

Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

**Strengthening Educational Capacities by Building Competences
and Cooperation in the Field of Noise and Vibration Engineering**
SEN VIBE

Quality Control Manual (QCM)

Version 1

Part of Activity 7.1

Date: 16/01/2019

Prepared by:	EDUCONS University and University of Novi Sad
Responsible person:	Mira Pucarevic
Contributors:	Consortium partners
Work Package:	WP7
Type:	Manual
Date:	13/01/2019
Email:	senvibe@uns.ac.rs
Form:	Version 1
Project Acronym:	SENVIBE
Project full title:	Strengthening Educational Capacities by Building Competences and Cooperation in the Field of Noise and Vibration Engineering
Abstract:	<p>The Manual outlines the main definitions related to quality management. It then defines processes for planning and executing the project activities in order to ensure the highest possible quality. The Manual sets the minimum principles, requirements and processes needed to implement an effective quality assurance and control. It also provides annexes/templates to be used and to assure that outputs produced can be measured and assessed.</p> <p><i>Note: Quality Control Manual (QCM) includes Annexes. Version 1 of QCM contains 13 of them.</i></p>
Last version date:	/

Contents

Summary of quality control.....	5
Abbreviations:	6
Introduction to the Quality Control Manual	7
1. Quality of project deliverables	7
1.1 Quality of document based deliverables	8
1.2 Quality of SENVIBE events.....	9
1.3 Quality of promotional materials.....	9
1.4 Quality of websites and other electronic tools	10
1.5 Quality of Project Management.....	10
1.6 General Project Guidelines.....	11
1.7 Amendments to the Manual	11
2. Internal monitoring	12
2.1. Levels of Quality Control and Monitoring.....	12
2.2. Levels of quality planning.....	12
2.3 Quality Management Control Techniques	13
2.4. Project Quality Assurance Strategy.....	13
3. Quality responsibilities.....	15
3.1 Quality responsibilities of Task Leader.....	15
3.2 Quality responsibilities of other partners involved in the activity.....	16
3.3 Quality responsibilities of Work Package Leader	16
3.4 Quality responsibilities of Quality Assurance Group.....	17
3.5 Quality responsibilities of Project Coordinator.....	17
3.6 Quality responsibilities of Steering Committee	18

3.7 The Quality feedback	18
4. Quality Assurance of Risk Management	19
4.1 Practical approach to risk identification	19
5. External Monitoring	20
6. Partners' technical and financial reporting	20
7. Sustainability of the SENVIBE project.....	21

Summary of quality control

The Quality Control Manual is a deliverable within W7 entitled QUALITY CONTROL, ASSURANCE AND MONITORING of the SENVIBE project 'Strengthening Educational Capacities by Building Competences and Cooperation in the Field of Noise and Vibration Engineering.

According to the project application, the EDUCONS University as the leader of the Work Package, has prepared this document Quality Control Manual in collaboration with the project coordinator, University of Novi Sad. The outline will be presented to the members of the project Consortium in order to receive the feedback from all partner institutions. A finalized version will be adopted and uploaded to the project Intranet (SENVIBE Cloud).

This outline builds on the description provided in the project application. As foreseen by the application, the Quality Control Manual consists of internal and external quality control components. In that context, this plan is outlined to serve as a Quality Control Manual defining the procedures and guidelines for securing quality of project management and deliverables. This Manual outlines the main definitions related to quality management, and it also defines processes for planning and executing the project activities in order to ensure the highest possible quality. The Manual sets the minimum principles, requirements and processes needed to implement an effective quality assurance and control.

Continuous quality evaluation, peer reviews, and quality indicators ensure that the project implementation is of high quality. Challenges/risks of the project should be clearly identified and mitigating actions properly addressed. Expert review processes are planned as an integral part of the project. The project work plan includes at least 10 internal reviews, at the least 10 external and at least 10 monitoring visits during the project implementation.

Abbreviations:

WP - Work Package

EACEA - Education, Audiovisual and Culture Executive Agency

SENVIBE - Strengthening Educational Capacities by Building Competences and Cooperation in the Field of Noise and Vibration Engineering

No&Vib – Noise and vibrations

LFM - Logical Framework Matrix

PDCA – Plan-Do-Check-Act

QAG - Quality Assurance Group

SC - Steering Committee

Introduction to the Quality Control Manual

The Quality Control Manual formalizes the approach that will be followed by the partners of the SENVIBE project to ensure the highest possible quality of the project activities, outputs and outcomes and the project management. The deliverable itself is produced based on clear responsibilities: the Task/Deliverable leader (EDUCONS University) drafts the manual, involves the Coordinator, and obtains feedback from all partners. The Task Leader then finalizes the Manual, which will be approved by the Project Management Team during the first possible meeting. The electronic version of the Manual will be made announced on the public website of the SENVIBE project (www.senvibe.uns.ac.rs) and all versions will be archived in the Intranet.

During the project implementation Work Package/Task Leader (P6) will also monitor the implementation and acceptance of the quality procedures together with the Quality Assurance Group (QAG), whose members are from the EDUCONS University. Their names will be announced during the first meeting of the Project Management Team and can be changed during the project.

This Manual defines procedures for:

- Internal monitoring, quality and risk management;
- External monitoring;
- Partners' technical and financial reporting.

The Manual defines also the quality expectations regarding the project deliverables (i.e. reports and other documents, events/meetings) as well as procedures for internal and external monitoring.

The structure of this deliverable is as follows:

- ☐ Defines the quality expectations of the consortium regarding the project as a whole, its deliverables, other activities, and the project management as well as the general guidelines to be followed;
- ☐ Defines the internal monitoring strategy and outlines the responsibilities of the project partners as well as the core principles of the risk management strategy;
- ☐ Describes the external monitoring strategy;
- ☐ Focuses on the financial and technical reporting duties of the partners;
- ☐ It contains Annexes/templates to be used by the project partners.

1. Quality of project deliverables

The deliverables of SENVIBE can be classified into tangible deliverables such as reports, the SENVIBE dictionary, teaching and learning materials, printed and electronically available promotional material, as well as intangible deliverables in the form of organized events (such as trainings/conference/Round Table, etc.) and services.

