**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

page 1

# TABLE OF ACHIEVED / PLANNED RESULTS

**EXAMPLE USE ONE TABLE PER WORK PACKAGE: ADD AS MANY TABLES AS NECESSARY**

| ...rence number of the work | |
|---|---|

**Insert the title and reference number as indicated in the project proposal**

| ...vement and or/performance as indicated in the project proposal | |
|---|---|

**Insert the indicators of achievement and/or performance as indicated in the project proposal**

**Activities carried out to date for the achievement of this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

**Activity number as indicated in the project proposal**

**Insert the activity title as indicated in the project proposal**

**State where and when the activity has taken/will take place**

**Provide a brief description of the activity**

**Insert specific indicators (qualitative and quantitative) which can help to measure the achievement of the activity result**

**Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

**Insert specific indicators (qualitative and quantitative) which help measure progresses towards achieving the required result**

**Changes that have occurred in this result since the original proposal:**

| |
|---|

**Describe any change to the original activity plan described in the project proposal**

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

**page 2**

# TABLE OF ACHIEVED / PLANNED RESULTS

| Title and reference number of the work package (WP) | 1. *Preparation for strengthening teaching competences in the field of natural sciences and mathematics at the PC HEIs* |
|---|---|

| Indicators of achievement and or/performance as indicated in the project proposal | *Reports on the PC HEIs;* <br> *Report on the level of PPMT knowledge/skills of university newly hired teachers at the PC HIEs;* <br> *Report on the practice at the EU HEIs;* <br> *Action plan for modernisation of teaching and learning in Serbia and Albania* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| 1.1 | Quantitative analysis of teaching competences of young, newly hired university teachers at the PC HEIs; | January, 2019 | July, 2019 | Serbia, Albania | The analysis was performed reviewing the on-going study programmes and the teaching methods and tools used, and by means of questionnaires filled out by teaching staff and students. Two types of questionnaires were used as the data collection study tool for the purpose of the analysis: Questionnaire 1 "Survey for lecturers" and Questionnaire 2 "Survey for students". These questionnaires were designed by the project working group and agreed on their content and quality by CMT members. The lectures and students of four Serbian universities (Nis, Belgrade, Novi Sad and Kragujevac) and two Albanian universities (Gjirokaster and Korce) have volunteered for the implementation of the research. Both electronic and physical forms | 6 questionnaires for teachers/ lecturers consisting of practice in the use of PPM in teaching and learning http://www.tecomp.ni.ac.rs/download/work_packages/Anketa-za-nastavnike.pdf 6 questionnaires for students consisting of two parts- practice in the use of PPM in teaching and learning http://www.tecomp.ni.ac.rs/download/work_packages/Anketa-za-studente.pdf 6 reports on the teacher survey results 6 reports on the student survey results Report on the level of PPM knowledge/skills of university newly hired teachers at the PC HIEs |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

page 3

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | (hard-copy) were used for the purpose of data collection. The data collection, their processing and the preparation of individual reports were carried out by the working groups of each university. The final drafting of the Summary Report and its presentation was carried out by Dr. Romeo Mano, Lecturer and coordinator of the project at Gjirokastra's "Eqrem Çabej" University, which is the university responsible for WP1. | http://www.tecomp.ni.ac.rs/download/work_packages/TeComp_UMB_Report.pdf |
| 1.2 | Detailed analysis of the use of modern educational technologies in T&L at the PC HEIs; | January, 2019 | July, 2019 | Serbia, Albania | Parallel to the analysis of the current state of teaching and learning at each PC institution, primarily focused on the level of teaching staff skill set for using PPM, a survey on the use of modern technologies in education was undertaken. The detailed analysis was provided through questionnaires filled out by teaching staff and students and through institutional visits to the PC universities which gave a real picture of technical infrastructure and existing laboratory equipment. The questionnaires were designed by the project working group and agreed on their content and quality by CMT members. Both electronic and physical forms (hard-copy) were used for the purpose of data collection. The data collection, their processing and the preparation of individual reports were carried out by the working groups of each university. The team formed by the WP leader compiled a joint report for all the PC HEIs, which was officially finalised and adopted at the first | 6 questionnaires for teachers/ lecturers consisting of practice in the use of modern technologies in teaching and learning http://www.tecomp.ni.ac.rs/download/work_packages/Anketa-za-nastavnike.pdf 6 questionnaires for students consisting of two parts- practice in the use of PPM in teaching and learning http://www.tecomp.ni.ac.rs/download/work_packages/Anketa-za-studente.pdf 6 reports on the teacher survey results 6 reports on the student survey results Report on the current state of technology enhanced teaching and learning at the PC HIEs http://www.tecomp.ni.ac.rs/download/work_packages/TeComp_UMB_Report.pdf |

