



**Совершенствование образования мастер-уровня в области физических наук в белорусских вузах: «Физика»**

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

WS1: WP1 Preparation 10.03.2016  
Belorussian State Technological University  
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Riga Technical University

# The targets of the WS1:

- Project progress
- Next steps
- Finance and reporting issue clarification

Although it is WS1, but management and financial issues will be discussed

# Please, introduce yourself

- My name is ..... You may call me .....
- I represent .....university (company etc.)
- I am a vice-president of ..... 😊

# Today's agenda

- Info about ERASMUS+ meeting in Brussels
- Overall progress, Partner agreements
- WP1 Progress
- WP2 Progress in implementation of the curricular
- WP3: Progress in implementation of innovative ICT based teaching and learning environment
- WP5: Progress in dissemination and Exploitation of results
- Project financial aspects and reporting
- Further tasks and the next steps

# ERASMUS+

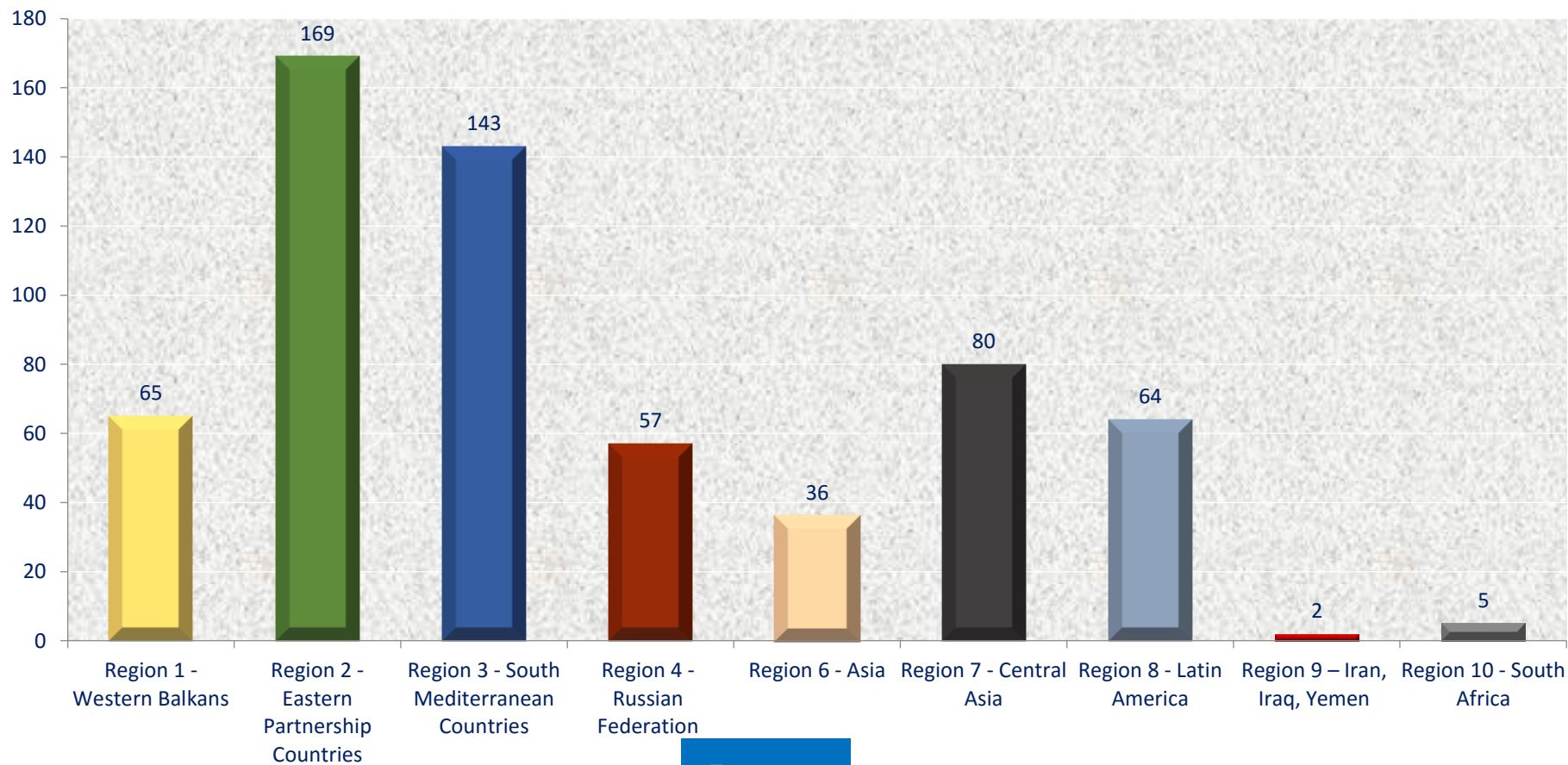
## Capacity-building in Higher Education

