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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** |
|  |  |  |  |

**Call for Proposals 2020 - EAC/A02/2019**

Title of the Project / Acronym

**DETAILED DESCRIPTION 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 the participating 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 CBHE action is 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)*

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| 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 the problems 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 groups in 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 Education in each targeted Partner 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 to the issues of inclusion, diversity and socio-economically disadvantaged participants and/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 internationally please 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 2000 characters). | | | | |
|  | | | | |

*Please copy and paste tables as necessary*

# D.4 European 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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| U projekat je uključeno 10 spoljašnih partnera, od kojih su 5 država u okviru programskih zemalja i 5 država partnerskih zemalja. Navedene zemlje ispunjavaju ovaj zahtev, stoga su izabrane za spoljašnje partnere. Prihvatljive države na koje se pozivamo nalaze se u Erasmus+ dokumentu. Unutrašnje su: Ministarstvo prosvete, nauke i tehnološkog razvoja (Beograd), Univerzitet u Nišu (Niš), Privredna komora Srbije (Beograd), Društvo za akademski razvoj (DAR) (Beograd), Atria Group (Beograd). Spoljašnji partneri su: University of Helsinki (Finska), Radboud University (Holandija), Universidad de Salamanca (Španija), University of Vienna (Austrija), Stockholm University (Švecka), IMEC (Belgija), EdukaMont (Crna Gora), Enterprise Ireland (Irska), Uniwersytet Warszawski (Poljska), InterSoft Education (Bosna i Hercegovina). Metodologija aktivnosti koje su obuhvacene projektom ce se realizovati kroz kooperaciju partnerskih institucija.  Aktivnost 1: Sprovodjenje analize trenutnog stanja. Projektni tim se sastoji od koordinatora i partnerskih drzava. Odluceno je da koordinator bude Drzavni Univerzitet u Novom Pazaru dok ce ostali clanovi tima biti iz partnerskih organizacija. Analiiza organizacija koje ucestvuju bice obavljena kroz razgovore sa osobljem partnerskih organizacija, nakon cega ce se izvrsiti i dokumentovanje svih prikupljenih podataka, u kojima ce biti informacije o raspolozivim sredstvima,resursima, kapacitetima, vestinama i drugim aktivnostima. Nakon toga ce se odrzati putovanja i obezbedjivanje smestaja za sve ucesnike projekta koje ce organizovati nas tim.  Aktivnost 2: Razvoj aplikacije ( ). Pomenuta aplikacija bice razvijena kao kros-platformna desktop aplikacija. Prvi korak u izradi aplikacije je i sam dizajn korisnickog interfejsa, koji za cilj ima da interakcije korisnika sa aplikacijom ucini sto jednostavnijom i efikasnijom. Nakon dizajna sledi osmisljavanje seme baze podataka pomocu koje ce aplikacija moci da upravlja podacima o ucesnicima,novostim i rezultatima. Nakon sto je uspesno isprojektovana baza podataka, prelazi se na odabir alata i tehnologija za implementaciju nase aplikacije. Sledeci korak jeste razgovor sa projektantima sistema koji ce pomocu odredjenih alata prikazati sve funkcije sistema koje je potrebno implementirati. Poslednji korak jeste i samo kodiranje, odnosno implementacije aplikacije i izbacivanje beta verzije koja ce biti spremna za koriscenje od strane testera.  Aktivnost 3 : Obuka za koriscenje aplikacije. Ova aktivnost obuhvata preciznu organizaciju plana obucavanja zaposlenih u partnerskim organizacijama, sto podrazumeva definisanje broja ucenika i izvodjaca , kao i kolicina znanja koju korisnici moraju da poseduju. Obuka ce se vrsiti preko onlajn predavanja i seminara uz odgovarajucu literaturu u vidu ebook-ova.  Aktivnost 4: Provera kvaliteta projekta. U okviru ove aktivnosti biće izrađen priručnik, metrike treće misije će biti dovršene i detaljno pregledane i dokumentovane. Počevši od prve nedelje implementacije, projekat će biti nadgledan od strane zaduženih lica, a dve nedelje nakon implementacije očekuju se kritike i komentari od strane spoljašnjih posmatrača.  Aktivnost 5: Diseminacija rezultata. Diseminacija je bitna i obavezna faza svakog Erazmus+ projekta. Predstavlja skup mera za prikazivanje i širenje rezultata i uticaja projekata, kao i za postizanje veće vidljivosti projekta. Ona će biti implementirana kroz onlajn reklame i postere, kao i reklame na društvenim mrežama. Pored toga, biće napravljen zvanični sajt na kojem će biti dostupne informacije o projektu i mogućnosti kontaktiranja. Nakon toga se očekuje mišljenej kritičara i njihova analiza, dve do tri nedelje nakon implementacije, i na osnovu njih će se odrediti dalji tok događaja.  Aktivnost 6: Upravljanje projektom. Prva faza u ovoj aktivnosti obuhvata dostupan priručnik za ugovorni i finansijski menadžment, u fizičkoj i digitalnoj formi. Sve partnerske organizacije prate situaciju i razvoj programa u svojim ustanovama, počevši od treće nedelje implementacije. Pored pomenutog praćenja, takođe će se održati sastanci sa upravnim odborom, a zapisnici sa istih će biti dokumentovani. Kao poslednji korak u fazi upravljanja, tu su isporučeni privremeni izveštaji o projektu od strane svih partnera, ali i završni izveštaj. |

