

QUALITY ASSURANCE PLAN

WP 5: QUALITY ASSURANCE

WP Leader: UPM

Start date at event: Kick-off-meeting

Project: 101128813 — WBNET — ERASMUS-EDU-2023-CBHE

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1. INTRODUCTION

WBNET foresees comprehensive quality plan to secure high quality of the project and of obtained results. In this regard, **Work Package 5 – Quality Plan** encompasses different quality-related activities, most of which will be implemented continuously and in parallel with other project activities, during the whole project life.

Various indicators will be used to internally measure project's progress and the achievement of results. For every (tangible or intangible) project result, at least one indicator of progress is defined. Besides the indicators given in the Logical Framework Matrix (of project application), work plan timeline and budget amounts will also be used to verify whether the project progresses as initially foreseen.

WBNET foresees three types of quality monitoring actions: preventive, advisory, and control, as well as two types of quality assessment measures – internal and external. All quality-related activities and procedures will be guided by the **Quality Assurance Board (QAB)**.

WBNET Team for Quality Assurance is Quality Assurance Board (QAB) has 7 members, with one representative per higher education institutions (HEIs). Responsible partner being UPM will guide the whole process of quality control and monitoring. QAB members will continuously monitor project activities. This project body will regularly organise QAB meetings, prepare internal quality-related reports, collaborate with all project participants and bodies, as well as with the local Erasmus + offices and the external quality control entities. The main project body to which the WBNET team for Quality Assurance needs to report is the Steering Committee (SC). More precisely, the main tasks of the WBNET Quality Assurance Team are the following:

- Development of Quality Control Plan (WP 5.1);
- Organisation of Quality Assurance Committee (QAC) meetings (WP 5.2);
- Internal evaluation of main project results (WP 5.3);
- Support to the process of project's external evaluation (WP 5.4).

2. QUALITY EXPECTATIONS

2.1 QUALITY OF PROJECT DELIVERABLES

One common quality expectation for all WBNET deliverables is their relevance to reach the overall project aim and the specific objectives, with a further focus on their development in an efficient and effective manner.

Timely delivery following the project work plan is identified in WBNET application and belonging WPs, monitored and confirmed by the PMB on a six-month basis.

2.1.1 Quality of document-based deliverables

A common format for the deliverables should be followed by all partners using the templates added to this document as Annexes (given in project management plan):

- **ANNEX A.1** Report form for the meeting
- **ANNEX A.2** Report form from the Activity/Task

- ANNEX A.3 WBNET attendance list
- ANNEX A.4 The consent
- ANNEX B.1 Travel costs and costs of stay: Reporting documents
- ANNEX B.2 Staff costs: Reporting documents
- ANNEX B.3 Declaration of days worked on a project
- ANNEX B.4 Equipment, Subcontracting and other goods cost for period
- ANNEX B.5 Financial partner's report for period
- ANNEX C Internal partner's report on project implementation
- ANNEX D.1 WP leader report form 1
- ANNEX D.2 WP leader report form 2
- ANNEX E Risk monitoring sheet
- ANNEX F Budget Change request
- ANNEX G News form
- ANNEX H Deliverable review checklist
- ANNEX I Event quality evaluation form

When partners produce deliverables, they are obliged to put Erasmus+ logo with the embedded sentence “Co-funded by Erasmus+ Programme of the European Union” to their documents, as follows:



or



The following disclaimer shall be added to the inner pages of all internal documents as well as the publications and studies written by external reviewers and other external entities included into the WBNET project over its life cycle:

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

2.1.2 Quality of WBNET events

All events within the project WBNET should be organised professionally. The organizers should provide in due time a full information package to the participants, including the draft agenda and a note on logistics (informing about travel arrangements, venue, suggested hotels, etc. if needed). The time allocated to preparation activities will depend on the type of event.

Events' organizers will take care of registration processes (including attendees list – Annex A.3) and the execution of events, respecting allocated time for event sessions and breaks, as well as the availability of all necessary materials (such as the training and promotional material). The organizers will provide meetings report in a **ANNEX A.1** Feedback about the satisfaction with meeting/event will be evaluated through questionnaires and QAB will make a report (Annex I Event quality evaluation form). Template for Power point presentation should be used for all presentations (Power point presentation template is given in Partnership Agreement in Annex IV). The participants are obligated to send presentations prior to the event, and they must inform organising institution if there is a delay in sending. In a case of delay, WP Leader must be informed, so the adequate action can be prepared. All prepared and given presentations must be stored at the project website and also kept at institutional project's records.

All WBNET events should be supported by agenda, lists of participants, etc., as well as with various promotional material. All events should be promoted through the project website and other means of project promotion and presentation, such as the leaflets, posters, newsletters, social networks, and other.

2.1.3 Quality of promotional material

Knowledge transfer and results dissemination belong to core WBNET activities. Communication and dissemination of the project and its results will adhere to the WP6 and the WP7 of the application. All promotional material will display unique visual identification of the project (including project logo), and of the Erasmus+ Programme, according to the project Grant Agreement.

Each partner is obliged to respect common designing rules and is at the same time responsible for the content of promotional material. Prior to the final production, the WP leader will check the compliance with the rules and approve the content and the format of the material. To secure uniform description of WBNET achievements, all project participants will use the form given under Annex G (News form) of this document.

Partners must ensure that all designed and produced promotional material reaches relevant target groups, thereby increasing the project impact.

2.1.4 Quality of WBNET web site and the other electronic means of project presentation and promotion

WBNET envisages the setting up of public web-site (<https://wbnet.atuss.edu.rs>) with embedded intranet platform intended for project management. Project's website will contain all relevant project information and documents, and will be regularly updated by the PC. All sections of the WBNET website must comply with the visual identity rules.

Next to the common website, all WBNET HEIs will develop at their websites a separate project-related page. These institutional pages will be used to promote the project and its results, to announce events, and the like. Institutional WBNET-related webpages also must comply with the visual identity rules.

Project Coordinator will also establish and regularly update the page on social network Facebook, securing in that way that the project reaches wide public.

