## *Table of achieved / planned results*

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| **Title and reference number of the work package (WP)** | **Analysis of policies and legal frameworks of PT & SCHE in EU. WP 1** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *The report was published as suggested in the indicators and outputs for the project.* |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 1.1 | Benchmark analysis | 01/2016 | 06/2016 | UoA | Report produced | Report published |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 1.1.1 | Partner visit to UoA | 6/6/16 | 7/6/16 | UoA | Study visit by Serbian partners and Academia to UoA | Workshop notes used in report |

## *Table of achieved / planned results*

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| **Title and reference number of the work package (WP)** | **Development of the legal framework for implementation for PT&SCHE. WP 2** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *Defined policies, HE low and other legal documents and standards for accreditation / Quantitativ indicators*  *Quality of proposal of legal framework / Qualitative indicators* |

**Activities carried out to date to achieve this result:**

| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Survey on needs of PT&SCHE | March 2016 | May 2016 | The  Belgrade Chamber of Commerce | The Belgrade Chamber of Commerce together with other Serbian partners prepared frame for questionnaire. BCC and UNS teams prepared questionnaire. BCC conducted a survey among its members. The main objectives of this study were:  - Identify the real needs of employers in terms of defined profiles and competencies of staff,  - The establishment of real need and interest of employers for flexible forms of education and training.  The research on the interest of employers for flexible forms of education was conducted from March to May 2016, as online survey which was completed by 212 companies.  Analysis of the obtained material was conducted by BCC and UNS teams. The results are presented in Report. | Achievement are given in the report  Survey results on employer’s interest for flexible forms of education within the PT&SCHE project |
| 2.2 | Round table discussions | March 2016 | May 2016 | The  Belgrade Chamber of Commerce | One of the first activities within the project was to examine the situation on the labour market and the needs of employers for the offered new forms of education. Belgrade Chamber of Commerce conducted a survey (activities 2.1) and organized round tables discussion. The aim was to, through talks and discussions with the relevant stakeholders, receive direct opinions from employers, or from the industry. First round table (April 11th, 2016) was held with the Association secretaries and the managers of the Belgrade Chamber of Commerce centres representing the economic entities operating on the territory of Belgrade and who are distributed by branch. The aim of the second round table (May 13th, 2016) was a direct communication with the business community. Analyse of information obtained during round table discussions, in more details is given in Report. | Achievement are given in the REPORT  Round table held at Belgrade Chamber of Commerce within the PT&SCHE project |
