

Strengthening Teaching Competences  
in Higher Education  
in Natural and Mathematical Sciences



# TeComp consortium meeting



Co-funded by the  
Erasmus+ Programme  
of the European Union

Jelena Ignjatović  
University of Niš, Serbia



March 12, 2022

# DISCUSSION POINTS

---

- Introduction
- Necessary financial documentation
- Budget cross-section
- Retrospective of implemented activities, trips and results
- Schedule for the following activities-Action plan
- Upcoming travel plan
- Misc



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Necessary financial documentation

---

## URGENT !!!

In order to make any transfer for all of the Erasmus + TeComp partners  
National Bank of Serbia - **obligatory to provide “Instructions for payment”**

**Value date - Eur**

**Beneficiary, full address of the beneficiary:**

**Intermediary Bank (IBAN, SWIFT):**

**Acc. with Bank (IBAN, SWIFT):**

**Details of payment, if any.**



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Example of a valid Instruction

INSTRUCTION FOR PAYMENT IN EUR CURRENCY

Please pay as per instructions given below:

**56A: Intermediary institution<sup>1</sup>:** **BKAUATWW<sup>2</sup> (UNICREDIT BANK AUSTRIA);**  
OR  
**KTAGDEFF (KT BANK AG, GERMANY)**  
OR  
**PSZGHRZK (PRIVREDNA BANKA DD CROATIA);**

**57A: Account with institution:** **BB198A2210XX**  
**BOSNA BANK INTERNATIONAL DD SARAJEVO**  
**SARAJEVO, BOSNIA AND HERZEGOVINA**


**59A: Beneficiary customer:** [Redacted]

**IBAN/Account number**

**70: Remittance information:** Purpose of payment

Note: Usage of the fields 56A, 57A, 59A and 70 is mandatory.

Datum: 09.11.2021 16:19:40



<sup>1</sup> You can use one of the following correspondent banks in order to make payments in EUR in favour of account with BB1

<sup>2</sup> Preferred EUR Correspondent

Obavještenjemo Vas da će BB1, na prilik u slučaju da imo banku preko BB1 na računati cjelokupan ili djelomičan iznos prebitke za obradu priliva, naplatu provizije potraživati od korisnika sredstava, te istu naknadno naplatiti sa transakcijskog računa korisnika. Za svaku dodatnu informaciju molimo Vas da nas kontaktirate na email: [bb1@bb1.ba](mailto:bb1@bb1.ba).

We hereby inform you that for incoming payment orders with charges option OUR, in cases when international banks do not pay full or they pay partial amounts of bank's fee, BB1 shall claim it's charges from beneficiary, and subsequently debit beneficiary's account for it. For any additional information, please contact us on e-mail: [bb1@bb1.ba](mailto:bb1@bb1.ba).

Without that exact document,  
our chances of wiring the transaction are 0%.



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Budget cross-section

Number of the partner	Partners	Budget EACEA	90% of the budget	Transferred	For transfer to 90% of the budget
P2	University of Belgrade	111,286.00	100,157.40	100,157.40	0.00
P3	University of Novi Sad	112,136.00	100,922.40	100,922.40	0.00
P4	University of Kragujevac	100,293.00	90,263.70	90,263.70	0.00
P5	Eqerem Cabej University Gjorokaster	89,286.00	80,357.40	66,493.00	13,864.40
P6	University Fan S Noli Korce	89,467.00	80,520.30	49,943.50	30,576.80
P7	University of Oviedo	49,197.00	44,277.30	12,299.25	31,978.05
P8	University Mateja Bela in Banska Bystrica	45,140.00	40,626.00	11,285.00	29,341.00
P9	Ghent Univesity	48,364.00	43,527.60	12,091.00	31,436.60
P10	University of Granada	52,168.00	46,951.20	13,042.00	33,909.20
P11	University of Ostrava	45,760.00	41,184.00	22,880.00	18,304.00
P1	Coordinator – University of Nis	198,273.00			
	<b>IN TOTAL</b>	<b>941,370.00</b>		<b>479,377.25</b>	<b>189,410.05</b>



