







International Research Network for study and development of new tools and methods for advanced pedagogical science in the field of ICT instruments, e-learning and intercultural competences

1/01/2014 - 31/12/2017

Table of Contents

- Project details
- 2. Project consortium
- 3. Beneficiaries and Partners
- 4. Project researchers
- Project objectives
 - a) Detailed objectives
- 6. Project Management
- Management Board
- 8. Work Packagies (WP1-7)
 - a) Description of the work
 - b) Staff secondments
 - c) Plan of Activities
- 9. Administrative and financial issues

- 10. Performance obligations
- 11. <u>Distribution of the EC</u> contribution
- 12. Financial rules
- 13. Reporting to the EC
- 14. EC funding: how to calculate?
- 15. How to report?
- 16. Project legal basis
- 17. Plan of activities: Best practices
- 18. Questions

Project details



Project financed by the European Commission under the 7th Framework Programme, within the Marie Curie Actions

International Research Staff Exchange Scheme

Grant Agreement

No: PIRSES-GA-2013-612536

Duration of the project:

48 months

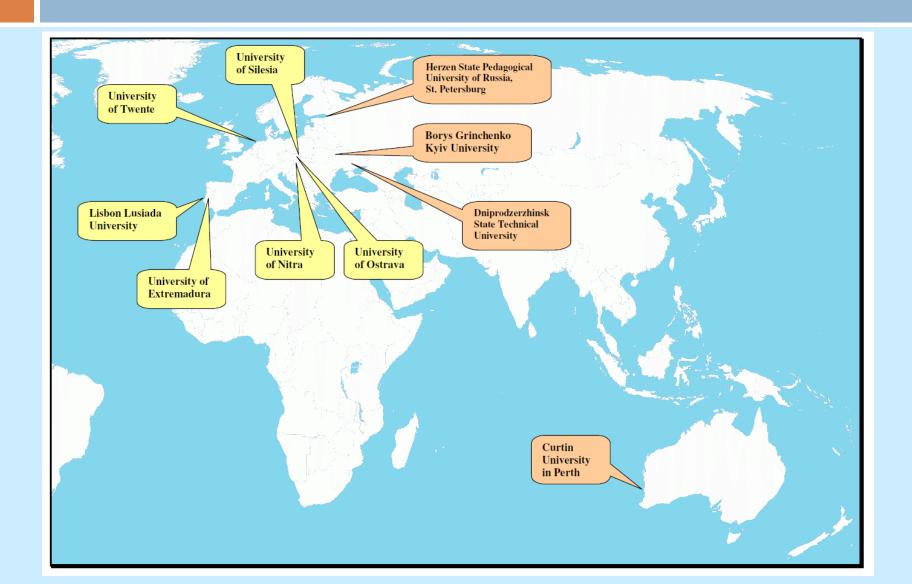
1/01/2014 - 31/12/2017

Project consortium

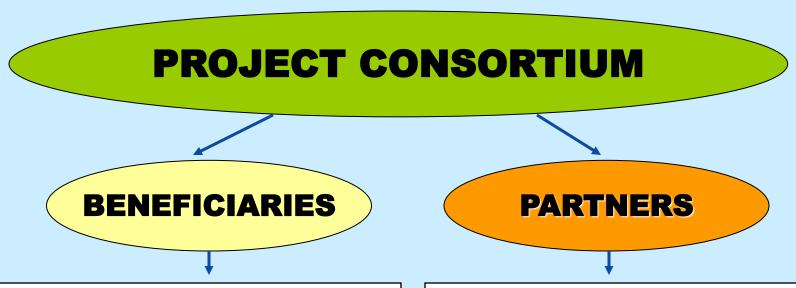


Participant Number	Participant name	Short name	Country
Beneficiary 1 (coordinator)	University of Silesia in Katowice	US	Poland
Beneficiary 2	University of Twente	UT	The Netherlands
Beneficiary 3	University of Extremadura	UEx	Spain
Beneficiary 4	Constantine the Philosopher University in Nitra	UKF	Slovak Republic
Beneficiary 5	Lisbon Lusíada University	LU	Portugal
Beneficiary 6	University of Ostrava	OU	Czech Republic
Partner 1	Curtin University in Perth	CU	Australia
Partner 2	Borys Grinchenko Kyiv University	BGKU	Ukraine
Partner 3	Dniprodzerzhinsk State Technical University	DSTU	Ukraine
Partner 4	Herzen State Pedagogical University of Russia, St.Petersburg	HSPU	Russian Federation

Consortium locations



Beneficiaries and Partners



EU countries (EU)

- sign the grant agreement with the EC
- sign the partnership agreement with partners
- eligible for outgoing staff to the TC
- responsible towards the EU for the management of the funds

Third countries (TC)

- sign the partnership agreement with beneficiares
- eligible for outgoing staff to the EU (Russia, Ukraine), or