| 2.3 | Drafting policies for PT&SCHE | June 2016 | March 2017 | Serbia  (Novi Sad, Kragujevac,Belgrade) | Based on consideration of general literature and available data, and based on the results of the activities WP1 and the activities 2.1 and 2.2 in June 2016 has been prepared first proposal for a general definition of and access to PT and the SC and to consider ways of their introduction into the system of higher education in Serbia.  This draft material was discussed and developed, in general and in detail, at the conference, during the 6 meetings of the Local Committee and during the second and third Project meetings.  By the end of March 2017 three final documents in Serbian language has been prepared: 1. Introduction 2. The policy for the introduction of a prolonged study (PT) in the educational system of the Republic of Serbia 3. The policy for the introduction of short programs (SC) in higher education of the Republic of Serbia  Documents 2 and 3 are combined out of activities 2.3; 2.5; 2.6 and 2.7. Also, to the document 3 some contributions are added as follows: - The proposal for the framework of the national guideline on the implementation of SC of higher education - Proposal to amend the by-low for the realization SC - The proposal for a framework HEIS Rules on implementation of SC  This material is forwarded to the National Council for Higher Education and the Ministry of Education, Science and Technological Development. | Documents in Serbian language  1. Introduction  2. The policy for the introduction of a prolonged study (PT) in the educational system of the Republic of Serbia  3. The policy for the introduction of short programs (SC) in higher education of the Republic of Serbia |
| 2.4 | Conference | 4. July | 4. July | University of Belgrade Rectorate | The conference, entitled "Introduction of Part-Time and Short - Cycle Studies in Serbia" was held in the rectorate building of the University of Belgrade.  Conference activities were divided into two sections (Presentation of EU countries experience program; The higher education in Republic of Serbia).  The conference was attended by 37 participants. In addition to representatives of partner institutions participating in the project, representatives of the universities Singidunum and Edukons, as well as of the Centre for Education Policy, were present.  On the second day on Tuesday, 5 July 2016 the first Consortium meeting of the project was held. | A Short Report on the Conference "Introduction of Part-Time and Short-Cycle Studies in Serbia" July 4-5th 2016 in Belgrade, Republic of Serbia |
| 2.5 | Definition of recommended policies |  |  |  | See 2.3 |  |
| 2.6 | Definition of drafted legal framework for PT&SCHE |  |  |  | See 2.3 |  |
| 2.7 | Definition of accreditation criteria for SCHE |  |  |  | See 2.3 |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 2.3 | Drafting policies for PT&SCHE | Marc 2016 | April 2016 | Belgrade  (Novi Sad, Kragujevac,Belgrade) | Translation of documents into English  1. Introduction  2. The policy for the introduction of a prolonged study (PT) in the educational system of the Republic of Serbia  3. The policy for the introduction of short programs (SC) in higher education of the Republic of Serbia |  |
| 2.5 | Definition of recommended policies |  |  |  |  |
| 2.6 | Definition of drafted legal framework for PT&SCHE |  |  |  |  |
| 2.7 | Definition of accreditation criteria for SCHE |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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| --- |
| 1.The official start of the project **Introduction of part time and short cycle studies in Serbia” – PT&SCHE** was in October 2015. In fact, the realization of the project began with Kick meeting which was held on 25 January 2016.  2. The results of activities 2.3, 2.5, 2.6 and 2.7 are summarized in documents: *The policy for the introduction of a prolonged study (PT) in the educational system of the Republic of Serbia* and *The policy for the introduction of short programs (SC) in higher education of the Republic of Serbia* |