*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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| - Uz pomoć analize prikupljenih podataka o partnerskim organizacijama najbolje će se videti pozitivne strane i nedostaci pomenutih.  - Centralna aktivnost projekta je sama izrada softvera, koji će učesnici iz partnerskih institucija koristiti. Ovo je veoma složena aktivnost koja obuhvata sve principe životnog ciklusa jednog softverskog projekta i ovo je jedini i najbolji način da se ovaj sistem realizuje na pravi način.  - Naravno, nakon same implementacije aplikacije neophodno je pratiti njen dalji razvoj, a to je upravo zadatak aktivnosti koja obuhvata efikasno nadgledanje softvera, spoljašnje izveštaje, definisanje metrika za treću misiju i izradu priručnika. Aktivnost četiri je nezaobilazan korak u ovom projektu, jer je jedini način da se dobije uvid u uspeh projekta njegovo konstantno praćenje i održavanje po potrebi. Još jedna bitna stavka u okviru realizacije ovog projekta jeste diseminacija rezultata koja uključuje promotivni materijal, implementaciju sajta, kritike od strane polisa za promociju itd.  - Cilj seminara je da studentima pruži podršku da učestvuju u metodama naučne analize i istraživačkog postupka. Pohađanje seminara ima brojne prednosti, uključujući poboljšanje komunikacijskih veština, sticanje stručnog znanja, umrežavanje sa drugima i obnavljanje motivacije i samopouzdanja. Kako seminar napreduje, studenti preuzimaju veću odgovornost za rešavanje problema i vođenje diskusije. Dakle, planirali smo seminare zato što su se pokazali kao najefikasniji način za sprovođenje pomenutih aktivnosti.  - Intervju je jedan od popularnih metoda prikupljanja istraživačkih podataka. Glavna svrha intervjua kao alata za prikupljanje podataka je da se podaci obimno i intezivno prikupljaju. Važnost intervjua se ogleda kroz sledeće stavke:  - to je jedna od glavnih osnova na kojima se sprovode savetodavni postupci;  - pruža informacije koje dopunjuju druge metode prikupljanja podataka.  Dakle, ukratko, ciljevi intervjua su dvostruki: da se razmene ideje i iskustva, i da se dobiju informacije.  -Izveštaj je dokument koji predstavlja relevantne poslovne informacije u organizovanom i razumljivom formatu. Svaki izveštaj je usmeren na određenu publiku i poslovnu svrhu i rezimira učinak različitih aktivnosti na osnovu ciljeva i zadataka. Neke od prednosti izveštaja su:  - daje konsolidovane i ažurirane informacije;  - koristi se kao sredstvo interne komunikacije;  - olakšava donošenje odluka i planiranje;  - otkriva nepoznate informacije i daje pouzdane, trajne informacije.  -Ankete omogućavaju istraživačima da prikupe uvide vezane za određenu oblast interesovanja. Neke prednosti metode anketiranja su:  - daju širok spektar informacija;  - isplative su i efikasne;  - jednostavne su za analizu. |

