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KU LEUVEN

Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym: "Physics"

2nd Management meeting and 3rd Workshop 27-28th October 2016
KU Leuven Technology Campus Ostend
Anatolijs Zabašta

Today's agenda

- Overall progress
- WP2: Implementation of curriculum,
 - Book on Applied Physics
 - Book on Applied Informatics
 - Book on Functional Nanomaterials
 - Book on Photonics
 - Book on Guidelines on Master Thesis in Applied Physics
- WP3: Progress in implementation of innovative ICT based teaching and learning environment
- WP5: Progress in dissemination and Exploitation of results
- Project logo: considerations and decision
- Project financial aspects and reporting
- Further tasks and the next steps

Project progress

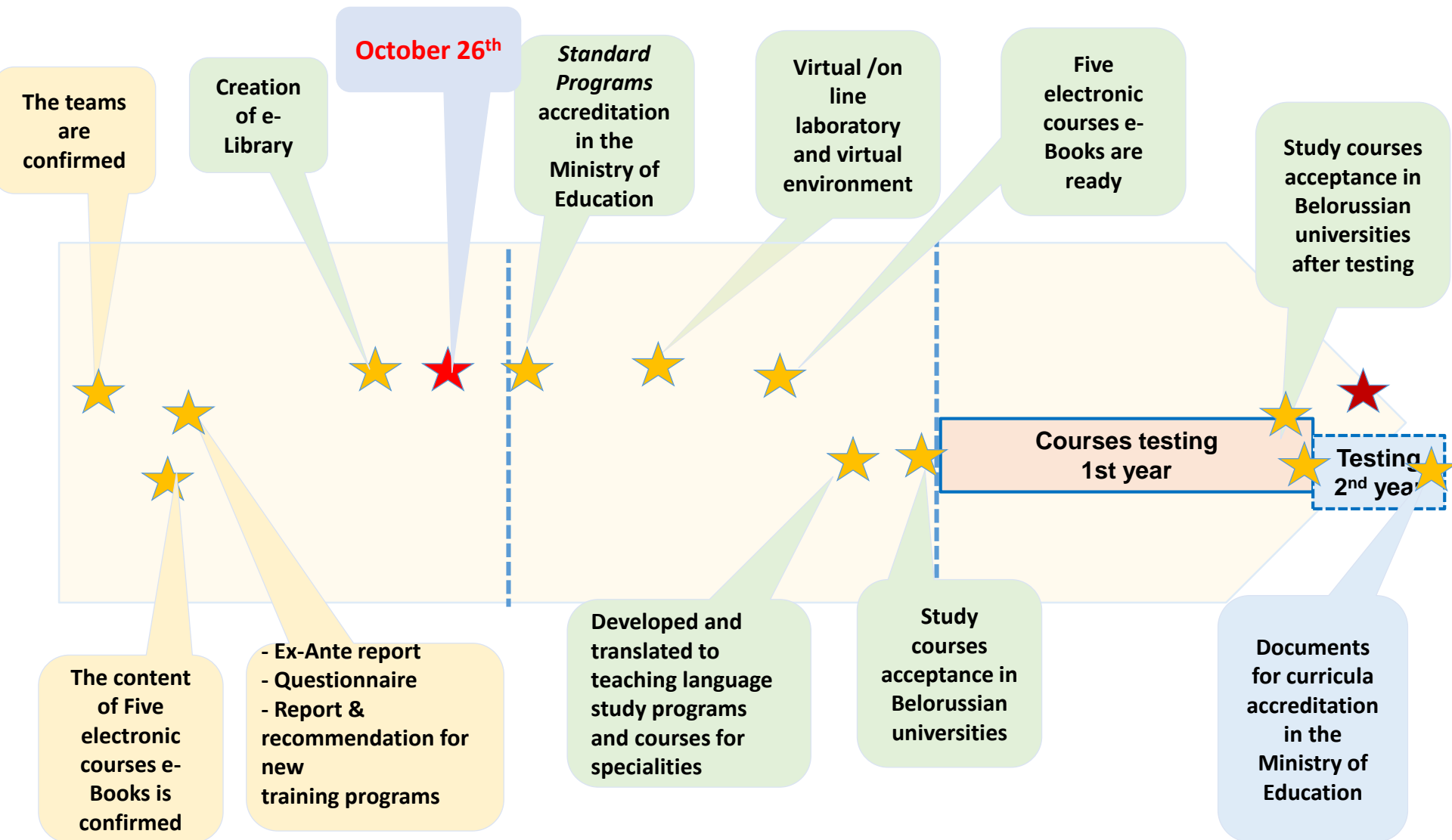
Partnership Agreements and advance payments

