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*561902-EPP-1-2015-1-SE-EPPKA2-CBHE-JP*

*Modernising geodesy education in Western Balkan with focus on competences and  
learning outcomes **(GEOWEB)***

# Quality Assurance Plan

Update: September 2017

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## 1. Introduction

Quality assurance is an important part of the GEOWEB project. This manual aims to provide guidelines and agreed procedures that ensure that all planned activities of GEOWEB project will be implemented successfully and produce the expected outcomes which are consistent with the general and specific objectives of the project.

The guiding principles of the quality control within GEOWEB project are:

- Quality control should be implemented in all project activities, for all project partners/members and during the whole project period
- Quality control should focus on the outcome of each project activity, against the project objectives described in the project plan

Quality control will be performed by internal actors of the GEOWEB consortium:

- project coordinator
- Project Management Board (PMB)
- local coordinators at partner organizations
- management officials of project partners (universities or other organizations)

Quality control can also be performed by external stakeholders:

- external experts
- members of the International Advisory Board (IAB)
- National Erasmus+ Officers
- other stakeholders

Organizations for quality control and their responsibilities as well as quality control procedures will be described in more details in this manual.

GEOWEB project involves a number of meetings, workshops and training courses. Another important activity is curricular development including development of syllabus. For all these activities, it is necessary to have well-defined procedures to ensure outcomes of high quality.

## 2. Organizations and Responsibilities

### 2.1 Project Coordinator

Project coordinator has the overall responsibility for the whole project, in particular monitoring and quality control. The project coordinator should:

- plan and coordinate project activities, and assign necessary human and financial resources for different tasks
- monitor the progress of all ongoing activities
- identify problems and difficulties and take necessary actions accordingly
- evaluate completed activities and results against project objectives and expected outcomes
- check and verify financial expenses of all project partners

To effectively monitor and evaluate project activities, the project coordinator will use an Activity Monitoring Table ([Annex 1](#)) which, for each work package, includes:

- work package title and WP leader
- responsible partners
- place of activities
- period of actions and deadlines
- objectives of the activity and expected outcomes

### 2.2 Project Management Board (PMB)

PMB is the highest decision-making body of GEOWEB project, consisting of local coordinators at all project partner organizations. A list of PMB members can be found in [Annex 2](#). The PMB will have 3 annual meetings, plus some working meetings in connection with other project events.

At annual meetings, the PMB will:

- receive report on completed activities
- evaluate achieved results against the project's objectives
- approve the activities or
- provide instructions on improvement to achieve intended results of good quality

### 2.3 International Advisory Board (IAB)

IAB consists of external representatives for geodesy stakeholders in the three Balkan partner countries, including students, public agencies and private enterprises. A list of members of the IAB can be found in [Annex 3](#). The IAB will have three annual meetings during the entire project period.

IAB will:

- receive activity report from the GEOWEB project consortium

- evaluate project activities and achieved results
- comment on major project output such as questionnaire survey report, geodesy curricula and syllabus
- provide advices and guidances on future project activities

#### 2.4 Management of the Partner Organization

The project coordinator and local coordinator at each partner organization will timely report project activities and project results to the management of the partner organization. Feedbacks will be communicated within the project consortium for improving project implementation.

#### 2.5 National Erasmus+ Offices

National Erasmus Officers will make field monitoring to partner organizations. Feedbacks from the monitoring visits will be disseminated within the project consortium and necessary actions be taken accordingly.

### 3. Quality Control Procedures

#### 3.1 Meeting, Training and Other Events

The GEOWEB contains a number of events, such as project working meetings, annual meetings of the Project Management Board and International Advisory Board, training courses, workshops, etc. Events will take place at different partner organizations, sometimes attended by all project partners and sometime only by a fewer partners.

##### *Quality Control Activities*

All events should follow the procedures and requirements described below. The purpose is to ensure that all events are held effectively and efficiently, and that they contribute to the achievement of the project objectives.

