



**PROTOCOL OF THE  
2<sup>ND</sup> COORDINATION MEETING IN  
PRAGUE, CZECH REPUBLIC:  
MODERNIZING HEALTH EDUCATION IN UNIVERSITIES/  
MODEHED - 561857-EPP-1-2015-1-DE-EPPKA2-CBHE-JP**

**CHARLES UNIVERSITY IN PRAGUE**

24<sup>th</sup> – 26<sup>th</sup> November 2016

Prague, Czech Republic



## List of partner organizations of ModeHEd

Partner no	Role	Organization Name	Acronym	City	Country
P1	Applicant Organisation	Hochschule fur Technik Wirtschaft und Kultur Leipzig	HTWK	LEIPZIG	Germany
P2	Partner Organisation	Charles University in Prague	CUNI	PRAHA 1	Czech Republic
P3	Partner Organisation	Pavol Jozef Šafárik University in Košice	UPJS	Kosice	Slovakia
P4	Partner Organisation	Ferghana State University	FSU	Ferghana	Uzbekistan
P5	Partner Organisation	Tashkent Medical Academy	TMA	Tashkent	Uzbekistan
P6	Partner Organisation	S.D.Asfendiyarov Kazakh National Medical University named	KazNMU	Almaty	Kazakhstan
P7	Partner Organisation	Namangan State University	NSU	Namangan	Uzbekistan
P8	Partner Organisation	The Center of the Development of the medical education	CDMEdMPH	Tashkent	Uzbekistan
P9	Partner Organisation	Uzbek State Institute of Physical Culture	UzSIPhC	Tashkent	Uzbekistan
P10	Partner Organisation	South Kazakhstan State Pharmaceutical Academy	SKSPhA	Shymkent	Kazakhstan
P11	Partner Organisation	Bukhara State Medical Institute	BSMI	Bukhara	Uzbekistan
P12	Partner Organisation	Kazakh state women's teacher training university	KSWTU	Almaty	Kazakhstan
P13	Partner Organisation	Andijan State University	AndSU	Andijan	Uzbekistan
P14	Partner Organisation	Kokand State Pedagogical institute	KSPI	Kokand	Uzbekistan
P15	Partner Organisation	Uzbek Medical-Pedagogical Association	UzMPA	Tashkent	Uzbekistan



