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|  |  |  | ***Application Form***  **Selection: 2020**  **KA2 –** Cooperation for innovation and the exchange of good practices – **Capacity Building in the field of Higher Education** |
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**Call for Proposals 2020 - EAC/A02/2019**

Title of the Project / Acronym

**DETAILEDDESCRIPTION OF THE PROJECT**

**JOINT PROJECTS**

***(To be attached to the e-Form)***

Please note that, in accordance with Article 193 of the “Financial Regulation Applicable to the General Budget of the Union”, grants cannot be awarded retroactively. This means that activities covered by the grant can only be implemented as from the date on which the last party has signed the grant agreement.

As it might not in all cases be possible to sign the grant agreement for a selected proposal before the start date indicated in the application, the project planning should ideally cater for this possibility.

If your work plan does not allow for the necessary flexibility to adapt to such an event and/or if you have scheduled activities that must start on a particular date in the very early phase of the proposed action, you should provide a justification. The justification should explain the reasons why the activities in question cannot be postponed if the contract is not signed by 15 November 2020 or 15 January 2021) and need to take place on the foreseen date.

If this is the case for your project, you should specify below the following **(max 3000 characters)**:

* **the date on which the consortium would need to start its project** activities covered by the grant. Only from this date on costs covered by the EU grant can be incurred;
* **a detailed justification**.The justification should explain why the activities foreseen (and their corresponding costs) cannot be delayed and why such a delay would jeopardise the project’s implementation.

|  |
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| Start date of project activity(ies):  Activity(ies) and Justification: |

# PART D – Relevance of the Project

# D.1 Why does the consortium undertake this project?

* *Which problem(s) will the project address in theparticipating Partner Countries? Why are these problems pressing?*
* *Please explain the result of the need analysis carried out for each Partner Country and for each Partner institution and provide qualitative and quantitative evidence for your results.Please refer also to studies carried out and feasibility analyses undertaken. In particular explain for each institution,why the support from the CBHEactionis required.(limit 10.000 characters)*

|  |
| --- |
| Problems and needs identifyed at the level of the Partner Country: [country 1]:  - Partner institution […] needs and support required  - Partner institution […] needs and support required  Problems and needs identifyed at the level of the Partner Country: [country 2]:  - Partner institution […] needs and support required  - Partner institution[ …] needs and support required |

(*Please add Partner Countries/partners as appropriate)*

*Please identify the target groups and their needs in each Partner Country and in each Partner Country institution.(limit 8.000 characters)*

|  |
| --- |
| Partner Country […]  - Partner institution[...]  - Partner institution[...]  Partner Country [...]  - Partner institution[...]  - Partner institution [...] |

(*Please add partner countries/partners as appropriate)*

*How will the project address the relevant thematic national/regional priorities (see* [*https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019\_en*](https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019_en)*) set by the Programme for its target country (ies)/region(s)? (limit 8.000 characters)*

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| Partner Country /Region [...]  Partner Country /Region [...] |

(*Please add Partner Countries/regions as appropriate)*

# D.2 Aims and objectives

* *What does the proposal aim at in general? What are the project’s specific objectives?*
* *Explain how the specific objectives of the project address theproblems mentioned in Part D1 and the needs of each target group in each Partner Country. Demonstrate also that the set objectives are realistic and feasible in the national and institutional context(s).*

*(limit 8.000 characters)*

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| Aims and specific objectives:  [...]  Partner Country [...]  Partner Country |

(*Please add Partner Countries/regions as appropriate)*

*Please explain how the planned activities and the expected results meet the needs of the identified target groupsin the Partner Countries(limit 6.000 characters)*

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| --- |
| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

*How will the project and its results contribute effectively to the objectives of the action Capacity-Building in the Field of Higher Educationin eachtargetedPartner Country? (limit 6.000 characters)*

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| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

*How do the project's objectives fit in with the modernisation and internationalisation agenda of the targeted higher education institutions in the Partner Countries and with the development strategy for higher education in each Partner Country involved in the project? (limit 6.000 characters)*

