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FINAC

FINancial management,
Accounting & Controlling
in public administration

Financial Management, Accounting & Controlling curricula development for capacity building of public administration

SECOND STUDY VISIT TO UNIVERSITY IN SPLIT

MEETING MINUTES

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MINUTES

Introduction

The seventh FINAC study visit was hosted by project partner University of Split in Split, Croatia, from 21st to 25th May, 2019. The Study visit meetings were chaired by Sladjana BENKOVIĆ, project coordinator and Ivana BILIĆ, partner institution coordinator.

All project partners received the documents included and referenced in these minutes and were notified about all matters discussed prior to the meetings.

Agenda

The Study visit had the following agenda:

- [1] Welcome note, moderation, and special greetings by project leader, project coordinators, and Vice Dean, Professor Dario MIOČEVIĆ, PhD
 - [2] Current state of the project activities-presented by professor Sladjana BENKOVIĆ
 - [3] Internal and External Quality Assurance in High Education Institutions – presented by associate professor Ivana BILIĆ
 - [4] Internal Quality Control in EU projects – presented by assistant professor Marko ČULAR
 - [5] Student enrollment challenges and sustainability plan of Master programmes – UNIKG & UBG
 - presented by assistant professor Vladimir STANČIĆ and professor Sladjana BENKOVIĆ
 - [6] Student enrollment challenges and sustainability plan of Master programmes – SUNP & BMU
 - presented by assistant professor Ernad KAHROVIĆ and assistant professor Miloš ERIĆ
 - [7] Student enrollment challenges and sustainability plan of Master programmes – UNISHK & UET - presented by professor Albana BORICI BEGANI and Dr. Fatri MORINA
 - [8] Service Learning in High Education – How to reach learning outcomes – Center for Service Learning – US – EFST – presented by Associate professors Ivana BILIĆ and Marina LOVRINČEVIĆ, and Lana UGRČIĆ from Centre for Service Learning
 - [9] Steering Committee Meeting – presented by project coordinator Sladjana BENKOVIĆ and project secretary Aleksandar JOVIĆ
 - [10] AOB (Any other business)
-

I Working Day

Session 1: Welcome note, moderation, and special greetings by project leader, project coordinators and Vice Dean, Professor Dario MIOČEVIĆ, PhD, UNIST

The first day of the visit was opened with the welcome note by the Vice Dean of Faculty of Economics, Business and Tourism, professor Dario MIOČEVIĆ, PhD. He wished the pleasant stay to the participants and pointed out the benefits of being a consortia member of the project FINAC and encouraged the participants to use the advantage of networking and further deepening of professional relations on both individual and institutional level.

Project leader for UNIST, associate professor Ivana BILIĆ, PhD welcomed the participants to UNIST and provided a short insight into the study visit organization details.

Session 2: Current state of the project activities-presented by professor Sladjana BENKOVIĆ

Project coordinator, Sladjana BENKOVIĆ, expressed her gratitude to the hosts from UNIST and wished a pleasant and productive stay to the participants. She presented the project's most important activities and results in the last six months.

- Completed activities on WP.1
- Just about closing activities on WP.2.
 - Study visits, and equipment and printing purchase
- Finalized process of Master degree programs accreditation in Serbia – WP.3
- Finalized process of licensing Master degree programs in Albania – WP.3
- Accreditation activities of Master degree program in Albania WP.3.
- Enrolled students on all 6 regional universities in Albania and Serbia - WP.4
- Following implementation of classes at all 6 universities - WP.4 still work in progress
- Finalized trainings for employees in public administration in Serbia - WP.5.
- Finalized trainings for employees in public administration in Albania – WP.5
- Project quality control and monitoring - WP.6.
 - Regional visits to Albania in March and Serbia in May
- Dissemination activities of master programs – WP.7.
 - Preparation & dissemination of Newsletter #8
- Project management - WP.8.

Session 3: Internal and External Quality Assurance in High Education Institutions – presented by associate professor Ivana BILIĆ

Institutional coordinator Ivana BILIĆ, informed all participants about results that she has found during visiting regional partners in last six months, and stressed out importance of participation all partners in upcoming months in delivering final documents, reports and results, having on mind that we are



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approaching to moment of closing a project. She also mentioned that in upcoming months it will be continued process of control of results of all partner institutions.

Session 4: Internal Quality Control in EU projects – presented by assistant professor Marko ČULAR

Assistant professor Marko ČULAR, as a deputy institutional coordinator of UNIST has prepared presentation about importance of project quality control, particularly in order getting quality of delivered documents. Even it was discussed about that so many times before, Marko has put focus on project management leader responsibility and WP partners responsibility for implementation of each work package. Marko has also addressed to coordinators reminding them on responsibility for implementation of all FINAC project work packages and reminding them on support and advices that is possible to get from EACEA guide and ERASMUS office. He noticed that it would be smart to follow instructions from Internal quality control plan and delivered to UNIST as a partner responsible for insurance of project quality and UB as project coordinator document that are recognized as indicators of progress.