Partner name	Confirmed with partner	Signed by RTU	Signed by beneficiary	Advance paid
KU Leuven	Y	Y	Y	Y
UCY	Y	Y	Y	Y
BSU	Y	Y	Y	Y
GrSU	Y	Y	Y	Y
GoSU	Y	Y	Y	Y
BSTU	Y	Y	Y	Y
Ministry	Y	Y	Y	N
Physical Society	Y	Y	Y	Y
Nano Association	Y	Y	N	Y

Partnership Agreements - obstacles

- Project registration in the government institutions. Accept of the government about budget spending in euros.
- Agreement about staff of the Ministry spending Ministry involvement in the project. Advance payment.
- Ministry involvement into activities:
 - Master programs acceptance on Photonic and Nanomaterials
 - Dissemination seminar under patronage of the Ministry

Deliverables schedule



Course books

Curricular – all team members have been nominated:

1. **Applied Physics:** The course leader: Joan PEUTEMAN – KU Leuven
2. **Applied Informatics:** Editors: Leonids Ribickis, Nadezhda Kunicina
3. **Functional nanomaterials:** The course leader: Alexander FEDOTOV - BSU
4. **Photonics:** The course leader: Alexey Tolstik – BSU
5. **Guidelines on Master Thesis in Applied Physics:** Editors: Elias Kyriakides and Stella K. Hadjistassou (KIOS Research Center, UCY)

A template for the book is elaborated (example)

E-environment

- Project WEB now is working <http://physics.rtu.lv/>
- E-environment – <http://dl.bsu.by/>
 - The job was finished in September. Two weeks for testing.
 - Usernames and passwords have been sent by e-mail
 - Feedback from Ku Leuven and RTU

WP1 Preparation

- Ex-Ante report is ready
- A Survey and Report with recommendation for curricula to be developed and modernised in the project is ready
- You can find the Report in the Documentation

Implementation of the curricular (WP2)

Belorussian State University

Implementation of innovative ICT based teaching/learning environment (WP3)

