



Accelerating Western Balkans University Modernization by Incorporating Virtual Technologies

VTech@WBUni

WP5 - Management

PROJECT MANAGEMENT PLAN

Project duration: 15/11/2019 - 14/11/2022

Due date of deliverable: 15/07/2020

Actual submission date: 15/02/2021

Dissemination Level: Consortium (Confidential, only for members of the consortium)

Version	Date	Change History	Author	Organization
01	10/01/2021	Document drafted	Aida Bitri	UAMD
02	15/01/2021	First edition	Albana Halili	UAMD
03	15/01/2021	First revision	Kseanela Sotirofski	UAMD
04	15/02/2021	Second revision	Albana Halili	UAMD

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Abbreviations

CP Contact Point

PT Project Team

WB Western Balkan

VTech@WBUni Accelerating Western Balkans University Modernization by
Incorporating Virtual Technologies

EU European Union

HEI Higher Education Institution

PC Project Coordinator

PMP Project Management Plan

PQAB Project Quality Assurance Board

PQAP Project Quality Assurance Plan

SC Steering Committee

UAMD Aleksander Moisiu University

WP Work Package

WPL Work Package Leader

VTech Virtual Technologies

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Abstract

The development of the project management plan is one of the main tasks of WP 5. The document will provide valuable information about the project's objectives, activities, plans, and a detailed description of the role, responsibility, and management elements of each of the participants in the consortium. UAMD is the leader of this package and will be the main responsible for the successful execution of each of the tasks in the project description within time and budget limits, but goodwill and a good coordination plan will be helpful amid all duties to be fulfilled.

VTech@WBUUni is a three-year joint capacity building Erasmus+ project between six partner institutions from Albania and Kosovo and five HEI partners from the EU, respectively from; Macedonia, Estonia, Slovenia, and Poland. The project's general aim is to introduce for the first time at Western Balkan universities the concept of virtual technologies as a tool for accelerating university modernization while contributing to developing a knowledge-driven society

Activities within the project framework are organized under five Main WP, as listed below:

WP1. Needs assessment analysis to observe the level of efficiency of traditional teaching methods and the level of use of ICT tools

WP2. Development: Developing institutional capacities for Virtual Technologies supporting university processes; Establishing the Virtual Technology Hub; Integrating Virtual Technologies in teaching and learning to foster modernization of WB universities; Networking of VTech Western Balkan Universities with VTech European Universities; VTech University concept for boosting cooperation with industry; User experience in VR environment;

WP3. Quality Assurance. Ensuring quality throughout the project timeline.

WP4. Dissemination and Exploitation: Dissemination and exploitation of the results.

WP5. Management: Operational, Financial, and Communication activities to achieve successful implementation of the project activities.

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In this document information about the following will be found:

1. Consortium details (list of partners, organization structure, roles, and responsibilities)
2. Operations management tasks, deliverables, resource allocation, work plans, and operation procedures
3. Financial Management procedures, reporting, costs, and budget transfer.
4. Communication management between all partners, channels, and documentation
5. Risk Management plan on risk assessment and risk mitigation approaches.

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1. Introduction

1.1 Project Introduction

At Digital Assembly held on June 2018, the European Commission launched the Digital Agenda for the Western Balkans (WB), calling for capacity building on Information and Communication Technologies, for building a digital society, aiming to train a new generation of researchers and engineers that will promote interdisciplinary collaboration across Europe.

The key to unlocking the economic potential of Western Balkans countries is considered an investment in the quality of education, teaching, learning, and innovation, especially in the area of ICT. Possessing specific ICT skills to effect economic competitiveness, especially in small countries such as WB countries (Albania, FYROM, Kosovo), with high unemployment rates, whereas one of the solutions to survive is active participation in a lifelong learning process (European Commission, 2011), by upgrading current competences and obtaining new competences, needed in the local, regional, European and global labor market.

The forecast for Virtual Technologies Market is a 52% growth rate for the next five years. Virtual Technologies are considered one of tools to transform and modernize Higher Education. Students today are already familiar with various technologies, which is why computerized tools and apps make sense in a classroom setting. In WB countries the rate of possession of smartphones and other smart equipment is comparable with the rate presented for European countries. Therefore, the consortium thinks a Strategy should exist and capacities should be developed and upgraded to take advantage of the opportunities offered by incorporating emerging digital technologies into university culture.

The VTech project will establish a strategic partnership and roadmap for promoting and implementing Virtual technologies in Higher Education in WB countries while will help improve the quality of study programs by creating a new offer in the region, preparing professionals for tomorrow's industry, and making region and Europe more competitive.

By incorporating Virtual Technologies in the academic culture of universities we aim to increase the quality and level of efficiency in teaching and knowledge retention through interactive learning methods, thus contributing to skills enhancement and further building of a digital society in WB countries.

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1.2 Aim and objectives

General Objective of the project

The project's general aim is to introduce for the first time at Western Balkan universities the concept of virtual technologies as a tool for accelerating university modernization while contributing to developing a knowledge-driven society.

Specific Objectives

1. Capacity building of academic staff to incorporate Virtual Technologies in teaching
2. Develop teaching methodologies availing of technology and/or ICT tools
3. Equip students with competencies to use/access tools, software, and platforms
4. Increase interaction between teachers and students
5. Increase the level of understanding and reduce the grasping time and the effort that students need to learn information by using 3D concepts instead of 2D ones
6. Offer a better delivery of basic knowledge even for complex issues, higher learning efficiency, and better learning experience by AR/VR techniques.
7. Establish Virtual Technology HUB for developing teaching materials for basic learning courses and serve as a HUB for other HEIs
8. Foster cooperation between the academy and industry by organizing open days, joint product developments, thesis supervision, etc.
9. Develop capacities for future joint research and innovative ideas with the support of Virtual Technologies

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2. The VTech@WBUi Consortium

2.1 Consortium Members

The VTech consortium has eleven partners from Albania, Kosovo, the former Yugoslav Republic of Macedonia, Estonia, Poland, and Slovenia. In the table below, the names of all institutions are listed according to the list of beneficiaries found in the VTech@WBUi Partnership agreement.

Table 1: VTech@WBUi Consortium partners

No.	Name of Institution	Country
P1	Aleksander Moisiu University	Albania
P2	European University of Tirana	Albania
P3	Polis University	Albania
P4	Epoka University	Albania
P5	University of Prishtina	Kosovo
P6	University for Business and Technology	Kosovo
P7	Mother Teresa University	former Yugoslav Republic of Macedonia
P8	South East European University	former Yugoslav Republic of Macedonia
P9	University of Tartu	Estonia
P10	Lodz University of Technology	Poland
P11	University of Ljubljana	Slovenia

2.2 Roles and responsibilities

2.2.1 Tasks, role, and responsibilities of Steering Committee

The major decision-making body of the project is the Steering Committee (SC), which will be composed of high representatives from partner institutions and will act as the main body of the project. It has tasks such as reviewing and determining the overall project

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implementation, project strategy, and conflict resolution. There will be 6 SCM, every 6 months, during the project lifecycle. The members of the committee were chosen during the first kick-off meeting and Table 2 below lists all of them.