## Agenda of the 2<sup>nd</sup> Coordination Meeting in Prague, Czech Republic

Thursday, 24 <sup>th</sup> November, 2016		
Arrival of participants to Prague		
Place	Time	Subject
CUNI	12:00-12:30	Registration <b>Welcome Addresses</b> <i>Stanislav Stipek (CUNI), M.Ivanova (HTWK), A.Yunusov (FSU)</i>
CUNI	12:30-13:00	<b>Opening</b> Greetings - Charles University in Prague - <i>Tomas Zima (rector)</i> - First Faculty of Medicine - <i>AleksisSedo (dean)</i>
CUNI	13:00-14:00	Lunch
CUNI	14:00-18:00	<b>Visit to the First Faculty of Medicine</b> Stomatology: phantoms, student's surgery – <i>Milena Nedvedova (CUNI)</i> Centre of Medical Simulations – <i>OtomarKittnar, MikulasMlcek (CUNI)</i> Discussion <i>All partners (HTWK, CUNI, UPJS, FSU, TMA, KazNMU, NSU, CDMEdMPH, UzSIPhC, SKSPPhA, BSMI, KSWTU, AndSU, KSPI, UzMPA)</i>
Friday 25 <sup>th</sup> November, 2016		
Place	Time	Subject
CUNI	09:00-13:00	<b>Section 1 – Conference Hall of the Faculty</b> - Coordination information ( <i>HTWK</i> ) - <i>M.Ivanova (60')</i> - Academic network infrastructure ( <i>Cesnet, CUNI</i> ) - <i>Tomas Kosnar (60')</i>
CUNI	13:00-14:00	Lunch
CUNI	14:00-16:00	<b>Section 2 – Visits of library &amp; Computer rooms</b> - E-books and electronic information sources ( <i>CUNI</i> ) - <i>David Horvath (120')</i> - Interactive games with the model of circulation ( <i>CUNI</i> ) - <i>Jiri Kofranek (120')</i>
CUNI	16:00-18:00	<b>Section 3 – Presentation from CUNI</b> - MEFANET – network of trust ( <i>CUNI</i> ) - <i>Stanislav Stipek (45')</i> - WikiSkripta – open educational resource ( <i>CUNI</i> ) - <i>Cestmir Stuka (45')</i> Discussion <i>All partners (HTWK, CUNI, UPJS, FSU, TMA, KazNMU, NSU, CDMEdMPH, UzSIPhC, SKSPPhA, BSMI, KSWTU, AndSU, KSPI, UzMPA)</i>
Saturday, 26 <sup>th</sup> November, 2016		
Place	Time	Subject
CUNI	09:00-10:00	<b>Section 4 – Conference Hall of the Faculty</b> - Coordination information ( <i>HTWK</i> ) - <i>M.Ivanova (60')</i> Discussion <i>All partners (HTWK, CUNI, UPJS, FSU, TMA, KazNMU, NSU, CDMEdMPH, UzSIPhC, SKSPPhA, BSMI, KSWTU, AndSU, KSPI, UzMPA)</i>
CUNI	10:00-10:30	Coffee-break
CUNI	10:30-14:00	<b>Section 5 – Presentations from partner universities I</b> - The role of test and item analysis in improving the quality of tests in higher medical education in Uzbekistan ( <i>TMA</i> ) – <i>Mamatkulov Bakhramjon / Inakov Shrzodbek (20')</i> - Validation of the tests used at the SKSPPhA ( <i>SKSPPhA</i> ) - <i>OrynbassarovYerzhan(20')</i> Discussion <i>All partners (HTWK, CUNI, UPJS, FSU, TMA, KazNMU, NSU, CDMEdMPH, UzSIPhC, SKSPPhA, BSMI, KSWTU, AndSU, KSPI, UzMPA)</i>
Sunday, 27 <sup>th</sup> November, 2016		
Departure of participants		

## **Information about the participants and the venue**

2<sup>nd</sup> Coordination Meeting in Prague was conducted at Charles University in Prague during 24<sup>th</sup> – 26<sup>th</sup> November, 2016 in Prague, Czech Republic.

