



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

MUSICXCHAIN 2017- 1- FI01- KA202- 034776-

LJUBLJANA- SLOVENIJA

Participants:

- Jani Moder, Igor Matkovič, and Klemen Kotar (Conservatory of Music and Ballet Ljubljana, Slovenia)
- Franz-David Baumann and Katrin Neoral (Neue Jazzschool München e.V., Germany)
- Aleksandra Ābolina and Marika Šaripo (VECC NSA Riga Cathedral Choir School, Latvia)
- Sander Ponne, Jelmer Bronsdijk, and Karin Hell (Rijn IJssel, the Netherlands)
- Tapani Komulainen (Kainuun ammattiopisto, Finland)
- Markku Rinta-Pollari and Suvi Uura (Jyväskylän College, Finland)

Wednesday 10.4.2019

slot 1 10.00-12.00

- Welcome (KGBL)
- overall feedback, project
- Experiences and feedback from module testings (leading Kajaani and Rijnijssell)

Jani Moder welcomed the participants in Ljubljana and introduced the agenda.

Suvi Uura started the discussion about feedback from module testings. Katrin Neoral suggested, that more communication among schools is needed in the future, in order to better organize the exchanges, to which other participants agreed. It was decided that the final report should list what was working well and what did not. Band workshops were an issue.

Regarding future feedback questionnaires, Tapani Komulainen suggested to make questionnaires anonymous, so students do not feel obliged to be nice and answer more truthfully. Suvi Uura also pointed out that some of the questionnaires do not get sent to the right school and that this problem should be sorted out.

For feedback, Igor Matkovič suggested that teachers of sending schools should conduct an interview with returning students in order to receive most honest feedback, which they can then report to the hosting school.

Overall feedback was positive, both students and staff are pleased with the experience. Issues only due to different teaching systems.

-Lunch (12:00-13:00) at KGBL cafeteria- covered by KGBL



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

slot 2 13:00-14.30

- Planning the next years modules and timetable (leading Kajaani and Rijnijssell)

Slot 2 started with a discussion about application processes for funding and about redistribution of funds.

Markku Rinta-Pollari suggested that modules are not needed and that the students should just come and join regular classes.

For the timetable, the participants agreed that a fixed time slot would be a better option so they planned the modules around the same time for autumn 2019 and spring 2020. They also agreed, to which schools they will be sending their students/teachers and students/teachers of which school they will be hosting. A timetable with all data (sending institution, receiving institution, number of students/teachers send, number of weeks they will be staying, and in which weeks of the year will the exchange take place), can be found below and on project's Dropbox.

A question mark in the table indicates that a school is not yet sure if there will be enough funding to send teachers.

Student and teacher exchange do not have to occur at the same time. Weeks of the year are meant for student exchanges.

Autumn 2019

Sending school	Receiving school	Students + weeks	Teachers + weeks	Weeks of the year
Riga	Kajaani	2 (for 2 weeks)	1 (for 1 week)	44-45
Ljubljana	Jyväskylä	2 (for 2 weeks)	1 (for 1 week)	47-48
München	Riga	2 (for 3 weeks)	1 (for 1 week)	42-44
Arnhem	München	2 (for 3 weeks)	1 (for 1 week)	45-47
Jyväskylä	Ljubljana	2 (for 3 weeks)	?	46-48
Kajaani	Arnhem	2 (for 3 weeks)	?	44-46

Spring 2020

Sending school	Receiving school	Students + weeks	Teachers + weeks	Weeks of the year
Riga	München	2 (for 2 weeks)	1 (for 1 week)	11-12
Ljubljana	Arnhem	2 (for 2 weeks)	1 (for 1 week)	11-12
München	Jyväskylä/Kajaani	2 (for 3 weeks)	1 (for 1 week)	10-12 (J)/11-13 (K)
Jyväskylä	Riga, München	2 (for 2 weeks)	?	10-12
Arnhem	Kajaani	2 (for 3 weeks)	(1 for 1 week)	11-13
Kajaani	Ljubljana	2 (for 3 weeks)	?	



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

slot 3 15:00-16:30

- Sustainability and financing of the mobilities in the future
- Dissemination
- Internal dissemination and potential new partners (leading Munich and RDKS)

For sustainability, the participants agreed for two new schools to join the network, preferably from countries that are not yet part of the network. New schools must have vocational training. Markku Rinta-Pollari will be contacting a school in Prague, Czech Republic; Tapani Komulainen a school in Tallinn, Estonia.

2 new schools to join the K2 funding **by 2021** (February and May).

Suvi Uura and Rea Tuominen will discuss sustainability of the platform and the need of a chairman; others will discuss the need for a chairman with their partners.

If a new K2 project is started, it should be specialized.

For dissemination: Promotional video to attract new partners. Video to be **done by the end of May**, voiceover part in Arnhem.

Internal dissemination was good in the past, however, more has to be done outside the departments.

How to do more:

- promotion on Facebook under hashtags #Erasmusplus and #MusicXchain
- proposition that Rea Tuominen promotes the project at various meetings
- displaying posters for MusicXchain in venues that students/teachers play
- link to MusicXchain to be put in email signatures
- link for MusicXchain to be put on silent partner's websites

Each school should have 2 more silent partners **by the end of the project**. Groups for silent partners:

- Management and staff
- Local, regional, and national industries stakeholder and associated partners
- Current and future students
- EU organisations, focused on internalisation
- National Erasmus agencies and colleges involved in Erasmus
- Higher education

- 20:00, Dinner at Restaurant Figovec- covered by KGBL



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

Thursday 11.4.2019

slot 1 10:00-12:00

-Quality assurance now and in the future:
silent partners and QA (*Munich and RDKS*)

Quality assurance for platform: Teachers give feedback to the videos on the platform (when used in class, music lessons). Feedback in form of a simple online questionnaire that can be found under each of the videos – answer the questionnaire and write in comments which school answered.