**Erasmus+  KA2 Capacity Building in Higher Education**

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

page 4

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | meeting of the Local Coordinating Team (LCT) held in July 2019, in Belgrade. | |
| 1.3 | Reviewing experiences in the use of PMT in T&L at the EU HEIs; | March, 2019 | May, 2019 | Program countries: UNIOVI, UO, UMB, Serbia, Albania | A survey of EU practice related to the forms and models of teaching and learning within the EU universities participating in the project was undertaken. Three workshops had been organized, in Oviedo, Banska Bystrica and Ostrava, during which the hosts presented their experiences in using new pedagogical and methodological methods in higher education and continuing professional development of teaching staff. | Agenda of workshops: <ul><li>http://mngt.tecomp.ni.ac.rs/attachments/download/193/Agenda-BanskaBistrica%20workshop.pdf http://mngt.tecomp.ni.ac.rs/attachments/download/190/Agenda-Ostrava%20workshop.pdf</li><li>http://mngt.tecomp.ni.ac.rs/attachments/download/185/Agenda%20for%20workshop%20in%20Oviedo.pdf</li></ul>Reports from visits: <ul><li>http://mngt.tecomp.ni.ac.rs/attachments/download/194/Report%20-%20Visit%20to%20Banska%20Bystrica.pdf</li><li>http://mngt.tecomp.ni.ac.rs/attachments/download/192/Report%20-%20Visit%20to%20Ostrava.pdf</li><li>http://mngt.tecomp.ni.ac.rs/attachments/download/189/Report%20-%20Visit%20to%20Oviedo.pdf</li></ul>Attendance lists: <ul><li>http://mngt.tecomp.ni.ac.rs/attachments/download/197/Attendance%20list%20BBystrica.pdf</li><li>http://mngt.tecomp.ni.ac.rs/attachments/download/196/Attendance%20list_Ostrava.zip</li><li>http://mngt.tecomp.ni.ac.rs/attachments/download/186/Attendance_lists-Oviedo-25-29.03.2019.pdf</li></ul> |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

page 5

| 1.4 | Performing a comparative analysis based on collected data; | March, 2019 | November,. 2019 | Program countries, Serbia, Albania | Based on the survey results and experiences of EU partner institutions, a comparative analysis of the practice in the area of teaching and learning was performed and the corresponding report was made. This report has been used to identify the major tasks to be performed within the project activities. | Report on the practice at the EU HEIs |
| --- | --- | --- | --- | --- | --- | --- |
| 1.5 | Defining necessary measures and actions for the modernisation of T&L | November, 2019 | January, 2020 | Serbia, Albania | The concrete action plan for strengthening teaching competences and improving the quality of teaching and learning in the field of natural and mathematical sciences at the PC HEIs was adopted by the project consortium members during the LCT meeting in Novi Sad.<br>The action plan serves as a baseline for the development of work packages.<br>The action plan is based on the experiences collected by the representatives of PC HEIs during their visit to UNIOVI, UMB and UO and the Reports on the practice in teaching and learning methodologies and modern technologies made by each EU partner . | Action plan for modernisation of teaching and learning in Serbia and Albania |

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
| --- | --- | --- | --- | --- | --- | --- |
| All the activities within WP1 are finalized until April 2020. | | | | | | |

**Changes that have occurred in this result since the original proposal:**

All activities were completed with a slight delay.

**Erasmus+  KA2 Capacity Building in Higher Education**

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP**

**page 6**

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 7**

# TABLE OF ACHIEVED / PLANNED RESULTS

| **Title and reference number of the work package (WP)** | 2. *Upgrading educational infrastructure at the PC HEIs* |
|---|---|

| **Indicators of achievement and or/performance as indicated in the project proposal** | • *9 video conference rooms installed (at 4 universities in Serbia)*<br>• *20 labs and 10 classrooms equipped*<br>• *Course program prepared*<br>• *Printed and electronic learning material prepared*<br>• *Guidelines and instructions for the technological enhancement of T&L prepared* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| 2.1 | Forming technology-enhanced learning spaces | April, 2019 | January, 2020 | Serbia, Albania | The IT infrastructure and laboratory equipment for educational purposes of the PC HEIs is identified, commissioned, purchased and installed at UNI, UNS, UB and UNIKG. The invitation to tender and tender evaluation is organized by the coordinating institution (UNI) in Serbia and by one university in Albania (ECUG). Thus, one tendering procedure was organized for Serbian institutions and one for Albanian institutions. The Committee composed of consortium members from PC HEIs has slightly modified the initial specification for the equipment, mostly in the number of items, for the purpose of improving the efficiency of project implementation and because, since the application concluded, a few partners have obtained a couple of particular pieces of equipment. The equipment is purchased and installed at the universities in Serbia with 3 months delay in | • Tender documentation, factures and inventory lists;<br>• 4 video conference rooms installed<br>• 10 labs and 5 classrooms equipped |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 8

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | comparison to application because of the problems with postal services (the tender documentation was lost twice on its way between Serbian universities). The installation of all the purchased equipment was performed with the assistance of the technical staff, and all equipment is fully operational and is being actively used for the purpose of project activities. Two new TeComp IT classrooms have been established at UNI and UNIKG and are already being used during regular classes. The tender procedures for purchase of the equipment in Albania are successfully ended. But for the coronavirus outbreak, in Albania, the paying to suppliers would be in procedure at the moment of writing this report. The delay was mostly caused by the legal and administrative rules and procedures and needness for making a special Agreement for equipment purchasing. | |
| 2.2 | Preparing material for PPM training courses | March, 2020 | ongoing activity | online: Serbia, Albania, UGENT, UGR | This activity is related to the preparation of printed and electronic materials for psychological, pedagogical and methodological (PPM) training courses. The teachers of pedagogy and teaching methodology, who will later on during the project implementation carry out training courses within the WP3, have started working on preparation of educational materials using various online platforms and tools. First working drafts of educational materials have been designed. Teachers are using online platforms and tools for giving feedback and improving the working drafts. In the continuation of this activity, the teachers will visit the corresponding specialised departments at UGENT and UGR, where they will gain valuable insights in the field and be able to enhance their teaching skills. The draft educational materials will be presented during these visits and refined with the | Draft educational materials for psychological, pedagogical and methodological (PPM) training courses |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 9