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

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| Rezultati projekta: Podsticanje novih, inovativnih i multidisciplinarnih pristupa nastavi i učenju:  Podsticanje osnivanja inkubatora unutar obrazovnih ustanova i institucija za obuku širom Evrope;  Olakšavanje protoka i zajedničkog stvaranja znanja između visokog obrazovanja, stručnog obrazovanja i obuke, istraživanja, javnog sektora i poslovnog sektora  Rezultati pojedinačnih aktivnosti:  R.1. Provedena je analiza trenutnih kapaciteta partnerskih organizacija.  R.1.1. Provedeni su intervjui sa članovima partnerskih organizacija o njihovim organizacijskim kapacitetima.  R.1.2. Ispunjene su ankete o iskustvima partnera i njihovim kapacitetima.  R.1.3. Sastavljen je izvještaj o trenutnom stanju kapaciteta partnerskih organizacija.  R.2. Provedena je analiza pristupa infrastrukturi u zemlji domaćina.  R.2.1. Analizirano je trenutno stanje pristupa infrastrukturi.  R.2.2. Ispunjene su ankete o iskustvima partnera i njihovom pristupu prostorijama za izvodjenje  nastave.  R.2.3. Ispunjene ankete o postojećim labaratorijama.  R.2.4. Ispunjane ankete o postojećvim online platformama za komunikaciju  R.2.5. Sastavljeni izvještaji o analiziranom stanju infrastrukture partnera  R.3. Sprovedena analiza trenutnih inkubatora  R.3.1. Definisanj cilj analize.  R.3.2. Prikupljanji potrebni podaci podataka o organizacionoj strukturi inkubatora  R.3.3. Prikupljeni podaci o tipu usluga koji pružaju inkubatori  R.3.4. Prikupljeni podaci o organizacionim dokumentima i olanovima rada  R.3.5. Identifikovani kljucni faktori  R.3.6. Sprovedena analiza podataka  R.3.7. Sprovedena interpretacija rezultata  R.3.8. Izradjen izvestaj  R.4. Odlaženje u partnerske države radi analize postojećih inkubatora.  R.4.1. Identifikovani inkubatori koji se analiziraju  R.4.2. Organizovana putovanja i logistike za odlazak osoblja  R.4.3. Organizovani sastanci sa predstavnicima inkubatora  R.4.4. Sprovedena poseta tih inkubatora  R.4.5. Sprovedeno upoređivanje programa podrške  R.4.6. Sprovedena analiza uspeha tih inkubatora  R.4.7. Sprovedeno skupljanje podataka i analiza  R.4.8. Izvrseno pisanje izveštaja o posećenim inkubatorima  R.4.9. Sprovedeno organizovanje povratnog putovanja i logistika za povratak osoblja  R.5. Sprovedeno istraživanje i identifikacija problema koje rešavaju inkubatori  R.5.1. Sprovedena analiza relevantne literature  R.5.2. Izvrseni intervjui sa stručnjacima iz oblasti obrazovanja  R.5.3. Izvrseno anketiranje nastvanika, učenika, roditelja i školskih uprava o glavnim problemima u vezi sa obrazovanjem  R.5.4. Sprovedena analiza fokusnih grupa  R.5.5. Sprovedena poseta školskim ustanovama  R.5.6. Sprovedena analiza prikupljenih podataka  R.5.7. Sprovedeno povezivanje sa lokalnim zajednicama  R.5.8. Izvrseno pisanje izveštaja o prikupljenim podacima  R.6. Razvijene inovativne metode  R.6.1. Prikupljanje relevantnih informacija o postojećim metodama i praksama u obrazovanju  R.6.2. Identifikovani ciljevi za razvoj inovativnih metoda  R.6.3. Okupljanjen multidisciplinarni tim koji će raditi na razvoju inovativnih metoda  R.6.4. Brainstorming i generisane ideje  A.6.5. Izvrsenja dokumentacija razvijenih inovativnih metoda, procesa i rezultata  R.7. Odlazak u partnerske države radi treninga osoblja inkubatora  R.7.1. Identifikovani potrebni treninzi i kompetencija osoblja  R.7.2. Organizovana putovanja i logistike za odlazak osoblja  R.7.3. Izvršavavanje treninga i obuka osoblja  R.7.4. Sprovedeno praćenje i evaluacija provedenih treninga  R.7.5. Napisani izvještaji o rezultatima treninga i njihovoj primjenjivosti  R.7.6. Organizovana povratna putovanja i logistika za povratak osoblja  R.8. Osnovani inkubatori u obrazovnim institucijama  R.8.1. Sprovedena analiza potreba i resursa  R.8.2. Izrađen nastavni plan i strategije za inkubatore.  