### Selection 2014/2015 – 2015/2016

*Dorina Angelescu*

*Grantholders' meeting  
Brussels 27.01.2016*

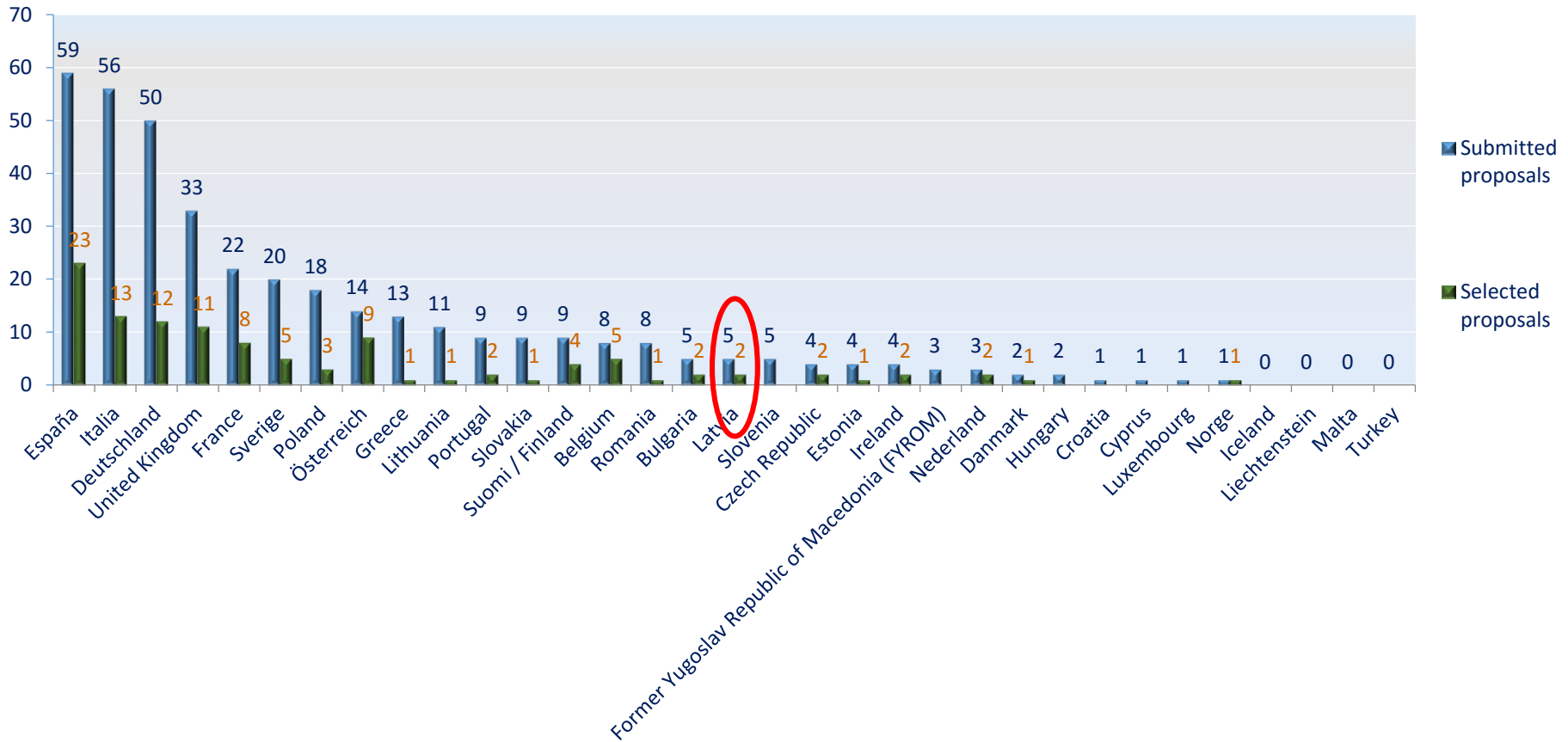
# Coverage of the regions (including the cross-regional projects)



# Overview on selection progress on target regions (including cross-regional)

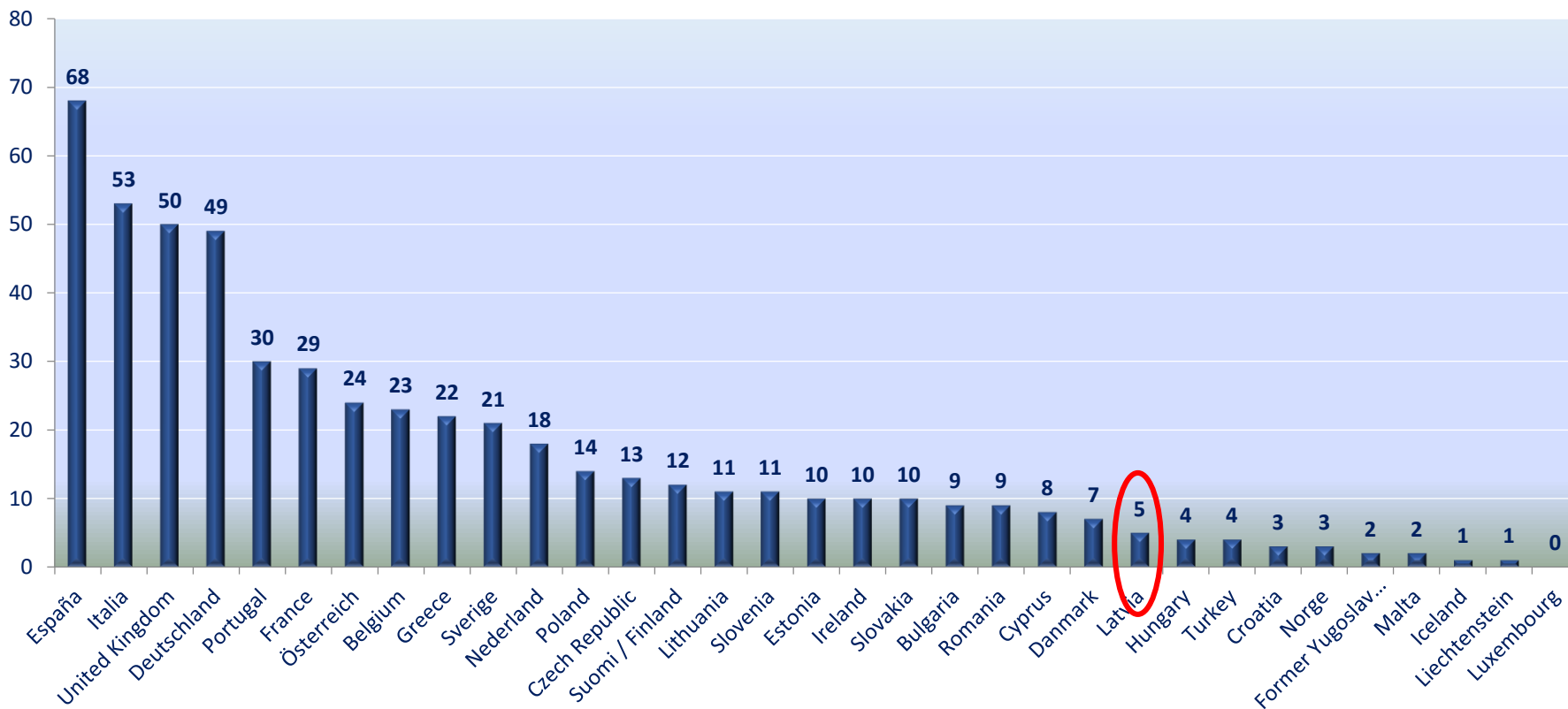
Regions	Received applications	Eligible proposals	Above the 60% threshold	Proposals sent for consultation	Recommended for funding	Success rate % of the received applications
Region 1 - Western Balkans	65	57	38	26	15	23%
<b>Region 2 - Eastern Partnership Countries</b>	<b>169</b>	<b>151</b>	<b>116</b>	<b>55</b>	<b>23</b>	<b>14%</b>
Region 3 - South Mediterranean Countries	143	123	93	69	40	28%
Region 4 - Russian Federation	57	55	34	23	13	23%
Region 6 - Asia	36	30	27	27	27	75%
Region 7 - Central Asia	80	78	58	39	23	29%
Region 8 - Latin America	65	52	36	31	19	30%
Region 9 – Iran, Iraq, Yemen	2	2	2	2	2	100%
Region 10 - South Africa	5	5	5	5	4	80%

