



EUROPEAN COMMISSION

Directorate-General Education and Culture

Tempus application form Joint European Project 2004

Strengthening Quality Assurance in Bosnia-Herzegovina

JEP 19074 2004

SUBMISSION PROCEDURE

- Only applications using the correct form will be accepted and processed.
- Before completing the form, please read the relevant sections in the Guide for Applicants, which can be obtained from the Tempus website at the following address: <http://www.etf.eu.int/Tempus.nsf>. Applicants are also advised to consult the “manage your project” section of the website, for a better understanding on of the administrative approaches used once a project has been selected.
- The application must be word-processed, using a computer. Hand written applications will not be accepted.
- **Applications must be sent by both e-mail and post.** Applications sent by e-mail only or sent by fax will not be accepted.
- The deadline for submission by e-mail is 15th December 2004, 23:59 Central European Time. Applicants are strongly advised not to leave the submission of their applications until the last possible moment, since the submission of applications often gives rise to technical queries. Therefore please take into consideration that the problems arising can only be dealt with during office hours.
- Sections of the application that are not available electronically such as endorsement letters do not need to be sent by e-mail.
- The e-mail-based applications must be sent to:

JEP2004@etf.eu.int

- Following the submission of the application by e-mail, applicants will receive an electronic acknowledgement of receipt, indicating the registration number assigned to the application. This registration number must be indicated in the appropriate box on the cover page of the original full application to be dispatched by post.
- The copy of the application sent by e-mail is the authentic one and will be used for assessment purposes. Therefore please make sure that **the paper-based application is identical to the one submitted by e-mail.**
- The deadline for submission of the paper-based applications is 5th January 2005 (date as per post mark). **Only those paper-based applications that contain a valid registration number will be accepted.**
- The signed original application and two copies thereof must be sent in the same envelope, using registered mail to:

**EUROPEAN TRAINING FOUNDATION
TEMPUS DEPARTMENT – SELECTION TEAM
JEP APPLICATION DEADLINE OF 15/12/04
VIALE SETTIMIO SEVERO, 65
10133 TORINO
ITALY**

- The original application and copies dispatched by post must contain the signed declaration, the signed legal entity and financial identification forms as well as all endorsement letters and curricula vitae in case of proposed individual experts. None of the documents listed above will be accepted if sent separately from the main body of the application.

A NEW, PROTECTED APPLICATION FORM

The European Commission has decided to change the submission mode for Joint European Projects. This has led to the development of a new type of application form, which is partially in a protected format. The aim is to simplify and speed up the selection procedure and to provide additional support to applicants.

The form contains features that allow the automatic transfer of information into the database used for the selection and narrows down the possibility of applicants' possible mistakes.

Applicants will find below some explanations on the structure of the form as well as some hints on how to fill it in. Should you nevertheless encounter any problems, do not hesitate to contact the Tempus Department of the European Training Foundation for prompt support, at the following e-mail address: Tempus@etf.eu.int

How to complete the form:

The structure of the following sections of this form is protected.

- Section I, Declaration, Legal entities, Financial Identification
- Section II, Basic Data of the Project, List of Consortium Members
- Section IV, Summary of the Project
- Section V, Funding requirements

Applicants are allowed to fill in only the specific fields, which are **highlighted in grey** while the rest of the form is not editable. There are **free-text fields**, where any text can be inputted (ex: <<Example text field>>), and **selection fields**, where you will have to select from a list of predefined values (ex. <<Please select a value>>). As a general rule, in order to type into a field or to select a tick box, click on it with your mouse. You can also easily move from one field to the next using TAB or arrow keys.

In case the requested information is to be provided in the form of a list, you can start a new line after each individual entry by clicking on the "enter" key, within the same field, as in a normal "word" document.

Please note that some fields are automatically filled-in based on your input in other fields. For instance, you will only have to input the project title once on the cover page, and it will be displayed in all other sections of the application requesting this information. In general, you should always fill in the first field, requesting the information, which will then be copied into subsequent sections. We therefore recommend that you fill in the form starting from the cover page.

In order to ease the navigation in the application form, we recommend using the Document Map feature (from MS Word menu, "View" → "Document Map")

Beside these general hints please take the following issues regarding the different sections of the form into account:

- Section II, List of consortium members:

The form includes a limited number of "boxes" for participating consortium members and individual experts. Should you plan to involve more consortium members and/or individual experts, please insert their data in the field called: "*Contact details for further consortium members*" and "*Contact details for further individual experts*" including the same information as for the protected "boxes".

- Section VI, Funding requirements:

The Summary table n°8 ("*Summary of project funding requirements*") will be automatically filled in with the totals costs of each heading in the relevant tables n° 1-6.

Furthermore, within table n°8, the percentage of co-financing of the project will be verified automatically, once the amount to be co-financed is inserted in the proper field in table n°7.

SECTION I: DECLARATION

To be completed by the Grant Applicant

The following should be signed by the grant applicant and by the legal representative of the grant applicant's institution. *Please note that the Applicant Higher Education Institution must be based in the European Union.*

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;
2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
3. We have the professional competencies and qualifications required to complete the proposed project;
4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. We have not been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;
8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the consortium members.

We, the undersigned, have taken note that if found guilty of false declarations will receive financial penalties in proportion to the value of the grants in question.

Title of the project:	<i>Strengthening Quality Assurance in Bosnia-Herzegovina</i>
Ref. Nr. 0 - Legal Representative of the Applicant Higher Education Institution: First name and surname: ao. Univ.-Prof. Mag. Dr. Roberta Maierhofer, M.A. Place: Graz Date: 15 th of December 2004 Position: Vice Rector for International Relations and Affirmative Action for Women of the University of Graz Signature:	Official stamp or seal of the Applicant Higher Education Institution:

Ref. Nr. 1 - Grant Applicant:		
First name and surname: o. Univ. - Prof. Dr. Wolfgang Benedek		
Signature:		
Place: Graz	Date: 15th of December 2004	

Has your Higher Education Institution previously acted as a grant holder / contractor for a European Commission grant / contract? *(Please select from the button below.)*

Yes

If yes, please provide the registration number of the most recent grant agreement / contract:

SCM_CARDS-C006A04
CD_JEP - 17122 - 2002
UM_JEP-15002-2000

Please specify with which Directorate General of the European Commission the project had been carried out:

European Commission, Directorate General for Education and Culture

On the following pages you will find two different forms to be filled out concerning the legal status of the applicant – the so-called "Legal Entities" forms:

- (1) a form for "Public Entities"
- (2) a form for "Private Companies"

Please note that:

"Public Entities" are organisations and institutions whose founding act is based on public law (such as resolution, law, decree or decision etc.),
whereas;

"Private Companies" are not only companies but also organisations and institutions whose founding act is based on private law (such as registration, agreement, contract, declaration of association etc.).

If you are a public organisation or institution please fill in the form "Public Entity".

If you are a private organisation or institution please fill in the form "Private Company" even if you are not a company.

LEGAL ENTITIES**PUBLIC ENTITIES**

<i>(Please select from the buttons below or fill in the related fields.)</i>	
TYPE OF COMPANY University	
NGO (Non Governmental Organisation) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
NAME(S) Karl - Franzens University Graz	
ABBREVIATION Uni Graz	
OFFICIAL ADDRESS Universitaetsplatz 3	
POSTAL CODE A - 8010	P.O. BOX
CITY Graz	
COUNTRY Austria	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION Day / Month / Year	
REGISTRATION NUMBER	
PHONE +43 316 380 - 1249	FAX +43 316 380 9156
E-MAIL roberta.maierhofer@uni-graz.at	
CONTACT PERSON Univ.Prof.Dr.Wolfgang Benedek, wolfgang.benedek@uni-graz.at	
THIS "LEGAL ENTITY" FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH: <ul style="list-style-type: none"> • A copy of the resolution, law, decree or decision establishing the entity in question; • Or, failing that, any other official document attesting the establishment of the entity. 	
DATE 15 th of December 2004	<i>STAMP</i>
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE Univ.Prof.Dr.Wolfgang Benedek Head of Institute of International Law and International Relations of University of Graz SIGNATURE	

FINANCIAL IDENTIFICATION

<i>(To be filled in by the Grant Applicant)</i>	
ACCOUNT HOLDER	
NAME World University Service - Oesterreichisches Komitee (WUS Austria)	
ADDRESS Maiffredygasse 11	
TOWN / CITY Graz	POSTCODE A-8010
CONTACT PERSON Almir Kovacevic	
TELEPHONE +43 316 382 258	
E-MAIL adi.kovacevic@wus-austria.org	
VAT NUMBER	
BANK	
BANK NAME Raiffeisenlandesbank Steiermark	
BRANCH ADDRESS Zinzerdorfasse 27	
TOWN / CITY Graz	POSTCODE A - 8010
BANK/BRANCH CODE 38000	
ACCOUNT NUMBER 7.777.055	
SWIFT RLSTAT2G	
IBAN AT31 3800 0000 0777 7055	
REMARKS:	
BANK STAMP + SIGNATURE of BANK REPRESENTATIVE:	DATE + SIGNATURE of ACCOUNT HOLDER: (Obligatory)

SECTION I: ENDORSEMENT LETTERS

- All **consortium members** (except the Grant Applicant's Higher Education Institution) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the paper application by the deadline.

Applicants should follow the model below.

MODEL ENDORSEMENT LETTER

OFFICIAL HEADED PAPER OF THE CONSORTIUM MEMBER

OBJECTIVE: ENDORSEMENT OF THE TEMPUS PROJECT: (FULL TITLE OF THE PROJECT)

CONTENT: *Give details of the application, confirming the support of the consortium member for the project. Specify the role of the consortium member in the project and give details on the contact person.*

For a partner country consortium member indicate how the project fits into the development strategy of the consortium member in the context of the reform of the higher education system.

SIGNATURE of the person legally authorised to represent the consortium member

POSITION of the person legally authorised to represent the consortium member

DATE: please remember that the date must be subsequent to the previous Joint European Project application deadline.

OFFICIAL STAMP or SEAL of the consortium member

- For each proposed **individual expert**, a summary CV (maximum of 2 pages) must be included. The CV has to make explicit reference to the expertise to be provided in the framework of the given Joint European Project proposal.

SECTION II: BASIC DATA ON THE PROJECT

- **Title of the project:**

<i>Strengthening Quality Assurance in Bosnia-Herzegovina</i>
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- **Acronym of the project:**

SQABH

- **Specific Objectives of the project:**

Establishment and upgrading of quality assurance centres at each university in B&H
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- **Partner country/ies involved:** (Please tick the relevant box/es)

CARDS			
<input type="checkbox"/>	MK – former Yugoslav Republic of Macedonia		<input type="checkbox"/> – CS - Serbia and Montenegro <input type="checkbox"/> – 1244 - Kosovo
<input type="checkbox"/>	AL – Albania		
<input checked="" type="checkbox"/>	BA – Bosnia and Herzegovina		
<input type="checkbox"/>	HR – Croatia		

Takis			
<input type="checkbox"/>	AM – Armenia	<input type="checkbox"/>	MD – Moldova
<input type="checkbox"/>	AZ – Azerbaijan	<input type="checkbox"/>	RU – Russian Federation
<input type="checkbox"/>	BY – Belarus	<input type="checkbox"/>	TJ – Tajikistan
<input type="checkbox"/>	GE – Georgia	<input type="checkbox"/>	TM – Turkmenistan
<input type="checkbox"/>	KZ – Kazakhstan	<input type="checkbox"/>	UA – Ukraine
<input type="checkbox"/>	KG – Kyrgyzstan	<input type="checkbox"/>	UZ – Uzbekistan
<input type="checkbox"/>	MN – Mongolia		

MEDA			
<input type="checkbox"/>	DZ – Algeria	<input type="checkbox"/>	MA – Morocco
<input type="checkbox"/>	EG – Egypt	<input type="checkbox"/>	PS – Palestinian Authority
<input type="checkbox"/>	IL – Israel (on a self-financing basis only)	<input type="checkbox"/>	SY – Syria
<input type="checkbox"/>	JO – Jordan	<input type="checkbox"/>	TN – Tunisia
<input type="checkbox"/>	LB – Lebanon		

- **Subject area code:** *(Please refer to the Guide for Applicants Glossary of Codes and to Priorities for the partner countries in order to find out about the code for the relevant subject area, in line with the priorities for the partner country/ies involved). Please insert ONE code only*

932

The proposal had already been submitted in a previous call: **No**

If yes, please provide the registration number:

- 1.
- 2.
- 3.