R.8.3. Uspostavljena infrastruktura i prostor za inkubator  R.8.4. Organizovani mentorski program podrške studentima  R.8.5. Sprovedeno promovisanje inkubatora i povezivanje s lokalnim poslovnim sektorom  R.9. Sprovedena analiza trenutnog stanja postojecih kurikuluma  R.9.1. Prikupljanje informacije  R.9.2. Identifikovani ciljevi I svrhe postojecih kurikuluma  R.9.3. Sprovedena analiza stukture postojecih kurikuluma  R.9.4. Sprovedena procena nastavnih materijala postojecih kurikuluma  R.9.5. Sprovedena procena metoda I strategije proucavanja postojecih kurikuluma  R.9.6. Sprovedena procena procenjivanja I ocenjivanja postojecih kurikuluma  R.9.7. Ukljucene zainteresovane strane  R.10. Odlazak u partnerske države radi treninga osoblja kurikuluma  R.10.1. Identifikovani potrebni treninzi i kompetencija osoblja  R.10.2. Organizovana putovanja i logistike za odlazak osoblja  R.10.3. Izvršavavanje treninga i obuka osoblja  R.10.4. Sprovedeno praćenje i evaluacija provedenih treninga  R.10.5. Napisani izvještaji o rezultatima treninga i njihovoj primjenjivosti  R.10.6. Organizovana povratna putovanja i logistika za povratak osoblja  R.11. Dizajnirani i impementirani novi kurikulumi  R.11.1. Sprovedena analiza trenutnih nastavnih programa  R.11.2. Okupljen tim stručnjaka za obrazovanje radi zajedničkog razvoja novih kurikuluma  R.11.3. Identifikovane ključne teme i područja za razvoj novih kurikuluma  R.11.4. Razvijeni novi predmeti, moduli i programi.  R.11.5. Testirani novi kurikulumi kroz nastavne lekcije i projektne aktivnosti.  R.11.6. Prikupljene povratne informacije od studenata i nastavnika putem anketa.  R.12. Razvijeno softversko rešenje za prijavljivanje i uvid u radionice i seminare.  R.12.1. Definisan opšti cilj projekta.  R.12.2. Definisan plan realizacije projekta.  R.12.3. Definisan raspored aktivnosti.  R.12.4. Definisana vizija sistema.  R.12.5. Definisana specifikacija zahteva.  R.12.6. Odrađen detaljni arhitekturni projekat.  R.12.7. Definisan plan testiranja.  R.12.8. Odrađen test specifikacija.  R.12.9. Formirano korisničko uputstvo.  R.13.Organizovani seminari radi promovisanja novih inkubatora  R.13.1. Angažovani stručni govornici.  R.13.2. Organizovan prevoz i smeštaj za učesnike i govornike.  R.13.3. Obezbeđeni prevodioci .  R.13.4. Kreirane agende seminara.  R.13.5. Obezbeđen adekvatan prostor za izvođenje seminara.  R.14. Organizovani seminari radi promovisanja novih krikuluma  R.14.1. Angažovani stručni govornici.  R.14.2. Organizovan prevoz i smeštaj za učesnike i govornike.  R.14.3. Obezbeđeni prevodioci .  R.14.4. Kreirane agende seminara.  R.14.5. Obezbeđen adekvatan prostor za izvođenje seminara.  R.15. Odrađen plan kvaliteta.  R.15.1. Uspešno izrađen plan kvaliteta.  R.15.2. Uspešno izvršena interna evaluacija kvaliteta.  R.15.3. Uspešno izvršena eksterna evaluacija kvaliteta.  R.16. Uspešno izvršeno reklamiranje putem |