##### *Quality Control Process*

Effective and productive organization of an event requires:

- A **responsible person** is appointed. This person, together with the project coordinator, will take the responsibility for the whole event.
- An **agenda** (or **programme** or **training plan**) is distributed in advance to all participants.
- **Practical information** is provided to participants, such as information on travel, insurance, accommodation, safety, telecom and internet access, etc.
- **Attendance** list is signed by every participant every day.
- A **minutes**, in case of a meeting, is drafted by the responsible person and commented by all participants and distributed to all project partners.
- **Assessment**, in case of training, is performed either through written exams or other forms (project work, report writing, seminars, work plans, etc)
- **Feedbacks** are collected at the end of the event to identify what in the event was good and what should be improved in future events. Feedbacks can be collected from an anonymous survey using a standard questionnaire ([Annex 4](#))

##### *Quality Control Criteria*

- Fulfilment of the objective of the event
- Compliance with project plan
- Compliance with Erasmus+ regulations and standards

##### *Outcomes*

- Agenda (programme)
- Signed attendance list
- Meeting minutes
- Feedbacks

### 3.2 Curricular development

Curricular development is one of the core activities of the GEOWEB project. New geodesy BSc and MSc programmes will be developed, including detailed syllabus for every course in the curricula.

#### *Quality Control Activities*

Curricular development will be based on the questionnaire survey among geodesy stakeholders and geodesy students in partner countries, considering the needs and requirements of Balkan societies and technological challenges.

The proposed curricula and syllabus should be reviewed by GEOWEB project team members, members of the Project Management Board, members of the International Advisory Board, and other stakeholders.

The new curricula should obtain approval by the university administration and accreditation by national quality control agencies.

#### *Quality Control Process*

- Working groups are formed to be responsible for curricula and syllabus
- A standard template ([Annex 5](#)) is used for developing syllabus, including detailed list of learning outcomes.
- A Competence Matrix is filled for each curriculum.
- Feedbacks on proposed curricula and syllabus are collected from Project Management Board, members of the International Advisory Board and other stakeholders
- Submission for approval by university administrations
- Submission for accreditation by national quality control agencies

#### *Quality Control Criteria*

- Compliance with results from geodesy stakeholder survey
- Compliance with Bologna higher education system
- Compliance with national regulations in higher education
- accreditation by national quality control agencies

#### *Outcomes*

- Complete curricular documents including syllabus
- Written comments by members of the International Advisory Board
- Written approval by university administrations
- Certificate of accreditation by national quality control agencies

### 3.3 External evaluation

Evaluation of the GEOWEB project by international experts is an external quality assurance measure which aims to obtain independent opinions on the GEOWEB project design and implementation.

Preliminarily, the following three experts will be commissioned (to be approved by EACEA):

- Professor Bela Markus, Obuda University, Budapest, Hungary
- Prof. Željko Bačić, University of Zagreb, Croatia
- Professor Zlatko Srbinoski, Cyril and d Methodius University, Skopje, Macedonia

#### *Quality Control Activities*

The three experts will visit partner universities during one week period in December 2017. At the end of the visit, they will evaluate the project design and implementation and deliver a written evaluation report.

#### *Quality Control Process*

- Experts receive progress reports from the Project Coordinator as well as representatives from the Balkan partner universities.
- Experts meet university managements, geodesy staff and students
- Experts inspect new geodesy laboratories established by the GEOWEB project
- Experts inspect student field exercises
- Experts evaluate project design and implementation results

#### *Quality Control Criteria*

- Curricula are in compliance with Bologna system and national regulations
- Curricula consistent with the needs and requirements of Balkan societies
- Curricula focusing on competences and learning outcomes
- Effective and efficient project implementations

#### *Outcomes*

- Progress reports by GEOWEB team members
- Visiting agenda for external experts
- Written evaluation report by external experts

## 4. Quality Control in financial management

### 4.1 Reporting of costs of travel and stay

All reporting of costs of travel and stay will follow strictly the unit cost principle of the Erasmus+ Programme. This applies to both reporting from each partner organization to the project coordinator, and from project coordinator to EACEA.

For the GEOWEB project, the unit cost of travel is listed in [Annex 6](#). Cost of stay is calculated as 120 EURO per day, including travel days and working days. Reporting of costs of travel and stay should include the signed Individual Travel Report (ITR) ([Annex 7](#)) together with supporting documents.