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| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries/partners as appropriate)*

*Please explain how the proposal will pay attention tothe issues of inclusion, diversity and socio-economically disadvantaged participantsand/or organisations in the Partner Countries. (limit 2.000 characters)*

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# D.3 Innovative character

*Demonstrate why the proposal is innovative.*

*If it is complementary to previous/existing funded projects nationally or internationallyplease explain how the new proposal build on it/them and demonstrate its added value and why it is not a simple continuation thereof. (limit 2.000 characters)*

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*If the proposal builds on any previous or existing EU-funded/non-EU funded national or international activities/projects in this field, please fill the following table for each of these projects.*

☐

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference number** |  | | | |
| **Project dates**  *(year started and completed)* |  | | **Programme or initiative** |  |
| **Funded by** |  | | | |
| **Title of the project** |  | | | |
| **Coordinating organisation** |  | | | |
| **Partner Countries /institutions targeted by this project** |  | | | |
| **Website** | http:// | | | |
| **Password / login if necessary for website** | |  | | |
| *(a)Summarise the project outcomes (b) Explain how ownership/copyright issues are to be dealt with* (limit 2000characters). | | | | |
|  | | | | |

*Please copy and paste tables as necessary*

# D.4European added value

*Why is there a need for cooperation with the Programme Countries in this area of activity and a funding via the Erasmus+ Programme?Why can the intended results not be achieved through national, regional or local funding in the Partner Countries? (limit 2.000 characters)*

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# D.5 Cross-regional cooperation

*If your proposal is cross-regional, demonstrate the need for this cooperation between institutions from different regions.Please also explain the added value of this cross-regional cooperation for the targeted Partner Country institutions. (limit 2.000 characters)*

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# PART E – Quality of the Project Design and Implementation

# E.1 Project activities and methodology

*Please provide a detailed description of the activities and the working methodology to be used for achieving the objectives (including major milestones, measurable indicators, etc.). (limit 6.000 characters)*

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*Please demonstrate that the activities and the methodology mentioned are the most appropriate to achieve the envisaged results and that they are feasible. (limit 3.000 characters)*

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*What concrete, tangible results are expected to be achieved at the end of the project's activities in each of the targetedPartner Countries? (limit 6.000 characters)*

|  |
| --- |
| Partner Country [...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

*For all* ***types of activities****(curriculum development, modernisation of governance, management and functioning of HEIs; strengthening of relations between HEIs and the wider economic and social environment), for* ***each Partner Country institution*** *please provide information in Part F.2 Organisation and Activities.*

# E.2Quality control and monitoring

*Please explain what mechanisms willbe put in place for ensuring the quality of the project and how the evaluation will be carried out.If an external evaluation is foreseen, provide informationon the purpose and expected outcomes of this evaluation. Please define the specific quality measures established, as well as the benchmarks and indicators foreseen to verify the outcome of the action. Make sure that the information in this section is consistent with the project Logical Framework Matrix. (limit 3.000 characters)*

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# E.3 Budget and cost effectiveness

*Please describe the strategy adopted to ensure that the proposed results and objectives will be achieved in the most economical way, and on time. Explain the principles of budget allocation amongst partners. Indicate the arrangements adopted for financial management. What sources of co-funding will be used?(limit 3.000 characters)*

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*If your project involves any "exceptional costs" related to travel, pleasejustify them here. (limit 2.000 characters)*

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*Please justify the equipment costs for each Partner Country Institution:*

* *why the Partner Countryinstitutions need themfor the implementation of the project;*
* *their relations with the content to be developed and the specific activities to be implemented) and*
* *the estimated timeframe for their purchase as well asthe estimated place where they will be located (limit 3.000 characters)*

|  |
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| Partner Country[...]:  Partner Country [...]: |