# Budget cross-section

Number of the partner	Partners	"staff costs"		
		budget	spent	diference
P2	University of Belgrade	31,116.00	17,053.00	14,063.00
P3	University of Novi Sad	30,666.00	12,827.00	17,839.00
P4	University of Kragujevac	25,108.00	10,589.00	14,519.00
P5	Eqerem Cabej University Gjorokaster	23,571.00	11,198.00	12,373.00
P6	University Fan S Noli Korce	23,847.00	0.00	23,847.00
P7	University of Oviedo	33,067.00	29,706.00	3,361.00
P8	University Mateja Bela in Banska Bystrica	28,235.00	7,969.00	20,266.00
P9	Ghent Univesity	32,829.00	20,703.00	12,126.00
P10	University of Granada	32,938.00	19,711.00	13,227.00
P11	University of Ostrava	30,415.00	6,947.00	23,468.00
P1	Coordinator – University of Nis	78,493.00	36,222.00	42,271.00
	<b>IN TOTAL</b>	<b>370,285.00</b>		



# Budget cross-section

Number of the partner	Partners	"travel costs"		
		budget	spent	diference
P2	University of Belgrade	10,520.00	3,350.00	7,170.00
P3	University of Novi Sad	11,050.00	4,655.00	6,395.00
P4	University of Kragujevac	9,165.00	3,630.00	5,535.00
P5	Eqerem Cabej University Gjorokaster	8,995.00	3,700.00	5,295.00
P6	University Fan S Noli Korce	8,900.00	3,430.00	5,470.00
P7	University of Oviedo	4,890.00	995.00	3,895.00
P8	University Mateja Bela in Banska Bystrica	4,465.00	1,185.00	3,280.00
P9	Ghent Univesity	4,295.00	825.00	3,470.00
P10	University of Granada	5,230.00	360.00	4,870.00
P11	University of Ostrava	4,105.00	1,270.00	2,835.00
P1	Coordinator – University of Nis	15,030.00	4,870.00	10,160.00
	<b>IN TOTAL</b>	<b>86,645.00</b>		



# Budget cross-section

Number of the partner	Partners	"costs of stay"		
		budget	spent	diference
P2	University of Belgrade	22,560.00	11,040.00	11,520.00
P3	University of Novi Sad	23,160.00	11,640.00	11,520.00
P4	University of Kragujevac	18,960.00	9,120.00	9,840.00
P5	Eqerem Cabej University Gjorokaster	18,720.00	12,240.00	6,480.00
P6	University Fan S Noli Korce	18,720.00	9,120.00	9,600.00
P7	University of Oviedo	9,240.00	1,800.00	7,440.00
P8	University Mateja Bela in Banska Bystrica	10,440.00	2,280.00	8,160.00
P9	Ghent Univesity	9,240.00	1,560.00	7,680.00
P10	University of Granada	9,000.00	480.00	8,520.00
P11	University of Ostrava	9,240.00	2,400.00	6,840.00
P1	Coordinator – University of Nis	29,160.00	11,760.00	17,400.00
	<b>IN TOTAL</b>	<b>178,440.00</b>		





# Budget cross-section

Number of the partner	Partners	"travel costs & costs of stay"		
P2	University of Belgrade	7,170.00	11,520.00	18,690.00
P3	University of Novi Sad	6,395.00	11,520.00	17,915.00
P4	University of Kragujevac	5,535.00	9,840.00	15,375.00
P5	Eqerem Cabej University Gjorokaster	5,295.00	6,480.00	11,775.00
P6	University Fan S Noli Korce	5,470.00	9,600.00	15,070.00
P7	University of Oviedo	3,895.00	7,440.00	11,335.00
P8	University Mateja Bela in Banska Bystrica	3,280.00	8,160.00	11,440.00
P9	Ghent Univesity	3,470.00	7,680.00	11,150.00
P10	University of Granada	4,870.00	8,520.00	13,390.00
P11	University of Ostrava	2,835.00	6,840.00	9,675.00
P1	Coordinator – University of Nis	10,160.00	17,400.00	27,560.00



# Financial documentation

---

## OVIEDO

Same thing again- 2 Declarations for 1 Timesheet.

Each Timesheet must totaly coincide with the corresponding Declaration:

period of activity, number of days of activity, type of activity, description of activity.