- not eligible for funding (Australia)

Project researchers

University of Silesia in Katowice, Poland

Prof. Eugenia Smyrnova-Trybulska

Prof. Ewa Ogrodzka-Mazur

Dr. Anna Gajdzica



Prof. Piet Kommers

Dr. Annemijn van Gorp

University of Extremadura, Spain

Prof. Sixto Cubo

Prof. Antonio dos Reis

Prof. dr Prudencia Gutiérrez Esteban

Prof. Rocío Yuste Tosina

Dr. Laura Alonso Díaz

Prof. Juan Arias Masa

Constantine the Philosopher University in Nitra, Slovaki Republi

Dr. Martin Cápay

Dr. Julia Tomanová

Dr. Martin Drlík

Dr. Jozef Kapusta



Prof Paulo Pinto

University of Ostrava, Czech Republic

Prof Martin Malcik

Prof. Josef Malach

Curtin University in Perth, Australia

Dr. Tomayess Issa

Dr. Theodora Issa

Borys Grinchenko Kyiv University, Ukraine

Prof. Natalia Morze

Prof. Victor Ognievjuk

Dniprodzerzhinsk State Technical University, Ukraine

Prof. Iryna Sekret

Prof. Oleksandr Sadovoy

Prof. Oleksandr Korobochka

Herzen State Pedagogical University of Russia, St.Petersburg

Prof. Tatiana Noskova

Dr. Tatyana Pavlova

Dr. Olga V. Yakovleva













Project coordinators

University of Silesia in Katowice, Poland

A network events coordinator:

Prof. Eugenia Smyrnova-Trybulska

Secondment coordinator:

MA Andrzej Szczurek

University of Twente, Netherlands

A network events coordinator:

Prof. Piet Kommers

Secondment coordinator:

Dr. Annemijn van Gorp

University of Extremadura, Spain

A network events coordinator:

Prof. dr Prudencia Gutiérrez Esteban

Secondment coordinator:

Prof. Laura Alonso Díaz

Constantine the Philosopher University

in Nitra, Slovak Republic

A network events coordinator:

Dr. Martin Drlík

Secondment coordinator:

Dr. Martin Cápay

Lisbon Lusíada University, Portugal

A network events coordinator:

Prof. Paulo Pinto

Secondment coordinator:

Prof. Paulo Pinto

University of Ostrava, Czech Republic

A network events coordinator:

Prof. Martin Malcik

Secondment coordinator:

Prof. Martin Malcik

Curtin University in Perth, Australia

A network events coordinator:

Dr. Tomayess Issa

Secondment coordinator:

Dr. Theodora Issa

Borys Grinchenko Kyiv University, Ukraine

A network events coordinator:

Prof. Natalia Morze

Secondment coordinator:

MA Halyna Vdovychenko

Dniprodzerzhinsk State Technical University, Ukraine

A network events coordinator:

Prof. Irvna Sekret

Secondment coordinator:

Prof. Irvna Sekret

Herzen State Pedagogical University of Russia, St.Petersburg

A network events coordinator:

Prof. Tatiana Noskova

Secondment coordinator:

Prof. Tatiana Noskova

Project objectives



The in project aims to:

- 1. Set up a thematic multidisciplinary joint exchange programme dedicated to development of new tools for advanced pedagogical science in the field of ICT instruments, distance learning and intercultural competences in EU, Australia, Ukraine and Russia.
- 2. **Strengthen collaboration** between EU and third country institutions through mutual secondments of researchers.

Detailed objectives



- To evaluate teaching competences and to suggest effective strategies of implementing new tools in the educational activity;
- To explore indicators of educational effectiveness;
- To analyze teaching competences in usage of innovative forms of education and suggest effective strategies of implementing innovative ICT tools;
- To analyze and evaluate social, economic, law and ethics conditions, as well as methodologies and models of e-learning techniques;
- To evaluate the effectiveness of the existing models/methodologies designed to provide e-learning and enhance intercultural awareness;
- To evaluate and present new models/methodologies for an effective remote collaborative work and improve the ICT in the science of education;
- To transfer knowledge with a view to generating strategic impacts;
- To promote scientific discussion about the integrity of systems of education and work focusing on competence issues in the context of globalization of higher education.

Project Management



Coordinator's tasks:

- Day-to-day administrative and financial management of the consortium
- Facilitation of the communication among project participants (Project web-site, e-mail, other tools)
- External communication with the EC
- Monitoring the project's progress and results
- Reporting to the EC

Management Board



- decision-making body of the Consortium
- chaired by the Project Coordinator
- composed of 1 representative of each Party (teams leaders from each Institution), having 1 vote for decision making:

Prof. Eugenia Smyrnova-Trybulska (US), Prof. Piet Kommers (UT), Prof. Sixto Cubo (UEx), Dr Martin Drlik (UKF), Prof. Paulo Jorge Gonçalves Pinto (LU), Prof. Martin Malcik (OU),

Dr. Tomayess Issa (CU), Prof. Natalia Morze (BGKU),

Prof. Iryna Sekret (DSTU), Prof. Tatiana Noskova (HSPU).

Management Board meetings:

Months: 10, 22, 33, 46 (University of Silesia)

Once a month - meetings by videoconference

WP structure





WP2
Analyses of legal, ethical, human, technical and social factors of ICT and e-learning development and intercultural competences state in every partner countries

WP3
Analyses and evaluation of the level of ICT, e-learning and intercultural development in every partner countries

WP4 Selection and testing new IT tools WP5 Pilot methodology development WP6 Implementation of methodology

WP7

Dissemination of project results

WP1
Project and Consortium Management

WP details



WP N	Work package title	<i>Beneficiary</i> /partner	Start month	End month
1	Project and Consortium Management	US	1	48
2	Analyses of legal, ethical, human, technical and social factors of ICT and e-learning development and intercultural competences state in every partner countries	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	1	8
3	Analyses and evaluation of the level of ICT, e-learning and intercultural development in every partner countries	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	9	16
4	Selecting and testing new IT tools	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	17	24
5	Pilot methodology development	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	25	32
6	Implementation of methodology	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	33	40
7	Dissemination of project results	US/UT/UEX/UKF/LU/OU/ CU/BGKU/DSTU/HSPU	41	48

WP2 Description of work

Months 1-8

Analyses of legal, ethical, human, technical and social factors of ICT and e-learning development and intercultural competences state in every partner countries