Quality assurance for WordPress: Each school must add 2 students and 2 teachers from the outside. Online questionnaires for all stakeholders (students, staff, silent partners) – **has to be done twice before official launch.**

Questions for silent partners: 5 close-ended questions (y/n questions, space for further comment).

Deadlines:

- Platform, modules, WordPress: **end of October 2019** (meeting in Munich)
- Questionnaire for silent partners: **end of October 2019**

Markku Rinta-Pollari will prepare questions for the platform and WordPress, as well as content relating to Students and Staff for the Virtual Music Lab. Suvi Uura will help prepare questions for feedback.

Katrin Neoral and Aleksandra Ābolina will prepare questions for silent partners.

Schools that have not yet done so should add admins for WordPress and platform (write admin names in DB file). Same person can be admin for both, but their name has to be written separately in each of the Excel sheets. Markku Rinta-Pollari will add admins to the platform, Suvi Uura to WordPress.

Deadline: **as soon as possible**



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

-Manual (Rijnijssel and KGBL) Rea joining the meeting in Skype

Skype meeting with Rea Tuominen: overview of LTT; 25 mobilities will be reported in the interim report (13 student mobilities and 12 teacher mobilities)

Satu Saarenpää, who also joined the Skype call, will check the mobility tools and inform Ljubljana and Rijn IJssel about incomplete entries via email.

Points for the manual:

- a minimum of what a student is expected to do should be agreed between the two schools (in manual under Rules, Regulations and Responsibilities)
- bilateral agreements between hosting and sending schools (requirements of sending and receiving school, what is to be done for incoming and what for outgoing students, timetable, accommodation, learning agreement, flight arrangements, student assessment – done by the hosting school); everything should be taken care of a few days before the exchange
- content of module description should be modified and made more flexible (changes to be sent to Suvi Uura, so the current published modules can be updated)
- platform share (cost)
- minimum requirement for a partner in the project: host students, show activity
- rules and guidelines for network, guidelines for new partners, existing partners
- potential new partners contact someone from the project (contact info to be put on the platform) or a school from the project contacts them
- Markku Rinta-Pollari is contact person for inquiries
- requirements for new partners are same as for existing partners
- schools must be at least vocational level 4
- new partners must have organizational support, finances, have to be able to participate
- learning agreement and assessment (hosting school has to assess) are a must
- each school decides on the learning outcome alone for itself
- schedules of all schools must be uploaded to the platform
- feedback runs on bilateral level; sending school does the after-mobility interview and sends results to hosting school; no pre-interview
- each person/school has to post something to the platform with #Erasmusplus and #MusicXchain
- yearly event (optional): students that took part in the exchange present it to other students
- contact info of student coordinator from each school should be on the platform
- 1 leisure time activity/cultural event/concert is obligatory for students during the exchange
- all schools host all schools; each school hosts 2x/year; schools decide the number of students/teachers they will be hosting for themselves, minimum requirement is 2 students
- no age restriction for student participants → obligatory meeting before the exchange, where the participants are informed on rules and sign an agreement to abide by those rules
- When does a new partner become part of the network (after how many hostings)?

How to guides:

- Creating mobility models (Ljubljana)
- Creating Virtual Music Lab activities (Rijn IJssel)
- WordPress (Suvi Uura)
- Platform and user rights plan (Markku Rinta-Pollari)
- Roles and Hierarchies (Jelmer Bronsdijk)

- **Lunch: 12:00-13:00 at KGBL cafeteria-covered by KGBL**



Erasmus+



CONSERVATORY FOR
MUSIC AND BALLET
L J U B L J A N A

slot 2 13:00-14.30

-VML: Feedback, next uploads and future of VML

-Use of Platform and platform policies(for the manual)- Gratia Jyväskylä

VML: Each school should write their ideas for VML so there is no repetition

Deadline for ideas for VML:

- **one week from the meeting in Ljubljana**

Each school has to prepare 4 videos or other content (picture, audio file, pdf, etc.), new **deadline for second content upload is the beginning of May**.

Deadlines:

- Evaluation for virtual class contents 1 and 2: **end of October 2019** (meeting in Munich)
- Evaluation for contents 3 and 4: **January 2020, May 2020**

Use of platform and platform policies: Markku Rinta-Pollari said a list of user rights should be part of the manual. He prepared *User rights plan* under *Help and development*.

A user list should also be made for silent partners.

slot 3 15:00-16:30- Deadlines 2019, compare Gantt chart

- Next TNM Munich (end of October...?) (KGBL)

- Next TNM; Arnhem (date,...March 2020?- Rijn IJssel)

Deadlines 2019:

- Write names of WordPress and platform administrators in the DB file: **as soon as possible**
- Upload ideas for VML: **one week from this meeting in Ljubljana**
- Deadline for second VML content upload: **beginning of May**
- Promotional video to attract new partners: **by the end of May**
- Evaluation for virtual class contents 1 and 2: **end of October 2019** (meeting in Munich)
- Platform, modules, WordPress: **end of October 2019** (meeting in Munich)
- Questionnaire for silent partners: **end of October 2019**

TNM Munich: sometime **from 21st to 29th November**

Skype with Rea: **21st May, afternoon** (2 or 3 o'clock Finnish time; unless possible in the morning – arranges Suvi Uura); at least 1 representative from each school has to be present

Date for TNM Arnhem will be decided in Munich.