Co-funded by the  
Erasmus+ Programme  
of the European Union

# EXAMPLE

## THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:  
- employed by the Institution **YES/NO**  
or  
- a natural person \*\* assigned to the project on the basis of a contract against payment **YES/NO**
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

dd/mm/yy		dd/mm/yy	
FROM	01/01/2021	TO	30/06/2021

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

WP7, Activity 7.7. Doing regular coordination activities – managerial activities in performing regular coordination activities; WP7, Activity 7.6. Performing regular financial administration – managerial activities in the regular financial administration; WP7, Activity 7.5. Preparing interim and final reports – managerial activities in preparation of reports; WP6, Activity 6.1. Creating the project website – managerial activities in updating the project website; WP3, Activity 3.5. Development of structure and content of courses for students and young teachers – managerial activities in developing structure and content of courses; WP3, Activity 3.6. Approval/Accreditation of new/modified master study and continuing professional development courses – managerial activities in preparing materials for course accreditation; WP2, Activity 2.2. Preparing material for PM training courses – managerial activities in preparing the material for PM training courses; WP2, Activity 2.4. Preparing guidelines for the technological enhancement of teaching and learning – managerial activities in preparing the guidelines for the technological enhancement of teaching and learning; WP5, Activity 5.3. Preparing and analysing quality reports – managerial activities in preparation and analysis of quality reports.

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Manager
Country of the Institution	Serbia
Number of days worked and charged to the project (according to time-sheet)	18

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP				
Surname :	Ignjatović				
First Name :	Jelena				
Institution :	University of Niš				
Country :	Serbia				
Position :	Full Professor				
Staff Category :	Manager				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2021	January	1	Management	WP7, Activity 7.7. Doing regular coordination activities – managerial activities in performing regular project	
2021	January	1	Development	WP3, Activity 3.5. Development of structure and content of courses for students and young teachers – managerial activities in developing structure and content of courses	
2021	January	1	Development	WP3, Activity 3.6. Approval/Accreditation of new/modified master study and continuing professional development courses – managerial activities in preparing materials for course accreditation	
2021	February	1	Development	WP2, Activity 2.2. Preparing material for PM training courses – managerial activities in preparing the material for PM training courses	
2021	February	1	Development	WP2, Activity 2.4. Preparing guidelines for the technological enhancement of teaching and learning – managerial activities in preparing the guidelines for the technological enhancement of teaching and learning	
2021	February	1	Development	WP3, Activity 3.6. Approval/Accreditation of new/modified master study and continuing professional development courses – managerial activities in preparing materials for course accreditation	
2021	March	1	Management	WP7, Activity 7.7. Doing regular coordination activities – managerial activities in performing regular project	
2021	March	2	Management	WP7, Activity 7.5. Preparing interim and final reports – managerial activities in preparing reports	
2021	April	2	Quality	WP5, Activity 5.3. Preparing and analysing quality reports – managerial activities in preparation and analysis of	
2021	April	1	Dissemination/Exploitation	WP6, Activity 6.1. Creating the project website – managerial activities in updating the project website	
2021	May	1	Dissemination/Exploitation	WP6, Activity 6.1. Creating the project website – managerial activities in updating the project website	
2021	May	2	Management	WP7, Activity 7.7. Doing regular coordination activities – managerial activities in performing regular project	
2021	June	2	Management	WP7, Activity 7.6. Performing regular financial administration – managerial activities in the regular financial	
2021	June	1	Management	WP7, Activity 7.7. Doing regular coordination activities – managerial activities in performing regular project	



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Financial documentation

---

## OSTRAVA

Purchase of the billboard - the sent document is not a contract but a purchase order

Between the cost items listed in the financial statements, you did not justify subcontracting costs

- following amounts: 1271, 400 and 500 CZK

For these amounts - contract, invoice and statement.



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Financial documentation

---

## BANSKA BYSTRICA

ITRs 001 and 002-date of the activity is wrong.

Boarding passes for these treaps were not sent

Declarations and Timesheets signed and stamped related to fees???



Co-funded by the  
Erasmus+ Programme  
of the European Union

# Achieved outcomes-problem

---

## PROJECT MANAGEMENT

- R1. Report on the level of PPM knowledge/skills of university teachers at the PC HEIs
- R2. Report on the practice in teaching and learning at the EU HEIs
- R3. Joint report



Co-funded by the  
Erasmus+ Programme  
of the European Union