Table 2: Steering Committee members

1	Albana Halili	Aleksander Moisiu University
2	Lindita Mukli	Aleksander Moisiu University
3	Ketrina Cabiri	European University of Tirana
4	Elona Karafili	Polis University
5	Ali Osman Topal	Epoka University
6	Mimoza Ibrani	University of Prishtina
7	Edmond Hajrizi	University for Business and Technology
8	Bekim Fetaji	Mother Teresa University
9	Lejla Abazi	South East European University
10	Dorota Kamińska	Lodz University of Technology
11	Anbarjafari Gholamreza	University of Tartu
12	Matevz Pogacnik	University of Ljubljana

The steering committee has planned to have meetings twice a year (every 6 months). Among others, the steering committee will be responsible for:

- Analyzing reports, communication issues, and dissemination of the project results among the partners and external project partners;
- Monitoring and Controlling Financial activities reported periodically by the Project Coordinator
- Resolving problems and taking corrective actions;
- Resolving conflicts that may arise among the consortium members, when these conflicts cannot be solved by the lower management bodies;
- Identifying, assessing, and mitigating risks.
- Deciding on withdrawal of partnership and approving changes to partnership agreement if needed.

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2.2.2 Project Quality Assurance Board

The Project Quality Assurance Board (PQAB) is established at the kick-off meeting and the members are listed below:

Table 3: Project Quality Assurance Board

1	Kseanela Sotirofski	Aleksander Moisiu University
2	Ketrina Çabiri	European University of Tirana
3	Manjola Hoxha	Polis University
4	Julian Hoxha	Epoka University
5	Sabrije Osmanaj	University of Prishtina
6	Besnik Qehaja	University for Business and Technology
7	Diturije Ismaili	Mother Teresa University
8	Arbana Kadriu	South East European University
9	Dorota Kamińska	Lodz University of Technology
10	Ryan Eric Hamer	University of Tartu
11	Klemen Pecnik	University of Ljubljana

This board will collaborate closely with the PMB to assure quality during the whole project cycle. It will be responsible for controlling the quality of the activities and the quality assurance of the implementation of all project tasks. Among other things, PQAB will be responsible for:

- Evaluation of deliverables and ensuring they have met the required standards.
- Processes are performed efficiently and documented as required.

Other roles and responsibilities are listed at Project Quality Assurance Plan.

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2.2.3 Project Coordinator and Project Management Board

The Project Management Board (PMB) will be composed of the coordinators/contact points from each Institution involved in the project and up to 3 representatives for coordinating institution.

Table 4: Project Management Board

1	Kseanela Sotirofski	Aleksander Moisiu University
2	Ketrina Çabiri	European University of Tirana
3	Flora Krasniqi	Polis University
4	Arban Uka	Epoka University
5	Hana Maloku	University of Prishtina
6	Naim Preniqi	University for Business and Technology
7	Aziz Pollozhani	Mother Teresa University
8	Lejla Abazi	South East European University
9	Dorota Kamińska	Lodz University of Technology
10	Cagri Ozcinar	University of Tartu
11	Jose Guna	University of Ljubljana

The Project Management Board will deal with the organization and operative decisions of any activity related to the project. Risks related to the management will be predefined, managed, and controlled during the whole project. The project coordinator is responsible for the coordination of all activities of the project by the EU-Commission contract (grant agreement). PC interacts with Contact points of all the partners, with third parties related to the project and with ECEA. PC is responsible for the successful implementation of all the project activities and tasks. PC works closely with its project group from the same institution (PMB) and works closely with EACEA to fulfill all the duties under EACEA regulations. PC/PMB has the responsibility to ensure the project is within time, budget, and the accepted level of quality.

The Project Coordinator will develop the project management plan that will cover the execution, management, communication, resource allocation, budget, and risk management with the PMB.

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At the end of the project timeline, the PC/PMB will develop action plans in case of product deficiencies, etc, will communicate and arrange with EACEA all the necessary documents for management approval of the completed project. The PC will take care to archive all project data.

2.2.4 Work Package Leaders and Contact Points of each project partner institution

WPL is made by the Contact point and each team from the institution responsible for each of the WP of the project according to the tasks listed in Table 4. The contact point in strong collaboration with the team will be in charge of controlling, being in close communication with the PC, and reporting to him and the steering committee according to the needs.

Among all other responsibilities below are listed some tasks of the contact point/WPL

- Close communication with PC
- Preparing all financial documents according to the EACEA rules and guidelines
- Finishing all the tasks within the time
- Participating in all project-related meetings
- Distributing tasks to the WPL team
- Monitoring the execution of day-to-day activities and tasks
- Tracking budget expenses and making recommendations as needed
- Reviewing regularly the WP schedule, comparing baseline schedules to actual work completed
- Reviewing WP risks and establishing mitigation procedures
- Working on the preparation of reports/deliverables related to the WP they are leading and giving feedback on other WPs reports/deliverables (when requested)

2.3 Decision Making

The major decision-making body of the project is the Steering Committee (SC), which will be established by selecting one representative member from each consortium member. Another important organizational body of the project is the Project Quality Assurance Board (PQAB), which will control the quality of implementation of the project activities, deliverables, and tasks as planned.

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3. Project operation management

WP1: Needs assessment analysis to observe the level of efficiency of traditional teaching

WP1 will focus on determining the current state and gathering up to date on the institutional level in the areas within the project scope by doing a gap analysis. The gap analysis will be carried out as questionnaires develop specifically to identify on institutional level specific need and gaps to improve and increase knowledge, skills, and competencies and more specifically to obtain data that will identify and analyze the level of efficiency of traditional teaching methods and level of use of ICT tools.

WP2.1: Developing institutional capacities for Virtual Technologies supporting university processes

WP 2.1. aims at developing institutional capacities and modernizing them by introducing VT in teaching and learning processes. Within this WP academic and administrative staff as well as students will be trained on VL deployment and use. Additionally, a report will be prepared about ethics on the use of VTech@WBU in universities teaching and learning processes.

WP2.2: Establishing the Virtual Technology Hub

WP 2.2 aims at building and strengthening the capacities of lecturing staff concerning the use of the latest tech in VR that will carry on the knowledge to the new generations. The capacity building activities will focus on training, visits, and staff exchanges between partner and program partner HEIs.