A common quality expectation for all deliverables is their relevance to reach the overall objective and the specific objectives, with a further focus on their development in an efficient and effective manner. Timely delivery following the project Work Plan, as identified in the Application Form is expected.

1.1 Quality of document based deliverables

A common format for all document-based deliverables is to be followed by all partners using templates¹ provided within this Manual, which is also uploaded to the SENVIBE Cloud:

- **Annex_1.** Agenda template;
- **Annex_2.** Registration list;
- **Annex_3.** Event report template;
- **Annex_4.** Minutes template;
- **Annex_5.** Participants feedback form;
- **Annex_6** Check list for review of deliverable;
- **Annex_7.** Self-assessment report template;
- **Annex_8.** Memo template;
- **Annex_9.** Monitoring visit template;
- **Annex_10.** PPT template;
- **Annex_11.** Report template;
- **Annex_12.** Risk monitoring template;
- **Annex_13.** Template for annual report.

In terms of quality of the deliverables, four more templates will be developed and provided in the following version of the QCM, as they depend on the outcomes that are still not available. They include:

- **Annex_14.** Students' evaluation of courses and MSc programme;
- **Annex_15.** LLL attendees' evaluation of courses;
- **Annex_16.** Stakeholders' evaluation of the realized activities and achievements of No&Vi Hub;
- **Annex_17.** Serbian teachers' evaluation of training activities.

¹ These templates are enclosed to this pdf, but their doc versions are available in the SENVIBE Cloud in the folder 05_SENVIBE_Templates_and_Examples.

When partners produce studies and publications as a deliverable, they are obliged to put Erasmus+ logo consisting of sentence "**Funded by Erasmus+ Programme of the European Union**" on the cover or the first page.

Moreover, they must use the following disclaimer on the inner pages: "This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

In line with the Grant Agreement provisions, the project materials produced within the scope of the project must be published under the open license.

1.2 Quality of SENVIBE events

All events within the project should be organized professionally. The organizers should provide in due time a full information package to the participants including a draft agenda, a letter of invitation and a note on the logistics (informing about travel arrangements, venue, suggested hotels, etc.). Time for preparation activities depends on the type of event (e.g. several months for conference and several weeks for trainings), which will be defined in separate action plans by Task Leaders. The final Agenda should be prepared in a given template (**Annex_1** Agenda template).

The meeting organizers should ensure smooth registration processes including the list of attendees (**Annex_2** Registration list) and the implementation of the meetings respecting appropriate time for event sessions and breaks as well as the availability of all necessary materials (e.g. training and promotional material). The organizers will also ensure the recording of minutes (**Annex_4** Minutes template) of the meetings in a concise style including a list of action points. Where appropriate (e.g. for a conference) also feedback forms will be distributed among participants (**Annex_5** Participant feedback form) and event reports related to feedback forms will be prepared by organizers (**Annex_3** Event report template). Power point presentations should be prepared using a given template (**Annex_10** PPT template).

Based on obligations of the beneficiaries defined and related to information requirements, the partners shall inform the public, press and media (internet included) of the event which must visibly indicate "with the support of the Erasmus+ Programme of the European Union" as well as the graphic logo of the SENVIBE project and Erasmus+ Programme. Posters and other promotional materials shall be displayed during the event.

1.3 Quality of promotional materials

Communication and dissemination activities of the project will be added to the Dissemination Strategy and Exploitation Plan of the project. All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme.

The University of Novi Sad and University of Kragujevac are responsible for the design of promotional materials. The materials will be disseminated by all project partners at events which are relevant to reach the project's target group (i.e. not only for events organized by the project itself, but also for general events with a focus on No&Vib)

1.4 Quality of websites and other electronic tools

The project envisages setting up the public SENVIBE web-site www.senvibe.uns.ac.rs and the SENVIBE Cloud as a tool for project management. All representation tools will be continuously updated by the partners and are intended to effectively communicate the results of the project. For that purpose, partners will use a News template, in order to deliver the news on organized or attended events along with necessary material for posting on the project website. Note that this template will be defined as a part of Project Dissemination Strategy (Task 8.1).

The University of Novi Sad will be responsible for setting up and maintaining the SENVIBE web-site with all information and materials received from project partners. Moreover, all partners are asked to promote the SENVIBE project on their websites and other web tools by providing short description of the project, its logo and the link to SENVIBE website. Presentations of SENVIBE on Twitter and Facebook will be in charge of the University of Kragujevac, while the SENVIBE YouTube channel will be enhanced by the University of Novi Sad.

All tools that will be implemented during lifetime of the project will have high-quality performance, good functionality and stability, emphasizing the maximum reach and awareness of the target audience.

1.5 Quality of Project Management

The project management structure was established during the Kick-off meeting to ensure effectiveness, decisiveness, flexibility and quality of work. It involves the contact persons for each beneficiary that constitute the Project Management Team, contact persons of associated partners, the Steering Committee (SC), and the Advisory Board. The Steering Committee will review the activities and decide on any necessary contingency measures in reorganization tasks and resources – as usual with a strong focus on the project impact.

The project management will be transparent and flexible but also strict enough to ensure the implementation of the project activities in order to achieve the project's objectives. Each partner is equally and independently responsible for assigned activities, money use and reporting. Contact persons have the responsibility for the local management.

1.6 General Project Guidelines

SENVIBE will follow different project guidelines and respects the requirements of the programme. Apart from the Quality Control Manual at hand, the reference documents include:

- EACEA – Project Grant Agreement;
- Detailed project description;
- Project budget;
- Project Partnership Agreements;
- Financial Management Plan;
- Project Dissemination Strategy;
- Internal Communication Plan.

1.7 Amendments to the Manual

The procedures in this Manual can be amended by agreement of all partners or by a decision taken by the project's Steering Committee. Any new version is communicated to all the partners and becomes valid 15 calendar days after this communication. Each new version must be clearly labeled by its number and all versions should be available in the SENVIBE Cloud.