### **List of participants:**

**Chairman:** PhD, Stanislav Stipek(CUNI)

**Secretary:** Associate Professor Kasimova Dilfuza(TMA)

### **Participants from Charles University in Prague:**

PhD, Tomas Zima - Rector

PhD, Aleks Sedo- Dean

PhD, Stanislav Stipek – CUNI Coordinator

Doc. Milena Nedvedova–Chief of the Preclinical dentistry department

Dr. Otomas Kittnar– Center of Medical Simulations

Dr. Mikulas Mlcek– Assistant at the Center of Medical Simulations

Dr. Tomas Kosnar– Technical Coordinator GEANT, Eduroam

Dr. David Horváth– First Faculty of Medicine

MD, PhD Jiri Kofranek – Head of Laboratory of Biocybernetics

Dr. Cestmir Stuka – First Faculty of Medicine

Dr. Martin Vejrazka – First Faculty of Medicine

### **Participants from PavolJozefŠafárikUniversity inKošice:**

Mr.Vladimir Medvec - ModeHEd partner from UPJS

Mr.Stanislav Balcak - ModeHEd partner from UPJS

### **Participants from Fergana State University (FSU):**

Mr.Yunusov Alisher – Local coordinator from FSU

Ms.Sattarova Khilola – Head of Department of International Relations

Mr.Shermatov Abdumalik - ModeHEd partner from FSU

Ms.Abdukadirova Nodira - ModeHEd partner from FSU

Mr.Oripov Abdumalik - ModeHEd partner from FSU

Ms.Yakubova Guyokhon - ModeHEd partner from FSU

### **Participants from Tashkent Medical Academy (TMA):**

Prof.Mamatkulov Bakhramjon – Director of School of Public Health

Doc.Kasimova Dilfuza – Associate Professor of School of Public Health

Mr.Inakov Sherzodbek – Assistant of School of Public Health

### **Participants from Namangan State University (NSU):**

Mr.Aripov Abdulla - ModeHEd partner from NSU

Mr.Soliev Nuriddin - ModeHEd partner from NSU

Ms.Mavlanova Sadbarhon - ModeHEd partner from NSU

**Participants from the Center of the Development of the Medical Education of Ministry of Health (CDMEdMPH):**

Mrs. Alimova Matluba - ModeHEd partner from CDMEdMPH

Ms. Ubaydullaeva Sevara - ModeHEd partner from CDMEdMPH

**Participants from Uzbek State Institute of Physical Culture and Sport (UzSIPhC)**

Mr. Khalmukhamedov Rustam - ModeHEd partner from UzSIPhC

Ms. Svetlichnaya Nailya - ModeHEd partner from UzSIPhC

Mr. Tursunov Nodirjon - ModeHEd partner from UzSIPhC

**Participants from Bukhara State Medical Institute (BSMI):**

Ms. Jarilkasimova Gaukhar - ModeHEd partner from BSMI

**Participants from Andijan State University (AndSU):**

Mr. Alimov Farhod - ModeHEd partner from UAndSU

Ms. Alieva Rano - ModeHEd partner from UAndSU

Ms. Dumaeva Zukhra - ModeHEd partner from UAndSU

**Participants from Kokand State Pedagogical Institute (KSPI):**

Mr. Khamidov Maruf - ModeHEd partner from KSPI

Ms. Ibragimova Dilfuza - ModeHEd partner from KSPI

Mr. Najmeddinov Akhmad - ModeHEd partner from KSPI

**Partners from Uzbek Medical-Pedagogical Association (UzMPA):**

Ms. Kayumova Dilrabo - ModeHEd partner from UzMPA

Ms. Shodieva Khurshida - ModeHEd partner from UzMPA

**Partners from S.D. Asfendiyarov Kazakh National Medical University (KazNMU):**

Ms. Artykbayeva Nazira - ModeHEd partner from KazNMU

Ms. Kasymova Gulnara - ModeHEd partner from KazNMU

Ms. Ryspekova Shynar - ModeHEd partner from KazNMU

**Partners from South Kazakhstan State Pharmaceutical Academy (SKSPhA):**

Prof. Alma Ahmetova - ModeHEd partner from SKSPhA

Mr. Orynassarov Yerzhan - ModeHEd partner from SKSPhA

**Partners from Kazakh State Women's Teacher Training University (KSWTU):**

Ms. Bainazarova Tursunay - ModeHEd partner from KSWTU

Ms. Islamkulova Ilmira - ModeHEd partner from KSWTU

Ms. Baitasheva Gaukhar - ModeHEd partner from KSWTU

**Partners from Hochschule für Technik Wirtschaft und Kultur (HTWK):**

Ms. Ivanova Marina – Financial Manager of the project

Mr. Alex Dekin – Assistant of Financial Manager

## Protocol of the Second Coordination Meeting in Prague, Czech Republic

### Day №1 –Thursday, November 24, 2016

1. Welcome Addresses: *Stanislav Stipek (CUNI), M.Ivanova (HTWK), A.Yunusov (FSU)*.
2. Opening: Greetings: *Tomas Zima (rector), Aleksi Sedo (dean)*.
3. Visit to the First Faculty of Medicine / Stomatology: phantoms, student's surgery: *Milena Nedvedova (CUNI)*
4. Visit to the First Faculty of Medicine / Centre of Medical Simulations: *Otomar Kittnar, Mikulas Mlcek (CUNI)*
5. First day discussion: All partners

### General description of the coordination meeting:

#### 1. Welcome Addresses:

Opening Ceremony was done by Professor Stanislav Stipek who warmly greeted all partners from Uzbekistan, Kazakhstan and Germany and thanked all partners for their deep engaging into the project. Then Professor Stanislav Stipek introduced the rector of the Charles University in Prague – Professor Tomas Zima and dean of the First Faculty of Medicine – Professor Aleksi Sedo.

#### 2. Opening:

The coordination meeting was conducted by Prof. Stanislav Stipek. Word for the opening ceremony was given to the rector of Charles University in Prague – Professor Tomas Zima. The rector welcomed all partners at the University, gave short information about the plan and objectives of the meeting, and stopped about the education process at Charles University in Prague. He noted that Erasmus+ is the best programme in EU, and more than 2'000 students from EU countries were studying at the University. He pointed that 12 students from Uzbekistan and 8 students from Kazakhstan are studying at the University in current time.