Ku Leuven University

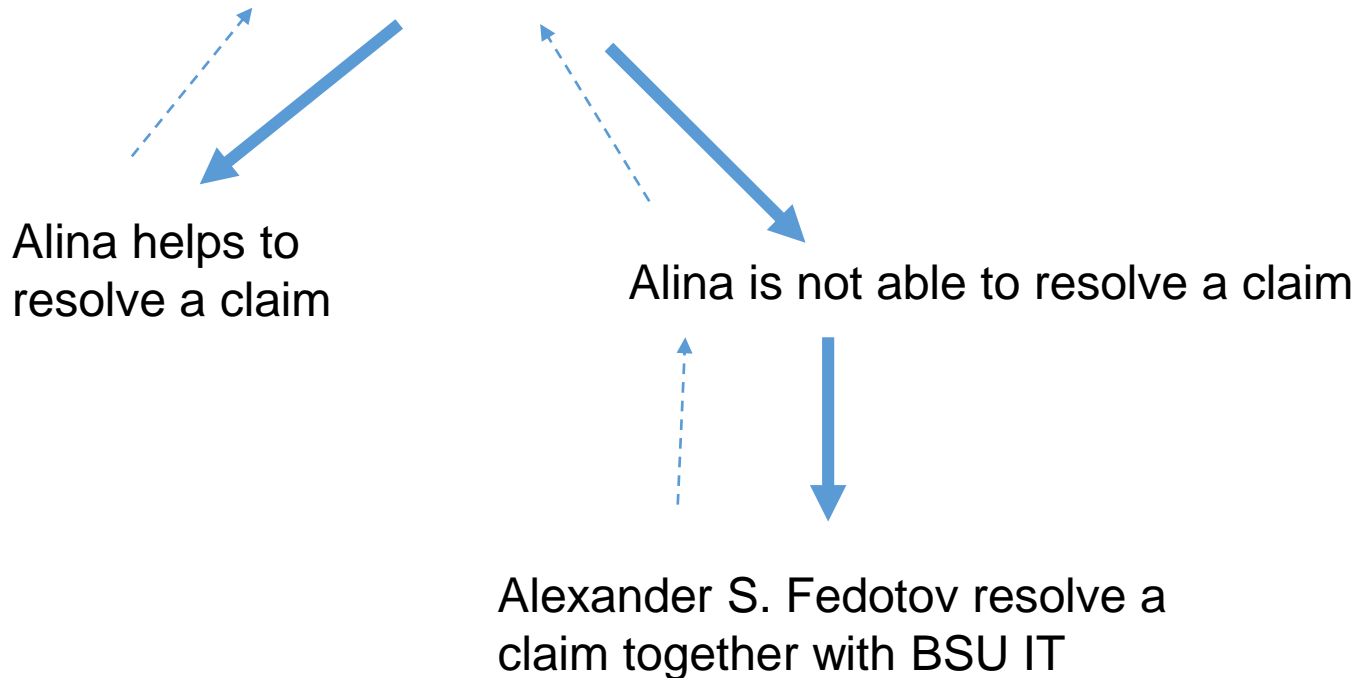
E-environment

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 - Feedback from Ku Leuven and RTU
 - Please change you Passwords!

Username	firstname	lastname	email	Password
leonids.ribickis	Leonids	Ribickis	leonids.ribickis@rtu.lv	Pa\$\$word1
nadezda.kunicina	Nadezda	Kunicina	kunicina@latnet.lv	Pa\$\$word2
anatolijs.zabasta	Anatolijs	Zabasta	anatolijs.zabasta@microdators.lv	Pa\$\$word3
anastasija.ziravecka	Anastasija	Ziravecka	zhiravecka@eef.rtu.lv	Pa\$\$word4
alina.galkina	Alina	Galkina	alina.galkina@rtu.lv	Pa\$\$word5
linda.sterna	Linda	Sterna	linda.sterna@rtu.lv	Pa\$\$word6
renaat.dekraemer	Renaat	De Craemer	renaat.dekraemer@kuleuven.be	Pa\$\$word7
anik.janssens	Anik	Janssens	anik.janssens@kuleuven.be	Pa\$\$word8
joan.peuteman	Joan	Peuteman	joan.peuteman@kuleuven.be	Pa\$\$word9
elias.kyriakides	Elias	Kyriakides	elias@ucy.ac.cy	Pa\$\$word10
stella.hadjistassou	Stella	Hadjistassou	shadjis@ucy.ac.cy	Pa\$\$word11
despina.petrou	Despina	Petrou	petrou.despina@ucy.ac.cy	Pa\$\$word12
natallia.strekal	Natallia	Strekal	nat@grsu.by	Pa\$\$word18
boris.assanovich	Boris	Assanovich	bas@grsu.by	Pa\$\$word19
gachko.henadzi	Gachko	Henadzi	gachko@grsu.by	Pa\$\$word20
igor.semchenko	Igor	Semchenko	isemchenko@gsu.by	Pa\$\$word21

E-environment

- E-environment – <http://dl.bsu.by/>
- Maintenance:
 - Request for help – to Alina Galkina



Dissemination and Exploitation of results (WP5)

University of Cyprus

Dissemination tasks

- 1500 leaflets for each university: $0.50 \times 1500 = 750$ €
- publications in newspapers: $3 * 250$ € = 750 (“*Jaunais Inženieris*”)
- Press release: 3 by each partner
- Arrangement of information sessions to attract students and to inform stakeholders:
- Project Web Portal for communication with target groups. Links from RTU, ORTUS, and electronic publications to the project Web.
- Advertising in social media (all partners) Youtube, Facebook? Stella
- **Development a project logo!**
- Purchase of the souvenirs and project plus Erasmus+ logo printing on souvenirs
- Conference papers and presentations at the conferences by partners involved (3 papers and presentations)
- Journal Paper written by the consortium, and submitted at the end of the project (e.g.: <http://www.eurodl.org/>) (1 paper)
- *Double-sided Partners agreements for cooperation between project partners during the project running and beyond the project. ???*

Project financial aspects.

Funding rules and cost

Funding rule

Co-funding principle

Grant (combination of actual costs/unit costs):

Calculated so, as to require co-funding to implement the project

Co-funding:

- other expenses (e.g. overhead costs), dissemination etc.
- higher expenditure than unit cost values (e.g., travel, accommodation)
 - not taken into account for the calculation of the Grant
 - requested with final report for information purposes

Financing approaches of the grant

Actual costs: budget headings **Equipment** and **Subcontracting**

Unit Costs: budget headings **Staff costs**, **Travel costs** and **Costs of stay**

Eligible Costs

- ***Article II.19 Grant Agreement***

Incurred during the eligibility period

Foreseen in the application/budget

In connection with the action and necessary for project implementation

Identifiable, verifiable, recorded in accounting records of the beneficiary

Comply with requirements of applicable tax and national legislation

Reasonable, justified, complying with principle of sound financial management, in particular regarding economy and efficiency

Ineligible Costs

Articles I.10.4/II.19.4 of Grant Agreement

Non exhaustive list:

- equipment such as: furniture, motor vehicles, alarm systems
- costs linked to the purchase of real estate
- activities not carried out in the project beneficiaries' country (see Annex IV), unless prior authorisation
- in kind contribution
- excessive or reckless expenditure
- deductible VAT (unless beneficiary can prove he is unable to recover it according to the national tax authority)

Exchange rate

Transactions ≠ EUR must be converted and reported in EUR in the Financial Statement of the final report

Which exchange rate should be applied?