2. Internal monitoring

Internal monitoring will be carried out by all partners, including self-evaluation by using the LFM, Work Plan, budget and cash flow tables, Steering Committee meetings, and questionnaires/satisfaction surveys of target groups (e.g. participants of dissemination and training events). In addition, there will be annual monitoring visits of UNS to all partners. It is planned to have at least 10 of such visits. The SENVIBE website and Cloud will also be used for monitoring of project activities. For internal monitoring purposes the partners should use **Annex_7** Self-assessment report template, while UNS will use **Annex_9**. Monitoring visit templates.

2.1. *Levels of Quality Control and Monitoring*

Quality planning, management and control are essential in ensuring that the project objectives are fulfilled with planned financial and human resources and in defined timeframes. Different tools, techniques and strategies will be used to ensure a successful project management and quality of procedures, deliverables, events and financial documentation, as well as the highest cost effectiveness.

Quality control tools, methods and strategies will be used according to the best practices in this field.

Quality control and monitoring of project activities and results will be performed continuously throughout the whole duration of the project and evaluated at several levels according to the enclosed management structure.

2.2. *Levels of quality planning*

Quality control and monitoring of project activities and results will be planned and executed continuously throughout the whole duration of the project and at several levels.

- Processes and activities during the project realization, and after, as a part of project sustainability;
- Monitoring the quality of deliverables;
- Monitoring the students', attendees' of LLL courses and stakeholders' satisfaction of organized events as well as Serbian teachers' evaluation of training activities;

- Quality of management and quality of financial management.

2.3 *Quality Management Control Techniques*

For the sake of quality assurance, the following methodologies will be used:

- Quality control will be measured by quality indicators;
- Assessment of satisfaction of end-users with project results;
- Quality evaluation by using PDCA circle (PDCA: The **P**lan phase establishes the objectives and processes necessary to deliver results in accordance with the expected output and targeted goals. The **D**o phase implements the plan and produces the outputs. The **C**heck phase evaluates the actual results and compares them against the expected results. The **A**ct phase involves making adjustments or corrective actions);
- Quality control and management control based on the facts and data;
- Quality control by using risk assessment and risk management;
- Quality evaluation by using resources utilization and financial management control;

2.4. *Project Quality Assurance Strategy*

The quality assurance includes four levels of quality control **(1)** Deliverable Task Leader(s)/Work Package Leader(s), **(2)** Quality Assurance Group, internal or external reviewers, **(3)** Coordinator level, and **(4)** Steering Committee level, and final approval. The quality assurance bottom-up approach is applied:

- 1) Deliverable Task Leader(s)/Work Package Leader(s):

The 1st level corresponds to the activity level. The presentation of deliverables and activities of the project are a joint responsibility of the associated Task Leader(s) and his/her team(s), partners involved in the activity and the corresponding Work Package Leader(s). It shall guarantee the quality and timeliness of the deliverable as identified in Application Form and action plan. They present a “final draft of the deliverable” (**Annex_6** Check list for review of deliverable) to the Quality Assurance Group and the Project Coordinator.

- 2) Quality Assurance Group, internal or external reviewers:

The 2nd level of control is elaborated always by the Quality Assurance Group, and if identified in Check list for review of deliverable by internal or external reviewers, who are not the authors of the deliverable. The reviewers should be given 14 working days to respond by sending comments by using the template for quality assurance. The deliverable authors will be given then 10 working days to revise their deliverable in accordance with the reviewer's comments or to send their written rebuttal/objections. In this latter case, the reviewers will have 10 days to send back their final comments. In case of profound disagreements between the reviewer and the Task Leader, the 3rd level control of the deliverables will allow the Project Coordinator to have a final say – with the possibility to involve the rest of the consortium if deemed necessary.

3) The Coordinator level:

The 3rd level control is carried out by the Project Coordinator. If a draft deliverable has not passed the 2nd level control and there are disagreements between the deliverable authors and the reviewers, the Coordinator will take the necessary corrective actions in order to come up with acceptable deliverables. If necessary, the Coordinator may involve the rest of the consortium. A draft deliverable that has passed the 2nd level of control will still be checked by the Coordinator for final comments and when accepted, it will be forwarded to the Steering Committee for formal approval/advice, if required.

4) Steering Committee level and final approval:

The 4th level control is done at the Steering Committee level. The Steering Committee is the highest decision making body of the partnership that takes the final decision for the approval of major deliverables. If such a case arise that Steering Committee need to intervene, they will have the following tool at their disposal:

- **Annex_6** Check list for review of deliverable

It shall be possible to include a deliverable in the project reports even if its formal approval is still pending, if it has passed the 2nd and 3rd level of control without profound disagreements as then no major alterations are to be expected. It is expected that the partners will also establish internal quality control mechanisms (i.e. the Contact Persons will always check the output of his/her project team before sending documents further or before uploading them to the SENVIBE Cloud).

3. Quality responsibilities

Different roles are identified with reference to the development of the project activities and in particular the project quality assurance procedures. Different responsibilities are associated with the different roles.

3.1 Quality responsibilities of Task Leader

Task Leader or the main author of the deliverable is responsible for:

- Coordinating the development of the deliverable(s) according to the corresponding template;
- Assigning parts of the work to other partners involved in the activity;
- Coordinating the work of other partners involved in the activity, providing guidance when necessary;
- Aligning the contributions of the other partners involved in the activity, in order to produce the deliverable;
- The submission of the draft deliverable to the Work Package Leader (1st level control), the Quality Assurance Group (2nd level control) and the Coordinator (3rd level control);
- Implementing the suggestions of the Quality Assurance Group, assigning certain amendments as appropriate;
- Sending the amended draft deliverable;
- Reporting to the Work Package Leader for any problems occurring during the implementation of the activity;
- Cooperating with the Work Package Leader and other partners in the same Work Package in order to ensure the activity's progress in conformity with other activities and that any cross-activity inputs and outputs are being delivered as foreseen by the Work Package description (respecting any changes approved by the Steering Committee as recorded in the respective minutes).