(*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.2 Quality control and monitoring

*Please explain what mechanisms will be 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 information on 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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| Provera kvaliteta i nadgledanje projekta obuhvaćeno je petnaestom aktivnošću, koja je podeljena na tri podaktivnosti pomoću kojih će se pratiti projekat tako da kvalitet bude na prvom mestu. Prva podaktivnost u okviru ovog nadgledanja je izrada plana kvaliteta, za koji će biti izrađenja fizička kopija. Druga I treća podstavka jesu interna i eksterna evaluacija kvaliteta od strane zaduženih lica koji će svoj posao započeti prve nedelje nakon implementacije. Indikatori ovog nadgledanja biće izveštaji internog i eksternog praćenja koji obuhvataju dobijene komentare i recenzije posmatrača, počevši od druge nedelje implementacije, a koji će biti prikupljeni u pisanoj formi i detaljno analizirani od strane pomenutih lica za nadgledanje projekta. |

# 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)*

|  |
| --- |
|  |

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

|  |
| --- |
| Imajući u vidu da sam plan projekta uključuje dolazak i boravak studenata i stručnog osoblja iz partnerskih/programskih zemalja u mesto/grad realizacije projekta, neophodni su određeni putni troškovi - karte za prevoz autobusom, vozom, avionom (isključivo ekonomska klasa) ili drugim sredstvom prevoza, ali i troškovi smeštaja. |

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

* *why the Partner Country institutions need them for 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 as the estimated place where they will be located (limit 3.000 characters)*

|  |
| --- |
| S obzirom da je krajnji produkt jedna softverska aplikacija (aplikacija za racunare), sva kupljena oprema biće korišćena za implementaciju pomenute aplikacije, kao i njeno redovno održavanje, praćenje i unapređivanje (ažuriranje).  Nabavka opreme će se odviti na samom početku projekta, u prvom mesecu. Oprema će se koristiti na dogovorenim mestima za realizaciju softvera, obučavanje korisnika, kao i kontrolu i menadžment projekta, a to će biti Fifth Element tim u Novom Pazaru |