- **Task 2.1:** Mapping and developing an account of factors involved in process of globalisation and regionalization in developing key competences, including their interests, scales of influence, and temporal horizons.
- **Task 2.2:** Examining the role of higher education policy in globalisation processes and the role played by higher education institutions and their projects as potential models for other world regions.
- **Task 2.3:** Identifying the role of key international higher education institutions in policy developing of key competences and in new forms of international cooperation.
- **Task 2.4:** Analysis of processes of competences development e.g. processes operating simultaneously on different scales, contemporary trends and previous research.
- **Task 2.5:** Joint research in the visited institution. Fieldworks and/or archive research.
- **Task 2.6:** Analysis of legal, ethical, human, techniques, social factors of development of ICT, e-learning and intercultural development in every partners countries.
- **Task 2.7.** Conferences, workshops and roundtables.
- Task 2.8. Meeting in UEx, Spain. Videoconferences and roundtable debate.
- Task 2.9. Meeting and Workshop in HSPU, Russia,
- Task 2.10. Conference *DIVAI 2014* (UKF, Slovak Republic),
- Task 2.11. Conference Innovations in higher education (DSTU, Ukraine).

WP2 Deliverables



- **D 2.1.** Month: 5 Proceedings *DIVAI 2014*.
- D 2.2. Month: 8 working paper Conceptual aspects: analyses of legal, ethical, human, technical, social factors of development of ICT, e-learning and intercultural competences in deferent countries
- **D 2.3.** <u>Month: 6</u> Conference Proceedings *Innovations in higher education* and dissemination of the initial results of the research on the legal, ethical, human, technical, social factors of ICT, e-learning and intercultural competences development in deferent countries.
- **D 2.4.** Month: 8 Elaboration of the conceptual framework for a joint research project based on lasting collaboration with the project participants.
- D 2.5. Month: 8 Publication of reports on the Project Website

Work coordination: UT (Netherlands)

WP2 Staff exchanges



1. To Beneficiary 3 UEx

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

2. To Partner 4 HSPU

ER2 Ogrodzka-Mazur, ER3 Gajdzica, ER1 Smyrnova-Trybulska from Beneficiary 1 US ER4 Kommers, ER5 Gorp from Beneficiary 2 UT to Partner 4 HSPU ER6 Cubo, ER7 Reis, ER9 Tosina, ER10 Diaz from Beneficiary 3 Uex

3. To Beneficiary 4 UKF

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

4. To Partner 3 DSTU

ER2 Ogrodzka-Mazur, ER3 Gajdzica, ER1 Smyrnova-Trybulska from Beneficiary 1 US ER4 Kommers from Beneficiary 2 UT to Partner 3 DSTU ER7 Reis, ER8 Esteban, from Beneficiary 3 UEx to Partner 3 DSTU ER23 Pinto from Beneficiary 5 LU to Partner 3 DSTU ER24 Malcik, ER25 Malach from BEN 6 OU to Partner 3 DSTU

Staff secondments Wp. 2



2017

YEAR							2 0	14	
Project Year							1		
Year month number		1	2	3	4	5	6	7	8
Project month number		1	2	3	4	5	6	7	8
WP number					W	P2			
WP month number		1	2	3	4	5	6	7	8
Researcher	Org			Nex	HSPU	UKF	DSTU		
Prof. Eugenia Smyrnova-Trybulska	US								
Prof. Ew a Ogrodzka-Mazur	US								
dr Anna Gajdzica	US								
Prof. Piet Kommers	UT								
dr Annemijn van Gorp	UT								
Prof. Sixto Cubo	UEX								
Prof. Antonio dos Reis	UEX								
Prof.Prudencia Gutiérrez Esteban	UEX								
Prof. Rocío Yuste Tosina	UEX								
dr Laura Alonso Díaz	UEX								
Prof. Juan Arias Masa	UEX								
dr Martin Cápay	UKF								
dr Julia Tomanová	UKF								
dr Martin Drlík	UKF								
dr Jozef Kapusta	UKF								
Prof. Natalia Morze	BGKU								
Prof. Victor Ognievjuk	BGKU								
Prof. Iryna Sekret	DSTU								
Prof. Oleksandr Sadovoy	DSTU								
Prof. Oleksandr Korobochka	DSTU								
Prof. Paulo Pinto	LU								
Prof. Martin Malcik	OU								
Prof. Josef Malach	OU								
Prof. Tatiana Noskova	HSPU								
dr Tatyana Pavlova	HSPU								
dr Olga V. Yakovleva	HSPU								
dr Tomayess Issa	CU								
dr Theodora Issa	CU								