# Number of applications coordinated by Programme Countries (Submitted / Selected proposals)



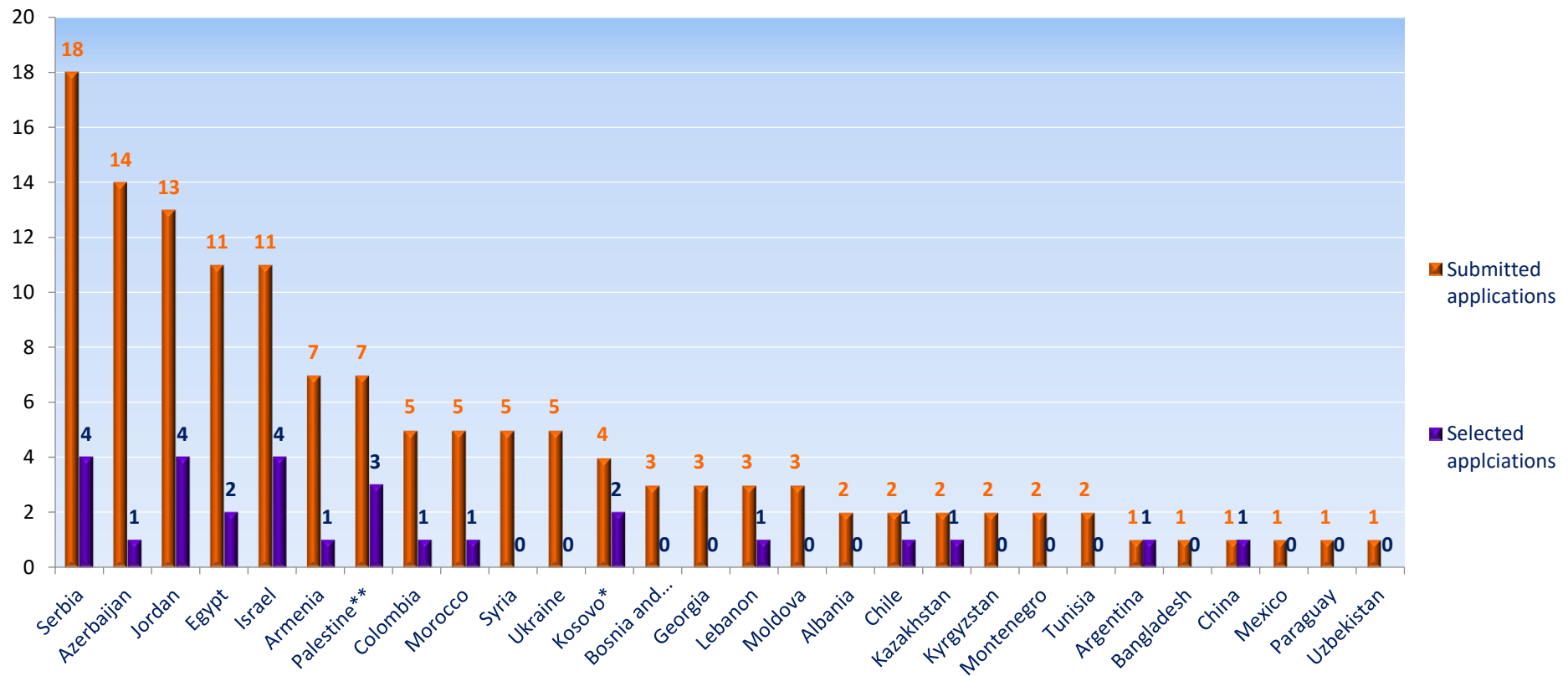


## Participation of Programme Countries as coordinator or partner in Selected proposals\*



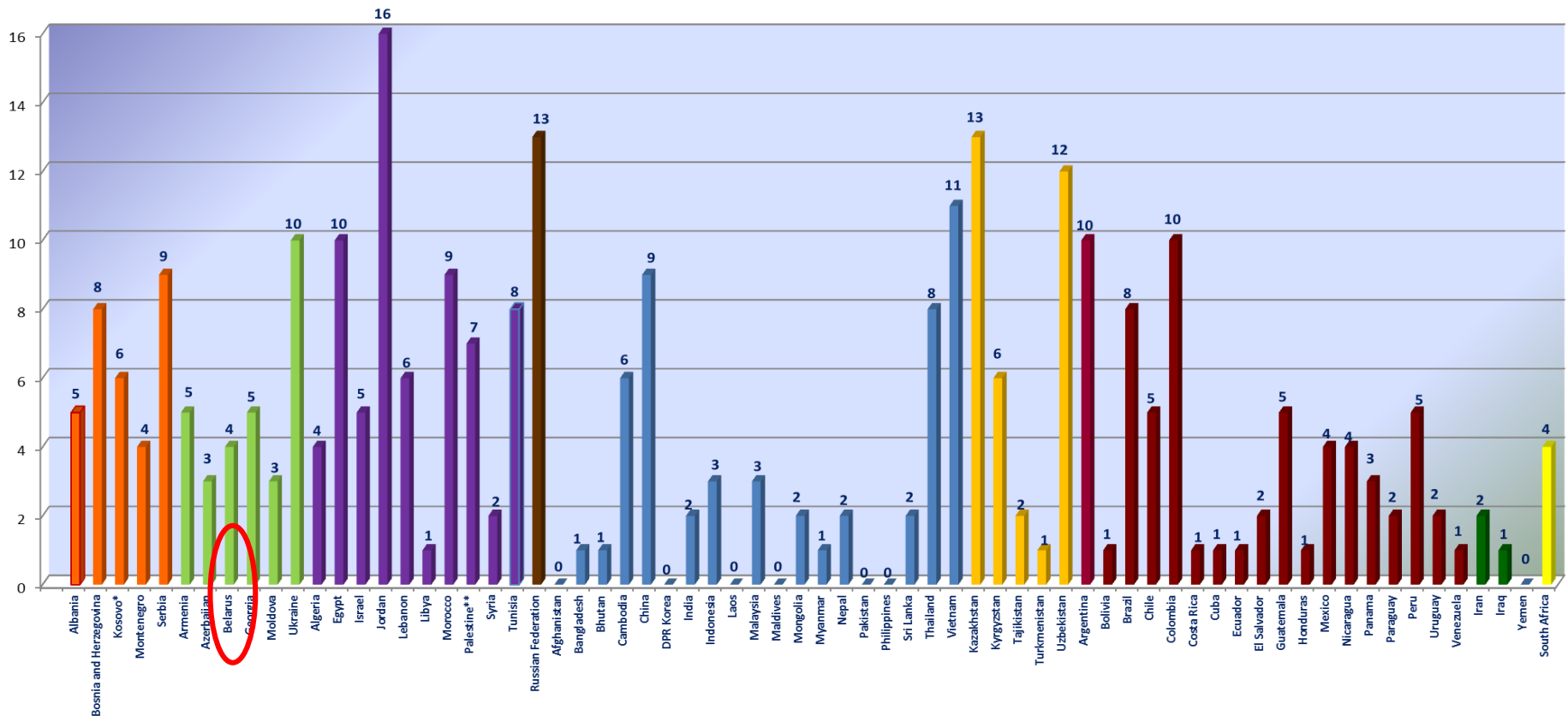
\*Total number of project in which the country is involved as coordinator or partner in selected proposals

## Number of applications coordinated by Partner Countries (Submitted / Selected proposals)



# Participation of Partner Countries as coordinator or partner in Selected proposals\*

Red = WB; Green = EP; Violet = SM; Blue = Asia; Orange = CA; Dark Red = LA; Dark Green = ILY; Yellow = SA



\*Total number of project in which the country is involved as coordinator or partner in selected proposals

# Lessons Learned

- High percentage of **ineligible applications** due to insufficient understanding of minimum requirements for consortia
- Limited number of applications **in Asia and South Africa**
- **National/regional priorities** established for the Partner Country **need to be respected** (assessed in award criterion 'relevance')
- A need to mobilise **new institutions** (not the usual suspects) both in Programme and Partner Countries, **as grant holders and/or partners**
- Outreach **beyond the capital cities** to institutions in the **regions** and the **periphery**
- Lack of innovative approaches (**new content and methodologies**)
- **Between regional associations have better chances to be accepted!**

# **Project progress**

# Partnership Agreements

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

# Partnership Agreements - obstacles

- Salary recalculation among 4 universities – justification letter
- Agreement about staff of the Ministry spending on travels
- Accept of the government about budget spending in euros

A copy of the partnership agreement have to be provided to the Executive Agency within 6 months of the signature of the Grant agreement!

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.	September 2016
	KU Leuven	MC2 meetings	
Grodno	GrSU	WS4: WP2: Workshops for curricula development. Standard Programs accreditation in the Ministry of Education.	January 2017
	GrSU	MC3 meetings	
Ostend	KU Leuven	WS8: WP3: Workshop on ICT environment tools	April 2017
Nicosia	UCY	WS5 (Nicosia) Developed and translated to teaching language study programs and courses for specialities	June 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. 2017 June

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.;