In line with previous, Marko has repeated words of UNIST institutional coordinator Ivana BILIĆ, and that is that in upcoming months all partners should take participation in delivering final documents, reports and results, having on mind that we are approaching to moment of closing a project.

Session 5: Student enrollment challenges and sustainability plan of Master programmes – UB presented by professor Sladjana BENKOVIĆ & UNIKG - presented by assistant professor Vladimir STANČIĆ

The participants had an opportunity to hear a word about results reached through implemented newly accredited master degree programmes at UB and UNIKG. Professor Sladjana BENKOVIĆ has presented results reached through realization master program at University of Belgrade, Faculty of Organizational Sciences in current academic year. In a nutshell, from 35 enrolled students on newly accredited master degree programme, 24 of them were from public administration. They have signed contract by which they will stay in public administration for two years more after completing master programme. With those activities and with that document, it is provided capacity building of public administration. After attended three mandatory subjects and picking a two from eight elective subjects students had exams. After three exam periods, 82% of the students of the master's program Financial Management, Control and Managerial Accounting at UB have fulfilled the requirement for the submission of the master's thesis, and addressed potential mentors regarding the topic of the master's thesis.

Assistant professor Vladimir STANČIĆ has presented results reached through realization master program at University of Kragujevac, Faculty of Economics in current academic year. From 30 enrolled students on newly accredited master degree programme, 20 of them were from public administration. They have signed contract that they will stay in public administration for two years more after completing master programme as well, which also provides capacity building of public administration. After the April exam period, 93% of students at the master program fulfilled the conditions (passed



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three exams) to sign up for master thesis; they referred to potential mentors in order to determine the topic. 6 master thesis proposals are formally approved in April, while 7 more proposals has been considered during May. The total number of approved proposals is expected to be 13 (43% of the total number of enrolled students) after the procedures are finished in May and it is expected that the proposals of all other students will be considered in June.

II Working Day

Session 6: Student enrollment challenges and sustainability plan of Master programmes – SUNP & BMU - presented by assistant professor Ernad KAHROVIĆ and assistant professor Miloš ERIC

The second working day of this study visit began with presentation of Ernad KAHROVIĆ who presented achievements of realization newly accredited master program at State University of Novi Pazar in current academic year. From 8 enrolled students on newly accredited master degree programme, 8 of them were from public administration. They have signed contract that they will stay in public administration for two years more after completing master programme as well, which also provides capacity building of public administration. After three exam periods, 60% of the students of the master's program Capacity building for development of public sector fulfilled the requirement for the submission of the master's thesis, and addressed potential mentors regarding the topic of the master's thesis.

The presentations of achievements was continued by Miloš ERIC from Belgrade Metropolitan University, who indicated results of University that has made some upgrades of master programme in order of adjust its content to employees in public administration. From 40 enrolled students on modernized accredited master degree programme, 15 of them were from public administration They have signed contract that they will stay in public administration for two years more after completing master programme as well, which also provides capacity building of public administration. During the implementation of this study program so far, the students had two exam terms available to take the exams for the courses they took during the fall semester and in June they have to take exams from spring semester. After that some of them will probably fulfilled the requirement for the submission of the master's thesis, and addressed potential mentors regarding the topic of the master's thesis.

Session 7: Student enrollment challenges and sustainability plan of Master programmes – UNISHK & UET - presented by professor Albana BORICI BEGANI and Dr. Fatri MORINA

The results of achievements were continued with presentations of professor Albana BORICI BEGANI who has presented results of enrollment of 38 students from public administration on newly accredited master programme at University of Shkoder, Faculty of Economics. And there students were signed contract that they will stay in public administration for two years more after completing master programme as well. In second semester 28 out of the 38 registered students have started working on their internship assignment and diploma thesis.



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Presentation of results has been continued with presentation of Dr. Fatri MORINA who has presented results of enrollment of students on newly accredited master degree programme at European university of Tirana. Therefore, from total of 42 students that have been enrolled in the programme 24 students are employed in public administration. All students from public administration were signed contract that they will stay in public administration for two years more after completing master programme. The number of students enrolled in the Master's Professional Master program who have chosen the option of working on master thesis is 4. The rest of the students will be subjected to the final examination, which according to the regulation has the form a case study, closely related to the subjects of their study profile.