All project participants are encouraged to promote WBNET through their professional and social internet networks, such as Facebook, Instagram, LinkedIn, and other.

2.2 QUALITY OF DISSEMINATION

The quality of WBNET dissemination will be assessed based on project Grant Agreement and the Erasmus+ Programme Guide, available at: <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>. Dissemination rules and procedures will more closely be defined in the WBNET Dissemination Strategy.

2.3 QUALITY OF PROJECT MANAGEMENT

Project management structure was established at the Kick-off meeting, to ensure effectiveness, decisiveness, flexibility and good quality of the work.

The basic project management approach is to have an operational Steering Committee (SC). The SC consists of staff with significant management experience. Precise milestones, delivery dates as well as the content and the form of WBNET deliverables are defined in the Project Management Plan.

SC will meet twice a year at meetings of consortium. Between "live" meetings, online meetings will be held whenever necessary and email communication will be established. One project email will be opened and all documents, important records etc. are going to be set in that drive.

Each partner is equally and independently responsible for assigned activities, utilisation of project funds and the reporting. Contact persons are responsible for local project management.

The objective for the decisions making process is to achieve consensus in all relevant issues. The project management will try to prevent all conflicts, sometimes serving as a mediator between parties, and help to find a mutual settlement, but in the case when management cannot solve conflicts, the final steps of conflict resolution will be arbitration and/or court case.

All activities in the project are organised through the work packages that represent logical units of work. SC will review the activities and decide on any necessary measures in re-organisation of tasks and resources with a strong focus on the project impact.

For any change occurred between different budget categories, WBNET partners must complete the Annex F of this document and send it to PC who will then process the request depending on the type and the scope of planned budget changes to the Project Officer.

2.4 GENERAL PROJECT GUIDELINES

WBNET will follow different project guidelines and respect the requirements of the Erasmus+ programme. Besides the WBNET **Quality Assurance Plan** at hand, the reference documents include:

- Erasmus+ Programme Guide;
- EACEA info session from February 6th and February 7th
- WBNET Grant Agreement;
- WBNET Partnership Agreement;

- WBNET Project Management Plan;
- WBNET Dissemination Plan;

2.5 AMENDMENTS TO THE QUALITY ASSURANCE PLAN

The procedures in this Plan can be amended by the WBNET SC.

The Quality Control Plan will influence the implementation of all project activities, following the final confirmation from all partners.

3. INTERNAL QUALITY ASSURANCE

Internal quality-related procedures in WBNET project are organised through four levels. Each project deliverable will be subjected to at least four levels of quality control (Table 1, Table 2, Table 3 and Table 4).

Table 1: WBNET first level of control - Outputs that are going to be controlled

1.	1. 1. Partnership Agreement creation by the end of M2 1. 1.1 Funds transfer to all partners lunched during the first three project months Means of verification: : 1 WP1 Leader Report that contains SWIFT statement and account statement
	1.2 Kick-off-meeting organized by the end of M2 Means of verification: : 1 WP1 Leader Report (include: 3 participation lists, Agenda, photos, presentations for Kick-off-meeting, minutes of meeting)
	1. 3 Developing Project Management Plan done by the M2 Means of verification: Project Management Plan on SyGMA and Website, Project Management Presentations shared among partners
	1.4 Organizing 6 SC meetings Means of verification: : 6 WP1 Leader Reports (include participation lists, Agenda, photos, presentations, minutes of meeting)
	1.5 Day-to-day communication and coordination Means of verification: email list, wbnet@atuss.edu.rs opened
	1.6 Periodic and final reporting Means of verification: WP1 Leader - 6 SC Reports from SC Meetings (M2, M6, M12, M18, M24, M31, M36), Interim and Final Report on SyGMA
2.	2.1 Study visits to EU partners Means of verification: 1 Report (made of 3 Reports), project documentation, Web site records
	2.2 Two Training of WB HEI staff (after that in-home trainings in WB HEIs) Means of verification: 1 WP2 Leader Report (made of 2 reports and 8 In-home reports), project documentation, Web site records
	2.3 Defining goals of centers Means of verification: 1 WP2 Leader Report (made of 4 Reports); project documentation, SyGMA
	2.4 Establishment of the Center at WB HEIs Means of verification: 1 Report (made of 4 Reports); project documentation, Web site records
	2.5 Registration of Centeres according to the law

	<p>Means of verification: 1 WP2 Leader Report (made of 4 Reports); project documentation</p>
	<p>3.1 Purchasing equipment (M18) Means of verification: 1 WP3 Leader Report (based on 4 WBHEI ‘s reports) based on 4 WBHEIs reports</p>
	<p>3.2 Training 3 – Pedagogical Methodology for Short Study Programs (M12) Means of verification: WP 3 Leader 1 Report (to include reports from 4 In-home reports, presentations), project documentation, Web site records</p>
	<p>3.3 Training 4 – Training for conducting placements in companies (M18) Means of verification: 1 WP3 Leader Report (include reports from 4 In-home reports, presentations), project documentation, Web site records</p>
3.	<p>3.4 Developing curriculums for short study program Means of verification: 1 WP 3 Leader Report (contain 4 WB HEISs documentations for 2 study cycles)</p>
	<p>3.5 Development of a program of professional practice Means of verification: 1 WP 3 Leader Report (contain 4 WB HEISs documentations for practice)</p>
	<p>3.6 Accreditation of short study programs Means of verification: 1 WP 3 Leader Report (contain 8 WB HEISs elaborates for accreditation of short study cycles, according to legislative of the competent authority).</p>
	<p>3.7 Developing teaching materials Means of verification: 1 WP 3 Leader Report (based on 4 WB HEI’s Reports)</p>
	<p>4.1 Enrollment of students Means of verification: 1 WP4 Leader report based of 16 lists of enrolled students (SyGMa, Project documentation, Website – non-public)</p>
4.	<p>4.2 Realization of short study programs(M28-M32) (M33 - M35) Means of verification: 1 Report, based on 16 Shedules, (SyGMa, Project documentation)</p>
	<p>4.3 Fine tuning Means of verification: 1WP Leader</p>
	<p>5.1 Developing Quality Assurance Plan Means of verification: SyGMa, wbnet, project documentation</p>
5	<p>5.2 Quality Assurance Committee (QAC) meetings Means of verification: 7 Reports, 7 participation lists (project documentation, SyGMa, website)</p>
	<p>5.3 Quality Control of New Study Cycles Means of verification: 1 Report (project documentation, website)</p>
	<p>5.4 External Quality Evaluation Means of verification: 1 Report (website, project documentation, SyGMa)</p>
	<p>6.1 Sustainability plan preparing Means of verification: 1 Sustainability Plan (SyGMa, Project Management Plan)</p>
6.	<p>6.2 Organization of Round tables Means of verification: 2 WP6 Leader Reports (include Agenda, participation lists, photos, presentations, website announcement, promo report published on website)</p>
	<p>6.3 Organaizing Interim conference Means of verification: 1 WP6 Leader Report (include include Agenda, participation lists, photos, presentations, website announcement, promo report published on website)</p>