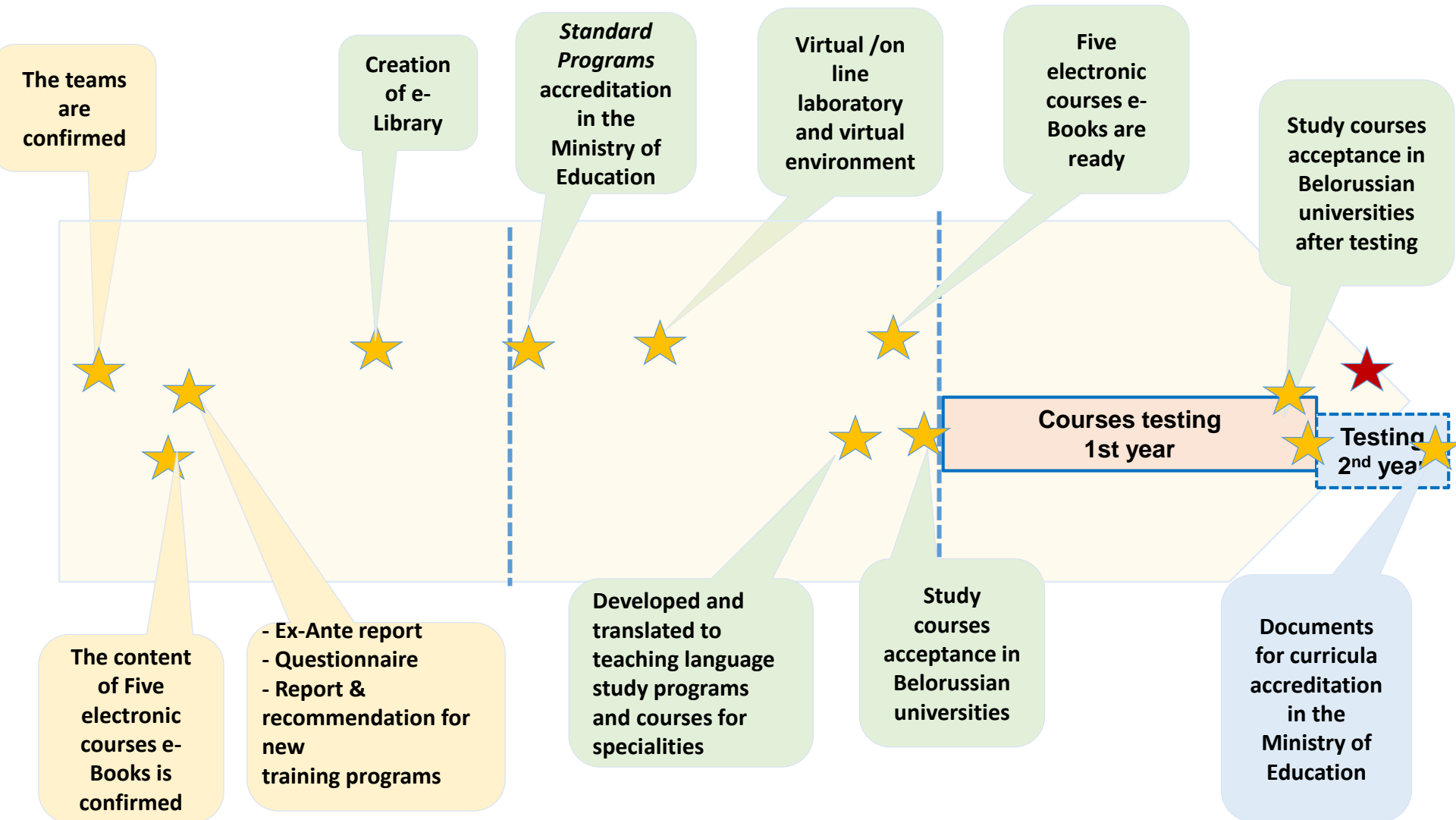
## Students' flows for training: February 2017?

- BSU: Nicosia 8 x 7d.; May - June 2017
- GrSU: Ostend 8 x 7d.; February 2017?
- GoSU: Nicosia 8 x 7d.;
- BSTU: Riga 8 x 7d.; May 2017? February 2017?
- GrSU: Riga 8 x 7d.;
- GoSU: Ostend 8 x 7d. February 2017?

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

- BSU, GrSU, GoSU, BSTU for the staff exchange trainings 4 pers with 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 pers 7 working days to Minsk - 2, Grodno, Gomel.