(*Please add Partner Countries as appropriate)*

***Please complete the following Logical Framework Matrix****:*

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# E.4 Logical Framework Matrix – LFM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wider Objective:**☒  *What is the general objective, to which the project will contribute?* | **Indicators of progress:**  *What are the key indicators related to the wider objective?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* |  |  |
| **Specific Project Objective/s:**  *What are the specific objectives, which the project shall achieve?* | **Indicators of progress:**  *What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?* | **How indicators will be measured:**  *What are the sources of information that exist and can be collected? What are the methods required to get this information?* | **Assumptions & risks**  *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* | **How the risks will be mitigated:** |
| **Outputs (tangible) and Outcomes (intangible):**  *Please provide the list of concrete DELIVERABLES - outputs/outcomes (grouped in Workpackages), leading to the specific objective/s.:* | **Indicators of progress:**  *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* | **Assumptions & risks**  *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* | **How the risks will be mitigated:** |
| **Activities:**  *What are the key activities to be carried out (****grouped in Workpackages)*** *and in what sequence in order to produce the expected results?* | Inputs: *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* |  | **Assumptions |& risks**  *What pre-conditions are required before the project starts? What conditions outside the project’s direct control have to be present for the implementation of the planned activities?* | **How the risks will be mitigated:** |

***Please complete the following work plan.***☒

# E.5 Work Plan

**On the following pages, please provide your work plan for each year of the proposed project**

* *Please use the model provided below.*
* *Please complete a one-page work plan for each project year.*
* *For each year of your proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.*
* *If needed, please insert additional rows into the work plan tables.*
* *The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.*

*Examples:*

*Activity carried out in the Programme Country:* ***=*** *(E.g. activity in France for two weeks in the first month of the project 2= under M1)*

*Activity carried out in the Partner Country (ies):* ***X*** *(E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)*

**WORKPLAN for project year 1**☒

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
|  | **1.1 Procena potreba i studija izvodljivosti e-menadžment sistema** | **4** | **X** |  |  |  |  |  |  |  |  |  |  |  |
|  | **1.2 Dizajn i arhitektura rešenja** | **4** |  | **X** |  |  |  |  |  |  |  |  |  |  |
|  | **1.3. Analiza postojećeg stanja stručne prakse na univerzitetima** | **8** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |
|  | **1.4 Analiza potreba privrede** | **4** |  |  | **X** |  |  |  |  |  |  |  |  |  |
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**WORKPLAN for project year 2**☐

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
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**WORKPLAN for project year 3**☐

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
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***Please complete the information on each work package for your project***

# E.6 Work packages

*Please enter the different project activities you intend to carry out in your project. Make sure that the information in this section is consistent with the project Logical Framework Matrix.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☒ | **PREPARATION** | | | **1** |
| **Title** | **Analiza trenutnog stanja I dobrih praksi** | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** | **1.1 Procena potreba i studija izvodljivosti e-menadžment sistema**  **1.2 Dizajn i arhitektura rešenja**  **1.3. Analiza postojećeg stanja stručne prakse na univerzitetima**  **1.4 Analiza potreba privrede**  **1.5 Analiza trenutnog stanja kurikuluma**  **1.6 Uspostavljane laboratorije I centara** | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.1.** | | | |
| Title | **Procena potreba i studija izvodljivosti e-menadžment sistema** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | X Event  x Report  X Service/Product | |
| Description | Act. 1.1.1 first activity of the project is to establish the needs for the development of a new IT system at the partner universities. This process will be conducted through interviews and focus groups over one month. The planning phase involves identifying relevant stakeholders, defining the objectives of the discussions, and developing a structured set of questions to guide the sessions.  In the recruitment phase, a diverse group of participants from each partner university will be selected to provide a comprehensive understanding of the IT needs. Sessions will be scheduled at convenient times, and formal invitations will be sent to the selected participants, detailing the purpose, time, and location of the meetings.  During the execution phase, focus groups and interviews will be conducted. Facilitators will ensure all participants have the opportunity to speak, and sessions will be recorded for accurate data analysis. Transcriptions and detailed notes will be used to capture the discussions.  In the data analysis phase, the recordings from the focus groups and interviews will be transcribed, and common themes, issues, and requirements will be identified. A summary report will be created to highlight the key findings and insights gathered from the sessions.  Act.1.1.2. The final reporting phase will involve drafting a omprehensive report detailing the identified needs and equirements for the new IT system. The draft report will be reviewed by key stakeholders, feedback will be incorporated, and a final report will be produced. The expected deliverable is a needs assessment report that provides a clear understanding of the current IT infrastructure issues and specific needs of the partner universities. This will enable informed decision-making and enhance collaboration among the universities. | | | |
| Due date | M1 | | | |
|  | Languages | Englesh | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  X☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | XNational  ☐International |