## *Table of achieved / planned results*

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| **Title and reference number of the work package (WP)** | **Strengthening sustainability of PT&SCHE with adoption of eLearning technologies & pedagogical approaches. WP 3** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *Indicators of achievement and/or performance as indicated in the project proposal for the WP6 (Pilot implementation of face-to-face part-time and short-cycle programs) are: number of traditional pilot PT and SCHE programs (2 planned), developed curricula and sillabi for 2 pilot traditional SCHE and PT programmes and their courses, developed and introduced teaching and learning materials, number of traditional courses for which learning and teaching materials was developed (24 planned), number of students enrolled in pilot programs.* |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 3.1 | Analysis of needs and requirements for online PT&SCHE | November 2015 | January 2016 | Serbia and EU | - The questionnaire for EU partners developed - UNIKG in cooperation with VISER  - Design of the questionnaire for the teaching staff – UNIKG in cooperation with VISER and UNS  - Design of the questionnaire for students - UNIKG in cooperation with VISER and UNS  - Development of e- questionnaire - UNIKG in cooperation with VISER and UNS (Questionnaires 3.1, 3.2 and 4.1 formed and distributed as one mutual form, for practical reasons)  - Review of all the questionnaires and suggestions for improvement - VISER, UBG, UM, IRVAS, OUNL, ACADEMIA, UNIKG  -Distributing the questionnaire to all EU HEI in the consortium – UNIKG in cooperation with all RS HEIs  - Data collection and systematization - UNIKG  -Writing the 3.1 report: needs and requirements, developing strategies, processes of assessment, experiences and good practices in the field of on-line PTSCHE –UNIKG  - Review of the 3.1 report – by VISER, UBG, UM, IRVAS, OUNL, ACADEMIA, UNIKG | - EU Partners Questionnaire developed  - 4 EU partner institutions responses received (TU, OUNL, UNIABDN, USZ)  - RS Teaching staff questionnaire developed  - 537 teacher’s responses received  - RS Students questionnaire developed  - Data collected and systematized  -3.1 Report produced |
| 3.2 | Analysis of existing eLearning methodologies and technologies for PT&SCHE | January 2016 | March 2016 | Serbia and EU | - The questionnaire for EU partners developed - VISER in cooperation with UNIKG  - Design of the questionnaire for the teaching staff – VISER in cooperation with UNIKG and UNS  - Design of the questionnaire for students - VISER in cooperation with UNIKG and UNS  - Development of e- questionnaire – VISER in cooperation with UNIKG and UNS (Questionnaires 3.1, 3.2 and 4.1 formed and distributed as one mutual form, for practical reasons)  - Review of all the questionnaires and suggestions for improvement - UNIKG, UBG, UM, IRVAS, OUNL, ACADEMIA, UNIKG  Distributing the questionnaire to all EU HEI in the consortium – UNIKG in cooperation with all RS HEIs  - Data collection and systematization - VISER  - Writing the 3.2 Report - the existing eLearning methodologies and technologies – VISER  - Review of the 3.1 report – UNIKG, UBG, UM, IRVAS, OUNL, ACADEMIA, UNIKG | - EU Partners Questionnaire developed  - 4 EU partner institutions responses received (TU, OUNL, UNIABDN, USZ)  - RS Teaching staff questionnaire developed  - 838 teacher’s responses received  - RS Students questionnaire developed  - Data collected and systematized  -3.2 Report produced |
| 3.3 | Development & adoption of eLearning technologies & methodologies | April 2016 | June 2016 | Serbia and EU | - 3.3 questionnaire developed and administered during a study-visit at the Open University of the Netherlands at 28 & 29 November 2016 to all RS HEIs – UONL  -3 .3 Report produced: Specification of adopted e-Learning technologies and methodologies – UONL  - Review of the 3.3. report - VISER, UNIKG, UBG, UM, IRVAS, ACADEMIA, UNIKG, OUNL | - Questionnaire produced  - RS partners’ responses collected  -3.3 Report produced |
| 3.4 | Development of authoring tool | May 2016 | March 2017 | Serbia | - The analysis of the partners needs conducted - UM  - The authoring tool has been finished – UM, VISER, UNIKG, UBG, UM, IRVAS, ACADEMIA, UNIKG, OUNL | - Authoring tool developed and functional |
| 3.5 | Development of eLearning platform | February 2017 | September 2017 | Serbia | - The analysis of the partners needs in progress - IRVAS |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 3.1 | Analysis of needs and requirements for online PT&SCHE | November 2015 | January 2016 | Serbia and EU | Printing of the report 3.1 | 3. 1 Report printed |
| 3.2 | 3.2 | Analysis of existing eLearning methodologies and technologies for PT&SCHE | January 2016 | March 2016 | Printing of the report 3.2 | 3. 2 Report printed |
| 3.3 | Development & adoption of eLearning technologies & methodologies | April 2016 | June 2016 | Serbia and EU | Activity completed |  |
| 3.4 | Development of authoring tool | May 2016 | March 2017 | Serbia | - The end of the activity 3.4 (Workshop events for pilot authoring group) is planned for March 2017 | - 2 workshops organized at UM and VISER  - Staff trained |
| 3.5 | Development of eLearning platform | February 2017 | September 2017 | Serbia | - Development of e‐Learning platform for online PT&SCHE  - Development of pilot e‐Learning courses for 3 PT and SCHE programs | - e‐Learning platform  - Pilot e‐Learning courses for 3 PT and SCHE programs developed |

**Changes that have occurred in this result since the original proposal:**

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| All the activities are being implemented in accordance with the proposal. Due to the initial delay of the activities of all Erasmus+ KA2 projects of this call, WP3 activities 1,2 and 3 had to be delayed for some time as well, but due to the dedication and extra work of the partners, the consortium managed to catch up and perform all the activities predicted for the period up to this report in due time. |

