.; NL
19. Marian GHEORGHE ; Tempus Association for Continuing Education; RO
20. Dan GRIGORESCU; University of Bucharest ; RO
21. Romita IUCU ; University of Bucharest ; RO
22. Magdalena IORDACHE PLATIS; University of Bucharest ; RO
23. Doru TALABA ; University Transilvania of Brasov; RO
24. Simona LACHE ; University Transilvania of Brasov; RO
25. Eugen BUTILA; University Transilvania of Brasov; RO
26. Ian SUNLEY; Staffordshire University; UK
27. Lorna UDEN; Staffordshire University; UK
28. Andre MIODEZKY; My-XML SA; LU

**Date and time:** *MONDAY, 20 OCTOBER 2008, 9:30HRS – 17:30HRS*

During the opening session Mr. D. Talaba welcomes the participants and makes a brief project overview: among the 7 work-packages (WP) of the project, WP1 is dedicated to Quality of Practical Placements in Enterprises (M1-M36). We should have finalized the book on PPS (Practical placement of Students) – as Proceeding of the 4<sup>th</sup> EUE-Net Symposium in Brasov (Feb. 2008) – in M12. It will be finalized in M14 (Nov. 2008) – a little delay.

Mr. D. Talaba also presented the concept of QASP (Quality Assurance of Student Placements).

### Interventions:

- Ms. X. Constantinou: at University of Cyprus – Erasmus for New Entrepreneurs Network – to identify those enterprises who are willing to join the idea;

- Ms. A. Millevolte presents the E (enterprise) point of view: not only the E that receive students for PP to be certified but also the U (universities) that sent students to be evaluated and certified, so that the E to be sure their training activity is not waste of time

Mr. D. Talaba proposes the participants to present their contributions to each chapter and discussions to take place after each chapter is presented.

**Chapter 1:** presentations on the behalf of Ms. M. Ioardache Platis, who presents the work performed together with Mr. R. Iucu, Ms. M. Micheli and A. Jungman.

Interventions:

- Mr. D. Grigorescu: the introduction of the book should not contain definitions, the definitions should be put in a “glossary” at the end of the book.
- Mr. D. Talaba: keep in mind the term of “apprenticeship” – in the French model, more relevant for EUE-Net is the “STAGE system” not the alternate system (“sandwich system”). Attention: when describing the state of the art of PPS in Europe, to consider the STAGE concept.

Conclusion: chapter 1 needs to be shaped (after the two contributions are written) in a balanced way by appointing an extra person (Lorna ?)

**Chapter 2:** presented by Ian Sunley and Lorna Uden, a survey of 12 U that contribute to PLACENET – an online network of placement units in UK. 6 main types of performing PPS are presented, which differ a lot in terms of the domain (e.g. mechanical engineering – arts). A SWAT analysis is performed – to answer to the question for E: why to cooperate with U for PPS?

Comments and conclusions:

- The examples given by Ian – in the last chapter of the book;
- Chapter 2 should contain the classification we have initially spoken about for Chapter 1.
- The book will refer to the 1<sup>st</sup> cycles, with some further note in the book that could mention: some of the issues could be extended to 2<sup>nd</sup> and 3<sup>rd</sup> cycle, other issues could not – without further discussions and adaptation.
- Chapter 1 should be integrated with Chapter 2. For delivering the book in a proper way, taking into account the workload of all the contributors, the authors should spend a certain period together, dedicated exclusively to this subject.

**Chapter 3:** all the contributors present their work according to the agenda.

Mr. Gh. Marian: principles & code of practice for the parties (emphasizes the term “parties” not “actors”). E should provide both TUTOR (for “organizational” issues) and TRAINER (for “technical” issues).

Comment Ms. M. Micheli: PP should provide applied knowledge to get skills as it is defined by Mr. Gh. Marian, but there have to be included the behavioural skills as well (e.g. leadership, teamwork, etc.).

Ms. M. Iordache Platis: design of PPS, classify the level of the PPS related to the trainee’s qualification and the skills; identifying the expectation and needs outsourcing a stage status. Match the needs and the expectation of the actors – university view.

Ms. A. Millevolte: presents the point of view of a small enterprise (SE) in Italy. A mediator between U (a few) and SE (a lot more) is needed to establish a real communication and cooperation between them. This mediator could be the Association of the SE or Association of Entrepreneurs.

1. U – empowered tutor – stage in representative (key) SE, to know the specific needs of enterprises.
2. Association of enterprises – sector specialists.

1+2 cooperate for designing a project template which will be developed by the student during the PP.

Observation: PPS under 6 months is not feasible for the SE – the investment in PPS is not returned.