|  |  |  |  |  |  |
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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.2.** | | | |
| Title | **Dizajn i arhitektura rešenja** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description | Act 1.2.1The second activity of the project is to select the appropriate blockchain technology for the e-management system, to be completed over one month. The process begins with defining the specific requirements for the blockchain technology, such as security and scalability, followed by thorough research on available options.  Next, a set of evaluation criteria is developed to assess the technologies, focusing on factors like security features, performance, cost, and ease of integration. From the initial research, a shortlist of the most suitable blockchain technologies is created for further evaluation.  In the assessment phase, a detailed technical analysis of each shortlisted technology is conducted, including security assessments and performance benchmarks. Blockchain experts are consulted for additional insights and recommendations.  Pilot projects are then set up to test the shortlisted technologies in a controlled environment, with feedback collected from technical teams and stakeholders on their performance and usability.  Act. 1.2.2 Finally, the data and feedback from the pilot tests are analyzed to determine the strengths and weaknesses of each technology. A final decision is made on the most appropriate blockchain technology based on the evaluation criteria and pilot test results. The deliverables include an evaluation report and a selection report, with expected outcomes being an informed decision on the blockchain technology and clear documentation of the selection process. | | | |
| Due date | M2 | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.3.** | | | |
| Title | **Analiza postojećeg stanja stručne prakse na univerzitetima** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description | Act. 1.3.1 The third activity involves gathering and analyzing data about the number and types of practices available in national universities, to be completed in two months. The process begins with defining objectives and creating structured questionnaires and interview guides to collect relevant data from students and partner organizations.  Act. 1.3.2 Next, students from various universities and several companies are selected , ensuring a diverse and representative sample. Interviews are then scheduled and conducted, with all sessions recorded or detailed notes taken to capture the information accurately. Supplementary data from university records and internship databases is also collected to enhance the findings.  Act. 1.3.5 In the data analysis phase, the recorded interviews are transcribed, and both qualitative and quantitative methods are used to identify common themes and insights. A summary report is created to highlight key findings on the number and types of practices available.  The final reporting phase involves compiling the findings into a comprehensive report, which is reviewed by stakeholders for feedback and revisions before being finalized. The deliverables include the data collection instruments and a comprehensive report summarizing the findings.  The expected results are a detailed understanding of the current state of internship and practice opportunities in national universities and the identification of gaps and opportunities for improvement. This systematic approach ensures accurate data collection and valuable insights into the available practices. | | | |
| Due date | M2 | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.4.** | | | |
| Title | **Analiza potreba privrede** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description | Act. 1.4.1 The fourth activity involves conducting virtual meetings with industry partners and exploring internships offered by small and medium businesses. This task, scheduled to last one month, begins with identifying potential industry partners and defining the objectives of the virtual meetings and interviews. Structured questions are then developed to guide these sessions.  In the recruitment phase, key representatives from the identified businesses are selected to participate, and meetings are scheduled at convenient times. Formal invitations are sent out, detailing the purpose, time, and format of the meetings. During the execution phase, virtual meetings are facilitated using video conferencing tools, ensuring all participants have the opportunity to speak, and recordings are made for accurate data analysis. Individual interviews with industry representatives are also conducted, with detailed notes taken.  Act. 1.4.2 The data analysis phase involves transcribing the recordings from the meetings and interviews, identifying common themes and opportunities, and summarizing the findings in a report. In the reporting phase, a comprehensive report is drafted, reviewed by stakeholders for feedback, and finalized.  Act. 1.4.3 The deliverables include meeting agendas and structured questions, as well as a comprehensive report summarizing the findings. The expected outputs are recorded sessions and a summary of the findings. The results of this activity will be an enhanced understanding of current internship opportunities offered by small and medium businesses, along with identified areas for potential collaboration and improvement. | | | |
| Due date | M3 | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