- **Individual Mobility Grants related to this proposal:** *(Please list any Tempus Individual Mobility Grant funded in the last 12 months in which any of the consortium members has been involved)*

IMG – BIH2002 - 2004		IMG -		IMG –
IMG -		IMG -		IMG -
IMG –		IMG -		IMG -

- **Reference number of previous Tempus projects in which consortium members have been involved** (if any):

JEP – 17004 - 02		JEP – 16072 - 01		JEP – 17095 - 02
JEP – 18041 - 2003		JEP – 13299-98		JEP – 15064-00
JEP – 15002-2000		JEP – 16104-01		JEP - 18084

- **Language of application and of future correspondence:** *(Please select from the list below)*

English(E)

- **Type and duration of the project:** *(Please select from the lists below)*

University Management (UM)

2 years (2)

SECTION II: LIST OF CONSORTIUM MEMBERS

- **Consortium members involved in the project:** (Please include data on all consortium members involved in the project. Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used.)

Reference number: 0 – Legal representative of the applicant higher education institution						
<i>(same person as listed in the declaration under Ref. nr. 0)</i>						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>	Roberta	<i>Surname:</i>	Maierhofer			
<i>Function at higher education institution:</i>	ao.Univ.-Prof., Vice Rector for International Relations and Affirmative Action for Women					
<i>Name of the higher education institution:</i>	Karl - Franzens University of Graz					
<i>Legal Status:</i>	Public Sector(PS)					
<i>Faculty:</i>	Office for International Relations					
<i>Department:</i>						
<i>Country*:</i>	AT	<i>Postal code:</i>	8010			
<i>Town:</i>	Graz	<i>CEDEX</i>				
<i>Address:</i>	Universitätsplatz 3					
<i>Phone:</i>	<i>Country code:</i>	+ 43	<i>City Code:</i>	316	<i>Phone Nr.:</i>	380 2469
<i>Fax:</i>	<i>Country code:</i>	+ 43	<i>City Code:</i>	316	<i>Fax. Nr.:</i>	380 9156
<i>E-mail:</i>	roberta.maierhofer@uni-graz.at					

Reference number: 1 – Grant applicant						
<i>(same person as listed in the declaration under Ref. nr. 1)</i>						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Wolfgang	<i>Surname:</i>	Benedek			
<i>Function at higher education institution:</i>	Univ. - Prof. Dr.					
<i>Name of the higher education institution:</i>	University of Graz					
<i>Legal Status:</i>	Public Sector(PS)					
<i>Faculty:</i>	Faculty of Law					
<i>Department:</i>	International Law and International Relations					
<i>Country*:</i>	AT	<i>Postal code:</i>	8010			
<i>Town:</i>	Graz	<i>CEDEX</i>				
<i>Address:</i>	Universitätsstraße 15 / A 4					
<i>Phone:</i>	<i>Country code:</i>	+ 43	<i>City Code:</i>	316	<i>Phone Nr.:</i>	380 3411
<i>Fax:</i>	<i>Country code:</i>	+ 43	<i>City Code:</i>	316	<i>Fax. Nr.:</i>	380 9455
<i>E-mail:</i>	wolfgang.benedek@uni-graz.at					

* Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

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Reference number: 2 – Grant co-ordinator						
<i>(fill in only if different from above, otherwise, please leave this section blank)</i>						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>	Lejla	<i>Surname:</i>	Huskić			
<i>Function at organisation:</i>	Head of the Office					
<i>Name of the organisation:</i>	Svjetski univerzitetski servis BiH					
<i>Type of organisation:</i>	Institution (I)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	71000			
<i>Town:</i>	Sarajevo	<i>CEDEX</i>				
<i>Address:</i>	Zmaja od Bosne 8					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	33	<i>Phone Nr.:</i>	200070
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	33	<i>Fax. Nr.:</i>	650 871
<i>E-mail:</i>	lejla.kapetanovic@sus.ba					

Reference number: 3 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Djordje	<i>Surname:</i>	Markez			
<i>Function at organisation:</i>	Lawyer					
<i>Name of the organisation:</i>	University of Banja Luka					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	78000			
<i>Town:</i>	Banja Luka	<i>CEDEX</i>				
<i>Address:</i>	Trg srpskih vladara 2/II					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	51	<i>Phone Nr.:</i>	218 997
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	51	<i>Fax. Nr.:</i>	315 694
<i>E-mail:</i>	uni-bl@blic.net or markezdj@teol.net					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 4 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Halid	<i>Surname:</i>	Makić			
<i>Function at organisation:</i>	Assistant Lecturer					
<i>Name of the organisation:</i>	University of Bihać					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>	Biotechnical Faculty					
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	77000			
<i>Town:</i>	Bihać	<i>CEDEX</i>				
<i>Address:</i>	Rektorat, Kulina bana 2/2					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	61	<i>Phone Nr.:</i>	693 524
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	37	<i>Fax. Nr.:</i>	222 022
<i>E-mail:</i>	sehod@yahoo.com					

Reference number: 5 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Željko	<i>Surname:</i>	Suman			
<i>Function at organisation:</i>	Vice-Rector					
<i>Name of the organisation:</i>	University of Mostar					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	88000			
<i>Town:</i>	Mostar	<i>CEDEX</i>				
<i>Address:</i>	Trg hrvatskih velikana 1					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	36	<i>Phone Nr.:</i>	310 778
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	36	<i>Fax. Nr.:</i>	320 885
<i>E-mail:</i>	zeljko.suman@sve-mo.ba					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 6 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Izudin	<i>Surname:</i>	Kapetanović			
<i>Function at organisation:</i>	Rector					
<i>Name of the organisation:</i>	University of Tuzla					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	75000			
<i>Town:</i>	Tuzla	<i>CEDEX</i>				
<i>Address:</i>	M. Fizovića Fiska 6					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	35	<i>Phone Nr.:</i>	300 500
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	35	<i>Fax. Nr.:</i>	300 547
<i>E-mail:</i>	rektorat@untz.ba					

Reference number: 7 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Selam	<i>Surname:</i>	Spuzić			
<i>Function at organisation:</i>	Coordinator for International Cooperation					
<i>Name of the organisation:</i>	University of Zenica					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>	Rector's Office					
<i>Country*:</i>	BA	<i>Postal code:</i>	72000			
<i>Town:</i>	Zenica	<i>CEDEX</i>				
<i>Address:</i>	Fakultetska 1					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	32	<i>Phone Nr.:</i>	449 423
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	32	<i>Fax. Nr.:</i>	449 425
<i>E-mail:</i>	rektorat@unze.ba					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

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Reference number: 8 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Mitar	<i>Surname:</i>	Novaković			
<i>Function at organisation:</i>	Vice - Rector					
<i>Name of the organisation:</i>	University of East Sarajevo					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>	Pedagogical Faculty of Bijeljina					
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	76300			
<i>Town:</i>	Bijeljina	<i>CEDEX</i>				
<i>Address:</i>	Svetog Save 24					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	55	<i>Phone Nr.:</i>	209760
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	57	<i>Fax. Nr.:</i>	209760
<i>E-mail:</i>	ucitelj@teol.net					

Reference number: 9 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Bogomir	<i>Surname:</i>	Mihevc			
<i>Function at organisation:</i>	Coordinator of quality assurance					
<i>Name of the organisation:</i>	University of Ljubljana					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>	Rector's office					
<i>Country*:</i>	SI	<i>Postal code:</i>	1000			
<i>Town:</i>	Ljubljana	<i>CEDEX</i>				
<i>Address:</i>	Kongresni trg 12					
<i>Phone:</i>	<i>Country code:</i>	+386	<i>City Code:</i>	1	<i>Phone Nr.:</i>	241 8500
<i>Fax:</i>	<i>Country code:</i>	+386	<i>City Code:</i>	1	<i>Fax. Nr.:</i>	241 8660
<i>E-mail:</i>	miro.mihevc@uni-lj.si					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

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Reference number: 10 – Contact person of consortium member						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>	Jasna	<i>Surname:</i>	Bosnjovic			
<i>Function at organisation:</i>	Officer of International Relations					
<i>Name of the organisation:</i>	University of Sarajevo					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	71000			
<i>Town:</i>	Sarajevo	<i>CEDEX</i>				
<i>Address:</i>	Obala Kulina bana 7					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	33	<i>Phone Nr.:</i>	663392
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	33	<i>Fax. Nr.:</i>	663393
<i>E-mail:</i>						

Reference number: 11 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Sead	<i>Surname:</i>	Pašić			
<i>Function at organisation:</i>	Vice - Rector					
<i>Name of the organisation:</i>	University Dzemal Bijedic of Mostar					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>	Rectorate					
<i>Department:</i>						
<i>Country*:</i>	BA	<i>Postal code:</i>	88 000			
<i>Town:</i>	Mostar	<i>CEDEX</i>				
<i>Address:</i>	Universty - Campus, Marsala Tita bb					
<i>Phone:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	36	<i>Phone Nr.:</i>	571 315
<i>Fax:</i>	<i>Country code:</i>	+387	<i>City Code:</i>	36	<i>Fax. Nr.:</i>	570 032
<i>E-mail:</i>	sead.pasic@unmo.ba					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Application Forms; Tempus Joint European Project – 15/12/2004

Reference number: 12 – Contact person of consortium member						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Almir	<i>Surname:</i>	Kovačević			
<i>Function at organisation:</i>	Executive Secretary					
<i>Name of the organisation:</i>	World University Service - Austrian Committee					
<i>Type of organisation:</i>	Institution (I)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	AT	<i>Postal code:</i>	A-8010			
<i>Town:</i>	Graz	<i>CEDEX</i>				
<i>Address:</i>	Maiffredygasse 11					
<i>Phone:</i>	<i>Country code:</i>	++43	<i>City Code:</i>	316	<i>Phone Nr.:</i>	382 258
<i>Fax:</i>	<i>Country code:</i>	++43	<i>City Code:</i>	316	<i>Fax. Nr.:</i>	931 751
<i>E-mail:</i>	adi.kovacevic@wus-austria.org					

Reference number: 13 – Contact person of consortium member						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 14 – Contact person of consortium member						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 15 – Contact person of consortium member						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 16 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax. Nr.:	
E-mail:						

Reference number: 17 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax. Nr.:	
E-mail:						