List of supporting documents can include:

- Boarding passes
- Electronic tickets, receipts, invoices
- Bus/train tickets
- Petrol receipts/invoices, photos from travel by cars
- Hotel bills
- Agenda or programme
- Attendance list with signature
- Meeting minutes
- Other documents or results produced from/during the mobility

#### *Quality Control Process*

- Staff members submit signed Individual Travel Report (ITR) together with supporting documents
- Local coordinator at partner organization checks and verifies the ITR
- Management of the partner organization approves the ITR
- Project coordinator checks and approve the ITR

#### *Quality Control Criteria*

- Compliance with Guidelines on the use of the grant
- Unit-cost principle is strictly followed
- ITR is signed
- Sufficient supporting documents

#### *Outcomes*

- Original hard copy is submitted to the project coordinator

## 4.2 Reporting of staff costs

Reporting of staff costs requires signed staff convention ([Annex 8](#)) and time sheet ([Annex 9](#)). Daily salary rates should not exceed the rates set by the Erasmus+ Programme (see Table 1 below).

Table 1. Daily salary rates in EUR for GEOWEB partners

<i>Country</i>	<i>Teachers/researchers</i>	<i>Administrative staff</i>
Austria	241	157
Spain	137	78
Sweden	241	157
Albania	80	45
Bosnia and Herzegovia	80	45
Serbia	80	45

### *Quality Control Process*

- Staff members submit signed staff convention together with time sheet
- Local coordinator at partner organization checks and verifies the ITR
- Management of the partner organization approves and signs on the convention and the time sheet
- Project coordinator checks and approves the staff convention

### *Quality Control Criteria*

- Compliance with Guidelines on the use of the grant
- Strictly follow the daily salary rates set by Erasmus+ Programme
- Staff conventions and time sheets are signed by the staff member **and** the management of the partner organization
- Sufficient description of tasks performed in the time sheets