| | | | | | |
|---|---|---|---|---|---|
| | | | | insights and feedback of experts from UGENT and UGR.<br><br>Programs and learning materials for the upcoming courses will be approved at a CMT meeting. | |
| 2.3 | Creating material for providing language support for teaching staff | May, 2020 | ongoing activity | online: Serbia, Albania | Since the language barrier has been identified as one of the possible hindrances for the integration of the PC HEIs in cross-border education, printed and electronic material for providing language support to professional development of teaching staff are being prepared during this activity. The project staff is using the material that has already been developed by the project FUSE (TEMPUS project, coordinator UNI) as a baseline for this activity, and it is being used and adapted to the specific needs of teaching and academic writing in English in the field of natural and mathematical sciences.<br><br>The teachers are using various online tools to draft, adapt and refine the working materials. | Draft educational materials for the enhancement of English proficiency of teaching staff |
| 2.4 | Preparing guidelines for the technological enhancement of teaching and learning | September, 2020 | ongoing activity | online: Serbia, Albania, UNIOVI, UMB | During this activity guidelines and instructions for wider integration of ICT in teaching and learning are being prepared.<br><br>Teachers who will implement training courses for using new educational technologies later in the project have started working on the programs and teaching materials online.<br><br>After the first draft version of the programs is finalized, teachers will visit the corresponding specialized departments at UNIOVI and UMB, where they will gain valuable insights in the field and be able to enhance their teaching skills. The draft teaching materials will be presented and refined during the visits, and final versions will be approved at a CMT meeting. | Draft educational materials for wider integration of ICT in teaching and learning |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 10**

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| | | | | | | |

**Changes that have occurred in this result since the original proposal:**

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.
Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.
This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____**

**page 11**

# TABLE OF ACHIEVED / PLANNED RESULTS

| **Title and reference number of the work package (WP)** | 3. *Professional development of teaching staff* |
|---|---|

| **Indicators of achievement and or/performance as indicated in the project proposal** | • *1 Workshop*<br>• *120 and 180 teachers/assistants trained in PPM and educational technologies, respectively*<br>• *300=120+180 teachers perfected their teaching skills*<br>• *120 teachers/assistants trained for teaching in English*<br>• *Submitted documentation for approval/accreditation by relevant bodies*<br>• *About 35 approved/accredited courses delivered*<br>• *About 200 young teachers, 1200 students attended new courses* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| | | | | | | |

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| 3.1 | Organising the Workshop on innovative methodologies and pedagogical approaches | February, 2021 | April, 2021 | online: UNI | A Workshop on innovative teaching and learning methodologies and new psychological and pedagogical approaches will be organized at UNI. It had been originally planned for September 2020, but due to unforeseen circumstances (the Covid-19 outbreak and its consequences - closing the borders and prohibition of public gatherings in most partner countries) all of the | • Workshop agenda<br>• Attendance lists<br>• Lists of delivered certificates<br>• Workshop report<br>• Proceedings on the workshop |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 12

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | project activities, including this one will be delayed according to the situation. The project team is implementing the preparatory phase of the activity, in order for it to be implemented as soon as possible. The objectives of the activity are: <br>• to disseminate the latest achievements concerning teaching methodology in higher education, modern pedagogical approaches and technology enhanced teaching and learning<br>• to raise the general awareness of stakeholders from the partner countries about the necessity of changing ways of teaching and learning in higher education, and importance of using the contemporary methodologies, psychological and pedagogical approaches and educational technologies in teaching and learning<br>Contributions of the participants will be collected during the workshop and the proceedings of the workshop will be published. | |
| 3.2 | PM training of teaching staff | March, 2021 | October, 2021 | online; Serbia, Albania, UGENT, UGR | Three series of training courses will be implemented during this activity. The first series will be organised at the PC HEIs and the trainers will be teachers of psychology, pedagogy and teaching methodology (PPM) from these HEIs. <br>In the second series of training courses instructors will be teachers from UGENT and UGR. The courses will be held at two different places: UNI (for Serbian trainees) and UNIKO (for Albanian trainees) and from the other PC HEIs the lectures will be monitored via the video conference. <br>The third series of training courses will be organised at UGR. Teachers and teaching assistants who were the most active and showed the best results in two previous series of training courses will have the opportunity to | • Training courses agenda<br>• TC educational materials<br>• Attendance lists<br>• Lists of delivered certificates<br>• Training courses reports<br>• TC evaluation forms<br>• Rulebook on continuing professional development teaching staff |