Ms. M. Nardi, G. Lombardi: chart for organizing PPS in SME; CDO in charge of the PPS. ? Who is carrying on the assessment of PPS after they are completed?

Ms. X. Constantinou: EUE-Net needs to develop not only standards for PPS but also instruments – e.g. questionnaires to assess trust of U and E how the PPS were carried on, or the % of failure.

Mr. C. Ochoa Laburu: some aspect of the presentation should be integrated in Chapter 1+2, as Spain experience and model – there are available procedures for all implementation stages of PPS. There are available questionnaires for student assessment of the practical place and for E assessment for the student work.

Discussions:

- The matter of ECTS – EVET recognition should be covered in Chapter 2.
- Theoretical background – developed by Mr. Gh. Marian – very important, should be improved – feedback.
- U view – developed by Ms. M. Iordache Platis – too complicated, it should be revised in a simpler form.
- E view – developed by Ms. A. Millevolte – consider the specific needs of E – Ms. Francesca Ungaro will interfere and help: to know the needs of E – it is compulsory to consider the Associations of enterprises/ National organisms – the only way by which SE can know and communicate with U.
- National legislation – obstacle in cooperation: ? how does the company demonstrate to the state the work is PPS and not “black work”?
- Consulmarc: platform proposal – similarly to CDOs – the book will not concentrate on such an IT instrument – the CDO direction of the project will.  
However the idea is good: defining the work placement profile (job description); not student profile but curriculum profile.
- Ms. X. Constantinou work: to develop more the code of practice and code of conduct (which replaces the contract in a more friendly way) – 4 steps procedure.

Conclusions for Chapter 3:

1. Background:

- Legal aspects in Europe
- Contract of PPS
  - Who are the signatories (2 or 3 parts?)
  - Is it compulsory?
  - Cost evaluation/ estimation and who is paying what?
  - Responsibility, liability
  - Insurance
- Examples to be put in appendices, at the end of the book.
- Backbone: a – theoretical approach by Mr. Gh. Marian; b – practical approach by Mr. C. Ochoa Laburu. This ‘skeleton’ will be completed and enriched by the other contributions.
- Planning cases:

- a. Student (S) – E; U approves
- b. U – E agrees; S agrees
- c. E – U; S agrees                      E carries on student selection; U – validated E by RCPP

In chapter 3 should be described the 3 cases. Mr. C. Ochoa Laburu will do it.

- Consulmarc: to make an algorithm on what a)-work profile/ b)-student profile description should mate.
- Ms. X. Constantinou: to develop a code of conduct – in a friendly way – for the 3 actors; an explanatory way, not a binding way (not in terms of a contract) – it should result in a kind of contract but more like a methodology.

#### **Chapter 4**

Ms. A. Boonen: ? should the E give marks and carry on assessment in the student PP? Virtual placement models for transnational PPS.

Mr. F. March: need to define a common vocabulary – to be added at the end of the book, as glossary.

Mr. E. Zirra: description of Q-PlaNet approach and new project

No only the E has quality obligations and should be assessed but also the U – it has to do everything to prepare the student for international placement

Ms. S. Lache: quality control procedures are presented

It is too early to establish the final set of procedures, first we will have to define the standards.

S. Lache will work together wil A. Boonen for covering the Quality Assurance subject in the book

**Date and time:** *TUESDAY, 21 OCTOBER 2008, 9:30HRS – 12:30HRS*

Mr. E. Zirra:

- Beyond the control – need to assess review accreditation:
  - A problem for CDOs: students applying for PP directly via internet, not through CDOs
  - Student way of thinking has changed; E changed as well – direct contact, telephone interview, you tube, etc. U is not involved
- Need of RCPP – to be accredited and then to have the power to assess enterprises; in Karlsruhe it already exists.
- The accreditation body will deal with this issue for students everywhere (in a more general way)
- Need for: general standards for a company (valid at EU level) and specific standards – defined by regional centres.
- The accreditation of regional RCPP will be done at EU level.
- RCPP should be connected somehow to the U; not to belong to a U but to a network of U, at regional level.
- U should be integrated in this process, in order to recognize the system and to be part of it.
- planning the first Q-PlaNet meeting: Brussels, January 2009.

Mr. G. Makrides: the model should be: RCPP – accredited; E – certified.

Ms. S. Lache: planning for a first journal article publication related to PPS – Ms. Lorna Uden - board of editors

Deadline for contributors 20 November 2009

S. Lache will sent asap to all contributors a template and aprox. number of pages required.

Ms. S. Lache thanks to the participants for their active participation to the fruitful meeting.

Meeting closed.

October 21<sup>st</sup>, 2008

Simona Lache  
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