3.2 Quality responsibilities of other partners involved in the activity

Other partners involved in the activity are responsible for:

- The production of their part in the deliverable according to the Task Leader's instructions;
- Ensuring that their written contributions comply with the desirable format preferred by Task Leader so that the Task Leader will be able to put all contributions together in one desirable format;
- Providing the Task Leader with all complementary information regarding their work (i.e. references, bibliography, methodologies used, contact details of people involved etc.);
- Implementing amendments to their contribution as a result of the amendments requested by the Quality Assurance Group, after consulting with the Task Leader.

3.3 Quality responsibilities of Work Package Leader

Work Package Leader is responsible for:

- Delivery of up-to-date information on the Work Package progress, making sure that all activities are in the time frame defined in the Action Plan;
- Coordinating the Work Package and ensuring that all the activities are contributing to the Work Packages objectives;
- Cooperating with Task Leaders and the coordinator in ensuring that all of the contributing partners smoothly cooperate with each other in order to achieve the Work Packages objectives and that any cross-WP inputs and outputs are being delivered as foreseen by the project description;
- Sending alerts on time to remind about submission deadlines and the procedures to be followed and provides input and suggestions to the Task Leaders of the Work Package during the development of the relevant deliverables;
- Providing to the Task Leaders comments and suggestions on the draft deliverables (1st level control);
- Cooperating with the Task Leaders in ensuring the implementation of the suggestions of the Quality Assurance Group and the Project Coordinator (2nd and 3rd level control);

- Verifying the satisfactory implementation of the recommendations.

3.4 Quality responsibilities of Quality Assurance Group

Responsibilities of Quality Assurance Group (QAG):

- Quality Assurance Group is coordinated by the QAG Coordinator, who will be elected at the next meeting of the Project Management Team;
- Is responsible for the quality assurance exercise of deliverables;
- Receives each draft deliverable from the Work Package/Task Leader and provides feedback using the **Annex_6** Check list for review of deliverable;
- Sends the Check list for review of deliverable if needed, and also send it to the Coordinator;
- Verifies the quality of implementation of the recommendations included in the Checklist for review of deliverable, in co-operation with the Work Package Leader;
- Cooperates with the Project Coordinator on general issues related to the level of quality of the project's deliverables as appropriate

3.5 Quality responsibilities of Project Coordinator

Responsibilities of Project Coordinator:

- Cooperates with the Quality Assurance Group and the Task Leaders on all matters arising relevant to ensuring the quality of the project's deliverables;
- Accepts the deliverable or provides final comments to the Task Leaders and Work Package Leaders (3rd level control);
- Cooperates with the WP Leaders in order to ensure that all WPs are progressing in conformity with each other and that any cross-WP inputs and outputs are being delivered as foreseen by the WP description;
- Informs the QAG, the WP Leaders and the Task Leaders of any changes in the Partnership Agreement and the related Work Plan or any implicit changes in the implementation of the project that may affect the timing or the content of the relevant deliverables;
- Officially submits all approved deliverables after their approval at 4th level control.

3.6 Quality responsibilities of Steering Committee

Quality Responsibilities of the Steering Committee is to officially approve and finally accept the deliverables.

3.7 The Quality feedback

The satisfaction of all end users will also be taken into account. Variety of information from different sources will be used via questionnaires for target groups including consultation with the project beneficiaries. In order to allow the impact assessment of the project activities, a template for feedback for meetings/events was developed (**Annex_5** Participant feedback form).

Furthermore, a specific template (**Annex_3** Event report template) has been developed which is to be filled by project partners (organizers) for all SENVIBE events (workshops, info days, trainings, etc., with the exception of SC meetings). The corresponding summary review of statistical data will be created as well.

4. Quality Assurance of Risk Management

As part of the internal quality management, a regular risk assessment will be carried and reviewed out during the Steering Committee meetings (Risk brainstorming), which shall lead to corrective actions and potential adaptations of the Work Plan based on a sound process. The risk management strategy addresses issues that could potentially endanger the achievement of the overall goal of the project and its objectives considering potential financial risks (overspending and underspending), timing (postponing of activities/deliverables), performance risks (project management), and sustainability of the project results. The main aim will be to provide a sound assessment, to anticipate challenges in a systematic way and to minimize the potentially negative overall impact.

The identification and assessment of new risks is a joint responsibility of all project partners who have to communicate them to the Project Coordinator and the Steering Committee, possibly suggesting some possible interventions and solutions, as soon as they get aware of those risks. In particular, partners may think of preventive actions (avoiding that the risk occurs) and corrective actions (decreasing the severity and impact), specifying also the resources that would be needed.

The Steering Committee may react in several ways, ranging from the simple acceptance of the situation in the case of negligible risks, to the enforcement of a mitigation plan including alternatives, workarounds and the proposed corrective actions that will make the risk consequences acceptable for the consortium. They will assess if there is a risk that the project would fail to meet its key indicators and if there is a risk that project partners would not be able to spend all the funds according to the planned project budget. The proper allocation of resources to the project by the individual project partners is of outmost importance. There are several possible risks connected: the delay of the project implementation as defined in the project work plan; the rushed implementation of the work plan with low quality; an underspending during the project implementation; the project timetable is followed with reference to technical deliverables, yet the relevant expenditures are not timely invoiced or validated, etc. The project partners all have to ensure that they allocate the needed resources to the project, both human and financial.

4.1 Practical approach to risk identification

The first step in project risk management is to identify the risks that are present in a project. The risks should furthermore be identified as early as possible in order to deal with them properly and to think about corrective and/or preventive actions. In order to identify and monitor the risks within project, a risks monitoring sheet has been developed, including the information on corrective and/or preventive actions, **Annex_12**. Risk monitoring template

The bottom-up approach is applied:

- 1) Work Package Leaders (or Task Leaders) identify possible risks/uncertainties in their Work Package/Task and fill in the template **Annex_12**. Risk monitoring template;
- 2) Then this risks monitoring sheet is communicated to the Quality Assurance Group; the respective Work Package Leader and the Project Coordinator;
- 3) The Quality Assurance Group, the respective Work Package Leader and the Project Coordinator analyze and prioritize risks/uncertainties;
- 4) The Quality Assurance Group, the respective Work Package Leader and the Project Coordinator plan and implement risk responses;
- 5) Finally, the Steering Committee meeting is engaged to carry out a risk brainstorming session.