	6.4 Organizing Final Conference Means of verification: 1 WP6 Leader Report (include include Agenda, participation lists, photos, presentations, website announcement, promo report published on website)
7.	7.1 Dissemination and Exploitation Plan Means of verification: 1 WP 7 Leader Report,
	7.2 Developing web sajta Means of verification: 1 WP6 Leader Report (project documentation) Means of verification: website operative at the end of M3; Link in document to SyGMa
	7.3 Development of promo material Means of verification: 1 WP 7 Leader Report, vectoral shape of developed logo and other vectoral materials for printing (project documentation,
	7.4 Protion on media and social networks
	7.5 Promotion on live events
	7.6 Monography of the project Means of verification: website, project documentation

Table 2: WBNET second level of control - Deliverables:

1.	1.1 SC, QAB, DB, WP WGs formed on Kick-off-meeting (by the end of M2) Means of verification: Project documentation, SyGMa
	1.2 Project management Plan Means of verification: Project documentation, SyGMa
	1.3 7 SC Reports from SC Meetings (M2, M6, M12, M18, M24, M30, M36) Means of verification: Project documentation, SyGMa
	1.4 Progress Report M19 Means of verification: Project documentation, SyGMa
2.	2.1 List of main goals for each WB HEI center for short study cycle Means of verification: 1 list uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
2.2.	2.2 Centres involved in documentations of HEIs (M16) Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
3.1.	Equipment installed and involved in financial books of WB HEIs (M18) Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
3.2.	Developed min 8 curriculumms (4x2) for short study programs (M15) Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
3.3.	Developed program for practice in companies M15

	Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
3.4.	Elaborate for accreditation of 8 Short study programs M25 Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
3.5.	Developed teaching materials for min 8 courses M15 Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN, Serbian&Bosnian
4.1.	2 Participation lists per each WB HEI in first running short programs 2 Participation lists per each WB HEI in second running short programs M32 Means of verification: 2 Reports in project documentation – must contain 16 lists of enrolled students EN, Serbian&Bosnian
4.2.	8 Fine tuned curriculums in multimedia and programming M32, M36 Means of verification: 1 report based on 4 WBHEI Reports – website, project documentation, SyGMa
5.1.	1 Quality Assurance Plan M3 Means of verification: 1 QA Plan uploaded to SyGMa, website EN, Serbian&Bosnian
5.2.	7 QAB reports M3 Means of verification: 7 Reports in project documentation , website and SyGMa EN, Serbian&Bosnian
5.3.	1 Report from internal audit – M29 Means of verification: 1 Report in project documentation, website, SyGMa EN, Serbian&Bosnian
5.4.	External Quality evaluation – M36 Means of verification: 1 Report in project documentation, website, SyGMa EN, Serbian&Bosnian
6.1.	Sustainability plan M18 Means of verification: 1 Report (based on 4 WB HEIs reports) uploaded to: SyGMa, website and in project documentation 1 Report, EN
6.2.	Two round tables – 2 reports M24, M30 Means of verification: 2 Report uploaded to: SyGMa, website and in project documentation 1 Report, EN
6.3.	1 Report from Interim conference 1 Decision for forming network of project Means of verification: 1 Report in project documentation, website, SyGMa EN
6.4.	1 Report from Final conference M36

	Means of verification: 1 Report in project documentation, website, SyGMa EN
7.1.	1 Dissemination plan M3 Means of verification: SyGMa, project documentation EN
7.2.	Web site of the project lunched and sustain M3 Means of verification: website lunched, uploaded link to site on SyGMa
7.3.	Promo material for the project promotion M3 Means of verification: 1 Report - developed, printed, SyGMa, website usage
7.4.	Media contents and announcements through social media of HEIs and economy partners M36 Means of verification: website, 1 report
7.5.	Promotion of project on live events in local municipalities M36 Means of verification: website, 1 report
7.6.	Monography M36 Means of verification: 1 Report, website, printed, electronic, EN, Serbian&Bosnian

Table 3: WBNET third level of control - Milestones:

1.	MS1 Partnership Agreement (PA) signed WP1 M2 Means of verification: PA uploaded to SyGMa, project documentation, website announcement
2.	MS2 Project management Plan (PMP) WP1 M2 Means of verification: PMP uploaded to SyGMa, project documentation, website announcement
3.	MS3 Defining goals of the Centres WP2 M15 Means of verification: 1 Report uploaded to SyGMa, project documentation, website, website of WBHEIs
4.	MS4 Centres involved in WB HEIs documentation WP2 M18 Means of verification: SyGMa, project documentation, website, website of WBHEIs,
5.	MS5 Defined financial status of Centres WP2 M18 Means of verification: SyGMa, project documentation, website, website of WBHEIs,
6.	MS6 Equipment procurement WP3 M18 Means of verification: 1 Report uploaded SyGMa, reports, project website
7.	MS7 Accreditation of each short study program WP3 M25 Means of verification: SyGMa, reports, project website
8.	MS8 Quality Assurance Plan - WP5 M3 Means of verification: SyGMa, project documentation, website
9.	MS9 Sustainability Plan - WP6 (M36) Means of verification: SyGMa, project documentation, website
10.	MS10 Website - WP7 M3 Means of verification: link to website uploaded to SyGMa, websites of partners linked to this project