WP2.3: Integrating Virtual Technologies in teaching and learning to foster modernization of WB universities

WP 2.3 aims at integrating VT in teaching and learning as a means to foster HEIs modernization. Introducing AR, VR and mixed reality will create compelling learning experiences across the offered curriculum. Therefore, the first step will be to identify content examples, emerging practices, and strategies that can be used to kick-start VT projects in individual courses, curriculums, and institutions.

WP2.4: Networking of VTech Western Balkan Universities with VTech European Universities

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WP 2.4 aims at increasing awareness of opportunities presented by modern technologies (e.g., VR, AR) in the context of education among students and educators.

WP2.5: VTech University concept for boosting cooperation with industry

WP 2.5 aims at establishing bridges of collaboration between academia and industry as means to ensure the proper usage of VT at Western Balkan HEIs.

WP2.6: User experience in VR environment

WP 2.6 aims at developing guidelines that will provide the best user experience in educational content consumption, with an emphasis on VR environments. These will include obtained knowledge and expertise from state-of-the-art approaches and project partners own expertise. Additionally, train-the-trainers' modules and programs will be developed at each partner HEI.

WP3: Quality Plan

WP 3 aims at a high quality of deliverables of the project and to ascertain the quality of the process and the commitment to develop a sound framework for devising, implementing, and reporting internal and external evaluation activities.

WP4: Dissemination and exploitation of results

WP 4 aims to gather key stakeholders around the VTech@WBUUni agenda and ensure that all project outputs and results are transferred beyond the partnership as well as disseminated and used in a most efficient way, following the European regulation on communication and visibility.

WP5: Management

Within this WP the lead partner, Aleksandër Moisiu University of Durrës, will ensure smooth and efficient management and implementation of the project.

3.1 Allocation of responsibilities, human resources

Task and responsibility distribution are made under the specific expertise, capacity, know-how, and contribution of each project partner. All the duties are distributed in a clear and balanced way as described in the following table.

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Work Package Ref.nr	Partner nr	Number of staff days				Exact Role and tasks of each person in the work package
		Category 1	Category 2	Category 3	Category 4	
PREPARATION	P1	2	30	0	10	<ul style="list-style-type: none"> - UAMD manager: manages the whole process of WP1 - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of UAMD - Preparation of questionnaires for academic and admin staff to measure level of use and knowledge of the ICT of UAMD - Preparation of Preparation of a Comparative analysis between two methods: Traditional vs. VTech academic course - Contribution to review paper writing on this topic - Participation and management of the regional workshop in Durrës.
	P2	1	20	0	5	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of UET - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of UET - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Participation in the regional workshop in Durrës.
	P3	1	30	0	5	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of Polis - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of Polis - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Participation in the regional workshop in Durrës. - Polis manager: leads the whole WP
	P4	1	15	0	5	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of Epoka University - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of Epoka University

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						<ul style="list-style-type: none"> - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Participation in the regional workshop in Durrës.
	P5	1	25	0	5	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of UP - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of UP - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Contribution to review paper writing on this topic - Participation in the regional workshop in Durrës.
	P6	1	15	0	2	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of UBT - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of UBT - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Participation in the regional workshop in Durrës.
	P7	1	10	0	2	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of MTU - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of MTU - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course - Participation in the regional workshop in Durrës.
	P8	1	10	0	2	<ul style="list-style-type: none"> - Preparation of questionnaire to gather inputs for a detailed gap analysis at the institutional level; conduct questionnaire, process data: target group is bachelor, master students and alumni of SEEU - Preparation of questionnaires for academic and admin staff to measure the level of use and knowledge of the ICT of SEEU - Preparation of Comparative analysis between two methods: Traditional vs. VTech academic course

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						- Participation in the regional workshop in Durrës.
	P9	0	40	0	2	- Participation in preparation of all questionnaires - Participation in preparation of Preparation of a Comparative analysis between two methods: Traditional vs. VTech academic course - Contribution to review paper writing on this topic - Contribution and participation in the regional workshop in Durrës.
	P10	0	35	0	2	- Participation in preparation of all questionnaires - Participation in preparation of Preparation of a Comparative analysis between two methods: Traditional vs. VTech academic course - Contribution to review paper writing on this topic Contribution and participation in the regional workshop in Durrës.
	P11	0	20	0	2	- Participation in preparation of all questionnaires - Participation in preparation of Preparation of a Comparative analysis between two methods: Traditional vs. VTech academic course - Contribution to review paper writing on this topic - Contribution and participation in the regional workshop in Durrës.
DEVELOPMENT	P1	4	250	10	10	UAMD manager: deals with managing the whole process in each development phase WP2.1 - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in training/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech - Preparation of the report on “VTech in universities ethics” WP2.2 - Working on defining the regulation and the mission and vision of UAMD Virtual Technology Hub - Working on all processes related to equipment purchase for the establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of

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						<p>equipment; organizing the Event on Virtual Technology Hub launching/inauguration</p> <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting of pilot courses at UAMD that will use VTech - Working on the development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with UAMD students in VTech@WBUni Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - UAMD students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation on 2 VTech Open Days - Working on Industry - University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of user experience and VR sickness of the developed content
	P2	2	95	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in training/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials

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					<ul style="list-style-type: none"> - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge of science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of UET Virtual Technology Hub - Working on all processes related to equipment purchase for establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting of pilot courses at UET that will use VTech - Working on development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with UET students in VTech@WBU Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - UET students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation on 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness
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						<ul style="list-style-type: none"> - Contributing to the evaluation of user experience and VR sickness of the developed content
	P3	2	100	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in trainings/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of U_POLIS Virtual Technology Hub - Working on all processes related to equipment purchase for establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting of pilot courses at U_POLIS that will use VTech - Working on the development of VTech content and teaching methodologies - Assessing Vtech-supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with U_POLIS students in VTech@WBUni Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - U_POLIS students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry

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						<ul style="list-style-type: none"> - Participation on 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of user experience and VR sickness of the developed content
	P4	2	100	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in training/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of EPOKA Virtual Technology Hub - Working on all processes related to equipment purchase for the establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software, and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting pilot courses at EPOKA that will use VTech - Working on the development of VTech content and teaching methodologies - Assessing Vtech-supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p>

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						<ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with EPOKA students in VTech@WBUUni Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - EPOKA students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation on 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience and VR sickness - Contributing to evaluation of user experience and VR sickness of developed content
	P5	3	220	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in trainings/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech - Preparation of the report on "VTech in universities ethics" <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of UP Virtual Technology Hub

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						<ul style="list-style-type: none"> - Working on all processes related to equipment purchase for establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting of pilot courses at UP that will use VTech - Working on development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with UP students in VTech@WBUi Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - UP students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation on 2 VTech Open Days - Working on Industry - University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of user experience and VR sickness of th developed content
	P6	2	95	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials

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						<ul style="list-style-type: none"> - Participation in training/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on the defining the regulation and the mission and vision of UBT Virtual Technology Hub - Working on all processes related to equipment purchase for the establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting pilot courses at UBT that will use VTech - Working on the development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with UBT students in VTech@WBUni Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - UBT students in collaboration with EU members and academic staff will develop VTech apps to be presented to the industry - Participation in 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary
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						<ul style="list-style-type: none"> - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of user experience and VR sickness of the developed content
	P7	2	120	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in training/workshops for students for transforming to VTech teaching/learning environment; preparation of necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge of science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of MTU Virtual Technology Hub - Working on all processes related to equipment purchase for the establishment of MTU Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration <p>WP2.3</p> <ul style="list-style-type: none"> - Selecting of pilot courses at MTU that will use VTech - Working on development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with MTU students in VTech@WBU Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p>

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						<ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - MTU students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation in 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of user experience and VR sickness of the developed content
	P8	2	100	7	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Participation in training of academic staff to incorporate VTech in teaching; preparation of necessary materials - Participation in training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials - Participation in training/workshops for students for transforming to VTech teaching/learning environment; preparation of the necessary materials - Preparation and development of teaching methodologies to boost student logic and attract them to understand better knowledge of science - Participation in EU study visits (Tartu and Ljubljana) to learn best practices on HEI capacity building on integrating Vtech <p>WP2.2</p> <ul style="list-style-type: none"> - Working on defining the regulation and the mission and vision of SEEU Virtual Technology Hub - Working on all processes related to equipment purchase for the establishment of Virtual Technology Hub: preparing equipment list and infrastructure, software and hardware; organizing tendering procedure; Purchase of equipment; organizing the Event on Virtual Technology Hub launching/inauguration

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						<p>WP2.3</p> <ul style="list-style-type: none"> - Selecting pilot courses at SEEU that will use VTech - Working on the development of VTech content and teaching methodologies - Assessing VTech supported student knowledge and gathering student's feedback for VTech courses <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation with SEEU students in VTech@WBUni Student Summer school - Establishing a VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation of round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - SEEU students in collaboration with EU members and academic staff will develop VTech apps to be presented to industry - Participation on 2 VTech Open Days - Working on Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Ljubljana and Tirana) regarding user interface design, user experience, and VR sickness - Contributing to the evaluation of the user experience and VR sickness of the developed content
	P9	4	420	0	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Training of academic staff to incorporate VTech in teaching; preparation of necessary materials; 2 trainings planned - Training of administrative staff to support VTech academic processes in HEIs; preparation of necessary materials; 1 training planned - Trainings/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials; 2 trainings planned

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						<ul style="list-style-type: none"> - Contribution to the development of teaching methodologies to boost student logic and attract them to understand better knowledge of science - Organizing Tartu study visit to show best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Contributing to defining the regulation and the mission and vision of Virtual Technology Hubs - Advices in preparing equipment list and infrastructure, software and hardware <p>WP2.3</p> <ul style="list-style-type: none"> - Developing all VTech courses selected at each PC HEI - Working on the development of VTech content and teaching methodologies <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation in VTech@WBUni Student Summer school - Contributing in establishing the VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation for round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - Developing VTech apps in collaboration with students and PC academic staff to be presented to industry - Participation on 2 VTech Open Days - Contributing to Industry-University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 1 teacher training (Tirana) regarding user interface design, user experience, and VR sickness
	P10	3	380	0	7	<p>WP2.1</p> <ul style="list-style-type: none"> - Training of academic staff to incorporate VTech in teaching; preparation of necessary materials; 2 trainings planned - Trainings/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials; 2 trainings planned

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						<ul style="list-style-type: none"> - Contribution in the development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participating in Tartu and Ljubljana study visits to show best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Contributing on defining the regulation and the mission and vision of Virtual Technology Hubs - Advices in preparing equipment list and infrastructure, software and hardware <p>WP2.3</p> <ul style="list-style-type: none"> - Developing all VTech courses selected at each PC HEI - Working on the development of VTech content and teaching methodologies <p>WP2.4</p> <ul style="list-style-type: none"> - Participation and organization of EU study visit (Lodz) of academic staff and management - Helping in organization and participation in VTech@WBUUni Student Summer school - Contributing in establishing the VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation for round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - Developing VTech apps in collaboration with students and PC academic staff to be presented to industry - Participation on 2 VTech Open Days - Contributing to Industry - University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 1 teacher training (Tirana) regarding user interface design, user experience and VR sickness
	P11	3	220	0	5	<p>WP2.1</p> <ul style="list-style-type: none"> - Training administrative staff to support VTech academic processes in HEIs, 1 training planned - Trainings/workshops to students for transforming to VTech teaching/learning environment; preparation of necessary materials; 2 trainings planned

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						<ul style="list-style-type: none"> - Contribution in the development of teaching methodologies to boost student logic and attract them to understand better knowledge in science - Participating in Tartu and organizing Ljubljana EU study visit to show best practices on HEI capacity building on integrating VTech <p>WP2.2</p> <ul style="list-style-type: none"> - Contributing on defining the regulation and the mission and vision of Virtual Technology Hubs - Advices in preparing equipment list and infrastructure, software and hardware <p>WP2.3</p> <ul style="list-style-type: none"> - Developing all VTech courses selected at each PC HEI - Working on development of VTech content and teaching methodologies <p>WP2.4</p> <ul style="list-style-type: none"> - Participation in EU study visit (Lodz) of academic staff and management - Helping in organization and participation in VTech@WBUni Student Summer school - Contributing in establishing the VTech universities network for WBs <p>WP2.5</p> <ul style="list-style-type: none"> - Participation and preparation for round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b - Developing VTech apps in collaboration with students and PC academic staff to be presented to industry - Participation on 2 VTech Open Days - Contributing to Industry - University joint student mentoring to make VTech environments <p>WP2.6</p> <ul style="list-style-type: none"> - Contributing to the design of user experience guidelines for VR content whenever necessary - Participation in 2 teacher training (Tirana) regarding user interface design, user experience and VR sickness - Evaluation of user experience and VR sickness of developed content
QUALITY PLAN	P1	3	25	0	5	<ul style="list-style-type: none"> - UAMD manager: manages the whole process of WP3 - Establishing Project Quality Committee - Contribution in the development of quality monitoring plan - Dealing with subcontracting an external quality expert - Contribution on preparing Mid-term monitoring reports and recommendations

