

Reforming Foreign Languages in Academia in Montenegro (Re-FLAME) – CBHE 609778

Kick-off meeting held on 12-13 December 2019 at the Faculty of Philology in Nikšić

MINUTES

On 12-13 December 2019, the ReFLAME UoM project team, the Montenegrin partners from the UDG and the MU, and the EU partners from Poland, Italy and Croatia, met in Montenegro, at the Faculty of Philology in Nikšić, and held the kick-off meeting. The meeting followed the agenda (in Annex 1) which included three sessions on the first day and two sessions on the second day.

12 December 2019

Session 1

The ReFLAME UoM project team, the Montenegrin partners from the UDG and the UniMED, and the EU partners from Poland, Italy and Croatia, met in Montenegro, at the Faculty of Philology in Nikšić, and initiated the kick-off meeting.

The participant of the meeting were:

Prof. dr Tatjana Jovović, the dean of the Faculty of Philology
Prof. dr Nataša Kostić, the vice-rector of the UoM
Doc. dr Zdravko Babić, the vice-dean of the Faculty of Philology
Doc. dr Spomenka Delibašić, the vice-dean of the Faculty of Philology
Rina Muhaj, National Erasmus+ Office
Prof. dr Milica Vuković Stamatović, the project coordinator
Prof. dr Vesna Bratić, the member of the UoM project team
Doc. dr Deja Piletić, the member of the UoM project team
Dr Branka Živković, the member of the UoM project team
Dr Petar Božović, the member of the UoM project team
Doc. dr Olena Lilova, the project manager from the UniMED
Doc. dr Tamara Jovović, the member of the UniMED project team
Doc. dr Dragica Žugić, the project manager from the UDG
Tamara Radinović, UDG
Prof. dr Elżbieta Gajek, the project manager from the University of Warsaw
Dr Wojciech Figiel, the member of the University of Warsaw project team

Dr.ssa Cristina Mercuri, the project manager from the University for Foreigners of Perugia
Dr Borbala Samu, the member of the University for Foreigners of Perugia project team
Ana Matijević, the project manager from University of Zagreb
Petra Barbarić, the member of the University of Zagreb project team

Following the kick-off meeting agenda, prof. dr Tatjana Jovović, the dean of the Faculty of Philology, and prof. dr Nataša Kostić, the vice-rector of the UoM, gave their welcome remarks. After their opening speech, the participants introduced themselves and the project coordinator gave her presentation on the project.

Session 2: Common understanding of starting points

The participants discussed the content of the partnership agreements and their annexes, and they agreed on their draft content. They made a decision that partnership agreements would be signed bilaterally.

Session 3: Work plan

I The Steering Committee and the Quality Board were set up.

- The Steering Committee is composed of the project managers from all the partner institutions:

Prof. dr Milica Vuković Stamatović, the project coordinator, UoM
Doc. dr Dragica Žugić, the project manager from the UDG
Doc. dr Olena Lilova, the project manager from the UniMED
Prof. dr Elżbieta Gajek, the project manager from the University of Warsaw
Ana Matijević, the project manager from the University of Zagreb
Dr.ssa Cristina Mercuri, the project manager from the University for Foreigners of Perugia

- The Quality Board is composed of:

Prof. dr Vesna Bratić, the member of the UoM project team
Petra Barbarić, the member of the University of Zagreb project team
Dr Wojciech Figiel, the member of the University of Warsaw project team
Dr Dragiša Vukotić, the member of the UDG project team
Doc. dr Tamara Jovović, the member of the UniMED project team

II The discussion on WP7 – DISSEMINATION AND EXPLOITATION was initiated and specific decisions were made.

The logo of the ReFLAME project was adopted and all the partners agreed on that all the documents had to include the project logo and the information about that the project is co-funded by the Erasmus+ Programme of the European Union.

The participants discussed local dissemination strategies. The following decisions on the dissemination strategies were made:

1. Dragica Žugić was appointed as the manager of the WP7 – DISSEMINATION AND EXPLOITATION. She will be in charge of media coverage.
2. Dalibor Vukotić, the IT technician, shall create and design the project official website.
3. The project website shall be accessible to visually impaired users, as recommended by the Polish partners. This shall be done following a tendering procedure.
4. The press conference shall be held in the following two months.
5. The official Facebook and twitter pages shall set up.
6. The project participants shall add the project information to their profile accounts on Research gate, Academia, LinkedIn.
7. The project participants shall spread the information on the project through their academic mailing lists. The mailing list from all the partners shall be compiled, and the project website link shall be sent to them preferably by January 31.
8. All the Montenegrin FLT associations shall be informed about the project and its activities, such as Montesse (Montenegrin Society for the Study of English), ELTAM (English Language Teachers' Association Montenegro), AILIM (Associazione Insegnanti di Lingua Italiana del Montenegro).
9. Students' organisations shall be informed about the project and its activities.
10. All the partners shall sign their Consent form for photography/filming (according to the GDPR).
11. Common dissemination activities are to be followed by all the project partners. The EU partners shall have the link to the project webpage and logo on their official websites.
12. The EU and Montenegrin partners shall also put the posters with the project logo and the information on that it is co-funded by the Erasmus+ Programme of the European Union in their institutions. The poster will be designed by Dalibor Vukotić, the IT technician.