Table 4: WBNET fourth level of control – Indicators of success:

1.	<p>4. 1. Developed 4 Centres for short study programs Means of verification: <i>Report of WP2 Leader (M15)</i></p> <p>4. 2 Min 8 short – study programs developed on 4 WB HEIs Means of verification: WP3 Leader report (M15)</p> <p>4.3 Min 160 persons enrolled in 8 short study cycles Means of verification: WP 4 Leader Report – (M32- M33)</p> <p>4.4 Min 40 teaching staff improved their skills with new knowledge Means of verification: WP 2 and WP 3 Leaders reports from T 2.2 and T3.2 and T 3.3</p> <p>4.5 Min 40 economy partners benefit from short –study cycles education Means of verification: WP 6 Leader Report (M36)</p> <p>4.6 Min 330 staff touched with new knowledge Means of verification: WP Leader 1 Report – (M36), WP2 Leader report (M19), WP3 leader report, WP 6 Leader Report (M36)</p> <p>4.7 Min 160 trainees involved in short- study cycles education Means of verification: WP 4 Leader Report (M33)</p>
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3.1 RESPONSIBILITIES

3.1.1 Project Coordinator

Project Coordinator (PC):

- Cooperates with the Steering Comity, Quality Assurance Board and WP/Task Leaders, on all matters arising relevant to the quality of the project’s deliverables;
- Accepts deliverables or provides final comments to the WP/Task Leaders/responsibles;
- Cooperates with the Leaders in order to ensure that all WPs are progressing in conformity with each other, and that any cross-WP inputs and outputs are being delivered as foreseen by the WP description;
- Informs Task Leaders of any changes in the Work Plan, or any implicit changes in the implementation of the project that may affect timing or the content of relevant deliverables;
- Officially disseminates deliverables after their approval.

3.1.2 Work Package Leader

Work Package Leader:

- Coordinates the implementation of activities encompassed by that WP, and ensures that all activities contribute to the WP’s objectives;
- Delivers up-to-date information regarding the WP progress;
- Makes sure that all WP activities are implemented in a time frame that corresponds to the project’s workplan;
- Regularly cooperates with Task Leaders and Project Coordinator, in order to ensure that all partners involved in the WP are smoothly working and mutually collaborating to accomplish the goals set;
- Timely sends alerts to remind Task Leaders about submission deadlines and the procedures to be followed;

- Provides input and suggestions to Task Leaders during the development of the deliverables;
- Collects deliverable drafts and forwards them to the Coordinator, Steering Comity and the Quality Assurance Board;
- Reviews deliverable drafts;
- Provides Task Leaders with the feedback, comments and suggestions on deliverables' drafts;
- Cooperates with Task Leaders in applying the suggestions given by WBNET Coordinator, , Steering Comity and the Quality Assurance Board, and verifies that the recommendations to improve the quality of the deliverables have been applied.

3.1.3 Task Leader

Task Leader:

- Accounts for the leading author of deliverable(s);
- Has a responsibility to coordinate the development of deliverable(s) according to the deliverable templates;
- Assigns specific tasks, coordinates the work of other partners involved in an activity, provides necessary guidelines, and controls progress of the work in line with the project's time frames;
- Aligns the results (contributions) from singular tasks, and produces a final foreseen deliverable for specific project activity;
- Submits the draft of a deliverable to the WP leader;
- Implements the WP leader's suggestions, assigns amendments when appropriate, and coordinates and participates in finalisation of a deliverable;
- Informs the WP Leader in written form about any problems occurred during the implementation of an activity, i.e., the development of a deliverable;
- Cooperates with the WP Leader and other partners in order to ensure activity's progress (respecting any changes approved by the SC).

3.1.4 WBNET Steering Committee

The roof decision-making body in WBNET project is the Steering Committee (SC) consisted from institutional representatives - project coordinators. SC is responsible for the management and control of all phases of the project. This body also is responsible for the final adoption of several project deliverables (Table 1), including the intermediate and the final project reports, as well as for making amendments to these when justified reasons exist. During the biannual SC meetings, project progress, timely execution of project tasks, risks, and potential problems and solutions will be discussed.

WBNET SC will verify the quality of project deliverables following their evaluation by the WP leader. Subject deliverables can either be approved or returned to the WP leader for additional quality improvement. Next to that, if disagreements concerning the quality-related issues arise between the authors, Task Leader, WP leader and SC will take necessary corrective actions resulting in the deliverables with the acceptable quality.

3.1.5 Quality Assurance Board

Project Quality Assurance Board (QAB):

- Collaborates with Project Coordinator, Steering Committee and the external evaluators in approving the project deliverables;

- Is in charge of forming the Internal Evaluation Committee from the EU HEIs members who were not directly involved in producing the detailed technical specifications and development of pedagogical approaches, in order to carry out internal evaluation;
- Sets particular criteria and indicators for quality assessment of project results, whenever necessary;
- Verifies templates for project deliverables;
- Monitors the execution of the Quality Plan, periodically controls the quality of all project deliverables and prepares quality-related project reports.

3.1.6 Other partners involved in an activity

Other partners involved in an activity:

- Account for the co-authors of deliverable(s);
- Produce their part of the deliverable according to the Task Leader's instructions;
- Make sure that their contributions comply with the template so to enable to the Task Leader to put all contributions together in the prescribed format;
- Provide to the Task Leader all the information that complements and supports their work (such as the references, bibliography, methodologies used, contact details of the persons interviewed, etc.);
- Implement amendments to their contribution as a result of the amendments requested by the Task Leader.

3.2 QUALITY EVALUATION

Surveys using questionnaires will be used to measure the quality of:

- each meeting – about place conditions, time-line, atmosphere,
- each training – about quality of presentations, learned lessons, discussions
- trainees and mentors in the companies – after realization of each study cycle

Feedback questionnaires will be made by members of SC and analysed by QAB, and then recommendations to improvement will be given by the SC, which will be in-charge for implementing recommendations in the next project phases.