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 13

| | | | | | attend advanced courses at UGR. These teachers and teaching assistants would be the driving force in fostering further modernisation of teaching and learning methods and tools at the PC HEIs. | |
|---|---|---|---|---|---|---|
| 3.3 | Training of teaching staff for using new educational technologies | March, 2021 | October, 2021 | online; Serbia, Albania, UNIOVI, UMB, UO | During this activity three series of training courses will be implemented. The first series will be organised at the PC HEIs and the trainers will be teachers of computer science from the PC HEIs.<br>In the second series of training courses instructors will be teachers from UNIOVI, UMB and UO. Courses will be held at UNS and UNI (for Serbian trainees) and ECUG (for Albanian trainees) and from the other PC HEIs the lectures will be monitored via the video conference.<br>The third series of training courses will be organised at UNIOVI. The opportunity to attend the advanced courses at UNIOVI will have teachers and teaching assistants who were the most active and showed the best results in two previous series of training courses. They would be at the frontline of providing the contemporary methods and tools of technology enhanced teaching and learning at the PC HEIs. | • Training courses agenda<br>• TC educational materials<br>• Attendance lists<br>• Lists of delivered certificates<br>• Training courses reports<br>• TC evaluation forms<br>• Rulebook on continuing professional development teaching staff |
| 3.4 | Training for teaching and academic writing in English | March, 2021 | October, 2021 | Serbia, Albania | During this activity the team will implement courses for teaching and academic writing in English at the PC HEIs.<br>Based on the teaching and learning material prepared within the activity 2.4 training courses will be organised, with trainers who are lecturers of English at the corresponding PC HEIs. Teachers who have perfected their teaching skills in this way would have a motivation (financial, travels) to offer their undergraduate and PhD courses in English in the field of natural and computer sciences and mathematics, for foreign students. During the project implementation a few departments at the PC HEIs will offer the whole study programmes | • Training courses agenda<br>• TC educational materials<br>• Attendance lists<br>• Lists of delivered certificates<br>• Training courses reports<br>• TC evaluation forms |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____**

page 14

| | | | | | approved/accredited in English. This would be the first step towards obtaining international accreditation when financial conditions in PC countries allow that. This is one of important long-term impacts of our project. | |
|---|---|---|---|---|---|---|
| 3.5 | Development of structure and contents of courses for students and young teachers | October, 2020 | October, 2021 | Serbia, Albania | Within this activity, structure and content of 35 new/modified courses at the PC universities will be introduced with the aim of strengthening competences of young university teaching staff in pedagogy, psychology, methodology and technology enhanced education, based on new knowledge and skills acquired through the training courses instructed by EU experts. The courses will be based on bachelor and master level courses in psychology, pedagogy, teaching methodology and technology enhanced teaching and learning offered by participating PC HEIs. The courses' contents will be oriented to: <br>• specific needs of inclusive students, <br>• transition from teaching-oriented to learning-oriented approach to the educational process, <br>• new flexible methods and individualization of T&L in the field of sciences and mathematics, <br>• technology enhanced learning and <br>• learning management systems (LMS). <br>Supervision of syllabus and structure of all courses will be made by EU experts during the first and second series of training courses. This activity will last about five months and after that approval/accreditation process will start. | • Courses design <br>• Decisions of academic boards regarding adopting new courses |
| 3.6 | Approved/Accredited new master courses and continuing professional development courses | May, 2021 | October, 2021 | Serbia, Albania | During this activity the team will prepare documentation for the approval or accreditation event. <br>Documentation will be peer reviewed and PC institutions will pay accreditation fees. New/modified courses will be verified by the Academic Councils of the faculties or accredited by the national accreditation body. For initial start of delivery of modernized courses, study programs | • Decisions of academic boards regarding adopting new courses <br>• Documentation for the approval or accreditation event |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 15

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | will be approved by Academic Councils of the faculties, and later they will be officially accredited by Commission for Accreditation and Quality Assurance, depending on the institution's accreditation cycle.<br>Accreditation of continuing education courses will be done by relevant bodies (the centers of career guidance at universities in Serbia). | • Official accreditation documents |
| 3.7 | New/modernised courses delivered | Jun, 2021 | May, 2022 | Serbia, Albania | Each PC HEI will undertake a registration of students at new/modified master study courses. Courses targeting MSc students will be delivered in the 3rd project year during winter and/or summer semester of the academic 2020/2021 year. The continuing education courses for HE teaching staff and professional practice will be delivered during the same period.<br>At the end-of-term, evaluation question items will help to ensure informative feedback that can be used for strengthening teaching competences and evaluation of improving T&L. | • courses evaluation forms<br>• courses reports<br>• Informations and procedures of adopting available on the project and universities' website<br>• Course syllabi posted on the faculties' websites |

**Changes that have occurred in this result since the original proposal:**

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 16

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.

Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.