5. External Monitoring

External reviewers from academia will be subcontracted to check and ensure the quality of the courses, MSc programme, training packages, learning and teaching materials developed and the SENVIBE Glossary created. At least 10 external reviews is planned.

The consortium will additionally subcontract the external audit agency for the purpose of preparation of External Audit Report on the project's financial statements in accordance with the recommendations and templates of EACEA.

6. Partners' technical and financial reporting

The main guidelines for the reporting are laid out in the Financial Management of the Grant Agreement, which will be distributed to all partners. As it will be defined in Partnership Agreements and, there will be six financial reports of the partners and two technical reports. The Coordinator will check the supporting documents for financial reporting. During their review, they will take into consideration the following assessment criteria:

- Compliance of the expenditures with the budget of the project;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents and certified copies of invoices;
- Correctness of the calculations and applied exchange rates;
- That any changes which occurred between budget categories are eligible and justified;

Each of six financial reports must be initialled in original by the appointed Contact Person of the partner institution and by the legal representative of this partner;

Expenditures must be in conformity, including full eligibility, with the allocated budget.

The final approval of the biannual reports is done by the Coordinator. The Report approved in this way is the basis for the transfer of the next instalment to the partner institution.

7. Sustainability of the SENVIBE project

The sustainability of the SENVIBE project will be measured through project processes and based on the project performance to assure project sustainability. The sustainability is an integral part of the project quality assurance and in order to further emphasize the quality aspect of sustainability the following quality indicators are introduced.

Quality indicators for project sustainability are:

- Relevant stakeholders are actively involved in project activities throughout the overall course of the project and, especially, in the activities of the No&Vib Hub;
- Relevant stakeholders are regularly informed about project activities and results;
- Project results are useful for stakeholders and provide an added value to them;
- Project results and information about project activities are regularly disseminated.

Evaluation of these achievements will be conducted during the SC meetings in terms of the sustainability indicators. The last indicator will only be subject of a meta-evaluation being part of the interim and final project quality report. An additional final evaluation at the projects end will be conducted by the SC and QAG involving all project partners in order to identify a larger picture of the project performance and with a special focus on sustainability.

**Prepared/Compiled by EDUCONS University
Sremska Kamenica 14/01/2019**

**Approved by Project Coordinator, Ivana Kovačić
Novi Sad, 16/01/2019**

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the

Commission cannot be held responsible for any use which may be made of the information contained therein"

Erasmus+ Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

**Strengthening Educational Capacities by Building Competences
and Cooperation in the Field of Noise and Vibration Engineering
S E N V I B E**

Type of Meeting

Date Month Year, Time (format xx.yy am/pm)

Agenda

VENUE: XX,

(First possible form)

DAY 1: Day, Date Month Year

from – to Text_text_text

from – to Text_text_text

- First Name Surname, Affiliation
- First Name Surname, Affiliation
- First Name Surname, Affiliation

from – to Text_text_text

- First Name Surname, Affiliation
- First Name Surname, Affiliation
- First Name Surname, Affiliation

DAY 2: Day, Date Month Year

from – to Text_text_text

from – to Text_text_text

- First Name Surname, Affiliation
- First Name Surname, Affiliation
- First Name Surname, Affiliation

from – to Text_text_text

- First Name Surname, Affiliation
- First Name Surname, Affiliation
- First Name Surname, Affiliation



(Second possible form)

1. Text_text_text

- *First Name Surname, Affiliation*
- *First Name Surname, Affiliation*

2. Text_text_text

3. Text_text_text

4. Text_text_text

- *First Name Surname, Affiliation*

5. Text_text_text

6. Text_text_text

7. Text_text_text

- *First Name Surname, Affiliation*



Attendance template

Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
**Strengthening educational capacities by building competences and cooperation
 in the field of Noise and Vibration Engineering
 SENVIBE**

Event:	
Venue:	
Date:	
Organiser(s):	

List of attendees:

	Name	Organisation	e-mail	Phone number	Signature
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Event report template

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

Author:	
Event title:	
Event date:	
Event venue:	
Type of event: (National, international, press conference, promotional event etc.)	
Short description:	
Organiser(s):	
Link to Agenda:	
Total number of participants:	
Links to further information:	e.g. SENVIBE website

EVENT ORGANISATION DETAILS

Date when the invitation was sent to participants:	
Date when the Information Material was sent participants:	
Date of Initial Participant List compilation:	
Date of Final Participant List compilation:	
Total number of participants Invited	
Date of Agenda finalisation:	

Please attach the final event Agenda and the List of participants.

PROBLEMS ENCOUNTERED DURING THE EVENT PREPARATION PHASE

If you have not met with any problems in that phase, please fill in "N/A."

EVENT IMPLEMENTATION – COMMENTARY BY PARTNERS

WP leader
<i>Please add your comments, if any</i>
Task leader
<i>Please add your comments, if any</i>

EVENT EVALUATION BY PARTICIPANTS *(in percentage)*

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.					
This event covered the topics I have expected to a very high extent.					
I enjoyed the cooperation and interaction with the other participants.					
The materials distributed are useful and informative.					
The discussions were relevant for the participants.					
The methods of working were suitable for the topics and for the participants.					
The overall organisation was professional.					
The time management was always to my fullest satisfaction.					
The style and level of communication between organisers and participants was professional.					
I would recommend this kind of event to my colleagues.					