Greeting word was given to the dean of the First Faculty of Medicine – Professor Aleksi Sedo. The dean thanked all partners for their visit the University and their impact in development of medical education in their countries and wished to everybody all the best.

Professor Stanislav Stipek wished fruitful work during the meeting in Prague and introduced everybody with program of the meeting. He mentioned that our main task is exchanging experience in education of medical faculties. During the meeting we will discuss education methods with usage of computers.

#### 3. Visit to the First Faculty of Medicine / Stomatology: phantoms, student's surgery:

Introduction of the dentistry department was done by Chief of the preclinical dentistry department - Doc.Milena Nedvedova. She gave general information about education of students at the department, students work on manikins, what kind of basic instruments should learn in 1<sup>st</sup> year of education and what kind of practical skills they should obtain using the simulators in the 2<sup>nd</sup> year of education.

Question from Doc.Kayumova Dilrabo (UzMPA): How you organize lectures and practical sessions in your department and how many hours do you dedicate for the theory and practical session?

Answer from Doc.Milena Nedvedova: We usually first conduct lectures and in next week we conduct practical sessions in order to repeat the knowledge obtained from lecture. For the subject we dedicate 1.5 teaching hours for the lectures, 45 minutes for seminar sessions and 5 hours for the practical sessions.

Question from Mr.Alex Dekin (HTWK): From which year of study students allowed to visit patients?

Answer from Doc.Milena Nedvedova: In 7<sup>th</sup> year of education student allowed to visit patients, till then they practice on simulators in 5<sup>th</sup> year of education.

Question from Mr.Najmeddinov Akhmad (KSPI): How was funded the simulation laboratory in your department?

Answer from Doc.Milena Nedvedova: From different projects, some of them from special projects, the rest was funded by the government.

Question from Mrs.Alimova Matluba (CDMedMPH): How many students could your department study in the same time?

Answer from Doc.Milena Nedvedova: Usually we have in one group 20-25 students, and we have a lot of units in the department and our department can receive 80 students in the same time.

Question from Prof.Mamatkulov Bakhramjon (TMA): You mentioned that you have different specialties of dentistry at the University, such as therapeutic, surgical and orthopedic dentistry. Which faculty's student study in your department?

Answer from Doc.Milena Nedvedova: It depends on the specialties, for some specialty's students this is obligatory and for others is conservative.

#### 4. Visit to the First Faculty of Medicine / Centre of Medical Simulations:

Presentation was done by Assistant of the Physiology department – Mikulas Mlcek. Topic of the presentation: “Center of Medical Simulations”. After that all partners visited simulation rooms where 3 rooms were equipped with different manikins manufactured by Laerdal Medical AS (Norway). Mikulas Mlcek recommended to contact the expert on manikins Peter Dreckmann from Denmark if partner universities would like to purchase the manikins.

Question from Doc.Kayumova Dilrabo (UzMPA): Thank you for your presentation, I just want to ask about the possibility to get your curricula for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year of education. Is it possible to get their electronic versions?

Answer from Mikulas Mlcek: This practice is quite new at the University and we are updating curriculum every year. Curriculum for this year is not published yet.

## Protocol of the Second Coordination Meeting in Prague, Czech Republic

### Day №2 –Friday, November 25, 2016

1. Section 1 - Coordination information: *M.Ivanova (HTWK)*
2. Section 1 - Academic network infrastructure: *Tomas Kosnar (Cesnet, CUNI)*
3. Section 2 - E-books and electronic information sources: *David Horvath (CUNI)*
4. Section 2 - Interactive games with the model of circulation: *Jiri Kofranek (CUNI)*
5. Section 3 – MEFANET – network of trust: *Stanislav Stipek (CUNI)*
6. Section 3 – WikiSkripta – open educational resource: *Cestmir Stuka (CUNI)*
7. Second day discussions: All partners

### General description of the coordination meeting:

#### 1. Section 1 - Coordination information:

Presentation was done by Financial Manager of the project ModeHEd - Ms.Marina Ivanova. She gave brief information about financial aspects of the project, answered to common questions and pointed specific problems of the project. Ms.M.Ivanova introduced with regulated documents: rules, laws, regulations; control of results; pre-financing costs. She informed about new form of travel costs reports and additional information form for travel costs report.

#### 2. Section 1 - Academic network infrastructure:

Presentation was done by the technical coordinator of CESNET, Eduroam - Tomas Kosnar. Topic of the presentation: “Academic Network infrastructure – Geant, Eduroam”.

#### 3. Section 2 - E-books and electronic information sources:

Presentation was done by Mr.David Horvath. Topic of the presentation: “E-books and electronic information sources”. Mr.Horvath suggested visiting next sites: [www.academia.edu](http://www.academia.edu), [www.researchgate.net](http://www.researchgate.net).

#### 4. Section 2 - Interactive games with the model of circulation:

Presentation was done by Mr.Jiri Kofranek. Topic of the presentation: “Interactive games with the model of circulation”. He demonstrated how to work on next web sites: [www.physiomodel.org](http://www.physiomodel.org), <http://physiome.org/>, <http://physiome.cz/atlas/>.

#### 5. Section 3 – MEFANET – network of trust:

Presentation was done by PhD.Stanislav Stipek. Topic of the presentation: “MEDical FACulties educational NETwork (MEFANET) – network of trust”.

#### 6. Section 3 – WikiSkripta – open educational resource:

Presentation was done by Mr.Cestmir Stuka. Topic of the presentation: “WikiSkripta – open educational resource. An interdisciplinary Internet Textbook”. He demonstrated next web site: [www.wikiskripta.eu/index.php/Home](http://www.wikiskripta.eu/index.php/Home)

## Protocol of the Second Coordination Meeting in Prague, Czech Republic

### Day №3 –Saturday, November 26, 2016

1. Section 4 - Coordination information: *M.Ivanova (HTWK)*
2. Section 5 – Presentations from partner universities: *Prof.Mamatkulov B.M., Inakov Sh.A. (TMA)*
3. Section 5 – Presentations from partner universities: *OrynassarovYerzhan (SKSPhA)*
4. Third day discussions: All partners.

#### General description of the coordination meeting:

##### 1. Section 5 – Coordination information:

Presentation was done by Financial Manager of the project ModeHEd - Ms.Marina Ivanova. She gave brief information about how to register co-financing and sub-contracting costs. She mentioned that 10% of expenses from total budget should be done by each university. She informed all partners about the web page created on the HTWK web site: <https://openproject.imn.htwk-leipzig.de/projects/modehed>

Question from Prof.Bakhramjon Mamatkulov (TMA): Could we consider existing equipments at the University which are used in the frame of the project as a 10% of co-financing?

Answer from Ms.Marina Ivanova (HTWK): 10% of co-financing by the university usually considered if equipments will be purchased by the University during 3 years of the project. In this case University should submit originals of invoices/contracts.

Question from Ms.Kasymova Gulnara (KazNMU): Should we send to you reports in the same time with all Universities or should be it send individually?

Answer from Ms.Marina Ivanova (HTWK): Thank you for your question. Reports could be sent individually, because I register them on my computer.

Question from Mr.Yunusov Alisher (FSU): Who should sign in the third page of the staff costs report where pointed signature of the local project coordinator?

Answer from Ms.Marina Ivanova (HTWK): Usually in third the third page of the staff costs report should be put signature of the staff with superior position.

Question from .Bakhramjon Mamatkulov (TMA): In the budget of the TMA on Development working package it is pointed 204 days. Does it mean that these days for all period of the project and is it for all partner universities of only for us, and what if we will exceed the pointed days through our working activity under the frame of the project?

Answer from Ms.Marina Ivanova (HTWK): Thank you for your question. Yes, this means that these days for all period of the project and it concerns only your University. If you exceed from pointed amount of days, then this will be considered as co-financing of your University for this project. Also, if you will need you can require for taking sums from other accounts. In order to do this, you should sent us

message with pointing the reasons and then we will refer it to Brussels and try to fix the problem.

Question from Ms.Kasymova Gulnara (KazNMU): How often we should send to you the originals of the reports: once a year? And within the frame of the project we are conducting lectures and perform visits. Could we register them as a co-financing?

Answer from Ms.Marina Ivanova (HTWK): Yes, in this case, please inform us and send me reports.

Question from Prof. Alma Ahmetova (SKSPhA): What consequences will happen if we could not send to you financial reports till the end of financial year of the project?

Answer from Ms.Marina Ivanova (HTWK): Actually, first financial year of the project is already finished. However, it should not be any consequences, due to that we have objective reasons of delaying the project.

Question from Mr.Tursunov Nodirjon (UzSIPhC): According to the working plan of the project we are delaying in realization of some working packages. If we will negotiate some working plans and change them would that not create a problem for you with tracking?

Answer from Ms.Marina Ivanova (HTWK): No problem. If I will have problems or questions I will ask you.

Question from Mr.Orynassarov Yerzhan (SKSPhA): We already received equipments and according to the budget of the project we have only 6 days for technician works under working package Preparation. However, 6 days are not enough for this package. How should we report their staff costs?

Answer from Ms.Marina Ivanova (HTWK): When we prepared the project we could not go deeper in describing all details of the project. Thus, in this case, I think that not all personnel worked as a technician, so some personnel could be worked with coordination of delivering these equipments. In this case you should point them as a staff category – Management.

Question from Ms.Kasymova Gulnara (KazNMU): What is the limit of working days for one staff?

Answer from Ms.Marina Ivanova (HTWK): We don't have the normative on limits of working days per staff. It could be different in each University. For example, one staff could work under modernization of one subject, and I don't think if University works under modernization of three subjects then one staff could not perform all jobs alone. In this case several staff should be involved in modernization.

Question from Ms.Ubaydullaeva Sevara (CDMEDMPH): How often should we send financial reports to you: in half-yearly basis or in yearly basis?

Answer from Ms.Marina Ivanova (HTWK): We usually prepare financial reports each half-year. Due to delaying in receiving funds, for this year you could send financial reports in yearly basis. But in the rest years please try to send me financial half-yearly reports.

## 2. Section 5 – Presentations from partner universities:

Presentation was done by Assistant of the School of Public Health of the TMA – Mr.Sh.Inakov. Topic of the presentation: “The role of test and item analysis in improving the quality of tests in higher medical education in Uzbekistan”.

Question from Prof. Alma Ahmetova (SKSPhA): Did you implement this practice in your University and what is the possibility to use this item in assessment of multiple choice questions?

Answer from Mr.Sherzodbek Inakov (TMA): Thank you for your question. We are planning to design this assessment tool in the frame of the ModeHed project, thus we did not implemented it yet. Regarding to usage of the tool in assessment of multiple choice questions, I will send everybody methodical recommendation after deeply studying the issue.

Question from Mr.Khalmukhamedov Rustam (UzSIPhC): What is the novelty of your thesis?

Answer from Mr.Sherzodbek Inakov (TMA): This is a new technique in assessment of quality of used tests questions in evaluation of student’s knowledge and we want to develop software program and implement in our modernizing subjects then distribute it to all partner universities.

Suggestion from Ms.Kasymova Gulnara (KazNMU): I would suggest you that after developing such tool for assessment quality of used tests in evaluation of student’s knowledge to take expert conclusion in order to better implementation this tool in different universities.

## 3. Section 5 – Presentations from partner universities:

Presentation was done by Mr.Orynassarov Yerzhan. Topic of the presentation: “Validation of the tests used at the SKSPhA”.

Question from Ms.Kayumova Dilrabo (UzMPA): There are two kinds of tests used in most trainings: pre-test and post-test. What kind of questions should be used in those types of tests?

Answer from Mr.Orynassarov Yerzhan (SKSPhA): It is suggested to use more easy questions in pre-tests.

Question from Ms.Kasymova Gulnara (KazNMU): What is the practice in your University regarding to attendance of students? Do you decrease points if student did not attend one or two practical lessons?

Answer from Mr.Orynassarov Yerzhan (SKSPhA): Yes, we have such kind of practice. Also we declare deadline for working off that day which student miss.

Question from Ms.Islamkulova Ilmira (KSWTU): Do you give correct answers of the tests to the students?

Answer from Mr.Orynassarov Yerzhan (SKSPhA): No. We usually give them only test questions without answers.



Word for the closing ceremony was given to PhD Stanislav Stipek.

Word for gratitude was given to Mr.Vladimir Medvec, Ms.Ivanova Marina,  
Mr.Yunusov Alisher and Ms.Sattarova Khilola.

**Chairman**

PhD, Stanislav Stipek (CUNI)

**Secretary**

Doc. KasimovaDilfuza (TMA)