III The project partners discussed the ways of communication between the members of the Steering committee:

1. All important decisions shall be made officially, via e-mail. Viber is only the option when something is urgent, but shall also be confirmed by e-mail.
2. Meetings shall be organised via Skype and Zoom.

13 December 2019

The activities planned within workpackages for the first year of the project were determined.

WP1 - PREPARATION

1. Status quo analysis

- The Montenegrin partners (UoM, UDG, MU) shall prepare status quo analysis regarding the number of courses, level at which they are taught, number of students, legal framework, textbooks, whether there is a lack of resources, teacher surveys, student placement tests, student surveys, surveys amongst employers.
- The Montenegrin partners shall have a meeting to decide on the content of surveys in December.
- They shall collect data and conduct surveys by January 15.
- The data shall be compiled into a report preferably by January 31 and sent to the EU partners.
- The EU partners shall send their evaluation reports and inputs preferably by February 15.

2. Assess the FL syllabi

- The Montenegrin partners shall collect the FL syllabi and see whether they contain all the required elements as per regulations, if they are general FL or FL for SP, what level of language they require, what textbooks are used, if any, how many rely on teachers own resources, how many are translated. The Montenegrin partners shall make a raw summary of the data and send it to partners preferably by December 31.
- The EU partners (University of Zagreb and University of Warsaw) shall send their general remarks and suggestions (conformity to frameworks, quality of outcomes, lack of uniformity if it exists) preferably by January 15. The syllabi are not to be assessed individually but on the whole.
- Based on the inputs, the Montenegrin partners shall amend the summary report and send it to the EU partners for inspection. It should be completed preferably by February 15.

3. Set up the project office

- The project office shall be set up at the UoM by January 15.

WP2 – DEVELOPMENT: Updating syllabi

1. Write brief development

- The University of Zagreb and the University of Warsaw shall provide a model of what the syllabi should contain and conform to, along with a sample syllabus, preferably between February 15 and May 31.

2. Update FL syllabi

- The Montenegrin partners shall update the syllabi according to the model given, in consultations with the partners (UNIZG and UW), preferably by November 15.

3. Pre-evaluate and implement syllabi

In accordance with the project plan, pre-evaluation and implementation of the syllabi are to be carried out during the 2nd and 3rd years.

WP3 – DEVELOPMENT: procuring literature

1. The Montenegrin partners shall compile a list of necessary LSP textbooks and literature on applied linguistics in cooperation with the EU partners (inputs by all partners with lists of useful books and textbooks to be procured), preferably by January 20.

- The Montenegrin partners agreed that, apart from LSP textbooks and literature, it would be useful to supply the equipment necessary for employing the modern FLT methods. For this purpose, the project coordinator shall write EACEA a justification of the changes to be made to the budget initially planned only for the books, if possible, by December 31. After the decision is made, the tendering procedure (s) will start.
- Necessary LSP textbooks and literature (and equipment, if approved) shall be procured during the first year.

WP4 – DEVELOPMENT: FLT methodology

1. Study visits

- The Montenegrin partners shall visit the 3 EU partners, 3 persons from 3 institutions, 9 people from Montenegro in total.
- Length of stay – 5 days + 2 travel days
 - Poland – May (except for the first week)
 - Zagreb – the first week of June
 - Perugia – April (after Easter, 20-24)

2. Upgrade the FL teachers' general FLT methodology

- The partners from the UNIZG and UNISTRAPG shall organise a training for Montenegrin FL teachers from the UoM, UDG and UniMED in Montenegro (the end of June, 22-26, 5 days, between 9am and 4 pm, with coffee breaks and a lunch break – 5 hours effectively per day).
- The EU partners shall decide on the content, make enquiries about the topics of interest, or make a survey (to be conducted amongst the Montenegrin teachers) to establish the needs.

WP5 – DEVELOPMENT: LSP teaching materials

1. Train FL teachers to write LSP teaching materials

- The partners from the University of Warsaw and UNISTRAPG shall organise a training for the Montenegrin FL teachers from the UoM, UDG and UNI MU in Montenegro (7-11 September 2019, 5 days, between 9am and 4 pm, with coffee breaks and a lunch break – 5 hours effectively per day).
- The EU partners can choose topics which can refer to adapting authentic texts, using a corpus, copyright for images, listening to recordings...