Prior Experience of similar events – Overall %	
--	--

Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • • •
Suggestions for the improvement:	<ul style="list-style-type: none"> • • •
Any further comments	<ul style="list-style-type: none"> • • •

ADDITIONAL COMMENTS

Lessons learned

-
-
-

ADDITIONAL COMMENTS CONCERNING THE PREPARATION AND ORGANISATION OF THIS EVENT:

Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
**Strengthening educational capacities by building competences and cooperation
in the field of Noise and Vibration Engineering
SENVIBE**

Minutes from the **insert title of event**

Event:	
Venue:	
Date:	
Organiser(s):	

List of Participants:

Partner No	Name of Participant	Partner No	Name of Participant	Partner No	Name of Participant
P1 UNS		P4 UNI		P7 SUPEP	
				P8 UPV	
		P5 UniKG		P9 IOH	
		P6 UESK		P10 Chamber of Commerce and Industry of Serbia	
P2 KTH					
				P11 YAN	
P3 ISVR		P7 SUPEP			

Insert Minutes

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Prepared by Name and Surname
Place, Date in the format XX/YY/YYYY

Approved by the Organizer, Name and Surname
Place, Date in the format XX/YY/YYYY

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein".

Participant feedback form

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering SENVIBE

Dear Participant,

Thank you for attending this **event/info day/conference etc.** In our effort to improve the organization and the impact of our project, we invite you to complete the following questionnaire. You will be asked either to rate your satisfaction on a scale by ticking the appropriate answer, or to describe your personal opinion in a few words, giving suggestions for future improvements.

We appreciate your valuable contribution and we thank you in advance!

GENERAL INFORMATION

- a) Sex (Please tick the appropriate number): ☐Female ☐Male
- b) Your Age _____
- c) Country _____
- d) What is your present professional position? _____

OVERALL FEEDBACK

Please indicate your agreement with the following statements by encircling the appropriate number:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	1	2	3	4	5
This event covered the topics I have expected to a very high extent.	1	2	3	4	5
I enjoyed the cooperation and interaction with the other participants.	1	2	3	4	5
The materials distributed are useful and informative.	1	2	3	4	5
The discussions were relevant for the participants.	1	2	3	4	5

The working methods were suitable for the topics and for the participants.	1	2	3	4	5
The overall organisation was professional.	1	2	3	4	5
The time management was always to my fullest satisfaction.	1	2	3	4	5
The style and level of communication between organisers and participants was professional.	1	2	3	4	5
I would recommend this kind of event to my colleagues.	1	2	3	4	5

STRENGTHS AND LIMITATIONS OF THE EVENT

a) Have you participated in similar events before? ☐ Yes ☐ No

b) Please illustrate any strengths of the event and contributions you enjoyed: _____

c) Please indicate how you think the event could have been improved: _____

d) Any further comments?

WE THANK YOU FOR YOUR COOPERATION!

Check list for review of deliverable

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

This form should be completed for each deliverable by the person who leads the corresponding Task or Work Package to which deliverable belongs, and sent to the contact person from the same institution so that she/he uploads it as a doc file to the SENVIBE Cloud to the folder:

02_SENVIBE_Partners_Outcomes, Task 7.2

Please, replace the text in italics with the one relevant for this Task and its Deliverable/ Result/Outcome. In the places where multiple choices exist, make the choice in accordance with the instructions given.

The Quality Assurance Group Leader will check it and, if needed, take subsequent actions, which should be described by them in the table at the end of this document.

Task number and title	<i>1.1. Survey and comparison of Serbian and EU education in No&Vib</i>
Work Package Leader (partner):	<i>UNS</i>
Task Leader (partner):	<i>UNS</i>
Name of the person in completing this form (Work Package Leader or Task leader)	<i>Dragana Strbac</i>
Participating partner(s):	<i>UNS, KTH, ISVR, YAN</i>
Dissemination level	<i>Department/Faculty/Institution/Local/Regional/National /International</i>

(make the choice in according with the proposal; delete what is not relevant)			
Title of Deliverable/ Result/ Outcome:	XXXXXXXXXXXXXXXXXXXXXXXXXX		
Type: (make the choice in according with the proposal; delete what is not relevant)	Teaching material/Learning material/ Trainig material /Event /Report / Service/Product		
Language: (make the choice in according with the proposal; delete what is not relevant)	English/Serbian		
Due date:	XX/YY/ZZZZ	Delivery date:	XX/YY/ZZZZ
Description	XXXXXXXXXXXXXXXXXXXXXXXXXX		
Remarks:	XXXXXXXXXXXXXXXXXXXXXXXXXX		
To be reviewed by others than the Quality Assurance Group: (choose one answer; delete what is not relevant)	Yes/No		
If the previous answer is Yes, define revieweres?	Internal reviewer(s)/External reviewer(s)		

(choose one or both
answers; delete what is not
relevant)

COMMENTS BY THE QUALITY ASSURANCE GROUP:

Please write comments related to

- *the assessment (completed, drafted, available on-line, uploaded to the SENVIBE Cloud, etc),*
- *further action (need to be completed, updated, reviewed, etc.).*

Self-assessment report template

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

This template has to be completed by all project partners. Furthermore, this template can be used to improve the overall quality and the impact of the SENVIBE project.

Author:	
Title:	
Date:	
Short description:	
Number of participants:	
Links to questionnaire:	
Other personal remarks:	
Additional information:	

ORGANISATION DETAILS

Date when the invitation was sent to participants:	
Total number of project partners invited:	

IMPLEMENTATION – Comments by partners

WP leader:
Task leader:

EVALUATION BY PARTNERS

Summary of the self-assessment analysis

Results given should summarize what is obtained from tquestionnaires.

Please note: insert only the overall percentage of all feedback received (e.g. *participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.*)

1) IMPLEMENTATION	Strongly disagree	Disagree	Agree	Strongly agree
The work carried out by the project partners (i.e. project management, implementation of work packages, etc.) has been good so far.				
Project activities have been realistically scheduled.				
The distribution of responsibilities between				

project partners has always been clear.				
The overall quality of the project results is good.				
The outcomes of the project are relevant for the end users.				
The progress of activities has met my expectations.				
The implementation procedure has met my expectations.				