Wp. 2.
Coordinator:
Prof. Piet Kommers
(UT, The Netherlands)

9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39

2016

2015

WP3 Description of work

Months 9-16

Analyses and evaluation of the ICT level, e-learning and intercultural competences development in every participating countries

- **Task 3.1:** Elaboration of instruments for application in every country participating in the project that will allow to obtain reliable and comparable data about ICT development, e-learning, teachers' and students' practices and attitudes towards ICT in their learning and professional life as well as their intercultural awareness.
- **Task 3.2:** Comparison of the data obtained at the previous stage.
- **Task 3.3:** The number of participants in the research will be stated according to the demand to obtain objective and profound information of ICT development, e-learning and intercultural competence in every participating country.
- Task 3.4: Conferences, workshops and roundtables: ICTE-2014 at OU (Czech Republic).
- Task 3.5: Conference Education of children and youth in culturally diverse environments 2014, Conference Theoretical and Practical Aspects of Distance Learning 2014 and Intercultural Developments in Different Countries, and Workshop, US (Poland).
- Task 3.6: Meeting in CU, Australia (in presence and remote form).
- Task 3.7: Workshop and e-round table debate in LU (Portugal).
- Task 3.8: Meeting and workshop in UT (Netherlands).
- Task 3.9: Conference New educational strategies in contemporary digital environment, HSPU (Russia)

WP3 Deliverables



- D 3.1. Month: 9 4 Publications in the ICTE 2014 Conference proceedings
- D 3.2. Month: 10 Discussion and e-round table debate Analyses and Evaluation of the ICT and Elearning and intercultural competences in Australia, Czech Republic, Netherlands, Poland, Portugal, Russia, Slovak Republic, Spain and Ukraine during meeting and on-line videoconference conducted by CU (Australia).
- D 3.3. Month: 10 Monograph Education of children and youth in culturally diverse environments
- D 3.4. Month: 11 Scientific working paper on Contrastive Analyses and Evaluation of the ICT and e-learning and intercultural competences in Australia, Czech Republic, Netherlands, Poland, Portugal, Russia, Slovak Republic, Spain and Ukraine.
- D 3.5. Month: 12 Monograph E-learning and Intercultural Developments in Different Countries
- D 3.6. Month: 16 Scientific paper New Educational Strategies in Contemporary Digital Environment, prepared for publish (IJCEELL).
- **D 3.7.** Month: 16 2 Scientific papers prepared to publish (*IJWBC*).

Work coordination: DSTU (Ukraine)

WP3 Staff exchanges



1. To Beneficiary 1 US

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU to Beneficiary 1 US

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

ER 16 Tomayess Issa, ER17 Theodora Issa from Partner 1 CU

2. To Partner 1 CU

ER2 Ogrodzka-Mazur, ER1 Smyrnova-Trybulska, ER3 Gajdzica from Beneficiary 1 US to Partner 1 CU