This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 17**

# TABLE OF ACHIEVED / PLANNED RESULTS

| Title and reference number of the work package (WP) | 4. *The formation of online learning environment* |
|---|---|

| Indicators of achievement and or/performance as indicated in the project proposal | • *About 33 blended pilot courses*<br>• *System for electronic testing*<br>• *At least 15 online labs integrated* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| | | | | | | |

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| 4.1 | The integration of online technologies into traditional courses | March, 2020 | online activity | Serbia, Albania | Within this activity pilot projects will be launched, for the integration of online technologies into a certain number of traditional courses at the PC HEIs in all areas of natural and mathematical sciences. The role of these pilot projects is to demonstrate the benefits of using online technologies in teaching and learning, and to encourage a wider circle of teachers and teaching assistants to use these technologies themselves. In order to emphasize the large variety of models of using modern technologies in teaching and learning, several different scenarios for the integration of online technologies into courses will be offered. A team composed of experts in information technology and pedagogy from the partner institutions will examine the specific needs of courses | • Blended pilot projects launched<br>• Technology-enhanced courses based on suitable on-line platforms developed |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 18

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | and teachers, and will suggest suitable online learning platforms that will be used as the basis for designing new technology-enhanced courses. These platforms will be developed by adapting some of the existing free online learning platforms to specific needs of courses to be designed, and will provide a wide range of opportunities for supporting and enhancing educational delivery and management. The use of online learning platforms should allow students easier and faster access to the learning material and relevant information, access at any time, as well as better understanding and more efficient learning. That will also contribute to the realization of the active role of students in the learning process, individualization of learning and better communication between students and teachers, which will lead to the transition from teacher-oriented to student-oriented approach to learning. The courses will mainly be designed using the blended learning approach – combining web-based online learning with traditional classroom methods, and both synchronous and asynchronous models of learning will be used. | |
| 4.2 | Developing system for electronic testing | October, 2020 | Jun, 2021 | Serbia, Albania | A team of experts in information technology and pedagogy from the partner institutions (not necessarily the same as in Activity 4.1), in cooperation with teachers of particular subjects, will propose methodological and software solutions for the development of systems for electronic testing and monitor the creation of these systems. Questions on the tests will be randomly chosen from the database of questions that will be created, for each student individually. Special attention will be paid to self-testing – a mode of testing where students can check their knowledge, and immediately or after completion the test they are informed about the test results and mistakes, that they have eventually made. As known, immediate feedback allows students to identify | • System for electronic testing developed<br>• Database of questionnaires created |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 19

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | and fill gaps in their knowledge, which has a very large positive impact on success in learning. | |
| 4.3 | Forming online labs | October, 2020 | May, 2021 | Serbia, Albania | Within this activity pilot projects for the integration of online technologies into a certain number of laboratories at the PC HEIs will be launched. A team composed of experts in information technology from the partner institutions and teachers who plan to integrate online technologies into their laboratory exercises will examine specific needs and opportunities of these laboratories, propose methodological, hardware and software solutions for such integration and monitor the realisation of the pilot projects. In the realization of this activity equipment purchased from the project budget will be used. | • Pilot projects for the integration of online technologies in the laboratories launched<br>• Inventory books |
| 4.4 | Preliminary analysis of performance indicators | January, 2021 | February, 2022 | Serbia, Albania | Reliable analysis of performance indicators of pilot projects launched within the activities 4.1-4.3 requires monitoring of the implementation of these projects over a longer period of time, and therefore, such an analysis cannot be performed during the project cycle. For that reason, the activity 4.4 will focus on defining the methodology that will be used in the analysis of performance indicators of new teaching and learning methods introduced within activities 4.1-4.3, and then, a preliminary analysis of performance indicators will be conducted and the results of the analysis will be published in the form of a report. The preliminary analysis will be the first step in the further analysis of performance indicators of the innovations introduced in the process of teaching and learning at the PC HEIs, which will be continued after the completion of the project cycle and whose results will be used to further improve the quality of teaching and learning at the PC HEIs | • Preliminary analysis of performance indicators conducted<br>• Reports based on the results of preliminary analysis |

**Changes that have occurred in this result since the original proposal:**

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 20

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.

Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.

This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. __598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 21**

# TABLE OF ACHIEVED / PLANNED RESULTS

| **Title and reference number of the work package (WP)** | 5. *Quality assurance and monitoring* |
|---|---|

| **Indicators of achievement and or/performance as indicated in the project proposal** | • *The decision on establishing QAMB* <br> • *Quality standards and procedures* <br> • *Inter-project coaching* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| 5.1 | Establishing QAMB | November, 2018 | July, 2019 | Program countries, Serbia, Albania | The Quality Assurance and Monitoring Board (QAMB) was established during the kickoff meeting. The Board consists of 11 members, one member from each PC and EU HEI, and is responsible for monitoring the project performance, against the set of key performance indicators. <br> UNIKO is the leading partner institution for this WP, and is in charge of qualitative reviews, used to ensure satisfactory progress based on internal QA reports submitted to the QAMB and UNIKO. At each milestone of each WP, the leading partner of that WP will submit 6 internal QA reports (one report for each PC HEI), that will be the basis for evaluation reports prepared by QAMB. | • QAMB <br> • kick-off meeting agenda <br> • internal QA reports |
| 5.2 | Establishing internal work quality standards and procedures | January, 2019 | July, 2019 | Serbia, Albania, program countries | To guarantee the quality of the project, the Consortium partners established and adopted internal work quality standards and procedures. <br> The internal work quality standards outline the main rules to be followed by all the partners of the project | • Report on the ] <br> • Internal work quality standards and procedures |