For conducting surveys, members of SC are responsible for conducting and distribution of results to the QAB for analysis.

The satisfaction of participating staff, students, stakeholders, beneficiaries and other end users will also be investigated. It will take into account a variety of information from different sources using visits, interviews, questionnaires to target groups, and consultation with the project beneficiaries.

The main focus of QAB is to count or provide quality evaluation of:

- Quality of study visits organization
- Quality of trainings evaluation
- Number of participants on main trainings
- Number of In-home trainings
- Number of participants on In-home trainings
- Training materials available to all consortium members

4. PROJECT RISK MANAGEMENT

Risk management represents an integral part of the WBNET Quality Plan. While risks in the project can be positive and negative, the goal of this document is to focus on negative risks in order to secure the delivery of project results as planned in the Application. For that reason, it is essential to continuously and carefully monitor the implementation of all project activities and to react timely to any negative risk occurrence.

WBNET risk management strategy addresses issues that could potentially endanger the achievement of the overall goal of the project and its objectives considering potential financial risks (overspending and underspending), timing (postponing of activities / deliverables), performance risks (project management), and sustainability of project results.

Any observed negative risk should be reported in written by completing the form given in Annex E of this document.

Identification and assessment of project risks is a joint responsibility of all WBNET participants and the task leaders, who have to communicate them to the work package leaders. WP leaders will then forward described risks to the PC, QAB and SC, and eventually suggest possible interventions and solutions. In particular, partners may think of preventive actions (avoiding that the risk occurs) and corrective actions (decreasing the severity and impact), specifying also the resources that would be needed. SC, QAB and PC register, analyses and priorities risks/uncertainties, and may react in several ways, ranging from simple acceptance of the situation in the case of negligible risks, to the enforcement of mitigation plans including developing the alternatives that subsequently will be applied by WP and Task Leaders, and all project participants.

The following risks have been identified in WBNET application (Grant Agreement, ANNEX 1, Description of the action – Part B: List of critical Risks):

- Representatives of HEIs not interested in participating in activities. (*LOW*), (WP3, WP7, WP1, WP5, WP4, WP2, WP6)
- Reporting delay. (*LOW*), (WP3, WP7, WP1, WP5, WP4, WP2, WP6)
- Unsuccessful equipment purchase due to tender procedure. (*MEDIUM*), (WP3)
- Difference in understanding of term short study cycles. (*MEDIUM*), (WP3)
- Complexity of tasks to be performed. (*HIGH*), (WP3, WP4)
- Students and employees not interested in participating in workshops. (*MEDIUM*), (WP4)
- Development of materials that are not suitable enough for specific workshops in digital technologies. (*LOW*), (WP3)
- Lack of stakeholder support after the project is completed (*LOW*), (WP6)

5. EXTERNAL CONTROL & MONITORING

Next to the comprehensive internal quality-related measures, WBNET project also foresees the following external quality-related tasks, encompassed by the WP 5.4:

Prior to the external control, all above-stated activities will be internally assessed. Any potential or real conflict of interest must be excluded for all external quality control activities.

Prior to the external control of pedagogical approaches and the learning platforms, the PCQMT is obliged to define criteria in the following respects:

- Selection and appointment of external evaluators;
- Time frame needed to complete the evaluation work;
- Scope and content of external evaluation reports;
- Person(s) in charge to communicate with external evaluators during their engagement.

During the external evaluation process, WBNET partners are obliged to provide to the evaluators all requested supporting documents, as well as to respond to all questions that may arise during their work. After the evaluation, obtained signed reports must be displayed publicly at the project website. Comments and advices given in external evaluation reports should be implemented, and the QAB will monitor this implementation.

External control of WBNET finances will be carried out before submitting the Final Project Report to the Executive Agency. Subcontracting procedure will be guided by the PC, based on guidelines given by the Executive Agency. The quality of WBNET deliverables is of the outmost importance for verification of adequate grant utilisation.

An External QA Audit will be done in year 3 by External Quality Control Team composed of the external experts in QA and education. It will review performance of the project, and all deliverables in the course of the project. The consortium will sub-contact this service from organization/persons not involved in the project realization.

6. TECHNICAL AND FINANCIAL REPORTING

In technical and financial reporting, all WBNET participants will respect the rules given in the Partnership Agreement.

The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

The beneficiaries are obliged to prepare their part of the Technical Implementation Report as well as the Final Report on the implementation of the action. Prepared reports must be submitted to coordinator in the form and scope defined by the Executive Agency, **at latest 15 days before the deadline for submitting the reports to the Executive Agency.**

The beneficiaries will regularly provide to coordinator the information and documents concerning grant utilization. In a Google Drive mentioned above, all reports and documents should be submitted in proper time and shape. Following every cost incurred by the project, all documents that support and justify that cost (including completed, signed and stamped official templates from the Executive Agency, financial documents such as bank statements, invoices, tendering documentation and other, and the corresponding project results) will be uploaded to the Google drive and the project website, together with the updated version of the Excel financial table provided by the Executive Agency (when it appears).

The beneficiaries shall keep a record of all real expenditures incurred under the project in the booking system of the institution as integral part of General Ledger or separate (project) Ledger.

Beneficiaries shall keep complete project documentation at least for a period of 5 (five) years after the payment of the final balance under the Grant Agreement.

The coordinator may place to beneficiaries the request for project-related documentation at any time during the project implementation period, and after the project has ended, in the events of reporting, audits, checks, and evaluations.

The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Erasmus+ Programme Guide.

During the review, PC will take into consideration the following assessment criteria:

- Conformity of the expenditures with the budget of the project;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents and certified copies of invoices;
- Correctness of calculations and the applied exchange rates;
- Eligibility and justification of any changes which occurred between budget categories;
- Existence of the signature of the appointed contact person and the legal representative of partner institution.