### *Outcomes*

- Original hard copy is submitted to the project coordinator

# Annex 1

<b>GEOWEB Activity Monitoring Table</b>		<b>WP Leader</b>	<b>Responsible partners</b>	<b>Place</b>	<b>Date/deadlines</b>	<b>Objectives of activities. Expected outcomes/outputs.</b>
<b>1</b>	<b>Establish project organizations . review project pla</b>	UNSA				
1.1	Establish project team		all		2015.11	Project organizations are formed with list of PMB, LPT, IAB
1.2	Review project plan		all		2015.12	Changes to original plan
1.3	Kick-off meeting in Sarajevo		UNSA	Sarajevo	2016.03	Undersanding project & reporting rules, plan for 1st year
<b>2</b>	<b>Strengthen regional cooperation and integration</b>	UB				
2.1	Create WB geodesy education databases		UB	WB	2016.08	a database with Balkan geodesy HEI and programs
2.2	Sign cooperation agreement		UB	Belgrade	2016.10	signed agreement
2.3	Start Western Balkan Geodesy Forum (WBGF)		UB	Belgrade	2016.10	WBGS (?) is started with annual conferences
<b>3</b>	<b>Establish new Geodesy Laboratories</b>	KTH				
3.1	Analyse equipment needs		WB univ, KTH	WB univ	2016.05	List of needed equipment with technical specifications
3.2	Purchase and install new equipment		WB univ, KTH	WB univ	2016.09	IIT, evaluate tenders, choose winners, install equipment
3.3	Training on new equipment		WB univ, KTH	WB univ	2016.09	Training by providers
<b>4</b>	<b>Re-train geodesy staff</b>	UPT				
4.1	Digital mapping & advanced image processing		ULE	Ponferrada	2016.04	2 trained teachers per WB university on the subject
4.2	GNSS		TUW	Vienna	2016.06	2 trained teachers per WB university on the subject
4.3	GIS and applications		ULE	Tirana	2017.05	2 trained teachers per WB university on the subject
4.4	Gravity, geoid and reference systems		KTH	Mostar	2017.10	2 trained teachers per WB university on the subject
<b>5</b>	<b>Develop a MSc geodesy core curriculum</b>	TUW				
5.1	Survey among geodesy employers/stakeholders		WB univ, TUW	WB	2016.06	Report identifying competeneecs/specialists needed by market
5.2	Workshop on curricular development		UB, TUW	Belgarde	2016.10	List of courses in a core curriculum. Plan for remaining work
5.3	Define learning outcomes at lesson level		WB univ	WB univ	2016.10-2017.03	Syllabus for each course (new/revised)
5.4	Accredit the core curriculum/MSc program		WB univ	WB univ	2017.03-2017.06	Get accredited so that MSc programs can start in autumn 2017
5.5	Develop 14 new teaching materials		WB univ + EU	WB univ	2017.09-2018.06	new teaching materials published, focus: new tech/subjects
<b>6</b>	<b>Introduce e-learning and PBL</b>	ULE				
6.1	Workshop on e-learning and PBL		ULE	Ponferrada	2017.09	be able to set up e-learning and run a course using PBL
6.2	Establish e-learning web servers		WB univ	WB univ	2017.12	e-learning web server set up at each WB university
6.3	Pilot course using PBL		WB univ	WB univ	2018.01-2018.06	run a course using PBL in spring 2018
<b>7</b>	<b>Implement quality assurance</b>	ULE				
7.1	Workshop on quality assurance mechanisms		ULE	Novi Sad	2018.03	understand principe/procesudres of QA. Survey questionnaire.
7.2	Implement standardized course evaluation		WB univ	WB univ	2018.06	implement course evaluation by students for every course
<b>8</b>	<b>Quality plan for the project</b>	KTH				
8.1	Develop Activity Monitoring Manual		KTH	Stockholm	2015.12	be clear with activity objectives and expected outcomes
8.2	Monitoring by project coordinator		KTH	all partner cities		progress is monitored and actions taken when needed
8.3	Quality control by IAB		IAB	WB cities		3 meetings with written comments/advices
8.4	External evaluation by independent experts		KTH	UPT/UT,UNMO,UNSA	2017.12	a written evaluation report with comments/advices
<b>9</b>	<b>Dissemination and exploitation</b>	UB				
9.1	Create a project web site		KTH	Stockholm	2015.12	web site is created and updated continuously
9.2	Publish project leaflets and newsletters		KTH	Stockholm	2016.03-2018.06	project leaflets & newsletters are published and distributed
9.3	Annual WBGF conference		UB	UB, UNSA, UPT	16.10,17.10,18.09	3 annual WBGS events are organized
9.4	Final dissemination conference		UPT	Tirana	2018.09	final conference to showcase the project results
<b>10</b>	<b>Project management</b>	KTH				
10.1	Establish Project Management Board (PMB)		all	all	2015.12	PMB is formed and operational
s	Annual PMB meeting		KTH	UB, KTH, UNS	16.10,17.06,18.03	3 meetings to review progress and plan activities
10.3	Day-to-day management		all	all		Project is progressing as planned & achieve expected outcomes



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*Modernising geodesy education in Western Balkan with focus on competences and learning outcomes (GEOWEB)*

Erasmus+

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## Feedbacks on GEOWEB project event

Event:

Place:

Period:

*1 = bad, 2 = insufficient, 3 = acceptable, 4 = good, 5 = excellent*

**1      2      3      4      5**

- |  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Are the objectives and tasks of the event clearly defined ?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you received sufficient background documents before the event ?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the time allocated for the event sufficient and appropriate ?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the technical equipment incl. internet functioning satisfactorily ?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the event achieved the stated objectives ?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you got sufficient information and support on travel & accommodation ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you satisfied with social activities during the event?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. What in this event is not good and needs improvement ?                      |                          |                          |                          |                          |                          |

9. Your specific suggestion for changes and improvement in future event:

Thank you for your valuable feedbacks !

## Annex 5

<b>Course name</b>	
<b>ECTS credits</b>	Lectures: Practice/exercises: Project: Total:
<b>Lecturer</b>	
<b>Study hours</b>	Lectures: Practice/exercises: Project: Total:
<b>Learning outcomes</b>	After completing this course, students should be able to: 1. 2. 3. 4. 5.
<b>Syllabus</b> (List of lessons)	
<b>Prerequisite</b>	
<b>Course literature</b>	
<b>Assessment</b>	
<b>Grading</b>	