(*Please add Partner Countries as appropriate)*

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

# 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 Work packages), 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 Work packages)*** *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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
| a.1. | Analiza postojećeg stanja kapaciteta partnerskih organizacija | **3 weeks** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| a.1.1. | Intervjui o organizacionim kapacitetima partnerskih organizacija | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| a.1.2. | Popunjavanje anketa o iskustvima i dobrim praksama partnerskih organizacija | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| a.1.3. | Pisanje izveštaja o postojećem stanju kapaciteta partnerskih organizacija | **1 week** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| a.2. | Analiza pristupa infrastrukture zemlje organizatora | **8 weeks** |  | **x** | **x** |  |  |  |  |  |  |  |  |  |
| a.2.1. | Analiza postojećeg stanja pristupa infrastrukturi | **4 weeks** |  | **x** |  |  |  |  |  |  |  |  |  |  |
| a.2.2. | Popunjavanje anketa o iskustvima partnera i njihovom pristupu prostorijama za izvodjenje nastave | **2 weeks** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| a.2.3. | Popunjavanje anketa o postojećim labaratorijama | **2 weeks** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| a.2.4. | Popunjavanje anketa o postojećvim online | **2 weeks** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| a.2.5. | Izvještaji o analiziranom stanju infrastrukture partnera | **2 weeks** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| a.3. | Analiza trenutnih inkubatora | **6 weeks** |  |  |  | **x** | **x** |  |  |  |  |  |  |  |
| a.3.1. | Definisanje ciljeva analize | **2 weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| a.3.2. | Prikupljanje podataka o organizacionoj strukturi inkubatora | **4 weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| a.3.3. | Prikupljanje podataka o tipu usluga koji pružaju inkubatori | **2 weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| a.3.4. | Prikupljanje podataka o organizacionim dokumentima i planovima rada | **2 weeks** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| a.3.5. | Identifikacija kljucnih faktora | **4 weeks** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.3.6. | Interpretacija rezultata | **2 weeks** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.3.7. | Izrada izvestaja | **4 weeks** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.4. | Odlaženje u partnerske države radi posete postojećih inkubatora | **6 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| a.4.1. | Identifikovanje inkubatora koji se analiziraju | **4 weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.4.2. | Organizovanje putovanja i logistike za odlazak osoblja | **2 weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.4.3. | Sastanci sa predstavnicima inkubatora | **4 weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.4.4. | Poseta tih inkubatora | **4 weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.4.5. | Upoređivanje programa podrške | **4 weeks** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| a.4.6. | Analiza uspeha tih inkubatora | **6 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| a.4.7. | Skupljanje podataka i analiza | **6 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| a.4.8. | Pisanje izveštaja o posećenim inkubatorima | **4 weeks** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| a.4.9. | Organizovanje povratnog putovanja i logistika za povratak osoblja | **2 weeks** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| a.5. | Istraživanje i identifikacija problema koje rešavaju inkubatori | **4 weeks** |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.1. | Analiza relevantne literature |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.2. | Intervjui sa stručnjacima iz oblasti obrazovanja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.3. | Anketiranje nastvanika, učenika, roditelja i školskih uprava o glavnim problemima u vezi sa obrazovanjem |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.4. | Analiza fokusnih grupa |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.5. | Poseta školskim ustanovama |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.6. | Analiza prikupljenih podataka |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.7. | Povezivanje sa lokalnim zajednicama |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.5.8. | Pisanje izveštaja o prikupljenim podacima |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6. | Razvoj inovativnih metoda |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6.1. | Prikupljanje relevantnih informacija o postojećim metodama i praksama u obrazovanju |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6.2. | Identifikacija ciljeva za razvoj inovativnih metoda |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6.3. | Okupljanje multidisciplinarnog tima koji će raditi na razvoju inovativnih metoda |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6.4. | Brainstorming i generisanje ideja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.6.5. | Dokumentacija razvijenih inovativnih metoda, procesa i rezultata |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7. | Odlaženje u partnerske države radi treninga osoblja inkubatora |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.1. | Identifikovanje potrebnih treninga i kompetencija osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.2. | Organizovanje putovanja i logistike za odlazak osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.3. | Izvršavanje treninga i obuka osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.4. | Praćenje i evaluacija provedenih treninga |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.5. | Pisanje izvještaja o rezultatima treninga i njihovoj primjenjivosti |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.7.6. | Organizovanje povratnog putovanja i logistika za povratak osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8. | Osnivanje inkubatora u obrazovnim institucijama |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8.1. | Analiza potreba i resursa za osnivanje inkubatora unutar obrazovnih institucija |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8.2. | Izrada poslovnog plana i strategije za inkubator |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8.3. | Uspostavljanje infrastrukture i prostora za inkubator |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8.4. | Organizacija mentorskih programa i podrške za studente i polaznike obuke u inkubatoru |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.8.5. | Promocija inkubatora i povezivanje s lokalnim poslovnim sektorom |  |  |  |  |  |  |  |  |  |  |  |  |  |