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| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.5.** | | | |
| Title | **Analiza trenutnog stanja kurikuluma** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **1.6.** | | | |
| Title | **Uspostavljane laboratorije I centara** | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

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| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☐ | **DEVELOPMENT** | | | **2** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **2.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

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| **Work package type and ref.nr**☐ | **QUALITY PLAN** | | | **3** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **3.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

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| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** ☒ | **DISSEMINATION & EXPLOITATION** | | | **4** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | **4.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

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| **Work package type and ref.nr** ☒ | **MANAGEMENT** | | | **5** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |
| **Costs**  *Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes**☒ | Work Package and Outcome ref.nr | **5.1.** | | | |
| Title |  | | | |
| Type | ☐ Teaching material  ☐ Learning material  ☐ Training material | | ☐ Event  ☐ Report  ☐ Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | ☐Teaching staff  ☐Students  ☐Trainees  ☐Administrative staff  ☐Technical staff  ☐Librarians  ☐Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 words)* | | | | |
| **Dissemination level** | ☐Department / Faculty  ☐Institution | | ☐Local  ☐Regional | | ☐National  ☐International |

*Please copy and paste tables as necessary.*

# E.7 Consortium partners involved and human resources required to complete the work packages

***Indicative input of consortium staff -*** *The total number of days per staff category should correspond with the information provided in the budget tables.*☐

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package**  **Ref.nr** | **Partner**  **nr** | **Partner acronym** | **Country** | **Number of staff days[[1]](#footnote-1)**☒ | | | | | **Exact Role and tasks of each person in the work package** |
| **Category**  **1** | **Category**  **2** | **Category**  **3** | **Category**  **4** | **Total** |
| **PREPARATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DEVELOPMENT** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **QUALITY PLAN** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DISSEMINATION & EXPLOITATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **MANAGEMENT** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **TOTAL** | | | |  |  |  |  |  |  |

*Please insert rows as necessary*

# PART F – Quality of the Project Team and Cooperation Arrangements

# F.1 Background of partnership and the proposal preparation

*Please provide shortly the history of cooperation between partners (if any). How the idea of the project was developed and which/ who among partners contributed to the proposal development. (limit 3.000 characters)*

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|  |

*If relevant, please explain how and to which extent the project benefits from the experience and participation of non–academic partners. (limit 3.000 characters)*

|  |
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*Please explain the role and the participation of the Programme Country partners and their support in the development of the different activities (e.g. in the development of the curricula) and (limit 3.000 characters)*

|  |
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|  |

# F.2 Cooperation arrangements, management and communication

*Please define the organisation of the implementation of the project and the division of tasks between the partners. Please explain the allocation of resources for each activity. Explain also how the tasks are distributed amongst the partners and how project "ownership" is ensured (limit 3.000 characters).*

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*Please explain the overall project and partnership management making specific reference to the management plan and how decisions will be taken. Please describe how permanent and effective communication and reporting will be ensured as well as the measures put in place for conflict resolution (limit 2.000 characters).*

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# F.3 Organisations and activities

*This part must be completed separately by each organisation participating in the project (applicant and partners with its affiliated entities (if any)).*