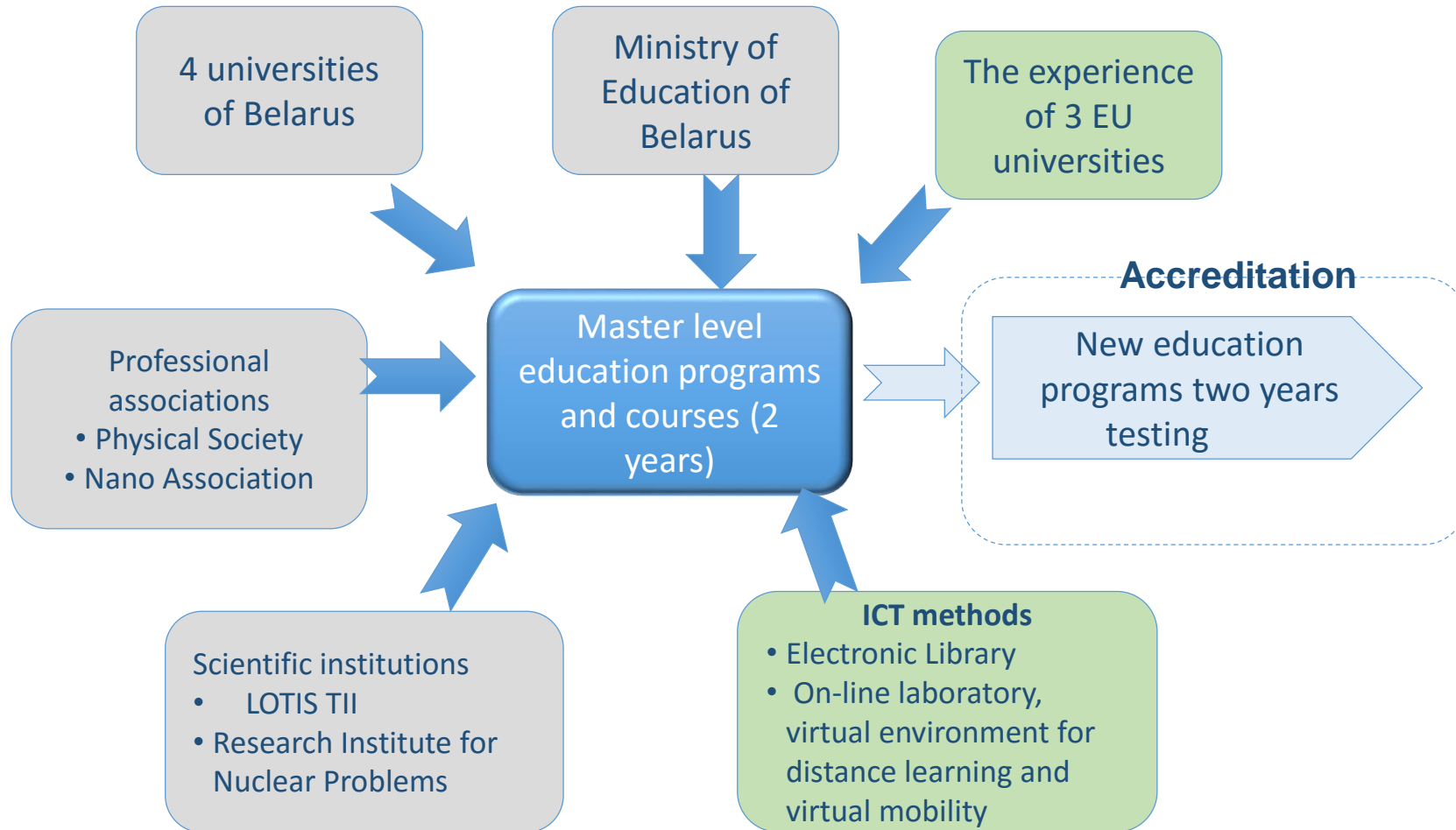
# Deliverables schedule



# **Preparation tasks (WP1)**

Riga Technical University

# Project idea



# WP1 Preparation

- Confirm the names of responsible for development of training programs and courses development **Not finished?**
- Ex-Ante reports (the template of the report by RTU by) **Yes**
- A Questionnaire for survey by RTU **Yes**
- A survey of stakeholders provided by BSU, BSTU, GoSU, GrSU by. **finished**
- Recommendations from professional associations (PS, NA) by **finished**
- **Ministry of Education**
- A draft of the Survey and report with recommendation for curricula to be developed and modernised in the project (RTU) by 10<sup>th</sup> March. **Not started**
- Workshop in Minsk (BSTU) on 10<sup>th</sup> March **Yes**

# **Implementation of the curricular (WP2)**

Belorussian State University

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

Ku Leuven University

# **Dissemination and Exploitation of results (WP5)**

University of Cyprus



**Project financial aspects.  
Partner's agreements.  
Tenders for the equipment**

# 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) or 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:**

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

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

# Unit costs, rules and budget headings

- *Definition*
- *Examples*
- *Budget heading: staff costs*
- *Budget heading: travel costs and costs of stay*

# Definition

- Fixed contribution (not fractioned) 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 <sup>5</sup>
<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 <sup>5</sup>
<i>AMOUNTS IN EURO PER DAY</i>				
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo <sup>6</sup> , 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 <sup>7</sup> , 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 COSTS<sup>8</sup>*

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](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 STAY<sup>9</sup>*

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 <sup>th</sup> day of activity +	120 EUR	Up to the 14 <sup>th</sup> day of activity +	55 EUR
Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity +	70 EUR	Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity	40 EUR
Between the 61 <sup>st</sup> day of activity and up to 3 months	50 EUR	Between the 61 <sup>st</sup> 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
- 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 Lithuania 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
- **One working day defined according to applicable national legislation/ institutional practice.**
- **Declared working days per individual may not exceed 20 days per month or 240 days per year**

# 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, salary slips, etc.)
- **EMPLOYMENT CONTRACT**

**STAFF CONVENTION**

Ref. No.....

Project No. ....

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 on the project (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

# 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.

# 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)*



**INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay**

Ref. No.....

Project No. ....

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

*To be filled in by each participant.***PERSONAL DATA**

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

Nationality: .....

Home institution: .....

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

**TYPE OF ACTIVITY***Tick as appropriate.***STAFF**

Teaching/training assignment

Training and retraining purposes

Updating programmes and courses

Practical placements in companies, industries  
and institutions

Project management related meetings

Workshops and visits for result dissemination purposes

**STUDENTS**

Study period

Participation in intensive courses

Practical placements, internships in companies, industries or  
institutionsParticipation in short term activities linked to the management  
of the project**PERIOD***(dd/mm/yy)**(dd/mm/yy)**(no. of days)*

<b>From:</b>		<b>To:</b>		<b>Duration in days:</b>	
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**LOCATION OF THE ACTIVITY**

HOST INSTITUTION(S):.....

COUNTRY:..... CITY:.....

**TRAVEL DISTANCE:**

<b>Travel distance in Km from the Home Institution to the location of the activity*:</b>	<b>Km .....</b>
--	-----------------

\*Travel distance to be indicated is *one-way travel* and must be calculated using the distance calculator supported by the European Commission: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

**DESCRIPTION OF ACTIVITY PERFORMED***Please give a brief description of the activities performed during the travel.*.....  
.....**SIGNATURE OF THE PARTICIPANT****I hereby declare that I have been carrying out the above-mentioned activities.**

Date:.....

Signature: .....