7. ANNEXES

List of Annexes to this plan (from A1. to A D.2 are taken from Project Management Plan), consists of:

- **ANNEX A.1** Report form for the meeting
- **ANNEX A.2** Report form from the Activity/Task
- **ANNEX A.3** WBNET attendance list
- **ANNEX A.4** The consent
- **ANNEX B.1** Travel costs and costs of stay: Reporting documents
- **ANNEX B.2** Staff costs: Reporting documents
- **ANNEX B.3** Declaration of days worked on a project
- **ANNEX B.4** Equipment, Subcontracting and other goods cost for period
- **ANNEX B.5** Financial partner's report for period
- **ANNEX C** Internal partner's report on project implementation
- **ANNEX D.1** WP leader report form 1
- **ANNEX D.2** WP leader report form 2
- **ANNEX E** Risk monitoring sheet
- **ANNEX F** Budget Change request
- **ANNEX G** News form
- **ANNEX H** Deliverable review checklist
- **ANNEX I** Event quality evaluation form

ANNEX A.1

REPORT FORM FOR THE MEETING

- **WORKING PACKAGE:** _____
- **TYPE OF THE MEETING:** _____
- **ORDER NUMBER OF THE MEETING:** _____
- **ACRONYM OF THE INSTITUTION:** _____
- **TYPE OF THE MEETING:** _____
- **MEETING FORMAT:** _____
- **MEETING LEVEL:** _____

REPORT

- **Appendixes:**
 1. XXXXX,
 2. XXXX
 3. XXXXX
 4. XXXXX

REPORT DONE BY:

[Name and Surname]

Approved by:

ANNEX A.2

REPORT FORM FROM THE ACTIVITY/TASK

- **WORKING PACKAGE:** _____
- **ORDER NUMBER OF THE ACTIVITY:** _____
- **DELIVERABLE No.** _____
- **ACRONYM OF THE INSTITUTION:** _____
- **NAME OF THE DELIVERABLE/TASK/ACTIVITY:** _____
- **DATE OF ACTIVITY/TASK REALIZATION:** _____

- **Appendixes:**
 1. XXXXX,
 2. XXXX
 3. XXXXX
 4. XXXXX

REPORT DONE BY:

[Name and Surname]

Date of activity:

Approved by:

ANNEX A.3

WBNET ATTENDANCE LIST

- **MEETING DATE:** _____
- **MEETING PLACE:** _____
- **WORKING PACKAGE:** _____
- **TYPE OF THE MEETING:** INTERNAL/CONSORTIUM
- **MEETING FORMAT:** LIVE/ONLINE
- **MEETING SUBTYPE:**

CONSORTIUM LEVEL:

- KICK-OFF-MEETING
- ROUND TABLE No. _____
- INTERIM CONFERENCE
- FINAL CONFERENCE
- TRAINING No. _____
- DEVELOPMENT WG ____ No. _____
- SC MEETING No. _____
- LSC MEETING No. _____
- QAB MEETING No. _____

INSTITUTIONAL LEVEL/INSTITUCIONALNI NIVO:

- INSTITUTIONAL PROJECT TEAM/WG MEETING
- INTERIM TRAINING No. _____
- DEVELOPMENT
- WG _____ No. _____
- DWG No. _____

ORDER NUMBER	INSTITUTION ACRONYM	NAME AND SURNAME OF THE PARTICIPANT	EMAIL ADDRESS	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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14.				
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30.				
31.				
32.				
33.				
34.				
35.				

ANNEX A.4

THE CONSENT

I, _____, the undersigned, give my full consent that my name and surname and other necessary data, can be used in a dissemination purposes for the project WBNET.

I also give consent that the photos and video materials in which I am on, made on events and during conducting activities that are part of a WBNET PROJECT, can be published.

Signature:

Date: _____

Place: _____

ANNEX B.1

TRAVEL COSTS AND COSTS OF STAY: REPORTING DOCUMENTS

ACRONYM OF THE INSTITUTION: _____

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant

REF.No..... Project No.....

*The reference number must correspond to the progressive numbering indicated in the financial statements in the final report
Reference number is created as: ACRONYM OF INSTITUTION/Order number of transaction from account*

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

(1) PERSONAL DATA

Surname: **Forename:** _____

Home institution:

.....

Staff position at home institution:

.....

(2) TYPE OF ACTIVITY (Tick as appropriate)

<input type="checkbox"/>	Kick-off-meeting
<input type="checkbox"/>	SC Meeting
<input type="checkbox"/>	QAB meeting
<input type="checkbox"/>	DB meeting
<input type="checkbox"/>	WG meeting
<input type="checkbox"/>	Attending training
<input type="checkbox"/>	Study visit
<input type="checkbox"/>	Conducting training
<input type="checkbox"/>	Interim control
<input type="checkbox"/>	Other

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	<i>HOME INSTITUTION</i>	
	<i>COUNTRY</i> <i>CITY</i>	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY**	<i>HOST INSTITUTION</i>	
	<i>COUNTRY</i> <i>CITY</i>	
TRAVEL DISTANCE***km	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorization from the Agency
 ***Travel distance in km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(3) DETAILS OF THE ACTIVITY

DATES (<i>excluding travel</i>)	From (date): To (date):
<u>DESCRIPTION OF ACTIVITY(IES) PERFORMED</u> (<i>brief description of the activities performed</i>)	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:..... Signature:

ANNEX B.2

STAFF COSTS: REPORTING DOCUMENTS

ACRONYM OF THE INSTITUTION: _____

JOINT DECLARATION

Ref. No......

Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

Reference number is created as: ACRONYM OF INSTITUTION/Order number of transaction from account

FROM

Hereinafter "*the Institution*"*

AND Name:

Address:

.....
Hereinafter "*the Staff member*"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

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

FROM (dd/mm/yy)		TO (dd/mm/yy)	
------------------------	--	----------------------	--

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

1. Please complete the following information.

Staff category	Number of days worked and charged to the project (according to time-sheet)	Price per day	SUMMARY
Manager			
Researcher, Teacher			
Trainer / Technician			
Administrative staff)			
Total:			

This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in:

Date:

Name.....

Function.....

