



Objectives and expected activities of QANTUS project

Warsaw, 14 April 2014



Basic data

**„Qualifications Frameworks for Environmental Studies at Ukrainian Universities”
(QANTUS)**

Contract nr

544524-TEMPUS-1-2013-1-PL-TEMPUS-SMHES

Contractual period

1 December 2013 – 30 November 2016



co – ordinator

Warsaw University of Life Sciences - SGGW



UA co – beneficiaries

Odessa National Maritime Academy

Odessa State Environmental University

Kharkiv National University

National University of Life and Environmental Sciences of Ukraine, Kiev

Lviv National Agrarian University

Bila Tserkva National Agrarian University

Uman National University of Horticulture

Science and Methodology Centre for Agricultural Education, Kiev

Institute of Innovative Technologies and Educational Content, Kiev

Institute of Ecology of the Carpathians, Lviv

State Department of Environmental Protection in Odessa Region, Odessa

Ministry of Education and Science of Ukraine



EU co - beneficiaries

University of Pavia, Italy

University of Genova, Italy

University of Natural Resources and Life Sciences (BOKU), Austria

University of Koblenz Landau, Germany

University of Lleida, Spain

Jagiellonian University, Poland

Association for European Life Science Universities (ICA)

International Relations Officers Network of Association of ELSU (IROICA)



Project objectives

1. Comparative analyses of existing standards and methodologies of Qualification Framework development in Environmental Sciences,
2. Development of sector Qualification Framework for Environmental studies at Ukrainian universities,
3. Training courses on developing and implementing new study programs compatible with Qualification Framework in Environmental studies.



Outcomes

WP1. Development

Comparative analyses of existing standards and methodologies of Qualification Frameworks (QF) development in the area of Environmental Science

WP2. Development

Development of sectoral QF in the area of Environmental Science studies at UA universities

WP3. Development

Capacity building - creation of training centers

WP4. Development

Elaboration of training courses on developing and implementing new study programmes compatible with QF in Environmental Science



Outcomes

WP5. Exploitation

Implementation of training courses on developing and implementing new study programmes compatible with QF in Environmental studies

WP6. Quality plan

Quality control and monitoring

WP7. Dissemination

Dissemination

WP8. Management

Project management



Activities

DEVELOPMENT	1.1.1	Analyzing of QF development in EU partner countries
	1.2.1	Analyzing of QF development in Ukraine
	1.3.1	Analyzing of UA employers opinion on QF development

DEVELOPMENT	2.1.1	Elaboration of draft QF with a view to WP1 reports
	2.2.1	Consultation and updating of QF
	2.3.1	Self-certification of QF compatibility with EHEA
	2.3.2	Adaptation of the final version of sectoral Qualification Frameworks by the Ministry

DEVELOPMENT	3.1.1	Establishment of partner universities training centers
	3.1.2	Purchasing of equipment
	3.2.1	Partner universities staff retraining
	3.3.1	Developing of information database



Activities

DEVELOPMENT	4.1.1	Developing of training courses
	4.1.2	Developing of course materials
EXPLOITATION	5.1.1	Implementation of training courses
	5.1.2	Evaluation of training courses
QUALITY PLAN	6.1.1	Monitoring the project progress with the list of all planned outcomes
	6.1.2	Performing peer reviews - medium-term progress reports delivered by WP leaders
	6.1.3	Performing internal institutional evaluation - short-term reports
	6.1.4	Performing internal evaluation
	6.2.1	Quality monitoring of the outcomes
	6.2.2	Assesment of the outcomes reports carried out by IPCs
	6.2.3	Monitoring of the quality of the performed mobilities
	6.2.4	Executing monitoring visits



Activities

DISSEMINATION	7.1.1	Creation of the project web-site
	7.1.2	Update of the project web-site with reports, guides, regulations
	7.1.3	Creation of the facebook account
	7.2.1	Preparation of minutes of meetings
	7.2.2	Issuing e-newsletter
	7.2.3	Disseminating of the guides of instruction published in WP2
	7.2.4	Preparing the leaflet about the project results
	7.3.1	Integrating dissemination activities in the training courses
	7.3.2	Organization of the closing conference
	7.3.3	Two annual conferences organization

MANAGEMENT	8.1.1	Planning
	8.1.2	Executing
	8.1.3	Informing



Inputs

1. Staff costs

- Academic (development of courses, preparing of materials)
- Administrative (project management and administration)

2. Travel costs & Costs of stay

- Mobilities E>W, W>E, E>E, W>W
- Visa costs, insurance, costs of tickets cancelations

3. Equipment

- Purchase of computers, presentation equipment

4. Printing & Publishing costs

- Materials, reports, questionnaires

5. Other costs

- External translation, bank costs, audit



Budget

Category	Maximum Tempus funding
I Staff costs	€ 348.035,00
II Travel costs and costs of stay	€ 277.654,00
III Equipment	€ 265.625,00
IV Printing and publishing	€ 4.200,00
V Other costs	€ 15.300,00
Tempus grant	€ 877.079,98
Co-financing	€ 97.500,00



Basic documents

IMR (Travel costs and costs of stay)

IMR (Individual Mobility Report) must be completed by each person benefiting from a Tempus grant for mobility



INDIVIDUAL MOBILITY REPORT for travel costs and costs of stay Annex 2
Ref. No.....Tempus Project No. 544524-TEMPUS-1-2013-1-PL-TEMPUS-SMHES
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

To be completed by each recipient of a Tempus mobility grant.
 To be returned to the co-ordinator **together with** readable copies of all travel tickets, boarding passes and other supporting documents.