2) MANAGEMENT & COMMUNICATION	Strongly disagree	Disagree	Agree	Strongly agree
The management and coordination arrangements have been sufficient.				
The project management team has supported my work in this project.				
The level of awareness of the project in my institution is high.				
The support of the project by the top management of my institution is high.				
The input to the project from the EU partners is valuable.				
The input to the project from non-academic partners is valuable.				
The time management of the project activities and the respect of deadlines has been adequate.				
The roles attributed to each of the partners have been consistent with their skills.				

Partners have been able to suggest ideas and solutions to various problems.				
The methodology used has been very stable and efficient.				
The circulation of the information within the partnership has been adequate.				
Communication with partners has been easy and smooth.				

3) TEAM WORK & PARTNERSHIP	Strongly disagree	Disagree	Agree	Strongly agree
Teamwork has been cohesive and supportive with all roles being clearly defined and understood.				
Partners have been able to understand the instructions and the procedures.				
Partners have been able to work autonomously and independently.				

TEAM WORK & PARTNERSHIP: comments received

What has not worked well in the partnership?	
--	--

What support would you have needed?	

4) LESSONS LEARNED	Strongly disagree	Disagree	Agree	Strongly agree
I have personally learned something since the start of this project.				
My institution has gained some benefits from this project.				

5. OPPORTUNITIES & CHALLENGES: comments received

What challenges have you faced?	
In your opinion, is there anything that needs to be improved?	
What have you liked most so far?	

Which opportunities/unexpected benefits have you discovered thanks to the project?	
Which challenges do you expect in the next project year?	
Are there any changes you would like to suggest for the next project year?	

Any further comments?	

ADDITIONAL COMMENTS RECEIVED:

Further comments?	
-------------------	--

EVALUATION ANALYSIS:

Please add the information here:
<ul style="list-style-type: none"> Charts of the statistical figures from the tables above (pie or bar charts); <p>1) IMPLEMENTATION:</p>

2) MANAGEMENT & COMMUNICATION:

3) TEAM WORK & PARTNERSHIP:

4) LESSONS LEARNED:

- Any further comments concerning the feedback you received by the partners:

LESSONS LEARNED

(Please complete this part by using bullets)

-
-
-

ADDITIONAL COMMENTS

Please add any other comments:

WE THANK YOU FOR YOUR COOPERATION!



Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
**Strengthening Educational Capacities by Building Competences
and Cooperation in the Field of Noise and Vibration Engineering**
S E N V I B E
Memorandum

TEXT: XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXX: XXX

XXXX XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX



Monitoring visit report template

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

INSTRUCTIONS: Complete the following table with the details of the visit.

Completed by	<i>Name and Surname</i> <i>Role in the SENVIBE project</i>
Location	
Date	<i>XX/YY/YYYY</i>
Objectives	<i>Monitoring visit No. x of the UNS to ?????</i>

The following activities have been realized as a part of the monitoring visit:

Date	Time	Activity	Participants

GENERAL OBSERVATIONS

- Xxx
- Xxxx
- Xxxxx

SPECIFIC ISSUES & ACTIONS

INSTRUCTIONS: List the specific issues/problems that have been identified during the visit.
Then identify the actions that need to be taken to solve the problem.

Issue identified	Actions to be taken

ADDITIONAL COMMENTS

Please add any other comments:

NEXT VISIT

The details of the next monitoring visit are:

To be completed by	XX/YY/YYYY
Location	
Objective	Monitoring visit of the UNS to ?????

Prepared by Name and Surname

Place, Date in the format XX/YY/YYYY

Approved by Project Coordinator

Place, Date in the format XX/YY/YYYY



PRESENTATION TITLE

Name and Surname of the Presenter

*Institution of the Presenter
(including City and Country)*



Event (Kick-off Meeting/Workshop/Conference), Place (City), Date (format XX/YY/YYYY)



**Strengthening Educational Capacities by Building Competences and Cooperation
in the Field of Noise and Vibration Engineering**



www.senvibe.uns.ac.rs

FIRST-ORDER TITLE

SECOND-ORDER TITLE

TextTextTextText

- Text
- Text
- Text
- Text

FIRST-ORDER TITLE

SECOND-ORDER TITLE

Duplicate this slide as many times as needed

Duplicate this slide as many times as needed

Duplicate this slide as many times as needed

Duplicate this slide as many times as needed

Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

**Strengthening Educational Capacities by Building Competences and
Cooperation in the Field of Noise and Vibration Engineering**
S E N V I B E

Report/Plan Title

Subtitle

Activity ??

Date: XX/YY/YYYY

Content:

- 1. Section 1 title**
- 2. Section 2 title**
- 3. Section 3 title**
- 4. Section 4 title**

1. Section 1 Title

Font Century Gothic

Text text text text

Text text text text

Subsection title

Text text text text

Text text text text

Text text text text

Text text text text

2. Section 2 Title

Text text text text

Text text text text

Subsection title

Text text text text

Text text text text

Text text text text

Text text text text

3. Section 3 Title

Text text text text

Text text text text

Subsection title

Text text text text

Text text text text

Text text text text

Text text text text

4. Section 4 Title

Text text text text

Text text text text

Subsection title

Text text text text

Text text text text

Text text text text

Text text text text

Prepared/Compiled by Name and Surname
Place, Date in the format XX/YY/YYYY

Approved by the Quality Assurance Group Leader, Name and Surname
Place, Date in the format XX/YY/YYYY

Approved by Project Coordinator
Place, Date in the format XX/YY/YYYY

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

Risk monitoring template

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

The Risks monitoring template should be completed during or after each Steering Committee Meeting.

Risk title: (brief description using a few key words only)		
Description of Risk	Probability: Low; Medium; High Impact: Low; Medium; High	Remarks if needed
Preventive Action	Describe here what has to be taken into consideration to avoid that a risk occurs and what resources will be needed to prevent this risk.	Remarks if needed
Corrective Action	Describe what can be/has been done to decrease the severity and what resources will be needed.	Remarks if needed

Decision made for the SENVIBE project:	
Date when the decision was made:	

Prepared by Name and Surname
Place, Date in the format XX/YY/YYYY

Approved by Chair of Steering Committee
Place, Date in the format XX/YY/YYYY

Template for annual report

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Strengthening educational capacities by building competences and cooperation in the field of Noise and Vibration Engineering

SENVIBE

Project Year	1
Partner:	
Project Management Team Member	

Dear Partner,

Please use this form for the annual report on the progress of Tasks **within YOUR institutions**, as well as for your internal quality assurance procedures.¹ Thus, all the descriptions required concern YOUR activities and YOUR achievements per each Task. If you have not been involved in a certain Task, write **NA** in the corresponding table. Note that the document contains tables for each task for the whole project. Please, **remove** the tables for the tasks that are not active during the year to which this report regards.