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. __598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

| | | | | | consortium, in order to ensure the highest possible quality of the project activities, outcomes and outputs, and procedures in project management. All procedures defined in this document are in full compliance with the Grant agreement and the Partnership agreements, and also rely on Guidelines for the Use of the Grant. The document defines in detail the organizations, responsibilities and interfaces for project implementation, quality of project deliverables and evaluation methods, quality of documents and tools, quality of events. The document predicts internal and external evaluation of the project activities and outcomes, and defines the individual roles in maintaining quality standards. The document is strictly followed by all partner institutions in project implementation. | |
|---|---|---|---|---|---|---|
| 5.3 | Preparing and analyzing quality reports | Jun, 2019 | ongoing activity | Serbia, Albania | Qualitative review of each WP is being conducted twice yearly. It is based on the internal QA reports presented by WP leaders to the QAMB and UNIKO. The QAMB regularly monitors  the reports and based on them prepares the evaluation report. The reports contain a wide-ranging picture of the situation regarding the whole project (outcomes, participation at meetings, effective communication and the management of the project) and all the partners are being informed on the issues related to project quality. These reports will be regularly conducted until the end of project implementation. | • Quality reports by WP leaders |

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| 5.4 | Organising inter-project coaching | November, 2020 | May, 2021 | Serbia, Albania | In order to have external feedback of the project, inter-project coaching will be organized with an ongoing project for mutual exchange of accumulated expertise, | • Joint report on inter-project coaching |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. __598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____**

page 23

| | | | | | questionnaires and a peer review. With the aim of saving the money, it will be held at the same time as some LCT meeting or through video conferencing. A joint report will be made on this activity. | • LCT meeting agenda<br>• LCT meeting attendance lists<br>• LCT meeting report<br>• Video conference agenda<br>• Video conference reports |
|---|---|---|---|---|---|---|
| 5.5 | Organising external monitoring | October, 2020 | May, 2022 | UNI | In order for quality control of the project activities and results to be performed, an external expert will be engaged in this activity. The external expert will establish independent comprehensive monitoring evaluations (mid-term and end). The evaluations will be made to guarantee that the project is carried out according to plan and to improve the quality of the project realisation. | • Mid-term evaluation<br>• Final evaluation |

**Changes that have occurred in this result since the original proposal:**

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.

Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.

This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____**

**page 24**

# TABLE OF ACHIEVED / PLANNED RESULTS

| **Title and reference number of the work package (WP)** | 6. *Dissemination and exploitation* |
|---|---|

| **Indicators of achievement and or/performance as indicated in the project proposal** | <ul><li>*Launching of the project website*</li><li>*Project promo materials designed and distributed*</li><li>*Annual reports of the project achievements*</li><li>*A number of popularisation lectures organised (2$^{nd}$ and 3$^{rd}$ project year)*</li><li>*The Workshop on the Methodologies of T&L*</li><li>*Rulebook on CPD of teaching staff*</li><li>*The Strategy for IQ of T&L made*</li><li>*1 unified questionnaire*</li></ul> |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| 6.1 | Creating the project website | November, 2018 | ongoing activity | UNI | The project website is one of the most important visibility tools for both partner institutions, project users and the general public. The project website http://www.tecomp.ni.ac.rs/ is created at the beginning of project implementation and it contains information about the project: summary, activities, goals and objectives, work packages. Financial support of the Erasmus plus program is clearly visible on the website, in accordance to the visibility guidelines. The project website also contains all the relevant documents created during the project implementation, information about partner institutions, general information about the events and outcomes and the news section which is regularly | <ul><li>Project website http://www.tecomp.ni.ac.rs/</li></ul> |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 25

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | updated. The gallery part contains photos and presentations of the project milestones and important events.<br>The website is maintained and regularly updated. The number of website visits is being monitored in order for partners to have an insight about the interest for the project presentation on the website. | |
| 6.2 | Printing and distributing promotional material | January, 2019 | ongoing activity | Serbia, Albania, Program countries | Besides the website, the dissemination of the project consists of designing and printing of promo materials (booklets, leaflets, flyers).<br>As a part of the project dissemination plan, various project promotional materials have been designed and distributed (the project lefleats in English, TeComp Planner, TeComp bags and pens with the TeComp logo, posters (standard size), a project roll poster and project folders). They were primarily distributed during the project Kick-off Meeting, and all the partner institutions have used these materials in their dissemination events, and also non-project-related activities which provide a good opportunity for project dissemination and visibility of the project results.<br>The TeComp team plans to go ahead with carrying out the dissemination-related activities to the end of the project by designing and distributing project promotional materials, giving information about the project given at various dissemination gatherings and media, etc.). | • Promo material design<br>• Promo material examples<br>• Photos |
| 6.3 | Disseminating reports on the project achievements | July, 2020 | ongoing activity | Serbia, Albania, Program countries | For the purpose of disseminating information about the project achievements, annual joint reports are being prepared on the basis of the individual project reports from the PC HEIs. These annual reports are planned to be presented to relevant bodies at partner institutions and information about them will be available on the project website, too. | • Annual joint report No1 |

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____**

**page 26**

| | | | | | So far, one annual joint report has been created and disseminated. | |
|---|---|---|---|---|---|---|