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Contact Persons of further Consortium Members
<p>Should the number of consortium members exceed 17, please use the following space to add additional members. The following information must be included for each contact person:</p> <p>Title, first and last name, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.</p>

List of proposed individual experts:

Reference: i – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
<i>Title:</i>	Mr.(M)					
<i>First name:</i>	Bogomir	<i>Surname:</i>	Mihevc			
<i>Function at organisation:</i>	Coordinator of Quality Assurance					
<i>Name of the organisation:</i>	University of Ljubljana					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>	Rector's Office					
<i>Country*:</i>	SI	<i>Postal code:</i>	1000			
<i>Town:</i>	Ljubljana	<i>CEDEX</i>				
<i>Address:</i>	Kogresni trg 12					
<i>Phone:</i>	<i>Country code:</i>	+386	<i>City Code:</i>	1	<i>Phone Nr.:</i>	241 8500
<i>Fax:</i>	<i>Country code:</i>	+386	<i>City Code:</i>	1	<i>Fax. Nr.:</i>	241 8660
<i>E-mail:</i>	miro.mihevc@uni-lj.si					

Reference: ii – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>	Doris	<i>Surname:</i>	Carstensen			
<i>Function at organisation:</i>	Coordinator for quality assessment					
<i>Name of the organisation:</i>	University of Graz					
<i>Type of organisation:</i>	University (U)					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	A	<i>Postal code:</i>	A - 8010			
<i>Town:</i>	Graz	<i>CEDEX</i>				
<i>Address:</i>	Universitaetsplatz 3					
<i>Phone:</i>	<i>Country code:</i>	+43	<i>City Code:</i>	316	<i>Phone Nr.:</i>	380 1060
<i>Fax:</i>	<i>Country code:</i>	+43	<i>City Code:</i>	316	<i>Fax. Nr.:</i>	380 9001
<i>E-mail:</i>	doris.carstensen@uni-graz.at					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference: iii – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference: iv – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
<i>Title:</i>	Mrs.(F)					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

- Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 41) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

List of individual experts
<p>Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person:</p> <p>Title, first and last name, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.</p>

SECTION III: PROJECT PARTICULARS

Please follow the guidelines provided in the Tempus Guide for Applicants, Part IV

In section III you are required to provide detailed information on your project in the form of narrative parts and accompanying tables; the information provided should not be repetitive but complementary.

In the narrative sections you are expected to describe aspects of your project from a strategic and methodological point of view whereas in the tables you are asked to enter into greater detail in relation to aspects such as expected outcomes, activities, inputs and budgetary requirements.

III.1 BACKGROUND OF THE PROJECT

A maximum of four pages A4

III.1a Partner country/ies problem and needs analysis

In this section you should present the justification behind the project, clearly identifying the specific problems and/or needs on which the proposed project will focus and reasons why these have been selected. Please describe briefly how your project proposal came into being and how it was prepared.

III.1b Presentation of the consortium

In this section you should explain why the selected consortium members are best suited to participate in the project and describe their particular expertise in relation to the project objectives.

III.2 THE PROJECT

A maximum of four pages A4

Having already identified the problems and needs in Section III.1a, in this narrative part you should describe the project which must be clearly and directly related to the identified problems. You must clearly indicate the working methodologies and processes to be used. Applicants should remember to include details on academic content.

III.3 PROJECT OBJECTIVES, OUTCOMES AND ACTIVITIES (LOGICAL FRAMEWORK MATRIX – LFM)

Please use the model provided. You are expected to complete an LFM (maximum of 2 pages), which represents a synthesis of the project. Details provided in the table should complement the information previously explained in the project narrative (section III.2).

III.4 Work plan

A one-page work plan for each project year should be completed. Please create additional work plan tables if further space is needed.

III.5 Outcome and Activity Tables

The outcome tables enable you to give precise details on each expected outcome and the related activities. You should also provide details on the resources needed for each outcome. Please create additional tables if further space is needed.

The following types of information will be required:

- Please provide a representative title for each outcome together with a reference number, starting and end date.
- Assumptions and Risks please include them for each outcome where relevant.
- Please provide a representative title for each activity together with a sub-reference number, starting and end date.
- Description of the activity; what will be done, when, where and how.
- The consortium member/s or experts who will carry out the activity; indicate clearly who will be responsible of and carry each activity.
- Target group/s; for each activity there must be a clear end-beneficiary identified.
- Inputs; all resources (financial, human, material) needed to execute the activity must be described. In the case of staff and student mobilities, you must indicate the number of people, the direction and duration of each mobility. For equipment, you should be as precise as possible on the types of equipment needed for each activity.
- Related costs; for each outcome you should indicate the types of expenditures that will be necessary. You should not duplicate expenditure under more than one outcome, as the sum of the total budget required for each outcome should correspond to the totals indicated in Section V, Table 8, 'Summary of project funding requirements'.
 - ◆ Overheads should be accounted for only once, under the outcomes and activities table for 'Management of the Project'.

For Dissemination and Sustainability, Quality Control and Monitoring, and Management of the Project, you must also provide a description of the strategy you will adopt.

III.1 BACKGROUND OF THE PROJECT

A maximum of four pages A4

III.1a Partner country/ies problem and needs analysis:

Bosnia and Herzegovina does not have a quality assurance system that is based in law because the existing legal system does not mention the existence of such a system. On the other hand, the existence of such a system is predicted and described in the new Framework Law on Higher Education, which has been prepared and submitted to the authorities, but has not been adopted, yet. Therefore, the existence of a quality assurance system, that will be based in the law, is foreseen but at the moment there are no indication when the law will be adopted.

The partners in the project strongly believe that while the adoption of the Framework Law is very important, it should not be an obstacle to activities that can already be commenced and implemented without the adoption of the new law and activities that can serve as preparation for the predicted system in the new law.

Namely, the Framework Law on Higher Education states that the Centre for Information, Recognition, and Assessment of Quality (CIPOK) validates uniform norms for licencing higher education institutions and establishes clear, transparent, and accessible criteria for the procedures of accreditation, revision of accreditation revision of quality and quality assessment for institutions of higher education.

All the partners in the project support the achievement of common standards which will follow European Quality Assurance standards.

The universities are willing to achieve consolidating role in the academic community of professors, researchers, students and other associates, and strives to establish its fine reputation both at home and around the world. Its research, education, public activities and relations among its members is carried out based on the following principles:

- professional excellence or ensuring the highest possible quality,
- academic freedom of its staff and students, particularly creative freedom,
- autonomy in relation to the state, politics or other influences,
- humanism and human rights, including equal opportunity and solidarity.

III.1b Presentation of the consortium:

Apart from the University of Graz, which will act as the Grant Applicant and apart from SUS BiH, which will act as the Project Coordinator, the Consortium is composed of the University of Banja Luka, University of Bihać, University Džemal Bijedić, University of East Sarajevo, University of Mostar, University of Sarajevo, University of Tuzla, University of Zenica, University of Ljubljana and WUS Austria as the Consortium Contracting Members .

The University of Graz is cooperating with the universities in B&H since 1994 when the University of Graz, with the help of World University Service (WUS) Austria, assisted a study visit of the deans from Sarajevo to Graz. University of Graz also assisted with the help of World University Service (WUS) Austria in providing books, equipment, guest lectures, exchange of staff and mutual visits to the universities in B&H. The University of Ljubljana, an institution with a very rich tradition in Slovenia, ranks among the biggest universities in the world scale with a total of 22 faculties, three academies of art and one university college.

The University of Ljubljana is imbedded in various European networks and has agreements with a lot of European universities, in particular with the University of Graz and the University of Sarajevo. The University of Ljubljana practices basic, applied and development research, striving for excellence and quality of the highest standard in all fields of science and arts, such as humanities, social sciences, linguistics, arts, medicine, natural sciences and technology. The University of Ljubljana, which experienced the same political conditions (Yugoslavian state) as the universities in Bosnia - Hercegovina, gives a good example of the transition of the university - structure, in particular quality assurance, for the universities in Bosnia - Hercegovina.

SUS BiH was founded as a non-profit organization in 1999. Its mission is to provide active and continuous support to higher education in B&H by adding value and knowledge to individuals and stakeholders. SUS BiH activities are directed towards connecting B&H and European universities, research centers, researchers and academics and establishing inter-university and international cooperation between B&H and European institutions. SUS B&H, which is part of the World University Service, supports university reforms, which are in line with European Standards and Bologna Process.

Hence, SUS BiH has long experience with the implementation of projects and reforms for the HE-sector in B&H and established close cooperation with each university in B&H.

World University Service (WUS) is an association committed to the promotion of the human right to education on the basis of academic freedom and university autonomy. WUS is organised as a loose federation of more than 40 independent country committees presently chaired by WUS Canada. Since its establishment as a non-profit organisation in Graz in 1983, WUS Austria has been working on the promotion of higher education in various countries all over the world. Since 1994, following the conflict in former Yugoslavia, WUS Austria has developed a regional focus on South-Eastern Europe. In order to continue its successful activities in South Eastern Europe, WUS Austria is currently carrying out numerous projects in the fields of human resource development, academic infrastructure development and information and counselling service. Within the scope of these projects, WUS Austria cooperates with the European Union, international and national organisations, government departments, authorities, as well as educational and academic institutions. WUS Austria, which has close cooperation with the University of Graz, works in the name of University of Graz.

The University of Banja Luka, has a long tradition in higher education. University of Banja Luka has 12 faculties and one academy. The University of Banja Luka is CRE member and made a significant number of international contacts, most of them within the frameworks of various Tempus projects. University of Banja Luka started with the implementation of the goals of the Bologna process in close cooperation with other university institutions in BiH and as one of the biggest university has a great need for QA development.

The University of Bihać, which has been established 1997, has five faculties and two academies.

During the time the university is improving their educational programs. University of Bihać has great experience in QA, since the university institutions have established close cooperation with the local economy in Bihać.

The University Džemal Bijedić has eight faculties. During the war the university lost its building equipment, library and in 1993 they started to build up the university and new facilities. Since they improved their work and looking forward to harmonize the HE according to international standards.

The University of East Sarajevo is located in Republic of Srpska and has 13 faculties and three academies. The young university has established good relations with universities in B&H and abroad.

The University of Tuzla, which was established in 1958, contains of 11 faculties and was formed by needs and dynamics of economic and social development of the region. It has developed cooperation with universities and other institutions branching in university education inside the country and abroad. International cooperation of the Tuzla University shows its determination to further improvement in accordance with European programs and standards. University of Tuzla is the only integrated university in BiH.

The University of Zenica, although it has long tradition in higher education, is the youngest university in B&H and is recognized as an official university 2004. It is composed of three faculties and intends to build up close cooperation with the universities in B&H and abroad.

The University of Mostar, contains of nine faculties. It is internationally oriented and its intention is to be fully integrated into the European academic system and space.

The University of Sarajevo descends from a century long tradition of higher education in Bosnia-Herzegovina and Sarajevo since 1531. The institutional beginnings of higher education are identical to the university tradition of Western Europe. The University of Sarajevo is a large educational system taking into account a big number of employees as well as students. According to current organizational structure it's an association with 23 faculties. The University of Sarajevo has long experience with European-wide projects and has a partnership agreement with the University of Graz.