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.1 Survey and comparison of Serbian and EU education in No&Vib	
Start date	
End date	
Description of the activity carried out	

¹ The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.2. Define tailor-made learning outcomes for students of six EDs	
Start date	

End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.3. Define and shape the learning outcomes for LLL courses	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.4. Review and analysis of the existing MSc VAE programmes in EU	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.5. Define learning outcomes for an MSc VAE programme in Serbia	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.6. No&Vib Hub: matching the EU trends with the needs in Serbia	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP1. PREPARATION: COURSES, MASTER PROGRAMME, HUB	
1.7. Report on needs analysis and gaps detected	
Start date	
End date	
Description of the activity	

carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP2. PREPARATION: RESOURCES, FACILITIES AND EQUIPMENT

2.1 Requirements, design and enhancement of an ICT platform

Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP2. PREPARATION: RESOURCES, FACILITIES AND EQUIPMENT	
2.2. Procure, install and activate the equipment	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP2. PREPARATION: RESOURCES, FACILITIES AND EQUIPMENT	
2.3. Training of Serbian teachers and technicians	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP3. DEVELOPMENT OF MODULES AND COURSES FOR DIFFERENT ENGINEERING DEPARTMENTS	
3.1. Redesign of existing courses	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP3. DEVELOPMENT OF MODULES AND COURSES FOR DIFFERENT ENGINEERING DEPARTMENTS	
3.2. Design of new courses	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP3. DEVELOPMENT OF MODULES AND COURSES FOR DIFFERENT ENGINEERING DEPARTMENTS	
3.3. Development of learning materials	
Start date	

End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP3. DEVELOPMENT OF MODULES AND COURSES FOR DIFFERENT ENGINEERING DEPARTMENTS	
3.4. Implementation of modernised and new courses	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP4. DEVELOPMENT OF LLL COURSES	
4.1. Development of LLL courses	
Start date	
End date	
Description of the activity carried out	
Specific and measurable	

indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP4. DEVELOPMENT OF LLL COURSES	
4.2. Development of learning materials and training packages	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP4. DEVELOPMENT OF LLL COURSES	
4.3. Creation of a SENVIBE Glossary	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP4. DEVELOPMENT OF LLL COURSES	
4.4. Implementation of LLL courses	
Start date	
End date	
Description of	

the activity carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME

5.1. Development of the MSc curriculum in VAE

Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME	
5.2. Development of e-learning and b-learning materials	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME	
5.3. Accreditation of the MSc VAE programme	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME	
5.4. Enrolment of the MSc students	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME	
5.5. Implementation of the MSc VAE studies	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP5. DEVELOPMENT OF THE NEW VAE MASTER PROGRAMME	
5.6. Creation of a list of recommended MSc theses using the input of the stakeholders involved in the No&Vib Hub	
Start date	
End date	
Description of	

the activity carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP6. ESTABLISHING THE NO&VIB HUB

6.1. Define a framework for cooperation between the stakeholders	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP6. ESTABLISHING THE NO&VIB HUB	
6.2. Specification of activities, programmes and services aimed at students and at wider society	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP6. ESTABLISHING THE NO&VIB HUB	
6.3. Defining the No&Vib Hub space, roles and responsibilities	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP6. ESTABLISHING THE NO&VIB HUB	
6.4. Establishment of the No&Vib Hub	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP7. QUALITY CONTROL, ASSURANCE AND MONITORING	
7.1. Development of quality control mechanisms	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP7. QUALITY CONTROL, ASSURANCE AND MONITORING	
7.2. Internal and external reviews of the processes and outcomes	
Start date	
End date	
Description of the activity	

carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP7. QUALITY CONTROL, ASSURANCE AND MONITORING

7.3. Students', trainees' and stakeholders' evaluation of the realised activities

Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP8. DISSEMINATION & EXPLOITATION	
8.1. Preparation of the Project Dissemination Strategy with the Key Performance Indicators (KPIs)	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP8. DISSEMINATION & EXPLOITATION	
8.2. Development and maintainance of the SENVIBE website	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP8. DISSEMINATION & EXPLOITATION	
8.3. Producing and publishing promotional material	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP8. DISSEMINATION & EXPLOITATION	
8.4. Media, enrolment and promotional campaigns	
Start date	
End date	
Description of the activity	

carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP8. DISSEMINATION & EXPLOITATION
8.5. Final SENVIBE project conference with a Round Table

Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP8. DISSEMINATION & EXPLOITATION	
8.6. Preparation of the Exploitation Plan	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

WP8. DISSEMINATION & EXPLOITATION	
8.7. Institutional sustainability	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of	

achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP9. PROJECT MANAGEMENT	
9.1. Establishing project internal management structures	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP9. PROJECT MANAGEMENT	
9.2. Organizing project coordination meetings	
Start date	
End date	
Description of the activity carried out	

Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP9. PROJECT MANAGEMENT	
9.3. Development of management and reporting procedures	
Start date	
End date	
Description of the activity	

carried out	
Specific and measurable indicators of achievement	
Expected deliverable/result/outcome and the assessment of their realization	

WP9. PROJECT MANAGEMENT
9.4. Development of internal communication plan

Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	
---	--

WP9. PROJECT MANAGEMENT	
9.5. Daily project management	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	

Expected deliverable/result/outcome and the assessment of their realization	

Prepared by Name and Surname
Place, Date in the format XX/YY/YYYY

Approved by the Project Management Team Member, Name and Surname
Place, Date in the format XX/YY/YYYY