From start of eligibility period until date of receipt of second pre-financing: rate of month in which the coordinating institution received the first pre-financing

From date of receipt of second pre-financing until end of eligibility period: rate of month in which the coordinating institution received the second pre-financing

Rate to apply: monthly rate established by the Commission:
<http://ec.europa.eu/budget/inforeuro>

Example:

1st Pre-financing: **23 Dec 2015** – 2nd Pre-financing: **22 Nov 2016**

Invoice date: 09 January 2016 Applicable monthly rate: **December 2015**

Definition

- Fixed contribution multiplied by number of units
- "Triggering event" ➡ **activities** implemented/outputs produced
- No need to justify level/amount of costs incurred
- Activities implemented during the eligibility period
- In case of financial control/audit declared unit costs supported with proof demonstrating that activities implemented
- *If activity/output not accepted (e.g. not supported by concrete evidences) no corresponding unit costs is granted*

Examples: *travel activity for teaching not sufficiently documented (e.g. with presence or participation lists, or with a certificate of attendance)*

CBHE units

UNIT COSTS FOR STAFF

PROGRAMME COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ⁵
<i>AMOUNTS IN EURO PER DAY</i>				
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ⁶
<i>AMOUNTS IN EURO PER DAY</i>				
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo ⁶ , Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine ⁷ , Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS⁸

Travel distances must be calculated using the distance calculator supported by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY⁹

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR
Between the 15 th and the 60 th day of activity +	70 EUR	Between the 15 th and the 60 th day of activity	40 EUR
Between the 61 st day of activity and up to 3 months	50 EUR	Between the 61 st day of activity and up to 3 months	Not Eligible

Staff Costs

- Performing tasks necessary to achievement of the project
- Formal employment relationship
- Calculation of the grant ➡ 2 variables: staff category and country in which staff member is employed
- Each unit cost corresponds to an amount in Euro per working day per staff
- Categories: **Managers** / **Researchers**, **Teachers and trainers** / **Technical staff** / **Administrative staff**
- Staff category: ➡ work performed, not status of individual (**case of BSATU**)
- Unit cost: ➡ country in which staff is employed, independently of where tasks are executed

Salaries

- Salaries should be paid by all partners, excepted Ministry of Education
- A formal employment contract is required (according to national legislation)
- Salaries to the team members will be paid according to staff categories:
 - **Managers (staff category 1)** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
 - **Researchers, teachers and trainers (RTT) (staff category 2)** typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
 - **Technical staff (staff category 3)** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, translation activities..
 - **Administrative staff (staff category 4)** (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

Staff Costs

Example: a staff employed in Latvia performing teaching activity for 3 days: 222 Euro (3 unit costs of 74 Euro each)

Calculation of grant:

- based on application of unit costs and independent from actual remuneration (defined in the Partnership Agreement)
- obtained by multiplying unit cost (corresponding to category of country and staff) by number of working days spent on the project per staff member