III.2 THE PROJECT

A maximum of four pages A4

The goal of the project is the establishment and strengthening of quality assurance centers at the universities in B&H. The main long term objective is the improvement of the university–system in entire B&H in accordance to the goals of the Bologna principles because B&H lacks consistent, widespread and effective quality assurance offices. Until now the creation of quality assurance centres in B&H entails four key components over a period of two years:

- Training of future "quality assurance experts" and of a chosen academic population at the universities in B&H
- Capacity Building: Establishing and equipping of quality assurance centers at each university
- Informing of the entire academic population in B&H about the quality assurance centers
- Networking among the quality assurance centers in B&H and abroad

The development, adoption and implementation of each of these components will be articulated over the two year – duration of the project.

Year one:

Capacity–building, which includes provision/improvement of space for the quality assurance centers, equipping/upgrading of the centres and employing staff

Training of the future “quality assurance experts” during a seminar in Graz

Training of selected academic population by the “quality assurance experts” at their home-universities

Creation and updating of quality assurance web-links on each university-homepage

Self-evaluation by the consortium members at the consortium meetings and questionnaires for the participants

Management of the project, which includes consortium meetings and coordination

The capacity–building as a key–element of the project focuses on the implementation of the quality assurance offices. The capacity-building is the first activity of the project and can be seen as the preparation and base of the project.

The main objective of capacity-building is the sustainable establishment of quality assurance at the universities in B&H. The specific choice of procurement of space equipment and employing staff for the centre ensure a proper and sustainable functioning of quality assurance at the universities.

Universities decide who is going to take over the activities in the quality assurance centre. The implementation at every university in entire B&H ensures the same framework and consistency among the centres which facilitates close cooperation and fast exchange of information between each quality assurance office.

The seminar at the University of Graz is divided in two parts: The first part provides an overview of quality assurance. The exchange of knowledge and experience among the participants is an important component of the first seminar. The second part of the seminar in Graz focuses on the skills how to do quality assurance effectively and with a high outcome. The main content of the second seminar is to train the selected academic population to do evaluations and publications about curricula, university - management, institutional reforms and other aspects.

The objective of the seminar is to train the participants to “quality assurance experts”. In the end of the seminar the participants are able to train the chosen academic population about quality assurance at their home–universities.

The creation and updating of the web-links ensure transparency and dissemination of the uptodate work and outputs of the quality assurance centres. It also enables external experts to reach the quality assurance centres easily.

Self-evaluation will ensure quality control, done by the members of the consortium during the first meeting. The questionnaires for the participants, which serve as a quality control of the implementation of the quality assurance centers and effective transfer of knowledge to the participants at the seminar in Austria and Slovenia as well as to the chosen academic population at each university in B&H.

The management contents of consortium meetings and the coordination of the project. The management ensures the proper implementation and running of the project.

The methodology of the first year is to build up a basis for the implementation of quality assurance centers and to train the target group to future “quality assurance experts”.

The transfer of knowledge from the individual experts and the “quality assurance experts” to the chosen academic population at each university in B&H, is an effective way to train a large group effectively.

Dissemination, sustainability, monitoring, quality control and management are necessary elements for a proper running of the project.

The staff, which is involved in the project, are the consortium members and the participants of the seminars. The participants consists of selected academic, representatives of the faculties and the student unions, administrative workers, individual experts from the K.F. University of Graz, Austria and the University of Ljubljana, Slovenia.

Additionally, administrative workers, contracted by the University of Graz (WUS Austria) and by SUS BiH, carry out the coordination of the project.

Year 2:

Further employment of staff for the quality assurance centres

Training for the selected academic population by the “quality assurance experts” at their home-universities

Seminar at the University of Ljubljana, Slovenia

Dissemination and sustainability: Updating of the weblinks, printing and sending of brochures and open days of the quality assurance centres;

Self-evaluation by the consortium members at the meetings, questionnaires for the participants and evaluation by monitoring experts;

Management through consortium meetings and coordination of the project

The employment of staff for the quality assurance centres continues until the completion of the project. The universities will overtake the complete expenses of the employed staff after the completion of the project and ensures the sustainability of the quality assurance centres.

The training for the selected academic population by the “quality assurance experts” continues at the universities.

The last seminar for the “quality assurance experts” will be held at the University of Ljubljana, Slovenia. It focuses on upcoming challenges during the implementation and the integration of the centres in national, European and international structures and networks.

The objective of the last seminar is the full implementation and proper running of the quality assurance centres, its accomplishment to european quality assurance standards and its full integration into national, european and international structures.

The updating of the weblinks is an essential part of the dissemination because it ensures transparency and provides ongoing information about the outputs of the quality assurance centre. The printing and sending of brochures as well as the open day of the quality assurance centres ensure a broad dissemination of the tasks of the quality assurance centres.

The self-evaluation by the consortium members at each meeting as well as the evaluation of the quality of the centers by monitoring experts ensure the proper running and improvement of the centers. Additionally, the questionnaires for the participants continue over the second year.

The management, which contents of consortium meetings and the coordination of the project, is an essential component of the project.

The staff, which is involved, is the same as in the first year.

The completion of the quality assurance centers and its full establishment provide a necessary addition to the management of each university. It provides a team of quality assurance experts and specialists, who works for the improvement of the entire university–structure. Their advices are based on professional guidelines, evaluations, publications and statistics.

The institutional changes are enormous because the enhancement of the quality assurance centers to the university-structure allows a better monitoring and quality control of the university–management as well as of teaching, curricula, research and reforms at the universities. The quality assurance centres, which also assist the Rectorate and Senate, has high impact on institutional changes on university level and is an important part of the university – management.

III.3 LOGICAL FRAMEWORK MATRIX – LFM

<p>Wider Objective: <i>What is the overall broader objective, to which the project will contribute?</i></p> <p>1. Improvement of the university quality assurance system in entire B&H according to the goals of the Bologna process</p>	<p>Indicators of progress: <i>What are the key indicators related to the wider objective?</i></p> <p>1. Changes of the management of quality assurance for benefit of research, teaching, curricula and other aspects at the universities along the recommendations of the quality assurance centers. Feedback of better educated academics by the labour market in B&H.</p>	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <p>1. visible implementation of new quality assurance system and number of documents of results at the universities. 2. valid statistics about university institutions</p>	
<p>Specific Project Objective/s: <i>What are the specific objective/s, which the project shall achieve?</i></p> <p>1. Establishment and upgrading of quality assurance centres at each university in B&H</p>	<p>Indicators of progress: <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objective/s are achieved?</i></p> <p>1. Established proper running of the quality assurance centres according to the goals of the Bologna process.</p>	<p>How indicators will be measured: <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <p>1. University statistics of new adoptions and reforms at the universities after the implementation of the quality assurance centers. Statistic about acknowledgement of the quality assurance centers and questionnaires about the necessity of the quality assurance centers among the academic population.</p>	<p>Assumptions & risks: <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <p>1. Support of political and academic authorities for the implementation of the quality assurance centers and full recognition of its necessity for HE. Adoption of the Higher Education Law, which will be suitable for all universities in B&H.</p>
<p>Outputs (tangible) and Outcomes (intangible): <i>Please provide the list of concrete outputs/outcomes leading to the specific objective/s, using bullet points, considering the following questions for their definition: What are the envisaged quantifiable and non-quantifiable effects and benefits of the project? What improvements and changes will be produced by the project?</i></p> <p>1. Capacity - building 2. Expert trainings 3. Trainings of specialists 4. Dissemination and sustainability 5. Monitoring and quality control 6. Management</p>	<p>Indicators of progress: <i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i></p> <p>1. 8 Established/Improved and proper running of the quality assurance centres 2. Around 10 trained "quality assurance experts" who have the skills to do the tasks of quality assurance at their universities in a proper way 3. 200 trained "specialists" who assist the "quality assurance experts" at their universities and support the centre for improving the university - structure 4. Broad knowledge about the quality assurance centres among the academic population in B&H. Further full running of the established centers after the completion of the project. Printed brochures</p>	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <p>1. Inspections and reports about the work of the quality assurance centers 2. Quality and number of reports, evaluations, publications which are done by the "quality assurance experts". Feedback forms. narrative report from the trainees. 3. Reports of the "quality assurance experts" about the quality and intensity of the assistance of the "specialists". Enrollment lists of the participants of the seminars. Feedback forms 4. Statistics about the visits at the open days. Number of brochures, statistics about web - link visits. Report about further work of the</p>	<p>Assumptions & risks: <i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i></p> <p>The quality assurance centers and cooperation with governmental institutions must be recognised by the government. The implementation of a national assurance agency, which works nationwide and independently from the government must be implemented and must cooperate closely with the quality assurance centers. Stabile financial structure for the establishment and running of the quality assurance centers as well as the financial ability of the universities to reform and change its curricula and</p>

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	<p>5. Publications and controlls about the quality and proper running of the centers. 6. Implementation and running of the project without complications</p>	<p>centers after completion of the project. 5. Publications and reports about the inspections about the quality and functioning of the centers. 6. Intermediary and final report about the implementation of the project. Reports of self - evaluation and external evaluation during the project.</p>	<p>management must be assured.</p>
<p>Activities: <i>What are the key activities to be carried out and in what sequence in order to produce the expected results?</i></p> <ol style="list-style-type: none"> 1. Provision of space for the quality assurance center; Equipping or/and Upgrading of the centers; Employing of staff; 2. Preparation of expert trainings, seminar at the University of Graz and at the University of Ljubljana 3. Preparation of trainings for the specialists and the seminars at each university 4. Creation/updating of quality assurance weblinks; Printing and sending of Brochures; Open days of the centers; 5. Self-Evaluation at the Consortium Meetings and Evaluation by external experts; Questionnaires for participants 6. Consortium Meetings and Coordination of the project 	<p>Inputs: <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i></p> <ol style="list-style-type: none"> 1. Staff: besides the grant applicant and the project co-ordinator, administrative staff will be employed to ensure the day-to-day management and reporting obligations. SUS BiH and WUS Austria will be contracted by the contracting institution to ensure accounting and administrative support and expertise for the project. This structure will remain in place over the two years of the project. 2. Equipment: Following the procurement of equipment for the quality assurance centers 		<p>Assumptions, risks and pre-conditions: <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i></p> <ol style="list-style-type: none"> 1. Support by political and academic authorities of the implementation of the quality assurance centres and full recognition of its necessity for HE. Stable financial structure for the establishment and running of the quality assurance centres must be assured. 2. The commitment of trainees varies 3. The commitment of trainees varies 4. Completion of the activities related to the components of the project. Active participation of the academic population as well as the universities 5. Active participation from the academic population at the universities in BiH as well as the universities. 6. Appropriate coordination among all Consortium Members is required

III.4 WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

WORKPLAN for 2005/2006 project year

Outcomes/Outputs and Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1.	Capacity – building				o								
1.1.	Preparation				xxxx								
1.2.	Provision of centre space					xxxx							
1.3.	Equipping/Upgrading of quality assurance centres					xxxx	xxxx	xxxx					
1.4.	Employing staff					xxxx							
2.	Expert trainings		o										
2.1.	Preparation		xxxx	xxxx									
2.2.	Seminar at the University of Graz				=								
3.	Trainings of specialists					o							
3.1.	Preparation					xxxx	xxxx	xxxx	xxxx	xxxx		xxxx	xxxx
3.2.	Seminar at the University of Bihać							x					
3.3.	Seminar at the University of Banja Luka							x					
3.4.	Seminar at the University of Mostar									x			
3.5.	Seminar at the University of Džemal Bijedić									x			
4.	Dissemination and sustainability						o						
4.1.	Creation and updating of the web-links						xxxx						
5.	Quality control and monitoring	o											
5.1.	Internal: Self - evaluation at the meetings	xxxx											
5.2.	Questionnaire for the participants			xxxx									