ER4 Kommers from Beneficiary 2 UT

ER7 Reis ER8 Esteban from Beneficiary 3 UEx

ER24 Malcik, ER25 Malach from Beneficiary 6 OU

3. To Beneficiary 5 LU

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

4. To Beneficiary 2 UT

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

5. To Partner 4 HSPU

ER2 Ogrodzka-Mazur, ER1 Smyrnova-Trybulska, ER3 Gajdzica from Beneficiary 1 US

ER 8 Esteban, ER11 Masa, from Beneficiary 3 UEx

ER12 Capay, ER13 Tomanova, E14 Drlik, E15 Kapusta from Beneficiary 4 UKF

ER23 Pinto from Beneficiary 5 LU

ER24 Malcik, ER25 Malach from Beneficiary 6 OU

Staff secondments **Wp. 3**



Project Year Year month number	YEAR		2014			2015	2016	2017
Year month number			1			2	3	4
Project month number			1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
Researcher	Project month number		1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16			37 38 39 40 41 42 43 44 45 46 47 48
Researcher Org Prof. Eugenia Smyrnova-Trybulska US Prof. Eugenia Smyrnova-Trybulska US Prof. Eugenia Smyrnova-Trybulska US Prof. Prof. A Ogrodzka-Mazur US dr Anna Gajdzica US Prof. Pet Kormers UT dr Annemijn van Gorp UT Prof. Sixto Cubo UEX Prof. Antonio dos Reis UEX Prof. Antonio dos Reis UEX Prof. Prudencia Gutierrez Esteban UEX Prof. Prudencia Gutierrez Esteban UEX Prof. Rocio Yuste Tosina UEX dr Laura Alonso Díaz UEX Prof. Juna Arias Masa UEX dr Martin Cápay UKF dr Martin Cápay UKF dr Julia Tomanová UKF dr Martin Dílk UKF dr Julia Tomanová UKF dr Martin Dílk UKF dr Julia Tomanová UKF Prof. Neisla Morze Beku Prof. Victor Ognievjuk Beku Prof. Victor Ognievjuk Beku Prof. Oleksandr Sadovoy DSTU Prof. Oleksandr Sadovoy DSTU Prof. Paulo Proto UN Prof. Paulo Prof. Pau	WP number		WP2	W	P3	WP4	WP5 W	P6 WP7
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Prof. Natalia Morze BGKU Prof. Victor Ognievjuk BGKU Prof. Iryna Sekret DSTU Prof. Oleksandr Sadovoy DSTU Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU	dr Martin Cápay	UKF					~	
Prof. Natalia Morze BGKU Prof. Victor Ognievjuk BGKU Prof. Iryna Sekret DSTU Prof. Oleksandr Sadovoy DSTU Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU		UKF				/	DOTIL LILE	aina)
Prof. Natalia Morze BGKU Prof. Victor Ognievjuk BGKU Prof. Iryna Sekret DSTU Prof. Oleksandr Sadovoy DSTU Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU			_				DSTU. UKI	ainei
Prof. Victor Ognievjuk BGKU Prof. Iryna Sekret DSTU Prof. Oleksandr Sadovoy DSTU Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU	·	_				\		
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Prof. Oleksandr Sadovoy Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU	<u> </u>							
Prof. Oleksandr Korobochka DSTU Prof. Paulo Pinto LU Prof. Martin Malcik OU								
Prof. Paulo Pinto LU Prof. Martin Malcik OU								
Prof. Martin Malcik OU								
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I TOT. JUSTI TRIBIACIT	Prof. Josef Malach	OU						
Prof. Tatiana Noskova HSPU	Prof. Tatiana Noskova		_					
dr Tatyana Pavlova HSPU								
dr Olga V. Yakovleva HSPU HSPU	,		-					
dr Tomayess Issa CU	dr Tomavess Issa	 	-					
dr Theodora Issa CU			_					