Staff Costs - Supporting Documents

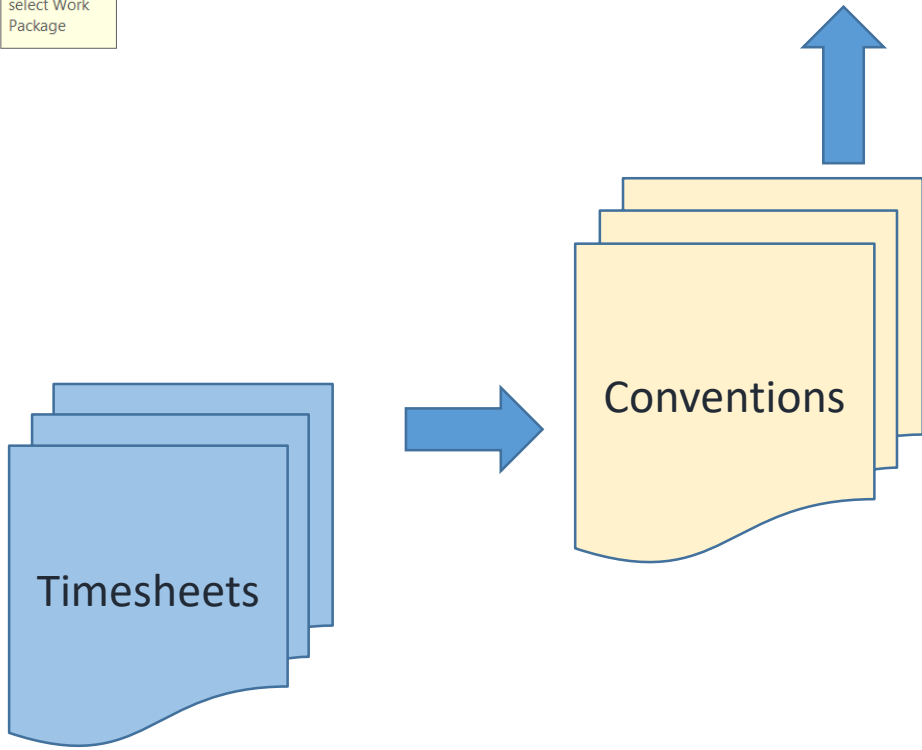
To keep with project accounts (requested in case of financial check):

- **STAFF CONVENTION** for each person employed
- **TIME-SHEETS** (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package
- **ANY EVIDENCE** allowing to **verify that declared workloads correspond to actual activities/outputs** (e.g. attendance lists for lectures given, tangible outputs / products)
- **EMPLOYMENT CONTRACT**
- **Evidence about payment:** salary slips, bank documents etc.

Cost reporting

1. Staff Costs													
Total (EUR)		0.00											
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Short description of tasks	From (dd/mm/yy)	To (dd/mm/yy)	Number of days (A)	Maximum Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Data Encoding
										0	0.00	0.00	Error

Click arrow to select Work Package



Cost reporting - travels

Travels are intended for the following activities:

- Teaching/training assignments;
- Training and retraining purposes (**only eligible for staff from Partner Countries**);
- Updating programmes and courses;
- Project management related meetings (e.g. for management, coordination, planning, monitoring and quality control activities purposes);
- Workshops and visits for result dissemination purposes (practically only in the Partners countries – Belarus)

Travel and Costs of Stay - Supporting documents

Justification for the following elements:

- Journeys actually took place
- Journeys connected to specific and identifiable project-related activities

To be retained with project accounts:

INDIVIDUAL TRAVEL REPORT +

Supporting documents *e.g.*

- *travel tickets, boarding passes,*
- *invoices, receipts,*
- *proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings)*

Cost of stay specific rules

Examples:

A staff from **Gomel** takes part in activity in **Ostend** during 2 days plus a travel to and back 2 days:

Max. 4 unit costs of 120 Euros each (TOTAL: 480 Euros)

Travel expenses depend on the distance (500- 1999): 275 euro

Project financial aspects.

Tenders for the equipment

Tenders for the equipment

- BSU - Belarusian State University – 93 600 euro
- GrSU, Grodno State University – 41 938 euro
- GoSU, Gomel State University – 34 765 - euro
- BSTU, Belarusian State Technological University - 26 500 euro

Total 196 803 euro

- Procurement and delivery of equipment is often a rather complex procedure and this should be taken into consideration at the planning stage.
- Partners are responsible for arrangement of procurement procedure
- RTU will pay an advance to the partner, when gets the proof of successful tender
 - 50% of total cost
 - 40% when 2nd advance is received
 - The rest 10% after the project is finished

Tender's rules

The tender **specifications** must always indicate:

- the **exclusion and selection criteria** that must be fulfilled by tenderers (analysis of the tenderers)
- the **award criteria** and their relative weighting (analysis of the quality and price)
- the **technical requirements**, i.e. **the technical specifications** (including, whenever relevant, the minimum technical requirements)

Tender's rules

Each tendering procedure must contain at least the following elements:

- Invitation to tender
- Tender specifications
- Minutes of the tender opening
- Tender evaluation report from the evaluation committee
- Commercial offers
- Etc.

Adjustment of the list of equipment

- In **case of significant changes of the equipment** to be purchased compared to the equipment as specified in the original application, prior written authorisation from the Agency should be given during project implementation.
- In any **case of doubt** the coordinator shall contact the Agency and ask for prior written approval based on clear justifications.
- The **modification can be justified** and is related with the **project objectives**.