Starting and end date of Outcome: **O**

Activity carried out in the EU/Candidate Country: **=**

Activity carried out in the Partner Country (ies): **X**

WORKPLAN for 2006/2007 project year

Outcomes/Outputs and Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1.	Capacity – building												0
1.4.	Employing staff	XXXX											
2.	Trainings of experts								0				
2.1.	Preparation						XXXX	XXXX					
2.3.	Seminar at the University of Ljubljana								=				
3.	Trainings of specialists				0								
3.1.	Preparation	XXXX	XXXX	XXXX									
3.6.	Seminar at the University of Sarajevo		x										
3.7.	Seminar at the University East Sarajevo		x										
3.8.	Seminar at the University of Zenica				x								
3.9.	Seminar at the University of Tuzla				x								
4.	Dissemination and sustainability												0
4.1.	Updating of the web-links	XXXX											
4.2.	Printing and sending of brochures									XXXX	XXXX	XXXX	XXXX
4.3.	Open days of the centres										x		
5.	Quality control and monitoring												0
5.1.	Internal: Self - evaluation at the Meetings					XXXX							XXXX
5.2.	Questionnaire for the participants	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX			
5.3.	Evaluation by monitoring experts									XXXX	XXXX	XXXX	
6.	Management												0
6.1.	Consortium meetings in Sarajevo		x								x		
6.2.	Coordination	XXXX											

III.5 OUTCOME/OUTPUT AND ACTIVITY TABLES

<i>Outcome/output title:</i>	Capacity- building		<i>Ref. N°:</i>	1.
<i>Starting date:</i>	December 2005	<i>End date:</i>	August 2007	
<i>Related Assumptions and risks:</i>	<p>Support by political and academic authorities for the implementation of the quality assurance centres and full recognition of its necessity for HE.</p> <p>Stabile financial structure for the establishment and running of the quality assurance centres must be assured.</p>			

<i>Activity title:</i>	Preparation		<i>Sub Ref. N°:</i>	1.1.
<i>Starting date:</i>	December 2005	<i>End date:</i>	December 2005	
<i>Description of the activity:</i>	<p>The preparation of the provision, equipping/upgrading and employing staff will be in December.</p> <p>The preparation is an important component, which guaranties a smooth running and implementation of the activities, which are mentioned above.</p> <p>The administrative workers of SUS BiH, employed people by the University of Graz and each university in B&H will be responsible for the functioning of ‘capacity - building’ without complications and with highest output.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Graz, all universities in B&H			
<i>Target group/s:</i>	Academic population of University of Banja Luka, University of Bihać, University Dje-mal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			
<i>Inputs:</i>	Administrative workers from SUS BiH, employed people by the K. F. University of Graz and the each university in B&H will carry out the coordination of the first component.			

<i>Activity title:</i>	Provision of space for the quality assurance centre		<i>Sub Ref. N°:</i>	1.2.
<i>Starting date:</i>	October 2005	<i>End date:</i>	October 2005	
<i>Description of the activity:</i>	<p>The provision/improvement of space for the quality assurance centre at each university in B&H:</p> <p>The space for the quality assurance centre will fulfil these requirements:</p> <ul style="list-style-type: none"> - strategic point which assures easy access for the entire academic population and experts from outside. - provision of enough space for conferences, seminars and visits by external experts - space for one employed person - space in the university or near the university - connections for telephone, fax and internet 			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, all universities in B&H			

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<i>Target group/s:</i>	All universities in B&H
<i>Inputs:</i>	Provision of space by the universities Support by administrative workers of SUS BiH

<i>Activity title:</i>	Equipping and/or Upgrading of the Quality Assurance Centres	<i>Sub Ref. N°:</i>	1.3.
<i>Starting date:</i>	October 2005	<i>End date:</i>	December 2005
<i>Description of the activity:</i>	The Equipping and/or Upgrading of the quality assurance centres will be done according to the needs of professional running of the centres.		
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Banja Luka, University of Bihać, University Djemal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica		
<i>Target group/s:</i>	The academic population of all universities in B&H		
<i>Inputs:</i>	Provision of equipment by the universities; Right installation of the equipment at the quality assurance centers.		

<i>Activity title:</i>	Employing staff	<i>Sub Ref. N°:</i>	1.4.
<i>Starting date:</i>	January 2006	<i>End date:</i>	August 2007
<i>Description of the activity:</i>	One academic person, who will be trained to a 'quality assurance expert', will be employed at the quality assurance centre. He will work on the tasks of quality assurance and train selected academic population about the 'quality assurance' at his/her university.		
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica		
<i>Target group/s:</i>	The academic population of the University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica		
<i>Inputs:</i>	Cooperation and inputs from the universities The skills and expertise of the "quality assurance expert"		

RELATED COSTS (for the outcome/output described above)	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	38000
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	
<i>Equipment Costs</i>	70000

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<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<i>Total Costs</i>	

<i>Outcome/output title:</i>	Expert trainings		<i>Ref. N°:</i>	2.
<i>Starting date:</i>	October 2005	<i>End date:</i>	April 2007	
<i>Related Assumptions and risks:</i>	The commitment of trainees varies			

<i>Activity title:</i>	Preparation		<i>Sub Ref. N°:</i>	2.1.
<i>Starting date:</i>	October 2005	<i>End date:</i>	March 2007	
<i>Description of the activity:</i>	<p>The preparation of the two seminars at the University of Graz and at the University of Ljubljana will last two months before the seminars.</p> <p>The preparation includes content of the seminars, organisation of the seminar, printing of material as well as the organisation of the trip.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Graz, University of Ljubljana, individual experts of the K.F. University of Graz and the University of Ljubljana			
<i>Target group/s:</i>	The future “quality assurance experts” of the University of Banja Luka, University of Bihać, University Djemal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			
<i>Inputs:</i>	<p>The expertise of SUS BiH, University of Graz and University of Ljubljana</p> <p>The administrative workers of SUS BiH, University of Graz and the University of Ljubljana will do the organisational preparation</p> <p>The individual experts will prepare the content and methodology of the seminars.</p> <p>The participants will prepare their inputs for the seminars</p>			

<i>Activity title:</i>	Seminar at the University of Graz		<i>Sub Ref. N°:</i>	2.2.
<i>Starting date:</i>	December 2005	<i>End date:</i>	December 2005	
<i>Description of the activity:</i>	<p>The first part of the seminar will introduce the framework of quality assurance in HE. The second part will train the participants, which will be the future “quality assurance experts” at their home-university in the end of the seminar, about the skills for quality assurance.</p> <p>The individual experts, who are employed at the quality – management – office at the University of Graz and at the University of Ljubljana, give lectures about the implementation of quality assurance centres, the framework, best practice and the skills for quality assurance.</p> <p>The content of the first part of the seminar:</p> <ul style="list-style-type: none"> - enhances on exchange of knowledge and best practice between the participants - emphasizes on consistency of the establishment/upgrading of quality assurance centres - political and administrative position of the quality assurance centres in the university – structure and on state level <p>The content of the second part of the seminar:</p> <ul style="list-style-type: none"> - creation and developing of quality assurance guidelines - internal evaluation of teaching, research and curricula at each Faculty - evaluation of the university–management and institutional reforms - conduct external evaluation in the sense of providing information and documents to a review team - assistance of the Rectorate and Senate for the improvement of the university - creation of a university–development–strategy - publication of quality assurance reports and statistics <p>The participants visit the quality management office at the University of Graz during the seminar and get to know about the tasks of the office in Graz. They see a good example of the accomplishment of quality assurance.</p> <p>In the end of the seminar the participants have enough skills to do quality assurance at their universities and to train chosen academic population at their home – universities about good practice of quality assurance.</p> <p>The seminar will take place in Graz and the duration of the seminar with arrival and departure will be 5 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Graz, individual experts from the University of Graz and the University of Ljubljana			
<i>Target group/s:</i>	The future “quality assurance experts” of the University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			

<i>Inputs:</i>	<p>Lectures held by the individual experts from the University of Graz and the University of Ljubljana</p> <p>Feedback and active participation of the target group</p> <p>Accommodation and travel for the participants who don't live in Graz</p> <p>Provision of space for the seminar by the University of Graz</p> <p>Administrative organisation by the employed persons of the University of Graz and the administrative workers of SUS BiH</p> <p>Cooperation of the Quality Management Office at the University of Graz</p>
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<i>Activity title:</i>	Seminar at the University of Ljubljana		<i>Sub Ref. N°:</i>	2.3.
<i>Starting date:</i>	April 2007	<i>End date:</i>	April 2007	
<i>Description of the activity:</i>	<p>The last seminar for the “quality assurance experts” focuses on the upcoming challenges during the implementation and upgrading of the quality assurance centres at the universities in B&H. Another issue is the integration of the centres in the national, European and international structures.</p> <p>Hence, the content of the seminar is:</p> <ul style="list-style-type: none"> - discussion and support for upcoming challenges - discussion about the results of the questionnaires, which were filled in by chosen academic population - strengthening of contacts and cooperation with foreign quality assurance offices - cooperation with the government and the implemented national accreditation agency - conformity with European union quality assurance standards and following of the goals of the Bologna process - establishment of a national quality assurance centre network - open discussion and advices for the permanent improvement of the quality assurance centres at the universities - visit to the quality assurance centre at the University of Ljubljana <p>The seminar will be held at the University of Ljubljana and the individual expert from the University of Ljubljana will give a lecture about the challenges of the implementation of quality assurance in Ljubljana. Slovenia, which experienced same political conditions (Yugoslavian state) as Bosnia-Herzegovina, gives a good example of the transition of the university-structure, in particular quality assurance, for the universities in Bosnia-Herzegovina.</p> <p>The duration of the seminar, which also includes arrival and departure, is 5 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Ljubljana, individual experts from the University of Graz and from the University of Ljubljana			
<i>Target group/s:</i>	The future “quality assurance experts” of the University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			

<i>Inputs:</i>	<p>Lectures held by the individual experts from the University of Graz and the University of Ljubljana</p> <p>Feedback and active participation of the target group</p> <p>Accommodation and travel for the participants who don't live in Ljubljana</p> <p>Provision of space for the seminar by the University of Ljubljana</p> <p>Administrative organisation, by the University of Ljubljana, employed persons of the University of Graz and the administrative workers of SUS BiH</p> <p>Cooperation of the quality assurance centre at the University of Ljubljana</p>
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<i>RELATED COSTS (for the outcome/output described above)</i>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	3600
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	33100
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	2450
<i>Other Costs</i>	5100
<i>Total Costs</i>	

<i>Outcome/output title:</i>	Trainings of specialists	<i>Ref. N°:</i>	3.
<i>Starting date:</i>	January 2006	<i>End date:</i>	December 2006
<i>Related Assumptions and risks:</i>	The commitment of trainees varies		

<i>Activity title:</i>	Preparation	<i>Sub Ref. N°:</i>	3.1.
<i>Starting date:</i>	January 2006	<i>End date:</i>	October 2006
<i>Description of the activity:</i>	<p>The preparation of the seminars at each university of B&H will be two months before the first seminar until the last seminar.</p> <p>The preparation includes content of the seminars, printing of material, support of the "quality assurance experts" as well as the organisation of the project.</p> <p>The universities of B&H will prepare the seminars with the support of the administrative staff of SUS BiH.</p>		
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, individual experts of the University of Graz and the University of Ljubljana, the "quality assurance experts" of the University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica		
<i>Target group/s:</i>	The chosen academic population of the University of Banja Luka, University of Bihać, University Djemal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica		