## *Table of achieved / planned results*

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| **Title and reference number of the work package (WP)** | **Organization and teaching methodologies of face-to-face (F2F) of PT studies. WP4** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | **Report on needs, existing practices and constraints of PTS studies**  **Recommendations for organization of F2F PT studies** |

**Activities carried out to date to achieve this result:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 4.1 | Analysis of needs, existing practices & constraints of F2F PT studies | 1.10.2016. | 10.2.2017. | Serbia | Existing practice from EU have been summarized. During study visits to EU, materials of PT studies in partner countries and experiences have been collected. Project EU partners prepared overviews of the current situation and on best practices in their countries. Moreover, information on good practice on PT studies from other EU countries have been gathered from internet and in e-mail contacts with EU colleagues from other universities non-belonging to project consortium. | Reports of existing practices in EU countries have been prepared. 6 reports about project partner countries plus 4 reports on other EU countries. Additionally, summary of EUROSTAT statistical data on PT studies is prepared. |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
|  |  |  |  |  |  |  |
| 4.2 | Definition of recommendations for organization of F2F PT studies | 10.2.2017. | 12.6.2017. | Serbia (University of Novi Sad) | Recommendations for organizing F2F PT studies will be prepared based on the results from Activity 4.1: examples of good practice from EU and advises from project partner countries. | Recommendations for organizing F2F PT studies |

**Changes that have occurred in this result since the original proposal:**

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| Since the original proposal, there are no any changes regarding planned results. |

## Table of achieved / planned results

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| **Title and reference number of the work package (WP)** | **Pilot implementation of F2F PT&SCHE programs. WP6** | |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *Indicators of achievement and/or performance as indicated in the project proposal for the WP6 (Pilot implementation of face-to-face part-time and short-cycle programs) are: number of traditional pilot PT and SCHE programs (2 planned), developed curricula and sillabi for 2 pilot traditional SCHE and PT programmes and their courses, developed and introduced teaching and learning materials, number of traditional courses for which learning and teaching materials was developed (24 planned), number of students enrolled in pilot programs.* | |

Activities carried out to date to achieve this result:

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 6.3. | Implementation of F2F programs | 15.09.2017. | 14.08.2018. | VISER | This activity predicts implementation of developed F2F programs in VISER. | This activity has not been started yet. |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 6.1. | Development of curricula & course syllabi | 15.10.2016. | 14.01.2017. | VISER | Development of the appropriate curricula and course syllabi for one short cycle program named Vehicle Control Systems Diagnosis and one part time program related to Information Systems. The VISER report about curriculum and course syllabi for short cycle program can be found as file WP6.1-VISER-SC.docx in google drive folder:  https://drive.google.com/drive/folders/0B1ZchTS2PgyCS0ZINlpDWG9YblU  Also, VISER report of curriculum and course syllabi for part time program can be found as a file WP6.1-VISER-PT.docx in the same google drive folder. | Written reports about curricula and course syllabi for one short cycle program and one part time program. |
| 6.2. | Development of teaching and learning material | 15.01.2017. | 14.10.2017. | VISER | Development of the appropriate audio, video, multimedia-interactive and traditional teaching materials for one short cycle and one part time face-to-face program is in progress. Currently prepared materials for short cycle program can be found in folder WP 6.2 - SC-Teaching materials, on address:  <https://drive.google.com/drive/folders/0B1ZchTS2PgyCMGNGRkhUc3Ewa0k>.  Currently prepared materials for part time program can be found in folder WP 6.2 - PT-Teaching materials, on address:  <https://drive.google.com/drive/folders/0B1ZchTS2PgyCMGNGRkhUc3Ewa0k>. | Level of development of teaching and learning materials for 24 (7 obligatory + 17 elective) subjects within the short cycle program related to Vehicle Control Systems Diagnosis is around 40%.  Level of development of teaching and learning materials for part time program related to Information Systems is around 30%. |