Cost reporting - equipment

- In the event of purchase of equipment over €25.000, the beneficiaries must obtain competitive tenders
- At least three suppliers and retain the one offering best value for money (in all cases)
- The principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.
- For the purposes of any financial evaluation and/or audit:
 - the declared costs being recorded in the accounting system of the beneficiary.
 - the equipment is properly registered in the inventory of the institution concerned.

Cost reporting - equipment

Supporting documents should be retained with the project accounts, copies –to the leading partner

- **Invoices** for all purchased equipment (*please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure*).
- **Documentation on the tendering procedure** and **three quotations** (Tender Regulation, Tender commission decision etc.) to EC
- The beneficiaries may not split the purchase of equipment into smaller contracts with individual amounts lower than the EUR 25 000 threshold.
- *If the equipment differs by nature, supplier or by the time of supply, the tender could be arranged in several lots.*
 - *However, the procedure to be the same as for 25 000 euro and more*

Subcontracting

- Riga Technical University:
 - Project web page design and maintenance: 5 800 euro (only 3000 has been spent)
 - Project audit: 9 000 euro
- University of Cyprus:
 - Purchase of services for the Final conference: 2000 euro

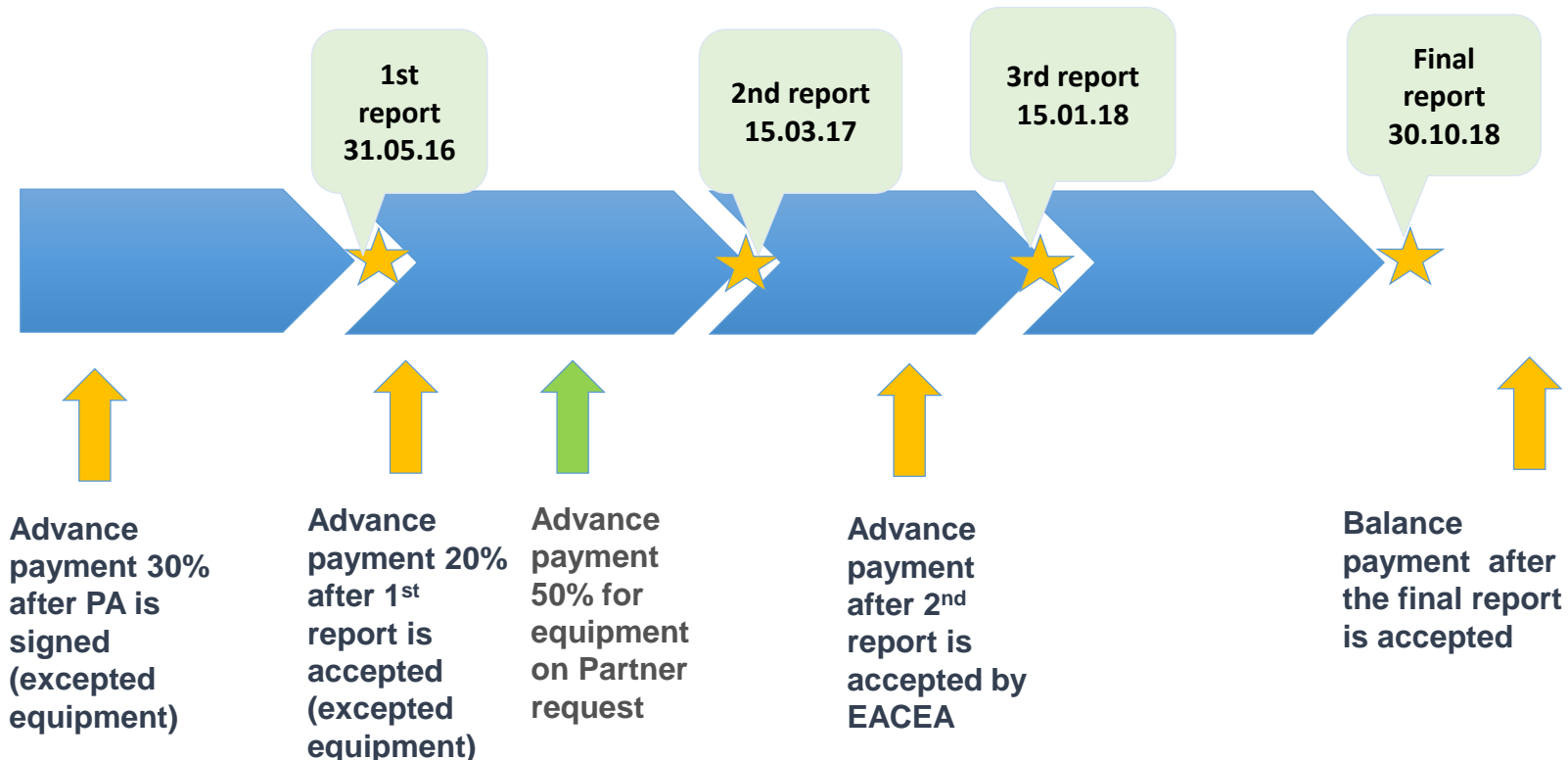
Reporting and progress monitoring

Reporting

- Only the Coordinator can submit technical implementation reports and financial statements to the Executive Agency.
- Partner has to submit a Report to the Coordinator consisting of
 - Activity report describing the activities carried out and their outputs and results during the reporting period