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| --- | --- | --- | --- | --- | --- |
| **Partner number** ☒ |  | | | | **P1** |
| **Organisation name & acronym** |  | | | | |
| **F.3.1 - Aims and activities of the organisation**  *Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project* (limit 2000 characters)*.* | | | | | |
|  | | | | | |
| **Only for Partner Country institutions, please provide information on:**   |  |  | | --- | --- | | Number of Memoranda of Cooperation/Understanding the HEI has signed with HEIs outside their own country? |  | | Number of students |  | | Number of Bachelor degrees offered |  | | Number of Master degrees offered |  | | Number of PhD degrees offered |  | | Have you participated in CBHE?  If yes, list CBHE projects titles and reference numbers.  Describe curricular/ courses developed/ modernised, if any (name of the subject area and courses titles) |  | | | | | | |
| **F.3.2 – Role of your organisation in the project**  *Please describe also the role of your organisation in the project* (limit 1000 characters)*.* | | | | | |
|  | | | | | |
| **F.3.3 – Curriculum development project** *(only for Partner Country institutions)*  *Please fill in if you are applying for a curriculum development project* | | | | | |
| Please confirm that no similar curricula/ courses/modules were developed/modernised in Tempus IV projects in this HEI. | | | | Choose an item. | |
| **For new courses** | | | | | |
| What new courses will the project implement in your HEI? | | |  | | |
| For each course please fill the following nested table: | | | | | |
| |  |  | | --- | --- | | **Title** |  | | Level of study |  | | List ofsubjects and credits (ECTS or comparable credit system) for each of them |  | | Estimated date of accreditation and accreditation body |  | | Estimated starting date of the new programme |  | | Number of students to be accepted in the first year/ second year |  | | Number of teaching staff to be trained |  | | Internship /placements ( if applicable ) |  | | List of equipment to be purchased for this course? ( if applicable) |  |   *Please copy and paste nested tables as necessary* | | | | | |
| **For updated courses** | | | | | |
| Which existing courses will be updated in your HEI? | | |  | | |
| For each course please fill the following nested table: | | | | | |
| |  |  | | --- | --- | | **Title** |  | | Level of study |  | | List ofsubjects and credits (ECTS or comparable credit system) for each of them |  | | Estimated date of accreditation and accreditation body |  | | % of the modernised subjects compared to total subjects included in the course |  | | Number of students to be accepted in the first year/ second year |  | | Number of teaching staff to be trained |  | | Internship /placements ( if applicable ) |  | | List of equipment to be purchased for this course? ( if applicable) |  |   *Please copy and paste nested tables as necessary* | | | | | |
| **F.3.4 – Modernisation of governance, management and functioning of HEIs** *( only for Partner Country institutions)*  *Please fill in if you are applying for this type of project anddefine clear the activities to be held in your institution*(limit 2000 characters) | | | | | |
|  | | | | | |
| **Provide information on ( if applicable)** | | | | | |
| List the number of existing centres/networks in your HEI | | |  | | |
| Is the centre to be created a new one or an update? | | |  | | |
| If new, why is a new centre necessary? If updated, why is an updated centre necessary? | | |  | | |
| Where will the centre be located in the institution? | | |  | | |
| Will this infrastructure be made available to the centre after the project ends? | | |  | | |
| How many people will be employed in the centre? | | |  | | |
| Will the institution fund these posts after the project ends? | | |  | | |
| How many administrative staff will be trained? | | |  | | |
| Which procedures will be updated /introduced in the institution? | | |  | | |
| **F.3.5 – Strengthening of relations between HEIs and the wider economic and social environment***( only for Partner Country institutions)*  *Please fill in if you are applying for this type of project anddefine clear the activities to be held in your institution*(limit 2000 characters) | | | | | |
|  | | | | | |
| **F.3.6 – Expected results and impact** *( only for Partner Country institutions)* | | | | | |
| What are the expected tangible results from the project in your HEI? | | |  | | |
| How will the impact of these results be measured in your HEI? | | |  | | |
| What financial means and human and other resources will be provided to sustain these results after the project ends? | | |  | | |
| **F.3.7 - Operational capacity: Skills and expertise of key staff involved in the project**  *Please add lines as necessary.* | | | | | |
| **Name of staff member** | | ***Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.*** | | | |
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*Please copy and paste tables as necessary*