- Teachers should be prepared for the training, i.e., get familiar with the use of Moodle, smart boards, and should come with the collected texts in advance.
- Mini-preparation should be conducted internally – how to use Moodle (as part of the first training in general methodology) and AntConc, how to download a video from YouTube, how to edit a video (for example, cut it...)

2. Write LSP textbooks

- This activity shall start after the training and continues for 12 months, with another 6 months for reviews, proofreading, publishing...
- Books to be written by UoM (7), UDG (1) and UniMED teachers (1).
- The books needed will be identified in the status quo analysis, as there are no books at all for the particular LSP field, published by reputable publishers. The following criteria shall be taken into account: the needs of the domestic market, i.e. the fields for which there is a high demand in the national labour market, no. of students reached and other possible criteria to be decided on during the status quo analysis, in consultations with UW and UNISTRAPG.

WP6 – QUALITY PLAN

1. Develop a quality control guide with the inputs collected on the first day of the kick-off meeting

- UoM will make a draft guide by December 31 and send it to partners for comments.
- The quality control guide is to be adopted online by the Steering Committee by January 31.

2. Conduct student and teacher surveys

- Teacher surveys after every training session (the last day of training)

WP7 – DISSEMINATION AND EXPLOITATION

1. Some decisions on WP7 were made on the first day of the kick-off meeting (see pp. 2-3 of the Minutes).
2. UoM will make a dissemination strategy guide based on the inputs from the first day of the kick-off meeting by December 31 and send it to partners for comments. It shall be adopted online by the Steering Committee by Jan 31.

WP8 MANAGEMENT

1. Write a project management guide with the inputs collected on the first day of the kick-off meeting

- UoM will make a draft guide by December 31 and send it to partners for comments.
- The project management guide is to be adopted online by the Steering Committee by January 31.

2. Overall management of the project shall be performed by the coordinator and the Steering Committee.

3. Steering committee meetings

- There will be six steering committee meetings, 3 of which will be online and 3 of which will be in Montenegro.



- The first one is online (video conf. Zoom) – around April 15
4. Write monthly progress reports
 - UoM shall make a draft monthly report and send it to partners for comments.
 5. Write annual progress report
 - The first annual progress report shall have been written by 14 November 2020

Minutes drafted by

Deja Piletić and Branka Živković

Reforming Foreign Languages in Academia in Montenegro (Re-FLAME) – CBHE 609778

Kick-off meeting 12th – 13th December 2019

Meeting room/ Svečana sala, Faculty of Philology, Nikšić


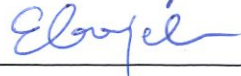

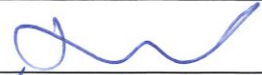

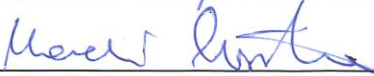

AGENDA

Thursday, 12 th December 2019	
Session 1: Introduction and start-up of the project	
10:00 – 11:30	<ul style="list-style-type: none"> Welcome remarks Prof. dr Nataša Kostić, Vice-Rector of the UoM Prof. dr Tatjana Jovović, Dean of the Faculty of Philology (UoM) Introduction of participants Presentation of the Project
11:30 – 11:45	Coffee break
Session 2: Common understanding of starting points	
11:45 – 13:00	<ul style="list-style-type: none"> Discussing the content of the overall Partnership Agreement and its annexes
13:00 – 15:00	Lunch (Hotel Yugoslavia)
Session 3: Work plan	
15:00 – 16:30	<ul style="list-style-type: none"> Discussion of the work plan: inputs of partners and the coordinator Open discussion for comments, expectations, remarks
Friday, 13 th December 2019	
Session 3: First-year activities and tasks	
10:00 – 11:30	<ul style="list-style-type: none"> Planning the activities planned for the first year of the project
11:30 – 11:45	Coffee break
Session 4: Completion and agreements	
11:45 – 13:00	<ul style="list-style-type: none"> Conclusions/ Next steps Closing remarks

12.12. 2019.