# Travel costs: specific rules

Staff/students from place of origin (home institution within the partnership) to venue of the activity and return

Carried out in project beneficiaries' countries - **Exceptions must be authorised**

## How the grant is calculated?

For each participant and for each travel unit cost corresponding to applicable distance band

Each unit cost corresponds to a fixed amount in Euro per travel per person

### 1) Check travel distance of a one-way travel

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

### 2) Apply corresponding unit cost

Each unit cost contributes to costs of travel for the round trip, regardless of the expenses actually incurred

# Cost of stay specific rules

## **Examples:**

***A staff from Paris (France) takes part in activity in Brussels (Belgium) during 2 days:***

Max. 2 unit costs of 120 Euros each (TOTAL: 240 Euros)

***A staff from Paris (France) takes part in activity in Brussels (Belgium) during 20 days:***

Max. 14 unit costs of 120 Euros each + 6 unit costs of 70 Euros each (TOTAL: 2.100 Euros)

***A student from Paris (France) takes part in activity in Berlin (Germany) during 22 days:***

Max. 14 unit costs of 55 Euros each + 8 unit costs of 40 Euros each (TOTAL: 1.090 Euros)

# Travel costs

4 meetings, 25 participants each, destination 2500 km =360 €

	<b>EACEA Unit costs</b>	<b>Real costs</b>	<b>Reimbursed to project staff</b>	<b>Balance (UC-RC)</b>
<i>Travel 1</i>	360	310	?	
<i>Travel 2</i>	360	520	?	
<i>Travel 3</i>	360	200	?	
...	...	...	...	
<i>Travels: 4x25= 100</i>	360	300	?	
<b>scenario 1 TOTAL</b>	<b>36.000</b>	<b>37.000</b>		<b>-1.000</b>
<b>scenario 2 TOTAL</b>	<b>36.000</b>	<b>35.000</b>		<b>+1.000</b>

# 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 2<sup>nd</sup> advance is received
  - The rest 10% after the project is finished

# 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*).
- When the threshold of EUR 25 000 is exceeded, 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
  - Project audit: 9 000 euro
- University of Cyprus:
  - Purchase of services for the Final conference: 2000 euro

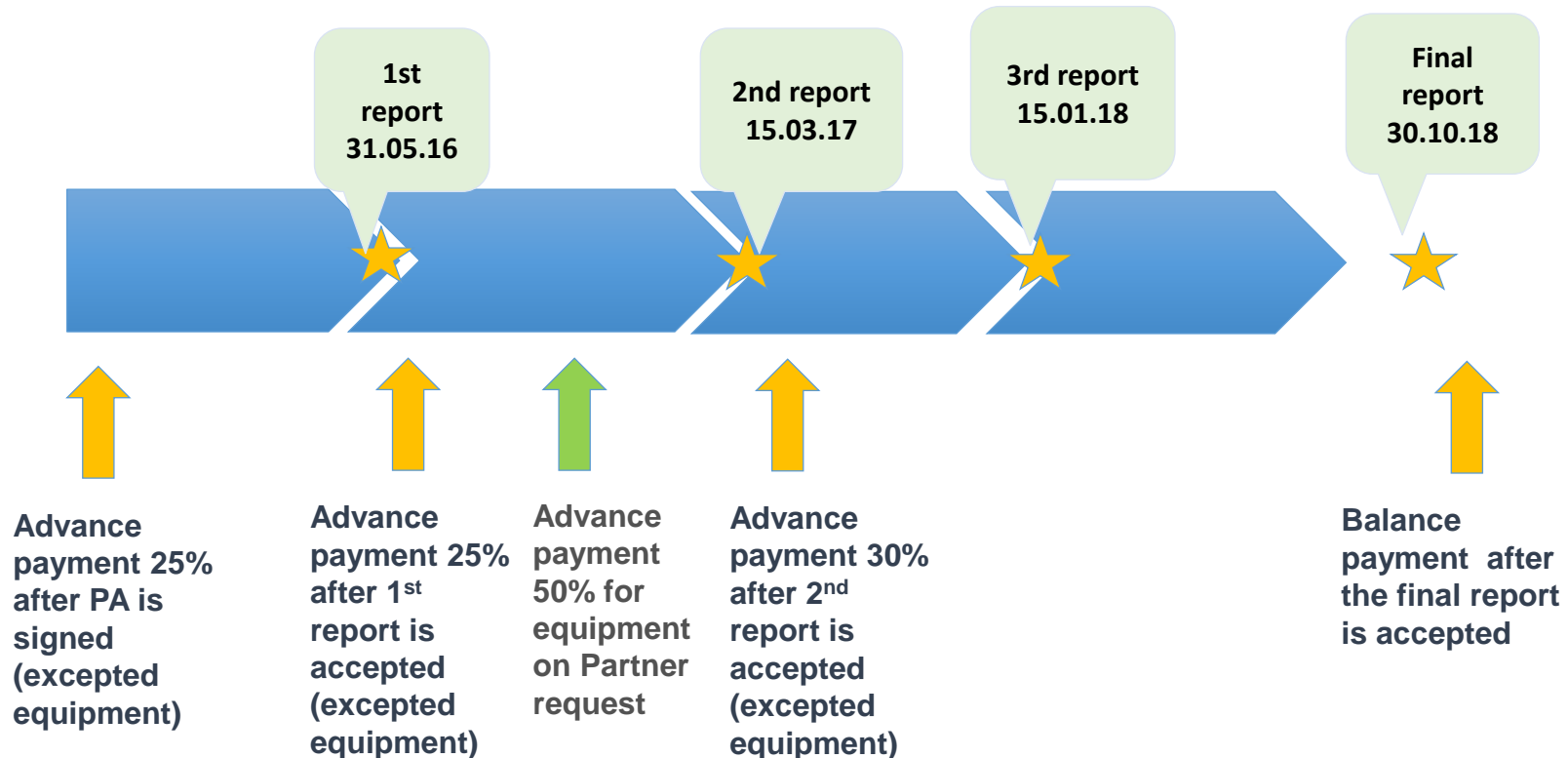


# **Reporting and progress monitoring**

# Reporting

- Only the Coordinator can submit technical implementation reports and financial statements to the Executive Agency by providing proof of progress of the project.
- In order to provide adequate information on the progress of the project, the Partner has to submit a Report to the Coordinator consisting of
  - an 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:
  - 31<sup>st</sup> of May 2016; 15<sup>th</sup> march of 2017; 15<sup>th</sup> January of 2018 and 30<sup>th</sup> October 2018.
- The partner ***may submit a report before the deadline*** established in the Partnership agreement, confirming with the Coordinator, ***and request the next payment in case of the faster the performance of the project activities.***