# F.4 List of Associated Partners

*(Where applicable)*

*Capacity-building projects can involve associated partners who contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. Associated Partners cannot be responsible for core activities of the project (e.g. management, coordination, monitoring, leader of a work group etc.).****No financial contribution from the project grant will be allocated to these organisations.***

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of organisation** | **Type of institution** | **Website** | **City** | **Country** | **Role in the project** | **Activities and**  **related Work Packages** |
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*Please insert rows as necessary*

# PART G – Impact and Sustainability

# G.1 Expected impact of the project

*Please explain which target groups will use the project outputs /products /results. Describe how the target groups will be reached and involved during the life of the project and afterwards and how the project will benefit the target group at local, regional, national and/or regional level. Please structure your description according to the different levels of impact and stakeholders.*

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| --- | --- | --- | --- |
| # | **Project results** | **Who will they impact at national, regional level?** | **How?** |
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*Please insert rows as necessary*

**Overview of short term impact indicators (during the project EU funding period)**

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| **Short term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators (in numbers please)** | **Qualitative indicators** |
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*Please insert rows as necessary*

**Overview of long term impact indicators (after the projects EU funding period)**

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| --- | --- | --- | --- |
| **Long term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators (in numbers please)** | **Qualitative indicators** |
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*Please insert rows as necessary*

# G.2 Dissemination and exploitation strategy

*Please explain how the dissemination will be organisedduring and after the project's lifetime. Define each target group and what communication channels will be used to reach them and when.*

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| **Target Group** | **Means of Communication to Reach These Target Groups** | **When** | **Indicators to measure the effectiveness of the means of communication** |
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*Please insert rows as necessary*

# G.3 Sustainability

*Explain how exploitation activities will ensure optimal use of the results within the project's lifetime and afterwards. Explain how the impact of the project will be sustained beyond its lifetime. Please list the outcomes that you consider sustainable and describe the strategy to ensure their long lasting use beyond the project's lifetime. Also explain how the results will be mainstreamed and multiplied at national/regional level. Describe the strategy foreseen to attract co-funding and other forms of non-EU support for the project.*

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| **Sustainable Outcomes** | **Strategy to ensure their sustainability** | **Resources necessary to achieve this** | **Where will these resources be obtained?** |
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*Please insert rows as necessary*

# PART H - Other EU grants

*Please list the* ***projects*** *for which the organisations involved in this application have received financial support from EU programmes.*

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|  |  |  |  |
| --- | --- | --- | --- |
| **Programme or initiative** | **Reference number** | **Beneficiary Organisation** | **Title of the Project** |
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*Please insert rows as necessary.*

*Please list* ***other EU grant proposals****submitted by your organisation, or by any partner organisation in this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.*

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|  |  |  |
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| **Programme concerned** | **Beneficiary Organisation** | **Amount requested** |
|  |  |  |
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*Please insert rows as necessary.*

# PART I- Check List

*Please make sure that you* ***fully*** *completed each part of this application form, as follows:*

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☐ PART D - RELEVANCE OF THE PROJECT

☐ PART E - QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

☐ E.4 Logical Framework Matrix

☐ E.5 Workplan

☐ E.6 Work packages

☐ PART F - Quality of the Project Team and Cooperation Arrangements

☐ PART G - Impact and Sustainability

☐ PART H - Other EU grants

☐ PART I - CHECK LIST

1. *Please see Programme Guide, Part B for your action, Table A – Project Implementation (amounts in Euro per day) Programme Countries and Table B - Project Implementation (amounts in Euro per day) Partner Countries.*  [↑](#footnote-ref-1)