Institution:

Staff member name and surname:

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organized, the tasks that are performed and the premises where they are performed); and*
- (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution*

Table below is optional till February 6th.

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :					
Surname :					
First Name :					
Institution :					
Country :					
Position :					
Staff Category :					
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
Total days:		0			

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

ANNEX B.3**DECLARATION OF DAYS WORKED ON A PROJECT**

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT		YEAR:	
<i>To be kept on file in case of audits.</i>			

Project acronym:		Project number:	
Participant name:			
Name of the person:		Type of personnel: (employee/ natural person under direct contract/ seconded/ other)	

Month	Days worked in the action ¹ (e.g.15, 7,5, 0,5)	Work Packages worked on (e.g. WP2; WP5)	Date and signature of the person	Name, date and signature of the supervisor
January			Signature: Date:	Name: Signature: Date:
February			Signature: Date:	Name: Signature: Date:
March			Signature: Date:	Name: Signature: Date:
April			Signature: Date:	Name: Signature: Date:
May			Signature: Date:	Name: Signature: Date:
June			Signature: Date:	Name: Signature: Date:
July			Signature: Date:	Name: Signature: Date:
August			Signature: Date:	Name: Signature: Date:
September			Signature: Date:	Name: Signature: Date:
October			Signature: Date:	Name: Signature: Date:
November			Signature: Date:	Name: Signature: Date:
December			Signature: Date:	Name: Signature: Date:

¹ 1 day = number of hours that a full-time employee of the participant has to work in a standard day (e.g. 8 hours).

			Date:	Date:
TOTAL				

ANNEX B. 4

EQUIPMENT, SUBCONTRACTING AND OTHER GOODS COSTS FOR PERIOD No: _____

ACRONYM of partner institution: _____

Country: _____

Period: _____

Project No.

Order number	WP	Activity	Name of spendings	Date of cost	Reference with account	Sum [euro]
TOTAL						

SPENDINGS PER WP

	EQUIPMENT	SUBCONTRACTING	OTHER GOODS
WP1			
WP2			
....			
TOTAL			

ANNEX B.5

FINANCIAL PARTNER'S REPORT FOR PERIOD No: _____

Partner institution: _____

Country: _____

Period: _____

SPENDINGS PER WP

PARTNER	WPx	Staff costs (euro)	Travel Costs (euro)	Costs of stay (euro)	Equipment (euro)	Subcontracting (euro)	Other goods	Total (euro)

SPENDINGS FOR PERIOD

PARTNER	Grant received (total)	Preliminary accepted expenses (total)	Share of last advance consumed [%]

ANNEX C

INTERNAL PARTNER'S REPORT ON PROJECT IMPLEMENTATION No. _____

Partner institution: _____

Country: _____

Period: _____

Please provide an overview on **implementation of the project**, by following the instructions below.

Overall achievements

Please provide a description of the activities carried out for the specific period and describe to what extent, the results achieved, are contributing to the project objectives.

Coherence with the workplan and comments on deviations and modifications

Please write in this section the main changes, if any, which have occurred compared with the original project proposal.

Obstacles and shortcomings

Please describe any obstacles and/or shortcomings experienced during the period covered by thereport and the measures taken by the project team to address them.

Dissemination (to be filled out for all institutions that participated in dissemination)

Please describe what has been done to disseminate the results of the activities carried out to date, both within the framework of the project and outside the project. In particular, you should refer to the definition of tasks and the dissemination channels used to make the project results available to larger beneficiary groups. If there have been any unexpected positive secondary effects from project activities, please describe them in this section.

Quality control and monitoring

Please describe what monitoring activities have been carried out at your institution, in order to assess whether the project proceeds according to the workplan.

Any other comment

Please provide in this entry, any relevant information you think might be useful for the assessment of the project implementation (i.e. synergies with other projects, any support from external environment, networking with professional bodies, etc.).

TABLE OF ACHIEVED / PLANNED RESULTS

Activities carried out to date to achieve this result:

WP N°	Activity N°	Activity Title	Start date	End date	Place	Description of the activity

Activities to be carried out to achieve this outcome during the next period:

WP N°	Activity N°	Activity Title	Start date	End date	Place	Description of the activity to b

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

ANNEX D.1**WP LEADER REPORT FORM 1****WP LEADER:** _____*[Name and Surname]***TABLE OF ACHIEVED RESULTS**

Reference number of the Work Package	WP1/WP2.....
--------------------------------------	--------------

Indicators of achievement and /or performance as indicated in the project proposal	<i>to be field by the WP leader</i>
--	-------------------------------------

Order number of the activity	Activity Title	Start date	End Date	Place	Description of the activity	Indicators
	<i>to be field in by the WP leader</i>					

ANNEX D.2

WP LEADER REPORT FORM 2

WP LEADER: _____
[Name and Surname]

TITLE AND REFERENCE NUMBER OF THE WORK PACKAGE	
Indicator of achievement and/or of the performance as indicated in the project proposal	

Activity No.	Activity title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
...
...

ESTIMATED INVOLVEMENT OF THE PARTNERS

PARTNER	ACTIVITY	WORKLOAD			
		Manager	Teacher/Researcher	Technician	Administrative
ATUSS					
ULFE					
UPM					
UPKM					
AASKM					
SVEHERC					
UNBI					
W3L					
ASRPU					
ATUSS					
ULFE					
UPM					
UPKM					
AASKM					
SVEHERC					
UNBI					
W3L					

ASRPU					
ATUSS					
ULFE					
UPM					
PKM					
AASKM					
SVEHERC					
UNBI					
W3L					
ASRPU					
....