<i>Inputs:</i>	<p>The expertise of SUS BiH and the quality assurance experts</p> <p>The administrative workers of SUS BiH and the universities in B&H will do the organisational preparation</p> <p>The trained “quality assurance experts” will prepare the content and methodology of the seminars.</p>
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<i>Activity title:</i>	Seminar at the University of Bihać		<i>Sub Ref. N°:</i>	3.2.
<i>Starting date:</i>	May 2006	<i>End date:</i>	May 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university – management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Bihać, is around 2 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Bihać			
<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions and administrative workers			
<i>Inputs:</i>	<p>Knowledge and experience of the experts</p> <p>Feedback and active participation of the target group</p> <p>Cooperation and support by the University of Bihać</p>			

<i>Activity title:</i>	Seminar at the University of Banja Luka		<i>Sub Ref. N°:</i>	3.3.
<i>Starting date:</i>	May 2006	<i>End date:</i>	May 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university – management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Banja Luka, is around 2 days and is right after the seminar at the University of Bihać.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Banja Luka			

<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions and administrative workers
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of Banja Luka

<i>Activity title:</i>	Seminar at the University of Mostar		<i>Sub Ref. N°:</i>	3.4.
<i>Starting date:</i>	May 2006	<i>End date:</i>	May 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university - management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Mostar, is around 2 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Mostar			
<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers			
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of Mostar			

<i>Activity title:</i>	Seminar at the University Džemal Bijedić		<i>Sub Ref. N°:</i>	3.5.
<i>Starting date:</i>	May 2006	<i>End date:</i>	May 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university - management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University Džemal Bijedić, is around 2 days and is right after the seminar at the University of Mostar.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University Džemal Bijedić			

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<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University Džemal Bijedić

<i>Activity title:</i>	Seminar at the University of Sarajevo		<i>Sub Ref. N°:</i>	3.6.
<i>Starting date:</i>	October 2006	<i>End date:</i>	October 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university – management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Sarajevo, is around 2 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Sarajevo			
<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers			
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of Sarajevo			

<i>Activity title:</i>	Seminar at the University of East Sarajevo		<i>Sub Ref. N°:</i>	3.7.
<i>Starting date:</i>	May 2006	<i>End date:</i>	May 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university – management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of East Sarajevo is around 2 days.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of East Sarajevo			

<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of East Sarajevo

<i>Activity title:</i>	Seminar at the University of Zenica		<i>Sub Ref. N°:</i>	3.8.
<i>Starting date:</i>	December 2006	<i>End date:</i>	December 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university - management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Zenica, is around 2 days and is right after the seminar at the University of Mostar.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Zenica			
<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers			
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of Zenica			

<i>Activity title:</i>	Seminar at the University of Tuzla		<i>Sub Ref. N°:</i>	3.9.
<i>Starting date:</i>	December 2006	<i>End date:</i>	December 2006	
<i>Description of the activity:</i>	<p>The “quality assurance expert”, who was trained at the seminar in Graz, will transfer the knowledge about quality assurance to the selected academic population at their home - universities.</p> <p>The participants of the seminar are representatives of each faculty, representatives of each student union and administrative workers.</p> <p>They learn skills how to do internal evaluation of teaching, research, university - management, institutional reforms and other aspects.</p> <p>In the end of the seminar they have the skills to assist the “quality assurance experts”.</p> <p>The duration of the seminar, which will be at the University of Tuzla, is around 2 days and is right after the seminar at the University of Zenica.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Tuzla			

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<i>Target group/s:</i>	Representatives of the faculties, representatives of the student unions, administrative workers
<i>Inputs:</i>	Knowledge and experience of the “quality assurance expert” Feedback and active participation of the target group Cooperation and support by the University of Tuzla

RELATED COSTS (for the outcome/output described above)	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	14470
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	20400
<i>Other Costs</i>	8200
<i>Total Costs</i>	

III.5.1 DISSEMINATION

A maximum of one page A4

Please describe the dissemination strategy the consortium will follow in order to ensure that positive results will be made available both within the Partner Country institutions and beyond the life of the project.

Dissemination measures are core activities of the proposed work and relevant right from the beginning of the project. Suitable dissemination activities will also be continued even after the completion of the project and will help prepare necessary action with regard to the European quality assurance standards.

Dissemination activities aim at making the project's work and results known to the broader community at the national, regional and European level. Dissemination will play a crucial role in attracting target audiences for the Open days of the quality assurance centres and seminars for the future "quality assurance experts" and for the "specialists". Project dissemination channels will include: the Quality Assurance web - links on the university - homepages, brochures and the publications, reports and statistics, which are produced by the employees of the quality assurance centres.

Dissemination activities are oriented in the following directions:

Project dissemination channels: The web - links, information on events, training materials which is used at the seminars, the publications, reports and statistics, which are produced by the employees of the quality assurance centres, the electronic version of the brochures etc. will be published.

Dissemination through printed material on the project: printed brochures and seminar- material for the trainees

Dissemination through the events: seminars for the future "quality assurance experts" and seminars for the "specialists"; open days of the quality assurance centres

Dissemination on demand: this includes all forms of information material which may be consulted by any interested party upon request. The provided services may enable interested parties to access electronic data and interact with the project information base in a friendly way i.e. navigate, retrieve, request.

The above activities will be performed by the project coordinator with the support of the project partners, and will be coordinated by the administrative workers of SUS BiH.

The systematic dissemination of the project's results is a key pre-requisite for the exploitation of the project's results and the overall success of the project. The project "strengthening of quality assurance in Bosnia - Hercegovina" will benefit not only the ultimate beneficiaries i.e. the academic population in B&H but also entire Bosnia - Hercegovina in general. Through the dissemination activities the governmental institutions which are related to HE in B&H will be also informed.

III.5.2 SUSTAINABILITY

A maximum of half page A4

Please describe the long-term perspective for project results, making particular reference to various aspects such as:

- Financial sustainability (how will activities be financed after the Tempus funding has ended?).
 - Institutional sustainability (will structures be established and remain in place so as to allow activities to continue?).
- Sustainability at the policy level where applicable (what will be the structural impact of the project – e.g. will it lead to improved methods, procedures, legislation?)

Financial sustainability: The project, which has a duration of 24 months, will have implemented and fulfilled all its objectives until the end of the project. The new structure can be used afterwards and the financial support of the further running of the quality assurance centres will be assured by the universities. Therefore the financial aspect is the task of each university and the government in B&H, which overtake the responsibility for using and keep running the established structures.

Institutional sustainability: The implemented structure of the project allows to be used by the management of the university and the academic population. The full running of the centres remain in place and are an important contribution to the university-structure. Each university in B&H overtakes the centres and employment of staff for the proper running of the centres. The target groups are conscious of the advantages of the new structures and see a big benefit in using them and looking forward to keep the structure.

Sustainability at the policy level: The establishment of the quality assurance centres is pre-requisite for the adoption of the Framework Law on Higher Education. Hence the proper running of the quality assurance centres at each university request for the final adoption of the law to constitute the enhancement of the university - management in the legislative framework in accordance to the goals of the Bologna process.

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<i>Outcome title:</i>	DISSEMINATION AND SUSTAINABILITY		<i>Ref. N°:</i>	4.
<i>Starting date:</i>	February 2006	<i>End date:</i>	August 2007	
<i>Related Assumptions and risks:</i>	Completion of the activities related to the components of the project. Active participation of the academic population as well as the universities.			

<i>Activity title:</i>	Creation and Update of Web-links		<i>Sub Ref. N°:</i>	4.1.
<i>Starting date:</i>	September 2005	<i>End date:</i>	August 2007	
<i>Description of the activity:</i>	<p>The creation and updating of the web-links on each university-homepage will be after the seminar in Graz until the completion of the project.</p> <p>Information and publications about quality assurance of each university will be updated during the period of two years. Links to various quality assurance offices and networks will be added.</p> <p>Each university in B&H overtakes the creation and updating of the quality assurance web-link.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			
<i>Target group/s:</i>	The academic population in B&H, quality assurance related persons and interested people			
<i>Inputs:</i>	<p>Knowledge of the experts and academic population at each university; feedback and inputs by the web-link – visitors</p> <p>Cooperation and support of the universities in B&H</p>			

<i>Activity title:</i>	Printing and Sending of Brochures		<i>Sub Ref. N°:</i>	4.2.
<i>Starting date:</i>	May 2007	<i>End date:</i>	August 2007	
<i>Description of the activity:</i>	<p>The brochures contain information about new established/improved quality assurance centres in B&H, the framework and the advantages of quality assurance</p> <p>It also includes best practice of quality assurance and can serve as a guideline for effective implementation of quality assurance in HE.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Graz, University of Ljubljana			
<i>Target group/s:</i>	Academic population in B&H, quality assurance related persons, interested persons			
<i>Inputs:</i>	<p>Knowledge and experience of the individual experts and the trained “quality assurance experts”</p> <p>Cooperation and support by the universities in B&H</p>			

<i>Activity title:</i>	Open day of the quality assurance centres		<i>Sub Ref. N°:</i>	4.3.
<i>Starting date:</i>	June 2007	<i>End date:</i>	June 2007	
<i>Description of the activity:</i>	<p>The open day of the quality assurance centres invites the entire academic population in B&H, politicians, quality assurance related persons and the civil society to visit the centres.</p> <p>The quality assurance centres provide information about quality assurance and the works of the “quality assurance experts”.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica			
<i>Target group/s:</i>	Entire academic population, politicians, quality assurance related persons and the civil society in B&H			
<i>Inputs:</i>	<p>Knowledge and experience of the “quality assurance experts and specialists”</p> <p>Inputs and feedback from the visitors</p>			

COSTS RELATED TO DISSEMINATION	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	
<i>Cost of Stay and Travel Costs</i>	
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	3500
<i>Other Costs</i>	
<i>Total Costs</i>	

III.5.3 QUALITY CONTROL AND MONITORING

A maximum of half page A4

Please use this section to describe your overall quality control and monitoring strategies/methodologies. Typical actions could include for example peer reviews, evaluations and external accreditation or inter-Tempus project coaching.

The quality control and the monitoring of the project will be ensured through the following methodologies:

- Self Evaluation: Consortium members will ensure the quality control through self evaluation done by the contract members of the universities. The quality control will entail both the content of the project and the method of publication and dissemination of the results of the project. The purpose of the Universities' involvement is not only aimed at reviewing the quality of the work performed by self evaluation but also to contribute to the fulfilment of the wider objective of this project. The self evaluation will take place at the consortium meetings.
- Quality control: The contract members of the universities in B&H will work in close cooperation with the consortium co-ordination body for the quality assessment of the project progress.
- The questionnaires for the participants control the quality of professional implementation and running of the quality assurance centres. Another important task is the evaluation of transfer of knowledge, which is responsible for the assurance of professional staff and professional running of the quality assurance centers.
- Monitoring and External Evaluation: Monitoring experts will perform an evaluation of the overall common approach for a professional establishment and updating of the quality assurance centres at each university in B&H in the frame of Bologna Process. The external evaluation will be done in the end of the project.

<i>Outcome title:</i>	QUALITY CONTROL AND MONITORING		<i>Ref. N°:</i>	5.
<i>Starting date:</i>	September 2005	<i>End date:</i>	August 2007	
<i>Related Assumptions and risks:</i>	Active participation from the academic population at the universities in BiH as well as the universities.			

