

TEMPUS project JPGR 511342 - iKnow



Education and Culture DG

**Innovation and Knowledge Management towards
eStudent Information System – iKnow**

**Minutes from Management Board Meetings
Report and conclusions**

Meetings held on

16-17.07.2012 at UKIM and FON, Skopje

19-20.07.2012 at UKLO, Prilep and Bitola

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Contracting Institution:

LSBU – London South Bank University, London, UK

Coordinating Institution:

UKIM - University Sts Cyril and Methodius, Skopje, MK

Participating Institutions:

UKLO – University St. Clement Ohridski, Bitola, MK

UGD – University Goce Delchev, Stip, MK

SEE – South Eastern Europe University, Tetovo, MK

EURM – European University of Republic Macedonia, Skopje, MK

FON – FON University, Skopje, MK

UDO – University of Dortmund, DE

ULJ – University of Ljubljana, SI

Minutes of Management Board meetings at UKIM, FON and UKLO

Project Title: Innovation and Knowledge Management towards eStudent Information System – iKnow

Author of document: Marjan Gusev – project coordinator

Checking: Shushma Patel – project contractor

Participants

LSBU – Prof. Dr. Dilip Patel

LSBU – Prof. Dr. Shushma Patel

UKIM – Prof. Dr. Marjan Gusev

FON – Prof. Dr. Sime Arsenovski

UKLO – Prof. Dr. Pece Mitrevski

UKLO – Prof. Dr. Gjorgji Manceski

Goal

This visit was realized as status report and overview of current implementation of the iKnow project deliveries.

Status reporting

Prof. D-r Marjan Gusev as project contractor has elaborated details about the status of project implementation and realization of the electronic enrolment and electronic student services at UKIM, as well as preparations for the next enrolment. He also reported the status of migration and usage of the system at Faculty of Information Sciences and Computer Engineering.

Prof. Arsenovski made an overview of current situation at FON.

Prof. Mitrevski and Manceski have reported the implementation status of the iKnow system at UKLO.

All participants have reported how their marketing strategies are realized for workpackage 3 in the part of dissemination, including organization of dissemination events and delivery of promo materials for awareness raising of the electronic enrollment and usage of electronic student services. Different delivery media channels were used to address wide audience and prospective students, using newspapers, leaflets, radio, organization of open days etc.

Prof. Gusev has also reported the realization of workpackage 4 about exploitation including realization of strategy and infrastructure implementation, HR sustainability and trainings; and a special intention to legislation and financial sustainability.

All participants have reported about trainings realized for administration at universities that will use the new system.

UKIM has already started a lot of measures to enable sustainable conditions for the new enrolment system, by organizing hardware and other resources that will support

uninterruptable system, like enabling redundant server, virtual platform enabling hardware fault tolerance, than redundant Internet connection at University and redundant electrical supply.

Prof. Dilip Patel and Prof. Shushma Patel have reported the realization of the workpackage 5 for quality control and activities addressed within this workpackage.

All participants have organized interviews and questionnaires for future users of the system.

Board meeting and conclusions

A fruitful discussion was held for more than 90 minutes.

Project management team has discussed a lot of details about realized activities and available budget and made several conclusions.

- All performed activities were approved and results confirmed.
- A detailed table of expenditure and input resources were was compiled.
- A new schedule with future activities was approved.
- The contractor is to realize the 5th installment as specified in the next table:

LSBU	16.000 €
UKIM	10.000 €
UKLO	15.000 €
SEE	4.500 €
UGD	9.500 €
EURM	2.500 €
FON	16.500 €
ULJ	15.500 €

- The status report was approved by the project management team.