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


Name and Surname	Institution	Contact	Signature
Tamara Jovović	University Mediteranea	tamara.jovovic@unimediteraan.net	T. Jovović
Elena Lileva	University Mediteranea	elena.lileva@unimediteraan.net	E. Lileva
LINA MUHAJ	NATIONAL ERASMUS+ OFFICE	linademasmusplus@ucg.ac.me	L. Muhaj
Tamara Radinović	University of Duga Gorica	tamara.radinovic@udg.edu.me	Tamara Radinović
Jragica Žugić	University of Duga Gorica	jragica.zugic@udg.edu.me	Jragica Žugić
Branka Žimonić	University of Montenegro	brankaz@ucg.ac.me	Branka Žimonić
Petar Božović	University of Montenegro	petarb@ucg.ac.me	P. Božović
Deja Pletić	+	dejap@ucg.ac.me	D. Pletić
Zoravko Babić	University of Montenegro	ZORAVKOB@ucg.ac.me	ZB-out
Milica Vuković Stamatović	UoM	vmilica@ucg.ac.me	M.S.
Tatjana Jovčić	University of Montenegro	tajovcic@ucg.ac.me	T. Jovčić
NATAŠA KOSTIĆ	UNIVERSITY OF MONTENEGRO	kostic@ucg.ac.me	N. Kostić

Name and Surname	Institution	Contact	Signature
Vesna Bratić	University of Montenegro	vesnabr@ucg.ac.me	
Elżbieta Gajek	University of Warsaw	e.gajek@uw.edu.pl	
Wojciech Figiel	University of Warsaw	w.figiel@uw.edu.pl	
Petra Barbarić	University of Zagreb	pbarbari@ffzg.hr	
Ana Matijević	University of Zagreb	amatijevic@ffzg.hr	
MERCURI CRISTINA	UNIVERSITY FOR FOREIGNERS OF PERUGIA	mercuri@unistrapg.it	
BORBALA SAMU	UNIVERSITY FOR FOREIGNERS OF PERUGIA	borbala.samu@unistrapg.it	

13.12.2019.


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


Name and Surname	Institution	Contact	Signature
Petar Božović	University of Montenegro	petarb@ucg.ac.me	
Branke Žilović	University of Montenegro	brankez@ucg.ac.me	
Elena Lilova	University Mediterranean	elena.lilova@unimediterran.net	
Tamara Jovović	University Mediterranean	tamara.jovovic@unimediterran.net	
ANA MATIJEVIĆ	UNIVERSITY OF ZAGREB	amatijevic@ffzg.hr	
PETRA BARBARUĆ	UNIVERSITY OF ZAGREB	pbarbaru@ffzg.hr	
WUJCIECH FIGIEL	University of Warsaw	w.figiel@uw.edu.pl	
ELŻBIETA GAJEK	University of Warsaw	e.gajek@uw.edu.pl	
Milica Vuković Stamatović	UoM	vmilica@ucg.ac.me	
CRISTINA MERCURI	UNIVERSITY FOR FOREIGNERS OF PERUGIA	cristina.mercuri@unistrapg.it	
BORBARA SAMU	UNIVERSITY FOR FOREIGNERS OF PERUGIA	borbala.samu@unistrapg.it	
Vesna Bratić	UoM	vesnabr@ucg.ac.me	
Dražica Žugić	University of Donja Gorica	dražica.zugic@udg.edu.me	

FAKULTET FAKULTET
NIKŠIĆ





FLAME
Reforming Foreign Languages in Academia in Montenegro

AIM: To strengthen the capacities of Montenegrin universities to offer modern, market-oriented foreign language education for non-philology students, in response to a growing demand for foreign language skills in most work sectors.

PARTNERS:

- University of Montenegro, Faculty of Philology
- Mediteranean University, Faculty of Foreign Languages
- University of West Georgia, Faculty of Philology
- University of Warsaw, Institute of Applied Linguistics
- University of Zagreb, Faculty of Philosophy - Centre of Foreign Languages
- University for Development of Foreign Languages, Centre for Linguistics, Translation and Interpretation
- Ministry of Education of Montenegro (Government partner)

Prof. dr. Elera Linča
Montenegrin
University of Montenegro

Prof. dr. Elera Linča
Montenegrin
University of Montenegro





Compile into a report
Send to partners for information or to provide
To be completed by Febr 15

1.2 Conduct a kick-off meeting

1.3 Assess the FL syllabi

UoM, UDG, UNI MED – first step: see whether
elements as per regulations, if they are general FL or

1 of 4 1062 words English (United Kingdom)



Prof. dr. Nataša Kostić
Faculty of the University of Montenegro

Prof. dr. Milica Bratić
University of Montenegro

Prof. dr. Tatjana Jović
Dean of the Faculty of Philology
University of Montenegro

Prof. dr. Milica Vuković Savić
Project Coordinator
University of Montenegro

Doc. dr. Zlatko



Doc. dr Deja Piletić
Project Team
University of Montenegro

Dr Peter Božović
Project Team
University of Montenegro

Anka Živković
Project Team
University of Montenegro



Prof. dr Wojciech Figiel
University of Warsaw

Prof. dr Anna Włodarczyk