<i>Activity title:</i>	Internal Self - Evaluation at the Consortium Meetings			
<i>Ref. No. of outcome/s to be assessed:</i>				
<i>Starting date:</i>	September 2005	<i>End date:</i>	August 2007	
<i>Indicators of progress:</i>	Full understanding of the project Proper cooperation among the Consortium Members Proper running of the project			
<i>How the indicators will be assessed:</i>	Proper running of the project			
<i>Consortium member/s or experts who will carry out the assessment:</i>	SUS BiH			
<i>Inputs:</i>	Active participation of all Consortium Members			

<i>Activity title:</i>	Questionnaires for the participants			
<i>Ref. No. of outcome/s to be assessed:</i>				
<i>Starting date:</i>	November 2005	<i>End date:</i>	May 2007	
<i>Indicators of progress:</i>	Full and professional implementation of the quality assurance centres Running national quality assurance network Full understanding and proper assistance of the “specialists” to the “quality assurance expert” Feedback from the participants concerning their satisfaction and their assessment of the quality of the training			
<i>How the indicators will be assessed:</i>	Proper running of the quality assurance centres Proper running of the national quality assurance network Full and professional support by the “quality assurance specialists”			
<i>Consortium member/s or experts who will carry out the assessment:</i>	SUS BiH, all universities in B&H			
<i>Inputs:</i>	Preparation of the questionnaires by SUS BiH with the support of the universities in B&H Full cooperation of the participants			

<i>Activity title:</i>	Evaluation by monitoring experts		
<i>Ref. No. of outcome/s to be assessed:</i>			
<i>Starting date:</i>	August 2007	<i>End date:</i>	August 2007
<i>Indicators of progress:</i>	Successful completion of the project Continuous and proper running of the quality assurance centres Full and professional implementation of the quality assurance centres in B&H		
<i>How the indicators will be assessed:</i>	Statistics and Publications of the external experts		
<i>Consortium member/s or experts who will carry out the assessment:</i>	Experts from Austria and Slovenia		
<i>Inputs:</i>	Provision of all publications, reports and statistics Cooperation and support by the “quality assurance experts and specialists”		

COSTS RELATED TO QUALITY CONTROL AND MONITORING	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	1200
<i>Cost of Stay and Travel Costs</i>	5200
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	3500
<i>Other Costs</i>	
<i>Total Costs</i>	

III.5.4 MANAGEMENT OF THE PROJECT

A maximum of one page A4

Please describe the **role and responsibility** within the project of **each** consortium member and of individual experts (where appropriate).

Applicants should include an estimation of the tasks they will perform in each project year, foreseeing the human resources hours for each task related to project management.

In addition, you should explain how the overall project management will be implemented making specific reference to the management structure in the Partner Country/ies, how decisions will be taken and how the consortium proposes to ensure effective communication.

An effective project management system is crucial for the successful implementation of the quality assurance centres. The proposed management system provides for effective decision - making, clear external communication and consultation with the project officer, operational internal communication, effective administrative and technical control of the project.

A committee composed of all Consortium Members and chaired by the Project Contractor will be responsible for initiating the project, giving overall guidance and concluding the programme while proposing potential follow-up cooperation. The Consortium Committee is expected to meet during the various seminars and conferences organized in the context of the implementation of the project. All decisions will be taken by consensus. The meetings of the Consortium Committee will be organized during the activities of the project foreseen with the presence of all the Consortium Members.

The Project Contractor:

University of Graz will be responsible to devise with the Project Coordinator the concrete implementation of the project. The Project Contractor will report to the Consortium Committee. All accounting reports will be provided by the Project Contractor. The Project Contractor will to that extent contract with WUS Austria, which will provide a Project Administrative Manager, who will be for financial reporting and monitoring. through its offices in Sarajevo and in Graz. The Project Administrative Manager will support the partners in the preparation of their cost statements, will check each partners's cost statement and detect possible excess of the budget and will prepare the consolidated project cost statement.

The Project Coordinator:

SUS B&H (World University Service Bosnia and Herzegovina) will be ultimately responsible for the day to day management of the TEMPUS project. SUS BiH will provide a Project Manager with several years of experience in managing EU-funded and commercial projects, and will act as the sole point of contact between the Project Contractor and the Project Partners for normal purposes. The project manager will be responsible for the overall coordination of the project execution and inter-partner cooperation, the organisation of project meetings and reviews, the distribution of notes, meeting agendas and minutes, and she/he will be the liaison among the Coordinating Partner and Partners. The Project Coordinator will also assist WUS Austria whenever requested and feasible. The Project Coordinator will report to the Project Contractor.

Project Partners:

Each partner shall provide one Site Manager reporting to the Management Committee, who will attend all Consortium Meetings. The Site Manager will have the authority to commit the partner to decisions. The Site Manager will be responsible for submitting any technical document contributions required to the Project Manager, and will prepare any technical deliverable for which the partner is responsible. The Site Manager is fully involved in organizing seminars on their own universities. She/he will coordinate the updating of information on the web site, dissemination of information on faculties, promotion of the idea of quality assurance, for PR activities, the raising of the issue of quality assurance development, and will be direct support for the management of the project. The Project Partner University of Ljubljana is responsible for the management of the seminar in Ljubljana which will be done with all agreements achieved at the Consortium meetings.

<i>Outcome title:</i>	MANAGEMENT OF THE PROJECT		<i>Ref. N°:</i>	6.
<i>Starting date:</i>	September 2005	<i>End date:</i>	August 2007	
<i>Related Assumptions and risks:</i>	Appropriate coordination among all Consortium Members is required.			

<i>Activity title:</i>	Meeting of the Consortium Committee in Sarajevo		<i>Sub Ref. N°:</i>	6.1.
<i>Starting date:</i>	October 2005	<i>End date:</i>	October 2005	
<i>Description of the activity:</i>	An initial meeting of the Consortium Committee will take place in Sarajevo at the beginning of the implementation of the project. This initial meeting will allow the Consortium Members to discuss the overall conduct of the project, the selection of the trained academic population and all technical details.			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, WUS Austria, University of Banja Luka, University of Bihać, University Dje-mal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica, University of Graz, University of Ljubljana			
<i>Target group/s:</i>	All consortium members			
<i>Inputs:</i>	All consortium members; The provision of space for the consortium meeting by Access centre; Travel costs for the consortium members who don't live in Sarajevo			

<i>Activity title:</i>	Meeting of the Consortium Committee in Sarajevo		<i>Sub Ref. N°:</i>	6.1.
<i>Starting date:</i>	October 2006	<i>End date:</i>	October 2006	
<i>Description of the activity:</i>	After the first year of the project, the second meeting will take place.			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, WUS Austria, University of Banja Luka, University of Bihać, University Dje-mal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica, University of Graz, University of Ljubljana			
<i>Target group/s:</i>	All Consortium Members			
<i>Inputs:</i>	The Project Coordinator will provide an update of the project's implementation.			

<i>Activity title:</i>	Meeting of the Consortium Committee in Sarajevo		<i>Sub Ref. N°:</i>	6.1
<i>Starting date:</i>	April 2007	<i>End date:</i>	April 2007	
<i>Description of the activity:</i>	The Consortium Committee meeting in April will allow the Consortium Committee to conduct its last meeting. As for the following meetings, the purpose of such meeting is to review previous achievements before the completion of the project. An overall review of the project's achievement will be done and a draft final report will be prepared.			

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<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, WUS Austria, University of Banja Luka, University of Bihać, University Djemal Bijedić, University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica, University of Graz, University of Ljubljana
<i>Target group/s:</i>	All Consortium Members
<i>Inputs:</i>	The Project Contractor will provide a draft final report for discussions.

<i>Activity title:</i>	Coordination		<i>Sub Ref. N°:</i>	6.2.
<i>Starting date:</i>	September 2005	<i>End date:</i>	September 2005	
<i>Description of the activity:</i>	The project coordinator with the support of an assistant, who are employed at SUS BiH and two employed persons in WUS Austria are responsible for the coordination of the entire project.			
<i>The consortium member/s or experts who will carry out the activity:</i>	SUS BiH, , University of Graz			
<i>Target group/s:</i>	University of Banja Luka, University of Bihać, University Djemal Bijedić University of Mostar, University of Sarajevo, University of East Sarajevo, University of Tuzla, University of Zenica, University of Graz, University of Ljubljana			
<i>Inputs:</i>	The expertise and experience of the employees			

COSTS RELATED TO THE MANAGEMENT OF THE PROJECT	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	46700
<i>Cost of Stay and Travel Costs</i>	7740
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	1050
<i>Overheads</i>	20000
<i>Other Costs</i>	
<i>Total Costs</i>	

SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided (in English, French or German) and may be included in future Tempus publications. This summary should be a snapshot and should include the main features of your project.

Project title and Acronym:	SQABH - Strengthening Quality Assurance in Bosnia-Herzegovina
Specific Project Objective/s:	Establishment and upgrading of quality assurance centres at each university in B&H

Grant Applicant Higher Education Institution:	University of Graz
Partner Country Universities involved:	University of Banja Luka, University of Bihać, University Djemal Bijedić, University of East Sarajevo, University of Mostar, University of Sarajevo, University of Tuzla, University of Zenica and University of Ljubljana

Outputs and Outcomes: (as in LFM)	<ol style="list-style-type: none"> 1.Capacity - building 2.Expert trainings 3.Trainings of specialists 4.Dissemination and sustainability 5.Monitoring and quality control 6. Management
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Summary of the Main Features of the Project:	
<p>The main objective of this project is to strengthen quality assurance centers, which are established at some universities and for those universities where they don't exist to be established. Establishing and strengthening of these centers will be done through the training and education of representatives from each university who is responsible for the quality assurance.</p> <p>Training and education will be organized through the seminars and trainings at the universities and by a visit to the quality management centers in Graz and Ljubljana.</p> <p>The education will be done by foreign and local experts in this field.</p> <p>Activities:</p> <ul style="list-style-type: none"> -Identification of the person responsible for quality assurance at the universities -Technical assistance to the centers -Preparation of the seminars -Preparation of special training on each university -Dissemination and sustainability - activities -Monitoring and quality control activities <p>Consortium:</p> <ul style="list-style-type: none"> -University in Graz as grant applicant -SUS BiH – Grant coordinator -Universities in Bosnia - Herzegovina -University of Ljubljana - WUS Austria <p>Duration of the project: 2 years</p>	

SECTION V: FUNDING REQUIREMENTS

In tables 1 to 6 you are asked to provide estimates of the Tempus grant you would require to carry out your project. Please complete the tables you will find below, assigning funds to the headings Staff costs, Travel costs and costs of stay for staff and students, Equipment costs, Printing & Publishing costs, Overheads and Other costs.

In Table 7 you are asked to provide a detailed estimation on the amount to be co-financed by the consortium members, which should at least equal 5% of the eligible project costs.

Finally, table 8 presents the summary of the previous tables and will be aggregated automatically from the data you provided. Please note that below the summary table messages will appear, informing you about the compliance with the ceilings outlined in the Guide for Applicants.

A Tempus grant may co-finance **up to 95%** of the eligible costs of a project. The maximum grant for any project may not exceed:

- **€ 500,000 for a full three year project;**
- **€ 300,000 for a full two-year project.**

These are **maximum** amounts and any budget plan should demonstrate its consistency with the details of the project description. All amounts must be expressed in Euro (€).