Session 8: Service Learning in High Education – How to reach learning outcomes – Centre for Service Learning – US – EFST – presented by Associate professor Marina Lovrinčević and Lana Ugrčić Centre for Service Learning

Second day of study visit work has continued with presentations from professors Ivana BILIĆ and Marina LOVRINČEVIĆ, and Lana UGRČIĆ from Centre for Service Learning. They have indicated importance of service learning as an innovative pedagogical approach that integrates meaningful community service or engagement into the curriculum and offers students academic credit for the learning that derives from active engagement within community and work on a real world problem. There presentations was quite effective and it has provoke a lots of questions and quite vivid debate.

III Working Day

Session 09: Steering Committee Meeting – presented by project coordinator Sladjana BENKOVIĆ and project secretary Aleksandar JOVIĆ

After establishment of quorum and adoption of Agenda the members of Steering Committee have adopted minutes from 6th Steering Committee held in Rome during second study visit to Uni Marconi University in December 2018. After adoption of results in previous 6 months of project duration, members of Steering Committee have adopted and plan of activities by work packages in upcoming 5 months before final study visit that will be organised in Belgrade in a period September 25-28, 2019. This means that in upcoming months one of the top priorities is to finish the planned activities regarding work packages such as follows:

- WP.2 To organize closing project event in Belgrade – UB host institution
- WP.3 To apply for accreditation approval for Master degree programs in Albania
- WP.4 To organize exams and mentor Master theses
- WP.6 To prepare Report about Study visit to UNIST
 - Second Internal Quality Report
- WP.7 To boost project visibility with publishing the newsletter number 9
 - Activities in terms of promotion for academic 2019/2020 in March



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- WP.8 Project management - on going activity till end of the project
 - Financial project audit,
 - Gathering and checking the whole documentation,
 - Getting accreditation document in Albania,
 - Organizing closing project event in Belgrade in September 26-28, 2019.
 - Writing Report for EACEA.

In six item of Steering Committee, project secretary Aleksandar **JOVIĆ** informed all members of Steering Committee that the new financial reporting approach will be put into practice for all partner regional universities (AL&RS) in June 2019. All partners will be asked to send the updated Financial Statements with supporting financial documentation during June 2019. After receiving the updated Financial Statements with supporting documentation and signed Annex V, the last installment (savings in Equipment Costs) will be transferred to the partners. Finally, project secretary explained the 4th installment (Second installment of second pre-financing) - the coordinator transferred 20% of the beneficiary's total Erasmus+ grant budget to the beneficiaries that had demonstrated expenditures covering at least 90% of the total amount already transferred funds. This happened after the coordinator received and approved the updated Financial Statements with necessary documentation and materials for the activities that have been done.

Final 10 % (final balance) of the budget partners that show pre-financing (declare 10 % in Financial Statement and justify with supporting documents), will receive after EACEA accepts FINAC Final report and pay final balance to the University of Belgrade (probably at the beginning of 2020). The final amount of the grant has to be transferred to the beneficiary by the coordinator and will be defined only when the total Erasmus+ grant is confirmed by the Executive Agency after the end of the project. All outstanding payments to cover actual eligible expenditures (justified and declared in Financial Statement), that have not been received in previous instalments, will be transferred to the beneficiary within 30 days after the final payment from the Executive Agency is received. Additionally, the beneficiary institution has to provide all necessary documents and materials in terms of all performed activities to the coordinator within the foreseen deadline (October 14th 2019).

Additionally in seventh item of Agenda, Project secretary Aleksandar **JOVIC** informed all members of Steering Committee that Audit will be subcontracted till June 15th, 2019. Audit will be performed from September 15th, 2019 till the end of November 2019. All partners will need to submit updated Financial Statements for period from 15/10/2016 to 10/09/2019 with supporting documentation by September 10th, 2019. Final Financial Statements (for period from 15/10/2016 to 14/10/2019) partners will need to submit by November 15th, 2019 with all supporting documents. Please note that auditors can ask for additional financial documents both for actual and unit costs (e.g. proofs of payments for staff involved in the activities performed and official accounting books with reference to staff).

After that next topic of Steering Committee meeting was dedicated to activities of Internal evaluation of project. **Ivana BILIĆ**, leader of UNIST partner institution, responsible for quality control implementation, informed all partners that by September 15, 2019 she will be working on the Internal quality control document. The document will include achievements by all work packages and the final results of projects and will be ready for adoption for 8th Steering Committee. The 8th Steering Committee will be organized during Closing project event in Belgrade September 26-28, 2019.



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Finally, project partners were concluded during Steering Committee meeting, that there is no any complains or suggestions regarding further steps in project implementation.

Session 10: AOB (Any Other Business)

At the end of the third Study visit to University of Split, all partners have expressed great satisfaction with organization and content of the study visit. It was concluded that project activities have to keep such a high level and quality presented during all study visits organized during project duration.



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