WP4 Description of work

Months **17-24**

Selection and testing new IT tools

- **Task 4.1.** Videoconference and roundtable debate *Comparison and Presentation of Different IT Tools* (chair Prof. Antonio Dos Reis)
- **Task 4.2.** Dissemination of results of the previous research work in the visited institution by giving lectures, seminars or other activities.
- **Task 4.3**. Tests of new ICT tools (LCMS, Massive Open Online, Courses, *virtual classroom* technology, social media, other selected Web 2.0 and Web 3.0).): teachers, students.
- **Task 4.4**. Invitation of focus groups to experimental learning with usage of new ICT.
- **Task 4.5**. Collection of the data on the participants' attitude to new ICT.
- **Task 4.6**. Analyses of the data obtained, conclusion on strong and weak points of implementation of LCMS, *virtual classroom* technology, social media, selected Web 2.0 and Web 3.0.
- Task 4.7. Conferences, workshops and roundtables: Conference Innovations in Higher Education in DSTU (Ukraine); Workshop The Skills of Scientific Communication Among Faculty Using Repositories, Wiki Technology, E-Libraries in DSTU (Ukraine).
- Task 4.8. Conference Open educational e-environment of modern University in BGKU (Ukraine),
- Task 4.9. Conference ICTE-2015, OU (Czech Republic).
- Task 4.10. Conference *Theoretical and Practical Aspects of Distance Learning (IT Tools Good Practice of Effective Using*), Workshop *E-learning Methodology in Practice*, US (Poland), seminars and e-round tables debates (face-to-face and remote form).
- Task 4.11. Meeting and Workshop *Using effective and adequate IT tools for development of teachers'* skills, CU (Australia).

WP4 Deliverables



- D 4.1. Month: 19 Monograph Innovations in Higher Education Modern

 Communications and Collaboration at the University using Specific IT Tools.
- **D 4.2.** Month: 22 Joint Consortium Report on the Selection new IT tools and their characteristic. Its publication on the project web-site.
- D 4.3. Month: 23 7 scientific papers, published in the ICTE 2015 conference proceedings
- **D 4.4.** Month: 23 Discussion papers on the topic of more adequate and effective IT tools
- D 4.5. Month: 24 Script Selection IT tools and their using for developing IT competences.
- D 4.6. Month: 24 Paper Using effective and adequate IT tools for developing teachers' skills (International Journal IJCEELL).
- D 4.7. Month: 22 Papers Open Educational and Informational E-environment of Modern University.
- D 4.8. Month: 24 Monograph IT Tools Good Practice of Effective Using.

Work coordination: UEx (Spain)