## *Table of achieved / planned results*

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| **Title and reference number of the work package (WP)** | *WP 7. Dissemination and Exploitation* |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *Project visibility items (logo, templates website), D&E Plan, D&E Working Group, Internal mailing lists, project information in national languages on institutional websites, Google drive for internal communication, study trip programmes and photo galleries online, Dissemination questionnaires, reports on dissemination activities for the Consortium, press release, intersectoral round table discussion, teaching materials, methodology guides* |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 1. | Project visibility | 01. 25. 2016 | 31. 03 2016 | Belgrade | Project visibility items created and 1st version of project website (in English) designed (then continuously updated), templates created for project documentation. | 1 logo, 1 website, 7 templates. |
| 2. | Website information | 04.01. 2016 | 30.06. 2016/ continuously updated | Belgrade, Szeged, Aberdeen | Information on PT&SCHE project in different languages on Institutional websites. (Serbian, English and Hungarian) | Information on 8 different institutional websites |
| 3. | Dissemination and Exploitation Plan | 03.01. 2016 | 02.04.2016 | Szeged | Developing Dissemination and Exploitation Plan | 1 D&E Plan |
| 4. | Means for internal communication | 03.01. 2016 | 01.04. 2016/continuously updated | All locations of partner institutions | Google Drive set up for internal communication and internal mailing lists created | Google drive and mailing lists (all participants and WP leaders) |
| 5. | Study trip agendas and online photo gallery | 15.03. 2016 | 30.10. 2016. | SLO, HU, EE, UK, NL | Serbian partners visited and gathered information and experiences on PT and SC studies in the countries of partners from EU countries. | 5 study visit agendas, 1 online photo gallery |
| 6. | Dissemination working group | 05.07.2016 | 05.07. 2016. | Belgrade | Working group and mailing list of WG members created at Consortium meeting. | 1 mailing list |
| 7. | Reports on Dissemination | 05.07. 2016. | 19.01. 2017. | Belgrade, Novi Sad | 2 ppt presentations on dissemination activities and tasks by WP leader | 2 ppts |
| 8. | Dissemination questionnaire | 05.01. 2017. | 19.01. 2017/to be continued | Novi Sad | Dissemination questionnaire created in order to summarize dissemination activities done so far. | 1 questionnaire |
| 9. | Online articles | 18.09. 2016. | 26.03. 2017. | Szeged | 3 online articles published on 1. Project outline, 2. Szeged study trip 3. Novi Sad consortium meeting | 3 articles |
| 10. | Intersectoral round table discussions | 01.04. 2016 | 12.09.2016 | Belgrade and Szeged | Intersectoral round table discussions with the involvement of external stakeholders organized for wider publicity | 3 round table discussions |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 1. | Mailing list | 01.04. 2017. | 30.08. 2018. | All locations | Mailing list of external stakeholders and potential beneficiaries created for external communication and exploitation | 1 mailing list of external stakeholders |
| 2. | Dissemination questionnaires updated | 01.04. 2017. | 18. 06. 2017/to be continued | All locations | Dissemination questionnaires will be updated by working group in order to accommodate the needs of the new project phase | 1 updated dissemination questionnaire |
| 3. | Dissemination reports for consortium meetings | 18.06.2017 | 30.08. 2018. | Belgrade, Kragujevac | Ppts prepared by WP leader summarizing dissemination activities and future tasks. | 3 ppts |
| 4. | Teaching materials and methodology guides | 18.06. 2017. | 30.09. 2017. | All locations | Teaching materials and accompanying methodology guides created for PT and SC studies for piloting. | Teaching materials and methodology guides |
| 5. | Brochure on teaching materials, course syllabi and PT and SC programs | 18.06.2017. | 30.08. 2018 | Belgrade and all locations | After developing new PT and SC courses informative leaflets will be published by the institutions concerned. | Leaflets/brochures in Serbian and English |
| 6. | Final conference | 30.09. 2018. | 30.09. 2018. | Belgrade | Conference materials produced online, presentations prepared and conference proceedings published | 1 conference website and 1 volume of proceedings |
| 7. | TV appearance | 01.09. 2018 | 30.09.2018. | Belgrade | Final conference presentations and events go on TV | Min. 1 TV appearance |