# Reporting & Progress monitoring



## 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 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.*

# **Further tasks and the next steps**

# Further tasks and the next steps

- RTU elaborates and sends Partners Agreements
  - A survey of stakeholders provided by BSU, BSTU, GoSU, GrSU by ....
  - Recommendations from professional associations (PS, NA) by ....
  - A draft of the Survey and report with recommendation for curricula to be developed and modernised in the project (RTU) by....
  - Confirm the names of courses to be developed for education programs and for e-books – 31.03.16.
  - All partners confirm the names of the courses and nominate teaching staff responsible for development of five course books by 31.03.16
  - Template for course books – RTU 31.03.16
  - Virtual environment ??
  - WI-ki ??
  - Drop box for materials
  - Website. To count visits.
  - Logo
  - Contact person for dissemination in Belarusian universities.
  - Rescheduling of the meetings?
- 
- Next Workshops for curricula development and MC1 meeting 1-2 June 2016 in Riga (RTU to check)

# Questions



# **Additional slides**

# Objectives

- To develop **modern master-level programs** in the field of functional nanomaterials, photonics and applied physics, and to implement it at four Belorussian universities;
- To develop and update courses and teaching materials for two **master-level model educational programs** *Functional nanomaterials and Photonics*;
- To improve teachers' qualifications and skills;
- To improve Belarusian academic staff competences for teaching of developed courses in English;
- To implement **modern technical infrastructure** for teaching and learning.
- To develop **innovative ICT based teaching and learning** environment;
- To bring the Higher Education Institutions of Belarusian **closer to the Labour Market needs**.
- To introduce to the faculty the ICT skills that are required for new graduates to break their way into the industries and scientific institutions

# Deliverables

## WP1 Preparation

- 1.1. Ex-Ante Evaluation Reports
- 1.2. Studies and a Report on curricula, needed to the labour market

## WP2 Development and modernizing of curricula

- 2.1. Developed and translated to teaching language master-level study programs and courses for specialities functional nanomaterials and photonics.
- 2.2. Master-level study *Standard Programs* accreditation in the Ministry of Education of Belorussia
- 2.3. Five electronic courses e-Books by the declared directions
- 2.4. The master-level courses tested during one year
- 2.5. Master-level study courses accreditation in Belorussian universities
- 2.6. Documents for master-level curricula accreditation in the Ministry of Education
- 2.7. Teacher staff improved professional and practical English skill.
- 2.8. Belarus universities readiness for transition from existing system to new “4 plus 2” system

## WP3 Development of innovative ICT based teaching and learning environment

- 3.1. Creation of e-Library for e-Books, synopses and teaching /didactic materials;
- 3.2. Development of virtual /on line laboratory and virtual environment for distance learning

## WP5 Dissemination & exploitation

## WP6 Management. Purchased equipment, hardware/ software

# Partners responsibilities 1

## RTU

- Leading partner, responsible for budget, development of curricula,
- Development a project Web Portal,
- Coordinator of e-book elaboration “Applied Informatics”.
- Partner’ s countries students and teaching staff teaching in RTU.
- **WP1 Preparation leader**
- **WP6 Management leader**
- **WP4 Quality Assurance and monitoring leader**

## Ku Leuven

- Coordinator of e-book elaboration “Applied Physics”
- E-library development
- On-distance lectures environment creation.
- Partner countries students and teaching/ academics staff teaching in the KU Leuven university,
- Belorussian teachers and technician staff teaching English language;
- **WP3 Implementation of innovative ICT based teaching/learning environment leader** *(from a didactical point of view)*

# Partners responsibilities 2

## University of Cyprus

- Coordinator of e-book elaboration “Research towards master thesis/ scientific project management”.
- Development a virtual laboratory by ITC means,
- Partner countries students and teaching/ academics staff teaching in the UCY university,
- **WP5 Dissemination and Exploitation of results leader** (including Final conference arrangement at Cyprus).

## BSU, Belorussia

- Development of curricula Educational model by specialities «Functional nanomaterials» and «Photonics and effective lighting»,
- Coordinator of e-book elaboration “Functional nanomaterials” and “Photonics”.
- Purchase of hardware/ software for virtual and physical laboratories;
- Coordination of new study programs validation
- Quality assurance of deliverables related to new curricular development.
- **WP2 Implementation of curricular leader**

# Partners responsibilities 3

## Grodno State University, Gomel State University, Belarusian State Technological University:

- Development of study programs of courses, developments of lecture courses, development of didactic materials;
- Purchase of hardware/ software for virtual and physical laboratories;
- Acquisition a virtual /experimental lab,
- New study programs validation and accreditation;

## Belarusian Physical Society, Belarus and Republican Nanoindustry Association, Belarus

- Consultation relating job marked needs,
- Consultation on development of model curricula, study programs and review of the study programs.
- Organisational and technological support for the master programme students practice and master degree thesis preparation (Nanoindustry Association)
- Organisation of supporting events

# Partners responsibilities 4

## Ministry of Education of Belarus

- Consultation relating job marked needs,
- Consultation on development of curricular and on curricular reform priorities.
- Validation of master level *model* curricula by specialties «Functional nanomaterials» and «Photonics».
- Promotion of new training programs accreditation.
- Evaluation of impact transition from traditional 5+1 system to new 4+2 system on the labour market needs in applied physics specialities.

# Partners responsibilities 5

## All universities

- Responsible for development of training courses according to Partner agreement.
- Partner countries students and teaching/ academics staff teaching in the EU universities
- Holding workshops on developed courses
- Acquisition of virtual/experimental labs,
- Dissemination of the information concerning the project partners' activities
- *All partners participate in MC and WS meetings!*

## Belorussian universities

- Teaching staff and master students flow and trainings.
- Documents for Educational model curricula and study programs accreditation