PERSONAL DATA

Surname: Forename:.....
 Sex: Nationality:.....
 Home institution:.....
 Staff position/student year of study at home institution:
 Host institution(s):

TYPE OF ACTIVITY FOR WHICH GRANT WAS RECEIVED

Tick as appropriate. If activities were combined, please list them in order of priority

- | | |
|---|---|
| <input type="checkbox"/> Teaching/training assignment of staff | <input type="checkbox"/> STUDENTS |
| <input type="checkbox"/> Retraining/update activity for staff | <input type="checkbox"/> Study period |
| <input type="checkbox"/> Practical placement | <input type="checkbox"/> Practical placement |
| <input type="checkbox"/> Development of academic activities | <input type="checkbox"/> Short intensive course |
| <input type="checkbox"/> Short visit for coordination, planning and quality control | <input type="checkbox"/> Student representation |
| <input type="checkbox"/> Short intensive course | |
| <input type="checkbox"/> Dissemination visit | |

TEMPUS GRANT FOR STAFF TRAVEL COSTS AND COSTS OF STAY

	<u>Amount in EUR</u>
☺ Costs of Stay (amount received by the recipient of the mobility grant)	
☺ Travel Costs	
☺ TOTAL TRAVEL AND COSTS OF STAY (please specify in the financial tables in the Final Report the amount declared paid by Tempus and/or co-financed)	

PERIOD SPENT ABROAD:

	<i>(dd/mm/yy)</i>	<i>(dd/mm/yy)</i>	<i>(no. of days)</i>
From:		To:	Duration in days:

DESCRIPTION OF ACTIVITY PERFORMED

Please give a brief description of the activities performed during the mobility.

SIGNATURE OF THE RECIPIENT

date and sign here as proof of receipt)

I hereby declare that I have received the Tempus mobility grant.

Date:

Signature:



Basic documents

Staff convention and time sheet (Staff costs)

Staff convention and time sheet must be completed by each person benefiting from a Tempus grant for performing academic or administrative tasks directly necessary to achieve project objective.



CONVENTION for Staff Costs	Annex I
Ref. No..... Tempus Project 544524-TEMPUS-1-2013-1-PL-TEMPUS-SMHES	
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	

BETWEEN

Hereinafter "the Institution"

AND Name:
Address:

Hereinafter "the Service Provider"

THE FOLLOWING HAS BEEN AGREED:

- The Institution is a member of the partnership for the above-mentioned project
- The Institution and Service Provider agree that the Service Provider shall work on this project and perform the following duties during the project's eligibility period

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>	<i>(No of days)</i>
FROM		TO	Duration in days:	
Duties (See Annex 3):				
Manager				
Researcher, Teacher, Trainer				
Technical staff				
Administrative staff				

Please describe the specific duties:

Preparation of seminars about QF in Portugal and at UCP. Organisation of mobility to UCP for Russian universities academic staff members. Preparation of didactic materials for the group. Analysing of existing standards and methodologies of QF development.

- Under no circumstances may salaries and fees exceed local rates of the home country. Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.
- The cost to be borne by the Tempus grant/or co-financed is calculated as follows:

Number of days devoted to the project	No of days
Gross salary/fee per day in EUR (see rates in Annex 3)	EUR
Total cost (please indicate in the corresponding financial statement the amount paid by Tempus and the amount that was co-financed)	EUR

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Service Provider and has been established solely for the purpose of justifying the Staff costs that the Institution will pay from the Tempus grant or will co-finance.

Done at _____ on _____

Institution
Signature and Stamp of the Institution

Service Provider



Basic documents

Request for money transfer



REQUEST FOR MONEY TRANSFER

From:

To: Prof. Dr Stefan Ignar
Warsaw University of Life Sciences - SGGW
159, Nowoursynowska Str.
02-776 Warsaw
Poland

Date:

Tempus Project Nr: 544524-TEMPUS-1-2013-1-PL-TEMPUS-SMHES
Please transfer the sum of: EURO
to the account of

Bank correspondent:
SWIFT of Bank correspondent
Account

Recipient Name:
Recipient address
Bank name:
Bank address:
Account number:
SWIFT:

Disposition (please enclose this note with the transfer):

These funds are to be utilized as follows:

<i>Item</i>	<i>Euro</i>
Total	EURO

Yours sincerely,



For basic informations and documents

http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_2013_en.php

Financial Kit

http://eacea.ec.europa.eu/about/documents/fik_1202.pdf



Reporting

<u>INTERMEDIATE REPORT</u>	<u>DEADLINE</u>
<ul style="list-style-type: none">• Report on implementation of the project• Statement of the costs incurred and Request for Payment	<p>When 70% of the 1st pre-financing has been disbursed but <u>not later than:</u></p> <p><u>1 June 2015 for 3 year projects</u></p>



<u>FINAL REPORT</u>	<u>DEADLINE</u>
<ul style="list-style-type: none">•Final Report on implementation of the project (FR)•Summary report for publication•Financial statement including request for payment and the financial tables for each budget heading•An external audit report for each projects	<p><u>Two months</u> after the end of the eligibility period</p>



Thank you for your attention.