ANNEX E**RISK MONITORING SHEET No. _____**

Work Package: _____

Identified Risk Title: _____

Reporting Date: _____

Authors of the Report: _____

Authors' Role in the Project: _____

Project acronym: WBNET

Project full title: NETWORK OF CENTRES FOR REGIONAL SHORT STUDY PROGRAMS IN THE COUNTRIES OF THE WESTERN BALKANS

Project acronym: WBNET

Project No: 101128813 — WBNET — ERASMUS-EDU-2023-CBHE

Grant Agreement number: 101128813

Coordinator institution: Akademija tehničko-umetničkih strukovnih studija Beograd (ATUSS)

Coordinator: Prof. dr. Ljiljana Pecic, ATUSS

Participants:

1. Akademija tehničko-umetničkih strukovnih studija Beograd (ATUSS)
2. Univerza v Ljubljani (ULFE)
3. Univesidad Politecnica de Madrid (UPM)
4. University of Mitrovica (UPKM)
5. Akademija strukovnih studija kosovsko metohijska Leposavić (AASKM)
6. Sveučiliste Hercegovina (SVEHERC)
7. Univerzitet u Bihaću (UNBI)
8. W3 LAB Digital Solutions (W3L)
9. Asocijacija rektora privatnih univerziteta (ASRPU)

RISK TITLE		
Description of risk	Probability (medium, high) Impact (medium, high)	<i>Comments, remarks, recomendations</i>
Preventive action	<i>Describe what has to be taken into consideration to avoid that a risk occurs, what risks can remain and what resources will be needed if action will be started</i>	<i>Comments, remarks, recomendations</i>
Corrective action	<i>Describe what can/has been done to decrease the severity and what resources (PM, costs) will be needed</i>	<i>Comments, remarks, recomendations</i>
DECISION of the SC, QAB, and PC	Short explanation: 'WHAT TO DO'	

ANNEX F**BUDGET CHANGE REQUEST No. _____**

Request Date: _____

Request Subject: _____

Institution: _____

Manager: _____

Project acronym: WBNET

Project full title: NETWORK OF CENTRES FOR REGIONAL SHORT STUDY PROGRAMS IN THE COUNTRIES OF THE WESTERN BALKANS

Project acronym: WBNET

Project No: 101128813 — WBNET — ERASMUS-EDU-2023-CBHE

Grant Agreement number: 101128813

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6. Sveučiliste Hercegovina (SVEHERC)
7. Univerzitet u Bihaću (UNBI)
8. W3 LAB Digital Solutions (W3L)
9. Asocijacija rektora privatnih univerziteta (ASRPu)

REQUESTED BUDGET CHANGE DESCRIPTION

Type your text here

ATTACHMENTS

CHANGES CALCULATIONS (pdf):	Title
FINANCIAL DOCUMENTATION (pdf):	Title
OTHER PROVES:	Title
OTHER PERSONAL REMARKS	

Location, date:

Name and Signature:

NEWS

News Title: _____

Institution: _____

Authors: _____

Date: _____

- Project acronym:** WBNET
- Project full title:** NETWORK OF CENTRES FOR REGIONAL SHORT STUDY PROGRAMS IN THE COUNTRIES OF THE WESTERN BALKANS
- Project acronym:** WBNET
- Project No:** 101128813 — WBNET — ERASMUS-EDU-2023-CBHE
- Grant Agreement number:** 101128813
- Coordinator institution:** Akademija tehničko-umetničkih strukovnih studija Beograd (ATUSS)
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 6. Sveučiliste Hercegovina (SVEHERC)
 7. Univerzitet u Bihaću (UNBI)
 8. W3 LAB Digital Solutions (W3L)
 9. Asocijacija rektora privatnih univerziteta (ASRPU)

NEWS TITLE

TYPE NEWS TITLE HERE

NEWS TEXT

Type news text here

ATTACHMENTS

AGENDA (pdf):	Title
ATTENDANCE SHEET (pdf):	Title
PHOTOS (jpg):	Title(s)
REPORT (pdf):	Title
DELIVERABLE (pdf):	Title of document
PRESENTATIONS (pdf):	Title(s)
OTHER PERSONAL REMARKS	

Location, date:

Signature:

ANNEX H**DELIVERABLE REVIEW CHECKLIST No. _____**

Deliverable Title: _____

Work Package: _____

Reviewers: _____

Project acronym: WBNET

Project full title: NETWORK OF CENTRES FOR REGIONAL SHORT STUDY PROGRAMS IN THE COUNTRIES OF THE WESTERN BALKANS

Project acronym: WBNET

Project No: 101128813 — WBNET — ERASMUS-EDU-2023-CBHE

Grant Agreement number: 101128813

Coordinator institution: Akademija tehničko-umetničkih strukovnih studija Beograd (ATUSS)

Coordinator: Prof. dr. Ljiljana Pecic, ATUSS

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6. Sveučiliste Hercegovina (SVEHERC)
7. Univerzitet u Bihaću (UNBI)
8. W3 LAB Digital Solutions (W3L)
9. Asocijacija rektora privatnih univerziteta (ASRPU)

REVIEW CRITERIA	ISSUES TO BE ADDRESSED	ASSESSMENT	COMMENTS	RECOMMENDATIONS
Compliance with WBNET objectives	<i>Does the deliverable comply with the overall objectives of the project?</i>	<ul style="list-style-type: none"> ▶ yes ▶ no ▶ partially 		
Compliance with the specific objectives of the WP	<i>Does the deliverable comply with the WP objectives as specified in the WP description?</i>	<ul style="list-style-type: none"> ▶ yes ▶ no ▶ partially 		
Correspondence with the description of work of the relevant activity	<i>Does the deliverable correspond with the activity description as specified in the Application Form?</i>	<ul style="list-style-type: none"> ▶ yes ▶ no ▶ partially 		
Compliance with the deliverables format	<i>Is the deliverable presented using the Project's deliverable format – Annex 1?</i>	<ul style="list-style-type: none"> ▶ yes ▶ no ▶ partially 		
Adequacy of complementary information	<i>Examples of complementary info:</i> - Sources used, - Bibliography, - List of contacts, - Methodology used.	<ul style="list-style-type: none"> ▶ yes ▶ no ▶ partially 		
Adequacy of written language	<i>Level of written English</i>	<ul style="list-style-type: none"> ▶ excellent ▶ adequate ▶ poor 		
Overall assessment and suggestions for improvement				

DEADLINE FOR SUBMISSION OF AMENDED VERSION OF THE DELIVERABLE

Location, date:

Sign:
