



MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
BOGDAN KHMELNITSKY MELITOPOL STATE PEDAGOGICAL UNIVERSITY



EXTRACT FROM THE MINUTES

of the meeting of the working group of the project “Boosting University Psychological Resilience and Wellbeing in (Post-) War Ukrainian Nation” No. 101129379 — BURN — ERASMUS-EDU-2023-CBHE

6 June 2025
(date)

No. 5

Zaporizhzhia

- Chair: Associate Professor of the Department of Germanic Languages and Methodology of Teaching Germanic Languages, Head of the International Relations and Project Activity Office, Project Manager Olga GONCHAROVA.
- Secretary: Project implementer, working group member, Senior Lecturer of the Department of Psychology Hanna VARINA.
- Present: project implementers and working group members: Natalia FALKO, Natalia HUZ, Olesia PROKOFIEVA, Liliia KOBLYNYK, Iryna OSTOPOLETS, Svitlana SHEVCHENKO, Hanna VARINA, Tetiana MOSTOVA, Yuliia ZINCHENKO, Liudmyla ROZUMEIKO, Nazar ROZUMEIKO, Hanna USTIUGOVA, and Karina MOLOZHON.

AGENDA:

1. Preparation of the BURN progress report and interim financial statement.
2. Follow-up on WP2 syllabi, external reviews, course approval, and learning materials.
3. Follow-up on WP3 Centre for Psychological Resilience and Wellbeing statute and approval procedures.
4. Coordination of WP4 and WP5 activities, including Center for Psychological Resilience and Wellbeing and project dissemination.

1. HEARD:

Preparation of the BURN progress report and interim financial statement.

REPORTED:

Project Manager Olga GONCHAROVA informed the working group about the reporting requirements discussed at the Project Steering Committee meeting on 4 June 2025. Each partner team is to contribute to the technical progress report, using the version available on OneDrive, or send its contribution to Iryna Zadorozhna by 20 June. Partners are also to complete the Interim Financial Statement and send it to Iryna Zadorozhna by 20 June. The first page must be printed and signed; the remaining pages must be submitted in Excel format.



2. HEARD:

Follow-up on WP2 syllabi, external reviews, course approval, and learning materials.

REPORTED:

Project Manager Olga GONCHAROVA informed the team that WP2 syllabi had been sent for external review and that the reviews were expected by the end of June, with the external-expertise milestone due on 31 July. After external review, BKMSPU must arrange approval of its course or module at University council or faculty level, according to internal procedures, and provide by the end of June a memo documenting discussion of the course's importance and its approval. Syllabi and reviews should be uploaded to OneDrive as soon as possible. Lecture and seminar materials are being finalized and should also be uploaded to OneDrive.

3. HEARD:

Follow-up on WP3 Centre for Psychological Resilience and Wellbeing statute and approval procedures.

REPORTED:

Project Manager Olga GONCHAROVA informed the team that the Ukrainian partners had developed a basic statute for the Center for Psychological Resilience and Wellbeing, proofread by a BKMSPU lawyer, which was adapted to our university's specifics. The basic statute is to be translated into English and sent to the UT team for review. The statute should be approved by the University council in June or August, before the Center is launched in September.

4. HEARD:

Coordination of WP4 and WP5 activities, including Center for Psychological Resilience and Wellbeing and project dissemination.

REPORTED:

Project Manager Olga GONCHAROVA informed the team that BKMSPU planned to open the Center for Psychological Resilience and Wellbeing in September 2025. The main task of the Centre is to provide accessible psychological support and develop resilience skills among students, teachers and staff who are facing the consequences of war. Work on training programmes and materials in Ukrainian is to start in September; the consortium will assess whether more time is needed for this deliverable, which is currently due in December 2025. The team also took note of the planned dissemination-activities draft and the remaining website recommendations: displaying posts and news in reverse chronological order, adding machine Ukrainian translation.

RESOLVED:

1. Project Manager Olga GONCHAROVA coordinates the preparation and timely submission of the BKMSPU team's contribution to the technical progress report and the Interim Financial Statement by 20 June 2025, following the stated submission requirements.



2. The working group member Olesia PROKOFIEVA uploads the available WP2 syllabi, external reviews, and finalized lecture and seminar materials to the shared OneDrive; the required memo on course importance and approval is to be provided by the end of June.
3. Project Manager Olga GONCHAROVA coordinates translation of the basic WP3 Center for Psychological Resilience and Wellbeing statute into English and its submission to the UT team for review, and follows up on the university-level approval process.
4. The BKMSPU team follows up on the planned September 2025 launch of the Center for Psychological Resilience and Wellbeing, preparation of Ukrainian-language training programmes and materials, and the remaining website and dissemination recommendations relevant to BKMSPU.

Chair

Olga GONCHAROVA

Secretary

Hanna VARINA