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						<ul style="list-style-type: none"> - Contribution in developing QA policies for VTech teaching and learning - Dealing with project sustainability in Albania
P2	3	20	0	3		<ul style="list-style-type: none"> - Contribution in the development of the quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning
P3	3	20	0	3		<ul style="list-style-type: none"> - Contribution in the development of the quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning
P4	3	20	0	3		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning - -Co-leading WP3 with SEEU
P5	3	25	0	5		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning - Dealing with project sustainability in Kosovo
P6	3	20	0	3		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning
P7	3	20	0	3		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning
P8	3	30	0	3		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning - SEEU manger: deals with leading WP3 processes - Dealing with project sustainability in Macedonia
P9	4	45	0	5		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning - Contribution with their expertise on assuring project activities' quality and assuring quality in all documents they prepare for the courses - Dealing with project sustainability
P10	4	35	0	5		<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations

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						<ul style="list-style-type: none"> - Contribution in developing QA policies for VTech teaching and learning - Contribution with their expertise on assuring project activities' quality and assuring quality in all documents they prepare for the courses - Dealing with project sustainability
	P11	3	25	0	5	<ul style="list-style-type: none"> - Contribution in the development of quality monitoring plan - Contribution on preparing Mid-term monitoring reports and recommendations - Contribution in developing QA policies for VTech teaching and learning - Contribution with their expertise on assuring project activities quality and assuring quality in all documents they prepare for the courses - dealing with project sustainability
DISSEMINATION & EXPLOITATION	P1	10	35	10	5	<ul style="list-style-type: none"> - UAMD leader: deals with managing all project-related activities - Preparation and participation in Kick off meeting - Organizing 5 Steering committee meetings; drafting the agenda; preparation for each meeting on project progress - Organizing Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff) - Preparing drafts and finalizing Progress and Final Reports; managing the whole process - Coordination of all other project activities: monitoring visits, meetings with Erasmus+ office etc.
	P2	4	30	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of UET) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UET manager (CP): deals with all managerial issues of project activities
	P3	2	20	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting

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						<ul style="list-style-type: none"> - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of POLIS) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - POLIS manager (CP): deals with all managerial issues of project activities
	P4	2	20	2	2	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 5th SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of EPOKA) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - EPOKA manager (CP): deals with all managerial issues of project activities
	P5	2	20	2	2	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 4th SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of UP) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UP manager (CP): deals with all managerial issues of project activities
	P6	2	20	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting

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						<ul style="list-style-type: none"> - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of UBT) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UBT manager (CP): deals with all managerial issues of project activities
	P7	2	15	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of MTU) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - MTU manager (CP): deals with all managerial issues of project activities
	P8	2	15	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of SEEU) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - SEEU manager (CP): deals with all managerial issues of project activities
	P9	1	15	2	2	<ul style="list-style-type: none"> - Participation in Kick off meeting - Participation in 5 Steering committee meetings - Organizing 2nd SC meeting

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						<ul style="list-style-type: none"> - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of UT) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - UT manager (CP): deals with all managerial issues of project activities
	P10	1	15	2	2	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of TUL) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - TUL manager (CP): deals with all managerial issues of project activities
	P11	1	15	2	2	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 3rd SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of UL) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - UL manager (CP): deals with all managerial issues of project activities
MANAGEMENT	P1	130	0	35	20	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings

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						<ul style="list-style-type: none"> - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of UET) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - UET manager (CP): deals with all managerial issues of project activities
	P2	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of POLIS) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office, etc. - POLIS manager (CP): deals with all managerial issues of project activities
	P3	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 5th SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of EPOKA) - Contribution to writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with the Erasmus+ office etc. - EPOKA manager (CP): deals with all managerial issues of project activities
	P4	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 4th SC meeting

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						<ul style="list-style-type: none"> - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of UP) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UP manager (CP): deals with all managerial issues of project activities
	P5	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of UBT) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UBT manager (CP): deals with all managerial issues of project activities
	P6	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of MTU) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - MTU manager (CP): deals with all managerial issues of project activities
	P7	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary

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						<ul style="list-style-type: none"> - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of SEEU) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - SEEU manager (CP): deals with all managerial issues of project activities
	P8	45	0	20	5	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Organizing 2nd SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with the financial management of the project (manager and technical staff of UT) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UT manager (CP): deals with all managerial issues of project activities
	P9	65	0	20	10	<ul style="list-style-type: none"> - Participation in Kick-off meeting - Participation in 5 Steering committee meetings - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution to preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of TUL) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - TUL manager (CP): deals with all managerial issues of project activities
	P10	65	0	20	10	<ul style="list-style-type: none"> - Participation in Kick off meeting - Participation in 5 Steering committee meetings - Organizing 3rd SC meeting - Participation in Project Management Board Meetings: all types of meetings and communication whenever necessary

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						<ul style="list-style-type: none"> - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff of UL) - Contribution in writing Progress Report and Final Report - Participation in all other project activities: monitoring visits, meetings with Erasmus+ office etc. - UL manager (CP): deals with all managerial issues of project activities
	P11	50	0	35	10	<ul style="list-style-type: none"> - UAMD leader: deals with managing all project-related activities - Preparation and participation in Kick off meeting - Organizing 5 Steering committee meetings; drafting the agenda; preparation for each meeting on project progress - Organizing Project Management Board Meetings: all types of meetings and communication whenever necessary - Contribution in preparing Project Management Plan - Dealing with financial management of the project (manager and technical staff) - Preparing drafts and finalizing Progress and Final Reports; managing the whole process - Coordination of all other project activities: monitoring visits, meetings with Erasmus+ office etc.



3.2 Project Work Plan

The table below specifies the activities within the time framework. There is a time-based organization of the activities during the three years of the project life cycle.

WORKPLAN for Year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.1	Needs assessment analysis to observe the level of efficiency of traditional teaching methods and the level of use of ICT tools	12	X	X	X									
1.2	Preparation of a Comparative analysis between two methods: review paper	24		X	X	X	X	X	X					
1.3	Regional event in one WB countries. Share results/findings in one event with regional partners.	8							X	X				
2.1.1	Training academic staff to incorporate VTech in teaching	52								X	X	X	X	X
2.1.3	Trainings/workshops to students for transforming to VTech teaching/learning environment	84												=
2.1.4	Development of teaching methodologies to boost student logic and attract them to understand better knowledge in science	24										X	X	X
2.1.5	Study visits to EU to learn best practices on HEI capacity building on integrating VTech	52						X	X	X	X	X	X	X
2.1.6	VTech in universities ethics	24						X	X	X	X	X		
2.2.1	Defining the regulation and the mission and vision of LAB/HUB	12				X	X	X						
2.2.2	Establishment of augmented reality and animation labs in partners countries	40				X	X	X	X	X	X	X	X	X

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2.2.3	Equipment purchase: Preparing equipment list and infrastructure, software and hardware - each partner country	12				X	X	X						
2.2.4	Tendering procedure/Purchase	40				X	X	X	X	X	X	X	X	X
2.3.1	Selection of pilot courses at each HEI that will use VTech - 2 pilot courses each partner country	8				X	X							
2.3.2	Developing VTech content and teaching methodologies - 2 pilot courses each partner country	52						X	X	X	X	X	X	X
2.4.3	Invited EU lecturer/talks in each WB university	100										X	X	X
2.6.1	Design of user experience guidelines for VR content	28			X	X	X	X	X	X	X			
2.6.2	Teacher training regarding user interface design, user experience and VR sickness	52								X	X	X	X	X
3.1	Establish a Project Quality Committee	8	X	X										
3.2	Develop a quality monitoring plan	12		X	X	X								
3.4	Mid-term monitoring reports and recommendations	124						X	X	X	X	X	X	X
3.5	Developing QA policies for VTech teaching and learning	28						X	X	X	X	X	X	X
4.1	Preparing project dissemination plan	12	X	X	X									
4.2	Building the visual identity of the project, creating the website and social network pages for promotion	144	X	X	X	X	X	X	X	X	X	X	X	X
4.3	Preparing marketing materials and publications	144	X	X	X	X	X	X	X	X	X	X	X	X
4.4.	Dissemination through events such as roundtables, workshops, trainings	144	X	X	X	X	X	X	X	X	X	X	X	X
4.5	Dissemination to various stakeholders	144	X	X	X	X	X	X	X	X	X	X	X	X
5.1	Kick off meeting	4		X										
5.2	Organizing Steering committee/Management Board	140		X	X	X	X	X	X	X	X	X	X	X
5.3	Preparing Project Management Plan	144	X	X	X	X	X	X	X	X	X	X	X	X
5.4	Financial management of the project	144	X	X	X	X	X	X	X	X	X	X	X	X
5.5	Progress and Final Report Writing	144	X	X	X	X	X	X	X	X	X	X	X	X
5.6	Coordination of all other project activities	144	X	X	X	X	X	X	X	X	X	X	X	X

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WORKPLAN for Year 2

Activities		Total duration (number of weeks)	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Ref.nr/ Sub-ref nr	Title													
2.1.1	Training academic staff to incorporate VTech in	52	X	X	X	X	X	X	X	X				
2.1.2	Training administrative staff to support VTech academic processes in HEIs;	4										X		
2.1.3	Trainings/workshops to students for transforming to VTech teaching/learning environment	84	X	X	X	X	X	X	X	X	X	X	X	X
2.1.4	Development of teaching methodologies to boost student logic and attract them to understand better knowledge in science	24	X	X	X									
2.1.5	Study visit to EU to learn best practices on HEI capacity building on integrating VTech	52	X	X	X	X	X	X						
2.2.2	Establishment of augmented reality and animation labs in partners countries (AL, KO)	40	X											
2.2.4	Tendering procedure/Purchase	40	X											
2.2.5	Event on Virtual Technology Hub launching/ inauguration - each partner country	8		X	X									
2.3.2	Developing VTech content and teaching methodologies = 2 pilot courses each partner country	52	X	X	X	X	X	X						
2.3.3	VTech supported student knowledge assessment	32							X	X	X	X	X	X
2.3.4	Gathering student's feedback for VTech courses	32							X	X	X	X	X	X
2.4.1	EU study visit of academic staff and management	8												X
2.4.2	VTech@WBUUni Summer school for WB students	4									X			
2.4.3	Invited EU lecturer/talks in each WB university	100	X	X	X	X	X	X	X	X	X	X	X	X

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2.5.1	Round table with industry on fostering collaboration University - Industry in VTech fields for the benefit of society/b2b	4			X									
2.5.2	Developing VTech apps that will be presented to industry on 2 VTech Open Days	80			X	X	X	X	X	X	X	X	X	X
2.5.3	Industry - University on joint student mentoring on making VTech environments	80			X	X	X	X	X	X	X	X	X	X
2.6.2	Teacher training regarding user interface design, user experience and VR sickness	52	X	X	X	X	X	X	X	X				
2.6.3	Evaluation of user experience and VR sickness of developed content	44												X
3.4	Mid-term monitoring reports and recommendations	124	X	X	X	X	X	X	X	X	X	X	X	X
4.1	Preparing project dissemination plan	144	X	X	X	X	X	X	X	X	X	X	X	X
4.2	Building the visual identity of the project, creating the website and social network pages for promotion	144	X	X	X	X	X	X	X	X	X	X	X	X
4.3	Preparing marketing materials and publications	144	X	X	X	X	X	X	X	X	X	X	X	X
4.4.	Dissemination through events such as roundtables, workshops, trainings	144	X	X	X	X	X	X	X	X	X	X	X	X
4.5	Dissemination to various stakeholders	144	X	X	X	X	X	X	X	X	X	X	X	X
5.2	Organizing Steering committee/Management Board	140	X	X	X	X	X	X	X	X	X	X	X	X
5.3	Preparing Project Management Plan	144	X	X	X	X	X	X	X	X	X	X	X	X
5.4	Financial management of the project	144	X	X	X	X	X	X	X	X	X	X	X	X
5.5	Progress and Final Report Writing	144	X	X	X	X	X	X	X	X	X	X	X	X
5.6	Coordination of all other project activities	144	X	X	X	X	X	X	X	X	X	X	X	X

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WORKPLAN for Year 3

Activities		Total duration (number of weeks)	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
Ref.nr/ Sub-ref nr	Title													
2.1.3	Trainings/workshops to students for transforming to VTech teaching/learning environment	84	X	X	X	X	X	X	X	X				
2.3.3	VTech supported student knowledge assessment	32	X	X										
2.3.4	Gathering student's feedback for VTech courses	32	X	X										
2.4.1	EU study visit of academic staff and management	8	X											
2.4.3	Invited EU lecturer/talks in each WB university	100	X	X	X	X	X	X	X	X	X	X		
2.4.4	Establish VTech universities network for western Balkans	28				X	X	X	X	X	X	X		
2.5.2	Developing VTech apps that will be presented to industry on 2 VTech Open Days	80	X	X	X	X	X	X	X	X	X	X		
2.5.3	Industry - University on joint student mentoring on making VTech environments	80	X	X	X	X	X	X	X	X	X	X		
2.6.3	Evaluation of user experience and VR sickness of developed content	44	X	X	X	X	X	X	X	X	X	X		
3.3	Subcontract an external quality expert	24	X	X	X	X	X	X						
3.4	Mid-term monitoring reports and recommendations	124	X	X	X	X	X	X	X	X	X	X	X	X
4.1	Preparing project dissemination plan	144	X	X	X	X	X	X	X	X	X	X	X	X
4.2	Building the visual identity of the project, creating the website and social network pages for promotion	144	X	X	X	X	X	X	X	X	X	X	X	X
4.3	Preparing marketing materials and publications	144	X	X	X	X	X	X	X	X	X	X	X	X
4.4.	Dissemination through events such as roundtables, workshops, trainings	144	X	X	X	X	X	X	X	X	X	X	X	X

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4.5	Dissemination to various stakeholders	144	X	X	X	X	X	X	X	X	X	X	X	X
4.6	Final conference/event									X				
5.2	Organizing Steering committee/Management Board	140	X	X	X	X	X	X	X	X	X	X	X	X
5.3	Preparing Project Management Plan	144	X	X	X	X	X	X	X	X	X	X	X	X
5.4	Financial management of the project	144	X	X	X	X	X	X	X	X	X	X	X	X
5.5	Progress and Final Report Writing	144	X	X	X	X	X	X	X	X	X	X	X	X
5.6	Coordination of all other project activities	144	X	X	X	X	X	X	X	X	X	X	X	X

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4. Project Financial Management Plan

The financial management plan will be a detailed support to all partners regarding grant management. The aim is to provide the necessary rules for efficient financial management for all the project activities within the budget and within time limits. To provide maximal accuracy, the rules and orientations written below are based, and most of them are taken from the EU Commission guidelines for the use of the grant.

4.1 General Information and provisions

Most of the rules and the orientation for sharing and managing financial tasks are based on the Guidelines for the use of the grant (For grants awarded in 2019 under CALL EAC/A03/2018).

1. The grant is calculated based on Actual costs for the budget headings Equipment and Subcontracting, and of Unit Costs for the budget headings Staff costs, Travel costs, and Costs of stay.
2. The maximum grant as specified in Article I.3 can never be exceeded (GUIDELINES).
3. All transfers to project beneficiaries are made via bank transfers and all the bank statements are kept with the project accounts.
4. For Actual Costs, Financial reporting for budget items based on actual costs (equipment, sub-contracting) will be based on the principle of the expenses incurred, which will need to be duly documented.
5. Any expenditure including VAT, duties, and charges (such as customs and import duties) are not eligible unless the coordinator can provide an official document from the competent authorities proving that the corresponding costs cannot be recovered. In any case, taxes and duties have to be treated following the tax exemption agreement, signed between the European Union and the Partner Country for which the equipment or services are destined.
6. Original supporting documents must be kept at the partner institutes. Readable copies must be sent to the PC with the project documentation and submitted with the final report and financial statement when specifically requested.
7. The list of supporting documents to be kept is available under each budget heading.
8. Submitting the required supporting documents is an integral part of the Agreement obligation.
9. The PC may adjust the estimated budget by transfers between budget headings, provided that:
 - This adjustment of expenditure does not affect the implementation of the action,
 - The adjusted amount for one or more headings is not increased by more than 10% of the amount initially proposed, and the total awarded grant is not exceeded.

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4.2 Financial Reporting

Specific tasks and deadlines as described in the respective work packages will be contracted internally based on the responsibilities each partner has in the project. Financial and technical management of the project from partners will be in line with EU procedures and guidelines. The interim technical, as well as financial report, will be delivered to the coordinator twice a year. The report will be evaluated by the evaluator and will contribute to the definition of the reports required by EACEA. The coordinator will ask each partner to send regular information and copies of the documents once in 3 months.

4.3 Financial audit

Financial auditing of the project will be realized in the 3rd year, however the selection will be done since the start of the project, M3, to assure project control during its lifecycle.

4.4 Exchange Rate

The coordinator shall submit the payment requests including the underlying financial statements, in euros. By way of derogation from Article II.23.4 of the Agreement, any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) applicable on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received and - on the month of the receipt of the second pre-financing for all costs incurred until the end of the project. The invoice date will be taken into account to determine the applicable monthly exchange rate.

All coordinators have to respect this rule concerning the exchange rate to be applied during the project timeline. Requests for derogation will not be considered. Exchange losses are not considered eligible and exchange gains do not need to be reported.

4.5 Equipment costs and ineligible equipment

This budget heading may be used to support the purchase of equipment on the condition that such equipment is not ineligible and is directly relevant to the objectives of the project. Equipment is intended exclusively for the Partner Country Higher Education Institutions. Equipment should be instrumental to the objectives of the project and should therefore be purchased at the beginning of

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the project implementation period. The following costs are not considered eligible: equipment such as furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems, and anti-theft systems. The total expenses for Equipment may not exceed 30% of the maximum grant.

In case of significant changes of the equipment to be purchased compared to the equipment as specified in the original application, prior written authorization from the Agency should be given during project implementation.

Supporting documents:

For any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- Invoice(s) and bank statement(s) for all purchased equipment (please note that order forms, invoices, quotations, or estimates are not considered proof of expenditure).
- When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.
- When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure is applied according to national legislation.
- Proof that the equipment is recorded in the inventory of the institution.

4.6 Subcontracting

Subcontracting to external bodies should be very occasional. The specific competencies and particular expertise needed to reach the project objectives should be found in the consortium and should determine its composition. Sub-contracting for project-management-related tasks is therefore not eligible. Subcontracting must be done based on a contract, which should describe the specific task being carried out and its duration. It must include a date, project number, and the signature of both parties. Beneficiaries and their staff members are not allowed to operate in a subcontracting capacity for the project.

Typical activities which may be sub-contracted (provided they are not carried out by beneficiaries' staff) are:

- Evaluation activities and auditing (Certificate on the Financial Statement)
- IT courses
- Language courses
- Printing, publishing, and dissemination activities
- Translation services

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- Web design and maintenance
- Logistic support for the organization of events
- Etc.

Supporting documents:

For any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- Invoices, subcontracts, and bank statements.
- In the case of travel activities of subcontracted service providers, copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km. The supporting documentation aims to demonstrate that the activities took place.
- When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.
- When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure is applied according to national legislation.
- Tangible outputs/products

4.7 Staff Cost

Staff costs are supported based on unit costs. The existence of a formal contractual relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution. The unit costs to be applied for Staff costs are defined below:

Unit Costs for daily staff costs (EUR)				
	<i>Manager</i>	<i>Teacher/Trainer/Researcher</i>	<i>Technician</i>	<i>Administrative Staff</i>
Albania	108	80	57	45
Kosovo	108	80	57	45
Estonia	88	74	55	39
Poland	164	137	102	78
Slovenia	164	137	102	78
North Macedonia	88	74	55	39

The applicable staff categories to be applied are the following:

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- Managers (including legislators, senior officials, and managers) carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers, and trainers (RTT) typically carry out academic activities related to curriculum/training program development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

The Staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual. The grant for Staff costs is calculated by multiplying the unit cost (corresponding to the applicable category of country and staff) by the total number of days spent on the implementation of the project per staff member. One working day is defined according to the applicable national legislation. In principle, declared working days per individual should not exceed 20 days per month or 240 days per year.

Supporting Documents

Beneficiaries do not need to justify the level of spending. For activities funded with unit costs, the supporting documents will have to demonstrate that the volume and/or the nature of the activities implemented, justify the number of unit costs charged to the grant. For any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following supporting documents:

- The existence of a formal contractual relationship between the employee and the employer. Furthermore, for non-permanent staff and/or not appearing in the payroll system, the beneficiary must be able to demonstrate that the conditions defined under the second paragraph of section 3.3.1.1. have been fulfilled.
- A duly filled-in Staff Convention (Annex II of these Guidelines) for each person employed by the project. The convention must be signed by the person performing the activity then countersigned and stamped by the person responsible (e.g. rector, dean) in the institution that employed this person. For staff performing different categories of tasks, a separate convention must be signed for each type of activity.
- Time-sheets have to be attached to each staff convention. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. They must indicate the following:

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1. The project references
2. The name of the person performing the tasks, his/her position, and the staff category
3. The institution and the country where the person is employed
4. The number of days worked for the corresponding month and year
5. The description of the tasks performed, the outputs produced, and the related work package.
6. Any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g., attendance lists for lectures given, tangible outputs/products, salary slips, etc.).

4.8 Travel Costs and Cost of Stay

Eligible travel costs and costs of stay cover the costs of travel and subsistence allowances of staff and students participating in activities directly related to the achievement of the project. Travels are intended for the following activities:

1. Teaching/training assignments,
2. Training and retraining purposes,
3. Updating programme and courses,
4. Practical placements in companies, industries, and institutions
5. Project management-related meetings,
6. Workshops and visits for result dissemination purposes.

The existence of a formal contractual relationship between the employee and the beneficiary institutions is required to participate in any travel. The unit costs to be applied are calculated taking into account the following variables: the travel distance (for travel costs) and the duration in days (for costs of stay).

Unit costs for travel costs

Distance	Travel Costs (EUR)
0 km – 9 km	0
10 km – 99 km	20
100 km – 499 km	180
500 km – 1999 km	275
2000 km – 2999 km	360
3000 km – 3999 km	530
4000 km – 7999 km	820
8000 km or longer	1100

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Unit costs for the cost of stay

	Unit cost per day per participant for staff	Unit cost per day per participant for student
Up to the 14 th day of activity	120 EUR	55 EUR

Supporting documents:

Beneficiaries do not need to justify the level of spending. For activities funded with unit costs, the supporting documents will have to demonstrate that the volume and/or the nature of the activities implemented, justify the number of unit costs charged to the grant. For any financial evaluation and/or audit, beneficiaries will have to be able to justify/prove the following elements:

- The journeys took place.
- The journeys are connected to specific and identifiable project-related activities.

The following supporting documents must be retained with the project accounts:

- A duly filled-in Individual Travel Report. Supporting documentation will have to be attached to each travel report to demonstrate the fact that the travel and the activity took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person traveling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings). It will not be necessary to prove the actual cost of the travel.

5. Project communication plan

Communication and documenting processes are highly encouraged among all members. PC will be responsible for coordinating the internal communication process of the partners and at the same time for the external communication with the Erasmus+ offices. Regular and frequent communication will be assured for all team members of the consortium. Different effective channels will be used to ensure successful internal communication and periodic virtual or physical meetings will be arranged for this purpose.

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5.1 Decision Making, the need for emergent response and online tools

All project main decisions will be made during face-to-face meetings. In case that for different reasons the consortium and its representatives cannot have a proper meeting and the need for a decision is very emergent than email or another virtual communication meeting is required. Documentation is needed in both cases physical and virtual meetings. All communication applications like WhatsApp or Viber or Messenger can be used to contact with the partners to facilitate the decision-making process and document their vote. Other online applications like Skype, Zoom, Google Forms, and Doodle are on the list to be used in cases needed. Email is the main form of official communication between all parties and Dropbox will be used for the shared documents between all the partners.

Each partner ought to have to answer the emails when the coordinator asks within five days of work. The report will be written by PC and each partner to report the progress of the project. They will be made available to the public on the project website and all members will be informed via email.

5.2 Project Website and social network profiles

The official project website of the VTech project is www.vtech-project.eu. It is a structured repository of main documents of information about the project’s aim and objectives, consortium, activities, work packages, outputs and deliverables, events, gallery, and contact information. Every change or development during project implementation regarding the before-mentioned activities causes an update on the website. All the non-confidential documents are published and made public since the beginning to facilitate the project management, exchange of project documentation, and dissemination and exploitation of the project results. Facebook, Instagram, and LinkedIn profiles are created since the beginning of the project to facilitate the spread of the information and to accelerate the dissemination and exploitation process.

Table 5: Social networks VTech@WBUUni profiles

Social Network	Public Profile of the VTech@WBUUni
Facebook	https://www.facebook.com/VTechproject
LinkedIn	https://www.linkedin.com/company/VTech-project/
Instagram	https://www.instagram.com/VTech.project/
YouTube	https://www.youtube.com/channel/UCwPI07SAeCyM0-wkMVCs61g

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6. Project risk management

A project risk management plan will be developed to identify the potential threats that might affect the achievement of the project activities. To successfully face any challenge during project implementation is very important early identification (even before the activity starts) of the conditions that might harm the process. The risk management process will identify the risks, will try to mitigate and easily manage or remove, if possible, any threat. A procedure will be used in case of risk identification and mitigation measures. During the project, the identified risks will be monitored and the mitigation measured will be considered.

Steps towards mitigating and eliminating the project's risks.

- *Risk Identification*

Everything that can affect the implementation of the project's plan will be categorized as a risk. Before every activity written on the project's plan, the team responsible for the successful implementation of the activity will discuss and identify the potential risks.

- *Risk assessment*

After identifying each risk, the next step is to assess the likelihood of the occurrence of each of the potential threats. Identifying their impact and their effect on the projects' tasks can be a very important step. A combination of the following can help identify the consequences of the threats or risks.

1. The outcomes and the benefits from the project are being reduced.
2. The quality of them is reducing.
3. Timeframes are extended
4. Costs are increasing.

- *Risk mitigation and potential solutions*

After identifying all the risks related to the project's tasks and the potential of each risk the next step is the plan the response for these challenges that may occur.

There are four well-known approaches to mitigate and respond to risk.

1. Avoid - by eliminating the thread we also eliminate the risk.
2. Mitigate - A plan to find ways to reduce the probability of the occurrence of the thread.
3. Accept - The impact of the risk is very low or there is nothing to be done.

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4. Transfer - We transfer the responsibility of managing the thread to a third party.

For the threads that have higher and moderate risks, a plan to recover it is needed. A project team member or the PC will be responsible for identifying a solution to mitigate and control the impact. Reducing the probability is the main aim in this case.