 - A Financial report presenting the costs incurred in accordance with the approved Application Form.
- Deadlines for Partner Reports are the following:
 - 31st of May 2016; 15th march of 2017; 15th January of 2018 and 30th October 2018.
- The partner ***may submit a report before the deadline*** established in the Partnership agreement, ***and request the next payment in case of the faster the performance of the project activities.***

Reporting & Progress monitoring

To EACEA before 15 April 2017 for 3 year projects



Intermediate reports:

- ✓ **Financial part:** Excel and evidences (timesheets, conventions, printing from bookkeeping system) - for external auditors;
- ✓ **Activities report** on the project progress against project plan, milestones and deliverables.

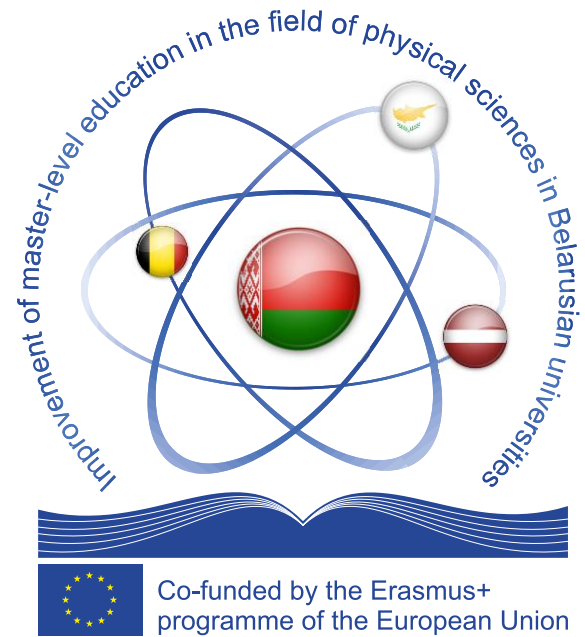
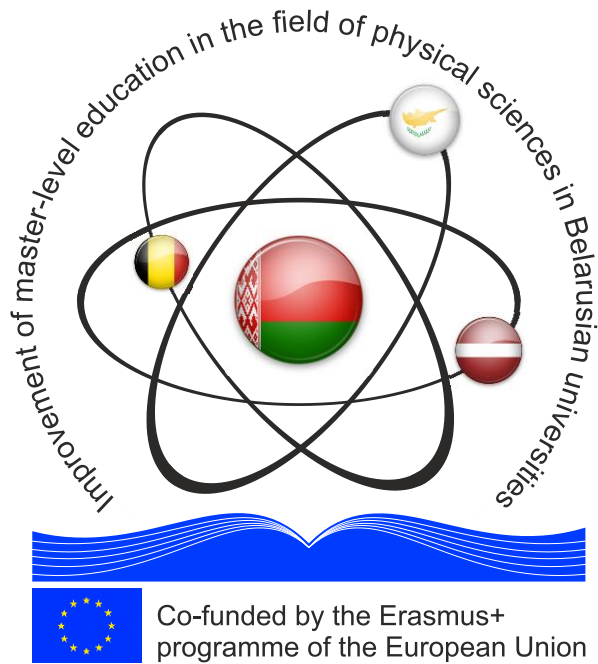
Payments

- ✓ **First instalment of pre-financing:** the Coordinator will transfer 30% of the Partner's Executive Agency contribution, after signing the Partnership Agreement, provided that
 - ✓ the Coordinator has received the pre-financing from the Executive Agency and
 - ✓ bank details are correctly provided by the Partner.
- ✓ **2nd payment:** the Coordinator will transfer 20% of the Partner's Executive Agency contribution, after
 - ✓ the Partner submits the first intermediate report to the Coordinator.
- ✓ **3rd payment:** After receiving the second payment from the Executive Agency the Coordinator will transfer by 40% of Partner's total Executive Agency contribution, provided that
 - ✓ the Partner provides eligible and full supporting documentation on project expenditure of at least 70% of the previous installments and
 - ✓ the second intermediate report.
- ✓ **Balance payment:** will be paid to the Partner within 30 days after the Coordinator receives the final payment from the Executive Agency.