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| 6.4 | Organising popularisation lectures | September, 2020 | February, 2022 | Program countries, Serbia, Albania | A number of popularization lectures will be organized during the second and the third year of the project implementation both in the PC and EU countries involved in the project, where information about the project will be given to various groups of project stakeholders, other HEIs, the academic community and to the general public. These gatherings will be organized at the institutional level and marketing activities will be undertaken at the local public level as well as the regional level. An important activity in project dissemination will be organization of a Workshop on innovative teaching and learning methodologies and pedagogical approaches, where prepared printed and electronic material in this area, as well as aims, objectives and planned activities of the project, will be promoted to the teaching staff from all partner institutions (including other Faculties from the universities). | • lecture agendas<br>• lecture plans and materials<br>• presentations<br>• attendance lists<br>• photos |
| 6.5 | Developing a Rulebook on CPD of teaching staff | September, 2019 | May, 2022 | Serbia, Albania | One of the project objectives is enhancement of professional competences and skills of teaching staff through training in modern pedagogical approaches, methodologies and educational technologies. The training courses organised in the framework of the WP3 would grow into a regular program of continuing professional development (CPD) of teaching staff at the PC HEIs.<br>Outcome of this activity will be the proposal of a Rulebook on continuing professional development of teaching staff in the field of teaching (not in the | • Rulebook on continuing professional development of teaching staff in the field of teaching |

**Erasmus+ KA2 Capacity Building in Higher Education**

Annex V  - **Technical Implementation Report** (Progress report on implementation of the action)
Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP _____

page 27

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | scientific field) which will be submitted to the relevant bodies of the PC HEIs for adoption. This Rulebook would establish the forms of professional development for teachers/assistants, priority areas for vocational training programs, and other issues important for continuing professional development to be enrooted in the system of higher education in order to strengthen personnel infrastructure. | |
| 6.6 | Developing Strategy for the support and on-going improvement of the quality of T&L | May. 2021 | May. 2022 | Serbia, Albania | During this activity, the proposal for the Strategy for the support and on-going improvement of the quality of teaching and learning at the institutional level will be made and submitted to the appropriate bodies of PC institutions for adoption. We will lead the campaign for raising awareness about the importance of this strategy and the need for its adoption. | • the proposal for the Strategy for the support and on-going improvement of the quality of teaching and learning<br>• The Strategy for IQ of T&L<br>• meeting agenda |
| 6.7 | Developing a unified questionnaire | January, 2021 | January, 2022 | Serbia, Albania | The goal of this activity is to create a questionnaire which will ensure that students objectively evaluate teaching staff, as well as new/modified courses and the entire process of teaching and learning. The aim for the questionnaire is to be uniform for all PC institutions involved in the project and to give as real a picture of teaching competences and quality as possible. | • Questionnaire |

**Changes that have occurred in this result since the original proposal:**

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. _598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 28

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.

Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.

This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 29**

# TABLE OF ACHIEVED / PLANNED RESULTS

| **Title and reference number of the work package (WP)** | 7. *Management* |
|---|---|

| **Indicators of achievement and or/performance as indicated in the project proposal** | • *PMBs constituted; partnership agreement made*<br>• *Kick-off, CMT and LCT meetings held*<br>• *The PAP for authorised representatives*<br>• *Extent to which the project fulfils the work plan and the budget* |
|---|---|

**Activities carried out to date to achieve this result:**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|---|---|---|---|---|---|---|
| 7.1 | Setting up PMBs and signing partnership agreement | November, 2018 | May, 2019 | Program countries, Serbia, Albania | At the very beginning of the project implementation, two project management bodies (project management body - PMB) had been constituted: Central Management Team (CMT) and Local Coordinating Team (LCT). The Central Management Team consists of 12 members: the main project coordinator and one more person from UNI, and 9 contact persons from all other institutions involved in the project (local coordinators). Its role is to discuss all aspects of the ongoing activities, to monitor and evaluate the progress of the project and to deal with the general issues of project management, namely, to make decisions that are of vital interest to all the institutions involved in the project.<br>The Local Coordinating Team (LCT) was constituted and consists of 7 members. Its role is to coordinate activities in partner countries: to coordinate the | • Project management body signed<br>• Partnership agreements<br>• KickOff meeting agenda<br>• attendance list |

**Annex V  - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 30

| | | | | | |
|---|---|---|---|---|---|
| | | | | dissemination activities of the project and organise the project events in the country.<br><br>In the initial phase of the project a kick-off meeting was organized at the coordinator institution, UNI, with the participation of representatives of all partner institutions. At the kick-off meeting a partnership agreement which regulates the relationship among the consortium members is signed and the Quality Assurance and Monitoring Board (QAMB) had been set up. | |
| 7.2 | Organising the Kick-off meeting and meetings of the CMT | November, 2018 | Online activity | Program countries, Serbia, Albania | The first meeting of the partners (kick-off) within the TeComp Erasmus Plus project was organized at the University of Nis, on January 15th – 17th, 2019. The objectives of the kick-off meeting were to introduce to each other all the partners of the project  to develop a common understanding of the project objectives, activities and expected results comply with the project description  to discuss into details the action plan for the following period  to clarify project management and administrative procedures   to precisely define the content of surveys for performing a detailed, quantitative analysis of the current state of teaching and learning at each PC institution, particularly focused on a level of teaching staff skill set for the use of pedagogical and methodological approaches and modern educational technologies. The kick-off meeting was organized as a three-day event. The first day consisted of the welcome words and presentations given by representatives of the coordinating institution (University of Niš). The second day was intended for short presentations of all partner institutions given by their representatives and for a Central Management Team meeting. The round table discussion was organized on the third day .<br><br>The first CMT meeting has been organized in Grenada. | • kickoff meeting agenda<br>• kickoff meeting attendance list<br>• kick-off meeting report<br>• CMT meeting agenda<br>• CMT meeting report<br>• CMT meeting attendance list |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 31

| 7.3 | Organising meetings of the LCT | July, 2019 | ongoing activity | Serbia, Albania | Five LCT meetings are planned during the project implementation period.<br>The first LCT meeting was organized in Belgrade, Serbia. During the meeting,the team discussed and adopted draft versions of the reports on the level of PPM knowledge and<br>skills as well as using modern technologies in teaching and learning at universities in<br>Serbia and Albania. The team also adopted the plan of future activities which refer to joint report of state of art in PC HEIs and discussed necessary measures and actions in modernisation of education in accordance to modern European practice. The performed activities in equipment purchasing were also analyzed during the meeting.<br>The second LCT meeting was organized in Novi Sad, Serbia.<br>Future LCT meetings have been delayed due to the Covid-19 outbreak and will happen as soon as possible in the project continuation. | • LCT meetings attendance lists<br>• LCT meetings reports |
| 7.4 | Creating the PAP | May, 2019 | ongoing activity | Serbia, Albania | The project administration platform (PAP) was set up during the first months of project implementation. The platform serves as the basis both for project implementation and financial administration. It is being used for internal documents – those that need not appear on the official project website, such as:<br>• internal reports, recommendations, etc. which are considered project outputs and outcomes;<br>• the documents gathered during the training visits to EU partners (presentations and other documents, which are considered to be their property, provided to the project partners from Serbia and Albania and the project consortium);<br>• similar internal documents;<br>• financial management documents. | • Project administration platform |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 32

| 7.5 | Preparing interim and final reports | March, 2020 | ongoing activity | Program countries, Serbia, Albania | The Interim Report was created by the project management team, and based on all the documents provided by partner institutions, financial documents and progress reports. The Interim Report contains information on the project progress and the level of achieving its objectives, as well as information about activities that still need to be completed/ finalized. The Report summarizes completed and in-progress activities of all work packages, the status of each outcome, and the budget status for each of the partners. | • Interim report<br>• Supporting documents |
|---|---|---|---|---|---|---|
| 7.6 | Performing regular financial administration | May, 2019 | ongoing activity | Program countries, Serbia, Albania | To guarantee the quality of the project, the Consortium partners established and adopted internal work quality standards and procedures.<br>The internal work quality standards outline the main rules to be followed by all the partners of the project consortium, in order to ensure the highest possible quality of the project activities, outcomes and outputs, and procedures in project management. All procedures defined in this document are in full compliance with the Grant agreement and the Partnership agreements, and also rely on Guidelines for the Use of the Grant. The document also predicts and thoroughly explains the procedures for regular financial administration of all partner institutions.<br>The administrative part of the project management and all transfers of money are done mostly by UNI. To ensure that the project fulfils the work plan in terms of finances, regular financial administration and bookkeeping is done for each partner institution and the project overall. Reports on the financial administration and bookkeeping are submitted and posted on the Project Administration Platform. | • project administration platform<br>• financial statements<br>• receipts |
| 7.7 | Doing regular coordination activities | November, 2018 | ongoing activity | Program countries, | The local project management structure ensures regular communication with the project coordinator and their | • Meetings reports |

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

**page 33**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Serbia, Albania | involvement in the project activities. All partners are involved in the implementation of the project activities to a certain extent, according to the predefined project roles.<br><br>Partner institution representatives are actively using the project administration platform for project coordination and keeping up with the activities. In between project activities and events, all the partner institutions are communicating via online platforms and tools, and regularly reporting on the project implementation.<br><br>Project coordinators are responsible for summarizing reports, collecting all the financial and administrative data and creating interim reports. | • Project administration platform<br>• Interim report |

**Activities to be carried out to achieve this outcome (before the end of the project)**

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|---|---|---|---|---|---|---|
| | | | | | | |

**Changes that have occurred in this result since the original proposal:**

**Erasmus+ KA2 Capacity Building in Higher Education**

**Annex V - Technical Implementation Report** (Progress report on implementation of the action)
**Project N. 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP** _____

page 34

The Covid-19 outbreak has urged many countries worldwide to adopt strict measures aimed at preserving life and health of the population. In most partner countries, the measures are very strict in limiting public gatherings, both outdoors and indoors. Most of the public institutions, including Universities, have limited or cancelled their activities, and moved all possible work online.

Because of these unpredicted and extraordinary circumstances, numerous project activities had to be postponed. The project officer from EACEA was informed timely and agreed on this decision. The project team is implementing all the preparatory measures and activities online, in order for when the situation is normalized, the project activities can be implemented as soon as possible and in a quality manner.

This situation will most probably result in requesting the continuation of the project duration and signing an Annex to the agreement. For now, the project team is unable to predict the exact timeline since it depends on the Covid-19 outbreak and partner countries' decisions on extraordinary measures. As soon as the situation is normalized and project activities can continue to be implemented without obstacles, we will inform the project officer on the planned timeline and continue with the legal and other procedures for continuation of the project implementation.

*Please add as many tables as necessary*