**WORKPLAN for project year 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
| a.9. | Analiza trenutnog stanja postojecih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.1. | Prikupljanje informacija |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.2. | Identifikacija ciljeva I svrhe postojećih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.3. | Analiza stukture postojećih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.4. | Procena nastavnih materijala postojećih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.5. | Procena metoda I strategije proucavanja postojećih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.6. | Procena procenjivanja I ocenjivanja postojećih kurkuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.9.7. | Ukljucivanje zainteresovanih strana |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10. | Odlaženje u partnerske države radi treninga osoblja kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.1. | Identifikovanje potrebnih treninga i kompetencija osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.2. | Organizovanje putovanja i logistike za odlazak osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.3. | Izvršavanje treninga i obuka osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.4. | Praćenje i evaluacija provedenih treninga |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.5. | Pisanje izvještaja o rezultatima treninga i njihovoj primjenjivosti |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.10.6. | Organizovanje povratnog putovanja i logistika za povratak osoblja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11. | Dizajniranje i implementacija novih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.1. | Analiza trenutnih nastavnih programa |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.2. | Okupljanje tima stručnjaka za obrazovanje radi zajedničkog razvoja novih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.3. | Identifikacija ključnih tema i područja za fokusiranje novih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.4. | Razvoj novih predmeta, modula ili programa |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.5. | Testiranje novih kurikuluma kroz nastavne lekcije, praktični rad ili projektne aktivnosti |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.11.6. | Prikupljanje povratnih informacija od studenata, nastavnika |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.12. | Razvoj softverskog rešenja za organizaciju i praćenje studenta za brze nalazenje posla | **13**  **weeks** |  |  |  |  | **x** | **x** | **x** | **x** |  |  |  |  |
| a.12.1. | Definisanje opšteg cilja projekta | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.12.2. | Plan realizacije projekta | **2 weeks** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.12.3. | Raspored aktivnosti | **1 week** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| a.12.4. | Definisanje vizije sistema | **2 weeks** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.12.5. | Specifikacija zahteva | **1**  **week** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| a.12.6. | Detaljni arhitekturni projekat | **3 weeks** |  |  |  |  |  | **x** | **x** |  |  |  |  |  |
| a.12.7. | Plan testiranja | **1 week** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| a.12.8. | Test specifikacija | **1 week** |  |  |  |  |  |  | **x** |  |  |  |  |  |
| a.12.9. | Formiranje korisničkog uputstva | **1 week** |  |  |  |  |  |  |  | **x** |  |  |  |  |
| a.13. | Organizovanje seminara radi promocije novih inkubatora |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.13.1. | Angažovanje stručnih govornika |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.13.2. | Organizovanje prevoza i smeštaja za učesnike i govornike |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.13.3. | Obezbeđivanje prevodilaca |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.13.4. | Kreiranje agendi seminara |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.13.5. | Obezbeđivanje adekvatanog prostora za izvođenje seminara |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14. | Organizovanje seminara radi promocije novih kurikuluma |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14.1. | Angažovanje stručnih govornika |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14.2. | Organizovanje prevoza i smeštaja za učesnike i govornike |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14.3. | Obezbeđivanje prevodilaca |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14.4. | Kreiranje agendi seminara |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.14.5. | Obezbeđivanje adekvatanog prostora za izvođenje seminara |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.15. | Plan kvaliteta |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.15.1. | Izrada plana kvaliteta |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.15.2. | Izvršavanje interne evaluacija kvaliteta |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.15.3. | Izvršavanje eksterne evaluacija kvaliteta |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.16. | Reklamiranje putem kanala promocije | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.16.1. | Reklamiranje i deljenje podataka putem medija | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.16.2. | Promovisanje i deljenje podataka o projektu putem društvenih mreža | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.16.3. | Promovisanje putem internet reklama | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.17. | Upravljanje projektom | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.17.1. | Održavanje sastanaka sa upravnim odborom | **1 week** | **x** |  |  |  | **x** |  |  |  | **x** |  |  |  |
| a.17.2. | Sveukupno upravljanje projekotm | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.17.3. | Lokalno upravljanje projektom | **12 weeks** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| a.18. | Sprovođenje finalne analize ciljnih grupa |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.18.1. | Ciljna grupa ispunjava elektronske ankete |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a.18.2. | Sastavljanje izvještaja, na osnovu rezultata ankete, o trenutnom stanju u ciljnoj grupi |  |  |  |  |  |  |  |  |  |  |  |  |  |

**WORKPLAN for project year 3**

***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** |  | | | |
| **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 | **1.1.** | | | |
| 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **QUALITY PLAN** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DISSEMINATION & EXPLOITATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **MANAGEMENT** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **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)*

|  |
| --- |
|  |

*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)*

|  |
| --- |
|  |

*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)*

|  |
| --- |
|  |

# 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).*

|  |
| --- |
|  |

*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).*

|  |
| --- |
|  |

# 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)).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 of subjects 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 of subjects 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 and define 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 and define 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.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.*

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Project results** | **Who will they impact at national, regional level?** | **How?** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| 10 |  |  |  |

*Please insert rows as necessary*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 organised during and after the project's lifetime. Define each target group and what communication channels will be used to reach them and when.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*

|  |  |  |
| --- | --- | --- |
| **Programme concerned** | **Beneficiary Organisation** | **Amount requested** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please insert rows as necessary.*

# PART I - Check List

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

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)