The following ceilings should be applied:

- Staff costs: maximum 30% of the Tempus grant;
- Equipment: maximum 30% of the Tempus grant;
- Overheads / Indirect costs: maximum 7% of the Tempus grant.

Applicants should be aware that the non-compliance with the indicated budget ceilings may lead to a lower assessment grade or even the failure of the proposal.

Please do not use any decimals and do not use “thousand separators”. The figure “one thousand” should be indicated with consecutive digits : 1000

and **NOT** 1,000 or 1.000 or 1 000 or 1000,00

Table 1: Staff costs

the maximum allowed for staff costs is 30% of the Tempus grant

The table below refers to the costs for both the academic and administrative personnel involved in the project. Please note that local rates must be used. For further details on eligible staff costs please refer to the *Guide for Applicants*.

STAFF COSTS (please specify what type of activity will be covered and provide a quantification in hours for the human resources needed for these activities)*	Amount required in €
<i>Academic Staff</i>	
1. Quality Assurance officer at the University of Sarajevo (586 h x 8.1 euro)	1. 4750
2. Quality Assurance officer at the University of East Sarajevo (586 h x 8.1 euro)	2. 4750
3. Quality Assurance officer at the University of Bihac (586 h x 8.1 euro)	3. 4750
4. Quality Assurance officer at the University of Tuzla (586 h x 8.1 euro)	4. 4750
5. Quality Assurance officer at the University of Mostar (586 h x 8.1 euro)	5. 4750
6. Quality Assurance officer at the University of Zenica (586h x 8.1 euro)	6. 4750
7. Quality Assurance officer at the University of Banja Luka (586 h x 8.1 euro)	7. 4750
8. Quality Assurance officer at the University of Dzemal Bijedic Mostar (586h x 8.1 e)	8. 4750
9. Quality Assurance expert lecturer from University of Graz (72 h x 25 euro)	9. 1800
10. Quality Assurance expert lecturer from University of Ljubljana (72 h x 25 euro)	10. 1800
<i>Administrative Staff</i>	
1. Project coordinator (3840 h x 5.625 euro)	1. 21600
2. Project assistant (4992 h x 3.125 euro)	2. 15600
3. Administrative assistant (1520 h x 3.125 euro)	3. 4750
4. Financial asistant (1520 h x 3.125 euro)	4. 4750
5. International expert for quality control (24 h x 25 euro)	5. 600
6. Intrnational expert for Monitoring (24 h x 25 euro)	6. 600
TOTAL STAFF COSTS:	89500

* (Please provide specific calculations, e.g.: Lecturers of Partner Country Universities A and B x X number of hours x Y Euro per hour equals Z, etc.

Table 2: Costs of Stay, Travel Costs, Institutional costs

For maximum costs of stay, please refer to the Guide for Applicants, Part IV pages 17 to 19. The consortium should additionally calculate estimated travel costs and should request the total for both costs of stay and travel.

Please indicate in this table which mobilities are planned throughout the whole project duration

Staff/trainees

Direction		Number of flows*	Total costs of stay + Travel costs (€)
From	To		
Partner Country	EU/Candidate Country	20	29500
EU/Candidate Country**	Partner Country	13	16750
EU	EU	4	3600
Partner Country	Partner Country		
Within a Partner Country		28	10660
Total:			60510

Students (only in the framework of Curriculum Development and University Management projects)

Direction		Number of flows*	Total costs of stay + Travel costs + Institutional costs*** (€)
From	To		
Partner Country	EU		
EU	Partner Country		
Partner Country	Partner Country		
Within a Partner Country			
Total:			

Institutional costs

Flows to EU institutions:	A maximum of € 500 per student for a study period of 3 to 5 months A maximum of € 1000 per student for a study period of 6 to 12 months
Flows to Partner Country institutions:	A maximum of € 200 per student for a study period of 3 to 5 months A maximum of € 400 per student for a study period of 6 to 12 months

* Please note that one flow=one journey. In the case of group travel, each person should be considered as an individual flow (5 staff travelling to the same project meeting = 5 flows). Should an individual carry out several visits, each visit should be considered as 1 flow (Prof X participating in 3 coordination meetings abroad = 3 flows).

** In this direction Tempus funds may only be used for mobilities of EU consortium members and/or EU individual experts or of individual experts from Candidate Countries travelling to Partner Countries.

*** Institutional costs are eligible for “student study periods” abroad only.

Table 3: Equipment costs

the maximum allowed for equipment costs is 30% of the Tempus grant

Here you should detail any items of equipment needed for the activities, listed clearly by the partner country university/ies at which each item will be installed.

You should ensure that these details correspond to those given in the Outcome Tables. Please remember that only partner country universities may benefit from equipment funding.

LIST OF EQUIPMENT	Beneficiary university/ies	Amount required in €
1. Computer including 17 inch screen	1. University of Sarajevo	1. 8750
2. Combi fax machine (including fax and phone)	2. University of Bihac	2. 8750
3. Modem for internet connection	3. University of Banja Luka	3. 8750
4. Printer	4. University of Mostar	4. 8750
5. Photocopy machine	5. University of Tuzla	5. 8750
	6. University of East Sarajevo	6. 8750
	7. University of Zenica	7. 8750
	8. University Dzemal Bijedic in Mostar	8. 8750
	TOTAL EQUIPMENT COSTS	70000

Table 4: Printing and Publishing costs

Please estimate the amount you would require to cover printing and publishing costs and give details on the type of the material.

TYPE OF PUBLICATION AND N° OF COPIES (indicative)	Amount required in €
1. Material for internal evaluation report	1. 2800
2. Material for Consortium meetings	2. 1050
3. Seminar material	3. 2450
4. Printing of quality control and monitoring reports	4. 700
5. Printing publishing and distribution of reports	5. 10500
6. Printing, publishing and distribution of brochures	6. 3500
7. Printing of material, posters, folders and information materials	7. 9900
TOTAL PRINTING AND PUBLISHING COSTS	30900

Table 5: Overheads

the maximum allowed for overheads is 7 % of the Tempus grant

Please indicate the amount needed to cover overheads.

OVERHEADS (please specify)	Amount required in €
1. Communication costs, post, office supplies, telecommunications	1. 20000
TOTAL OVERHEADS	20000

Table 6: Other costs

Here you should anticipate any other eligible expenses, which might arise during your project, giving reasons for each item.

OTHER COSTS (please specify)	Amount required in €
1. Renting of rooms for meetings and seminars	1. 6500
2. Visa costs	2. 550
3. Translations	3. 4550
4. Bank fees	4. 1700
TOTAL OTHER COSTS	13300

Table 7: Summary of project co-financing requirements

Applicants should specify through which resources (their own, from other EU Institutions or EU Member States, other organisations) they intend to co-finance the project and on which basis the co-financing has been calculated.

**(E.g.: EU grant, governmental subvention, organisation/institution's own resources)*

Source of CO-FINANCING*	Justification**	Amount in €
1. SUS B&H	1. Renting of seminar	1. 3000
2. University of Sarajevo	equipment, translation,	2. 1500
3. University of East Sarajevo	communication costs	3. 1500
4. University of Mostar	printing and publishing	4. 1500
5. University Dzemal Bijedic of Mostar	2. Renting of seminar	5. 1500
6. University of Zenica	equipment and	6. 1500
7. University of Tuzla	translation	7. 1500
8. University of Bihac	3. Renting of seminar	8. 1500
9. University of Banja Luka	equipment and	9. 1500
	translation	
	4. Renting of seminar	
	equipment and	
	translation	
	5. Renting of seminar	
	equipment and	
	translation	
	6. Renting of seminar	
	equipment and transation	
	7. Renting of seminar	
	equipment and	
	translation	
	8. Renting of seminar	
	equipment and	
	translation	
	9. Renting of seminar	
	equipment and	
	translation	
	TOTAL CO-FINANCED	15000

*** (E.g.: Preparation of training materials= 2 days x 7,5 hours x 3 persons x € 25)*

Table 8: Summary of project funding requirements

The estimated amounts given for each heading should correspond to the totals in the tables which detail the budget breakdown for each category of expenditure and must be expressed in Euro (€).

	TOTAL
Staff Costs	€ 89,500.00
Travel costs, costs of stay and inst. costs	€ 60,510.00
Equipment	€ 70,000.00
Printing & publishing	€ 30,900.00
Overheads	€ 20,000.00
Other costs	€ 13,300.00
Total costs requested from the Tempus programme (A):	€ 284,210.00
Amount to be co-financed by the consortium (constituting of a minimum of 5% of the eligible project costs) (B)	€ 15,000.00
GRAND TOTAL (A+B):	€ 299,210.00

!ERROR! - Staff Costs are exceeding the ceiling of 30% of the Total Tempus Grant. At the current level of all other Tempus costs, the staff costs need to be less than €83,446

Equipment Costs ceiling of 30% of total Tempus grant is respected

!ERROR! - Overhead Costs are exceeding the ceiling of 7% of the Total Tempus Grant. At the current level of all other Tempus costs, the overheads need to be less than €19,886

Total Costs requested from the Tempus programme are within the limits

Co-financing amount respects the 5% minimum of total project cost

I have verified the amounts reported in the summary table above (Table 8 - Summary of project funding requirements) and checked that these comply with the Tempus ceilings and thresholds specified in the Guide for Applicants and restated at the beginning of Section V – Funding Requirements

SECTION VI: CHECKLIST

Before submitting your application by e-mail, please make sure that it is complete and tick the boxes accordingly:

1. The <u>Declaration</u> (Section I) is completed	<input checked="" type="checkbox"/>
2. The <u>Legal Entities Form</u> (Section I) is filled in	<input checked="" type="checkbox"/>
3. The <u>Financial Identification Form</u> (Section I) is filled in	<input checked="" type="checkbox"/>
4. The <u>Basic data</u> (Section II) on the project is provided	<input checked="" type="checkbox"/>
5. All the <u>consortium members</u> (Section II) are listed and contact persons are indicated	<input checked="" type="checkbox"/>
6. The <u>description</u> of the project covering all questions (Section III) is provided	<input checked="" type="checkbox"/>
7. The <u>project summary sheet</u> (Section IV) is complete	<input checked="" type="checkbox"/>
8. The tables regarding <u>funding requirements</u> (Section V) are complete	<input checked="" type="checkbox"/>

Before submitting the printed original version of your application after receipt of your project registration number, please make sure that it is complete and tick the boxes accordingly:

1. The <u>Declaration</u> (Section I) is signed and stamped or sealed	<input type="checkbox"/>
2. The <u>Legal Entities Form</u> (Section I) is signed and stamped	<input type="checkbox"/>
3. The <u>Financial Identification Form</u> (Section I) is signed and stamped	<input type="checkbox"/>
4. The <u>endorsement letters</u> are signed and submitted together with the application (Section I)	<input type="checkbox"/>
5. The <u>curriculum vitae</u> of the participating expert(s) is/are enclosed.	<input type="checkbox"/>
6. The <u>Basic data</u> (Section II) on the project is provided	<input type="checkbox"/>
7. All the <u>consortium members</u> (Section II) are listed and contact persons are indicated	<input type="checkbox"/>
8. The <u>description</u> of the project covering all questions (Section III) is provided	<input type="checkbox"/>
9. The <u>project summary sheet</u> (Section IV) is complete	<input type="checkbox"/>
10. The tables regarding <u>funding requirements</u> (Section V) are complete	<input type="checkbox"/>