## Annex 6

Erasmus+

Unit costs for travels, based on travel distances

		1	2	3	4	5	6	7	8	9				
		Stockholm	Vienna	Ponferrada	Sarajevo	Mostar	Tuzla	Tirana	Belgrade	Novi sad	Brussels		km	EUR
		Unit costs in EUR												
1	Stockholm		275	360	275	275	275	360	275	275	275		100 - 499	180
2	Vienna			275	275	275	180	275	180	180	275		500 - 1999	275
3	Ponferrada				360	275	360	360	360	360	275		2000 - 2999	360
4	Sarajevo					0	0	180	180	180	275		3000 - 3999	530
5	Mostar						180	180	180	180	275		4000 - 7999	820
6	Tuzla							180	180	180	275		8000 -	1100
7	Tirana								180	180	275			
8	Belgrade									0	275			
9	Novi sad										275			
		1	2	3	4	5	6	7	8	9			km	EUR
		Stockholm	Vienna	Ponferrada	Sarajevo	Mostar	Tuzla	Tirana	Belgrade	Novi sad	Brussels			
		distances in km												
1	Stockholm		1242	2514	1722	1778	1645	2007	1623	1570	1280		100 - 499	180
2	Vienna			1893	508	552	444	812	491	422	914		500 - 1999	275
3	Ponferrada				2020	1981	2040	2180	2180	2129	1242		2000 - 2999	360
4	Sarajevo					71	81	305	198	195	1307		3000 - 3999	530
5	Mostar						150	278	267	267	1313		4000 - 7999	820
6	Tuzla							369	145	122	1277		8000 -	1100
7	Tirana								390	436	1589			
8	Belgrade									70	1374			
9	Novi sad										1305			

**ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay**To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

**Ref. No.....Project No. 561902-EPP-1-2015-1-SE-EPPKA2-CBHE-JP**

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

**(1) PERSONAL DATA**

Surname: ..... Forename: .....

Nationality: .....

Home institution: .....

Staff position/student year of study at home institution: .....

**(2) TYPE OF ACTIVITY** (Tick as appropriate)**STAFF**

<input type="checkbox"/>	Teaching/training assignment
<input type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

**STUDENTS**

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

**(3) DETAILS OF THE TRAVEL**

<b>PERIOD*</b>	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
<b>PLACE OF DEPARTURE**</b>	HOME INSTITUTION .....	
	COUNTRY..... CITY.....	
<b>PLACE OF DESTINATION/ LOCATION OF ACTIVITY</b>	HOST INSTITUTION .....	
	COUNTRY..... CITY.....	
<b>TRAVEL DISTANCE***</b>	Km .....	

\*Please indicate period of travel from departure to return to place of origin

\*\* If different from Home institution please enclose authorisation from the Agency

\*\*\*Travel distance in Km (One-way travel using distance calculator:[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)) from place of departure to location of activities**(4) DETAILS OF THE ACTIVITY**

<b>DATES</b> (excluding travel)	<b>From (date):</b> ..... <b>To (date):</b> .....
<b>DESCRIPTION OF ACTIVITY(IES) PERFORMED</b> (brief description of the activities performed) ..... ..... ..... ..... ..... .....	

**SIGNATURE OF THE PARTICIPANT**

I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....

Signature: .....

**STAFF CONVENTION**

Ref. No.....

Project No. 561902-EPP-1-2015-1-SE-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

**BETWEEN** .....  
 Hereinafter "the Institution"\*

**AND** Name: .....  
 Address: .....  
 .....  
 Hereinafter "the Staff member"\*

**THE FOLLOWING HAS BEEN AGREED:**

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is employed by the Institution and is part of its payroll system.
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
<b>FROM</b>		<b>TO</b>	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....  
 .....  
 .....  
 .....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution in which the Staff member is employed	
Number of days worked and charged to the grant (according to time-sheet)	

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in .....

Date .....

Name.....

Function.....

Institution .....

Staff member name.....

Signature and Stamp of the Institution

Signature of the Staff member

*\*The convention must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed. The Institution must be a member of the partnership.*

## Annex 9

[illegible]

<sup>1</sup> Please refer to Section 3.3.1.1 (Staff costs) of the Guidelines for the Use of the Grant. Time-sheets have to be attached to each Staff convention.

**Signature of the staff member :**

**Signature of the person responsible in the institution (where the staff member is employed) :**