**Changes that have occurred in this result since the original proposal:**

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| Since the start of the project was delayed, dissemination activities have had delayed start times as well. Since consortium members represent different types of institutions both at national and international levels, in the first phase we concentrated on internal communication and dissemination, while in the 2nd phase external communication and exploitation will be focused on. |

*Please add as many tables as necessary.*

## *Table of achieved / planned results*

|  |  |
| --- | --- |
| **Title and reference number of the work package (WP)** | **Quality control and monitoring. WP8** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | Defined plan for project QA,  Monitoring metrics for pilot implementations,  Internal project monitoring and control  Defined metrics for PT & SCHE |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 8.1 | QA Plan | January 2015 | July 2015 | Maribor, Slovenia | Developed the project QA plan with annexes | QA plan and handbook |
| 8.2 | Defined metrics for PT & SCHE | November 2016 | January 2017 | Maribor, Slovenia, Novi Sad, Serbia | Metrics for PT & SCHE accreditation, delivery, assessment as well as external examination and monitoring | QA Guidelines for PT & SHCE |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 8.3 | Internal project monitoring and control | January 2015 | Month 34 | Hungary | Quarterly performance of internal project control. Final version to be presented as a QA Report. | QA Report |
| 8.4 | Monitoring metrics for pilot implementation | October 2017 | Month 34 | Hungary | External examination, measuring student satisfaction and assessing the quality of the pilot program delivery. | Pilot Study Program Quality Report |