Budget adjustments

- Projects may increase budget headings, by means of transfer from another budget heading, up to a maximum of 10% without EACEA prior authorisation
- Budget heading amendment to be confirmed by RTU
- Requests to increase budget headings by more than 10% must be presented in writing to the Agency
- The maximum ceilings for *staff, equipment and sub-contracting costs are exceeded, the request will not be accepted!*
- At reporting stage, the Executive Agency will request the partners to provide information about the co-funding provided *for statistical purpose.*

Project logo



Further tasks and the next steps

Place	Responsible	Meeting topics and responsible for the topics	Date
Minsk	BSU	Kick-off meeting	17.12.2015.
Minsk	BSTU	WS1: WP1 Preparation. The content of Five electronic courses e-Books is preliminary confirmed.	10.03.2016.
Riga	RTU	WS2: WP2 Workshops for curricula development. First draft of the course books.	1-2 June 2016
	RTU	MC1 meeting	
Ostend	KU Leuven	WS3: WP2: Workshops for curricula development. Second draft of the course books. Standard Programs presentation.	27-28 October 2016
	KU Leuven	MC2 meetings	
Grodno Minsk	GrSU/ BSTU	WS4: WP2: Workshops for curricula development. Standard Programs accreditation in the Ministry of Education.	January 2017 – 2 options
	GrSU/ BSTU	MC3 meetings	
Ostend	KU Leuven	WS8: WP3: Workshop on ICT environment tools	April from 19th 2017
Nicosia	UCY	WS5 (Nicosia) Developed and translated to teaching language study programs and courses for specialities	Last week of May 2017
	UCY	MC4 meetings	
Minsk	Ministry of Education	WP5: Information sessions	August 2017
Riga	RTU	WS6: Workshops for curricula development. Courses acceptance and testing is started.	November 2017
	RTU	MC5 meeting	
Minsk	BSTU	WS7: WP2: Workshops for curricula development. First testing results, acceptance.	March 2018
Gomel	GoSU	WS9: WP2: Workshops for curricula development	September 2018
	GoSU	MC6 meeting	
Nicosia	UCY	Final conference	September 2018

Students and teachers training

English language in Ostend or Leuven. When?

Flows from Belarusian universities to KU Leuven for English language training:

- BSU: Ostend 4 x 7d.;
- GrSU: Ostend 4 x 7d.;
- GoSU: Ostend 4 x 7d.;
- BSTU: Ostend 4 x 7d.;

Students' flows for training: When?

- BSU: Nicosia 8 x 7d.;
- GrSU: Ostend 8 x 7d.;
- GoSU: Nicosia 8 x 7d.;
- BSTU: Riga 8 x 7d.;
- GrSU: Riga 8 x 7d.;
- GoSU: Ostend 8 x 7d.

Teachers, technician staff flows. Additional to MC and WS!

- BSU, GrSU, GoSU, BSTU for the staff exchange trainings 4 persons from each university within 7 days to Riga, Ostend, Cyprus.
- RTU, KU Leuven, UCY: flows EU-EU with 7 days to Ostend - 2 and Nicosia.
- BSU, GrSU, GoSU, BSTU: 2 persons 7 working days to Minsk - 2, Grodno, Gomel. ⁴⁸

Further tasks and the next steps

- Courses e-books: 2nd draft to be ready before the
- Dissemination:
 - Press conferences: 1 in each Belarus university
 - Press releases:
 - Web and E-environment – improvements?
 - **References** to the project and its website!!
 - Facebook and Youtube
- Students training – 4-6th year of education. May by PhD students
- BSU, GoSU –in Riga Septem - October 2017 (February or end of June)
- BSU, GoSU – in Nicosia February 2018
- GrSU, GoSU in Ostend – Feb – March 2017 in Ostend
- Teachers training In Ostend – 9, 10 and 12th June 2017 or beginning of July

Further tasks and the next steps

- Next **MC and Workshops** on WP2 for curricula development. in MinskJanuary in BSTU
- Meetings of BSU, BSTU, GrSU and GoSU teachers about the teaching topics and for dissemination purposes??

Questions

Project idea