## *Table of achieved / planned results*

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| --- | --- |
| **Title and reference number of the work package (WP)** | **Project management. WP9** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** | *Project indicators: Start and end date of an activity, timely delivery of results as planned, quality of deliverables verified by QA team.* |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 9.1 | Project kick-off meeting | 25.01.2016 | 25.01.2016 | Belgrade | The topics discussed:   * The background and aims of the PT&SCHE project * Aims and rules of ErasmusPlus CBHE program in Serbia (representative of the Serbian office of ErasmusPlus) * Planning project activities for the Year 1: deliverables, milestones * Project organization: management board, WP leaders, dissemination, quality assurance * Financial management and reporting: staff cost conventions, travel & accommodation costs * Equipment tender * Dissemination: Web site, flyers, media presence * Discussion: meetings and travel arrangements * Next project meeting: venue, time | All agenda questions were discussed, steering and local committees were elected. First plan for activities was agreed. Instructions on quarterly reports were provided. |
| 9.1 | The first consortium meeting | 05.07.2016 | 05.07.2016 | Belgrade | * Reporting on implemented activities * Financial management * Planning work activities until end of the first year   1. WP2   2. WP3   3. WP4   4. WP7 * Planning meetings and travels for year 2016 | All agenda questions were discussed, plans on implementing work packages were agreed. |
| 9.1 | The second consortium meeting | 22.08.2016 | 23.08.2016 | Tallinn | Discussing ongoing WP3 and WP4 activities, planning for travels. | All agenda questions were discussed, plans on implementing work packages were agreed. |
| 9.1 | The third consortium meeting |  |  | Novi Sad | * Overview of works made during the year one. PO critique and advices Follow-up * WP2. Status and plans for year 2 * WP3. Status and plans for year 2 * WP4. Current status and plans for year 2 * WP5. Plans for year 2 * WP6. Plans for year 2 * Dissemination planning * Quality assurance works * Planning work on the technical progress report * Organizational and financial issues * Bilateral meetings for the partners | All agenda questions were discussed, plans on implementing work packages were agreed.  The most of attention were provided to planning of starting the courses on Autumn. The consortium has decided to organize the next consortium meeting on June 19th, to ensure proper preparation to the course works. |
| 9.3 | 1st Local committee meeting | 29.02.2016. | 29.02.2016. | University of Belgrade, Belgrade | 1. Introduction notes 2. Project planning and coordination (WP2) 3. Project financing   Miscellaneous | WP2 meeting minutes  Participant list |
| 9.3 | 2nd Local committee meeting | 20.04.2016. | 20.04.2016 | Belgrade Metropolitan University, Belgrade | 1. Studies in Serbia”, 4-5 July 2016 and discussion on PT and SCHE matters 2. Financial issues and administrative questions 3. Coordination of activities of local partners 4. Planning of travels to Tallinn (August) and Hungary (September) and other meetings   Equipment – preparation of lists of equipment, working team nomination | Conference Program PT&SCHE July 2016  Local Coordination Team meeting Agenda  Participant list  PT&SCHE Project Local Coordination Team  Minutes Local committee meeting 20.04.2016 BMU |
| 9.3 | 3rd Local committee meeting | 29.06.2016. | 29.06.2016. | University of Belgrade, Belgrade | 1. Preparing agenda of PT&SCE Conference Jul 2016   General paragraph of part-time and short-cycle studies | Agenda of PT&SCE Conference Jul 2016  Participant list |
| 9.3 | 4th Local committee meeting | 21.12.2016. | 21.12.2016. | University of Novi Sad, Novi Sad | 1. Second steering committee meeting    1. Discussion on 4th version of legal documents for adoption of PT&SCHE | Participants list  Minutes Local committee meeting |
| 9.3 | 5th Local committee meeting | 30.01.2017. | 30.01.2017. | Belgrade Metropolitan University, Belgrade | 1. Discussion and adoption of WP2 deliverables 2. Tendering procedure for technical equipment | Minutes Local committee meeting  Participants list |
| 9.3 | 6th Local committee meeting | 20.02.2017. | 20.02.2017. | Belgrade Metropolitan University, Belgrade | 1. Finalising WP2 documents   Tendering procedure | Participants list  Minutes Local committee meeting |
| 9.4 | Interim Report | 14.04.2017 | 14.04.2017 | Tallinn | Interim report (IR) will be submitted at the midpoint of the project, after a year half. | Interim report includes information about the achieved results and actual resources used. |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity**  **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 9.1 | Forth project meeting | 19.06.2017 | 19.06.2017 | Belgrade | The main goal of the meeting is preparation of a coordination of forthcoming starting of the courses | Plan for activities on starting of the courses |
| 9.1 | Fifth project meeting | 28.05.2018 | 28.05.2018 | Kragujevac | The meeting will propose discussions of the results of implementation of online programs | Analysis and preparation for the final reporting activities |
| 9.1 | Final project meeting | 15.10.2018 | 15.10.2018 | Belgrade | Project coordination meeting will be conducted in conjunction with the Final Conference and will be devoted to finalizing the project | Finalizing project |
| 9.2 | Efficient overall project management | 14.04.2017 | 14.10.2018 | Tallinn | The management team will operationalize the project strategy and will be responsible for continual project management, providing major channels for communication, interaction and monitoring of partners. |  |
| 9.3 | Efficient local project management | 14.04.2017 | 14.10.2018 | Belgrade | Local project teams is established at each member of the consortium. Main goal of the local project teams is to discuss and develop a detailed action plan, indicating a clear distribution of responsibilities for each task and project output designated for that institution.  The continual local project management structure will ensure regular communication with the project coordinator and their involvement in the project activities. |  |
| 9.4 | The final report | 14.10.2018 | 14.10.2018 | Tallinn | The final report (FR) will present allover project results; will give information about the  actual resources used, contributions of each partner and suggestion for further development to achieve a sustainable implementation of the results. |  |