WP4 Staff exchanges



1. To Partner 3 DSTU

ER2 Ogrodzka-Mazur, ER3 Gajdzica, ER1 Smyrnova-Trybulska from Beneficiary 1 US

ER4 Kommers from Beneficiary 2 UT

ER7 Reis from Beneficiary 3 UEx

ER12 Capay, ER13 Tomanova, E14 Drlik, E15 Kapusta from Beneficiary 4 UKF

2. To Partner 2 BGKU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers, ER5 Gorp from Beneficiary 2 UT

ER6 Cubo, ER7 Reis, ER9 Tosina, ER10 Diaz, ER11 Masa from Beneficiary 3 UEx

ER23 Pinto from Beneficiary 5 LU

ER24 Malcik, ER25 Malach from Beneficiary 6 OU

3. To Beneficiary 6 OU

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

4. To Partner 1 CU

ER6 Cubo, ER9 Tosina, ER10 Diaz, ER11 Masa from Beneficiary 3 UEx

Staff secondments Wp. 4



YEAR		2014				20 15				2016	2017
Project Year		1				2				3	4
Year month number		1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	5	6 7	8 !	10 11	12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
Project month number		1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 1	6 17	18 19	20 2	1 22 23	3 24	25 26 27 28 29 30 31 32 33 34 35 36	37 38 39 40 41 42 43 44 45 46 47 48
WP number		WP2	W	P3			WP	4		WP5 W	P6 WP7
WP month number		1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 1	6 17					25 26 27 28 29 30 31 32 33 34 35 36	37 38 39 40 41 42 43 44 45 46 47 48
Researcher	Org					DSTU	BGKU	SI II	8		
Prof. Eugenia Smyrnova-Trybulska	US										
Prof. Ew a Ogrodzka-Mazur	US										
dr Anna Gajdzica	US										
Prof. Piet Kommers	UT										
dr Annemijn van Gorp	UT										
Prof. Sixto Cubo	UEX									1 M/h	
Prof. Antonio dos Reis	UEX									Wp. 4.	
Prof.Prudencia Gutiérrez Esteban	UEX										
Prof. Rocío Yuste Tosina	UEX									Coordinat	Or
dr Laura Alonso Díaz	UEX									Coordinat	OI.
Prof. Juan Arias Masa	UEX										
dr Martin Cápay	UKF									Drof Anto	nia
dr Julia Tomanová	UKF									Prof. Anto	nio i
dr Martin Drlík	UKF										.,,,
dr Jozef Kapusta	UKF									dee Deie	
Prof. Natalia Morze	BGKU									dos Reis	
Prof. Victor Ognievjuk	BGKU				Ш					400 1 (010	
Prof. Iryna Sekret	DSTU									(115)/ 0	• \
Prof. Oleksandr Sadovoy	DSTU									(UEX, Spa	aini
Prof. Oleksandr Korobochka	DSTU									(OLX, Opt	all I)
Prof. Paulo Pinto	LU										
Prof. Martin Malcik	OU										
Prof. Josef Malach	OU										
Prof. Tatiana Noskova	HSPU										
dr Tatyana Pavlova	HSPU										
dr Olga V. Yakovleva	HSPU										
dr Tomayess Issa	CU										
dr Theodora Issa	CU										

WP5 Description of work

Months **25-32**

Pilot methodology development

- **Task 5.1.** Defining some more important skills of the contemporary specialist course profile.
- **Task 5.2.** Identification and theoretical justification of the principles, forms, methods of effective use of the ICT and remote forms of teaching in the education in higher pedagogical educational institutions;
- **Task 5.3.** Development of a computer-oriented methodical and theoretical scientific system for training of contemporary specialists.
- **Task 5.4.** Development of theoretical-methodological, psychological, pedagogical and methodological foundations of distance learning science based on Internet technologies.
- **Task 5.5.** Dissemination of the scientific work results: lectures, seminars, other activities.
- **Task 5.6.** Project events: conferences, workshops and roundtables.
- Task 5.7. Account identified and characterized the organizational forms, models, distance learning and
 - remote types of courses, case-technologies, social media, Web 2.0 and Web 3.0. Massive Open Online Courses, virtual classroom, Internet-courses and tested during WP4 some selected IT tools such as LMS (Learning Management Systems), CMS (Contents Management Systems), VSCR (Virtual synchronous classrooms), SSA (Screen Share Applications), CSA (Contents Sharing Application), cloud computing environment, virtual campus, virtual learning environment and "virtual synchronous classroom".
- Task 5.8. *Pedagogical and Technological Aspects Using Virtual Classrooms* Videoconference conducted by **UEx (Spain)**.
- Task 5.9. Workshop and e-round table debate in LU (Portugal).
- Task 5.10. Meeting and workshop in UT (Netherlands).
- Task 5.11. Conference *E-learning Methodology* and Workshop in HSPU (Russia).
- Task 5.12. Conference *DIVAI* 2016, UKF (Slovak Republic).
- Task 5.13. Conference The skills of scientific communication among faculty using repositories, wiki technology, e-libraries, BGKU (Ukraine).

WP5 Deliverables



- D 5.1. Month: 28 E-learning Methodology scientific monograph.
- D 5.2. Month: 29 Publications in DIVAI 2016 conference proceedings.
- **D 5.3.** Month: 31 Elaboration of new methods of research and diagnostics.
- **D 5.4.** Month: 31 Developing of pilot methodology of enhancing ICT and e-learning competences. as well as intercultural awareness by means of Internet technologies: LCMS systems (Moodle), Massive Open Online Courses, virtual classroom technology, social media, other selected Web 2.0 and Web 3.0. Technology, other technologies.
- D 5.5. Month: 32 A pre-trip schedules and a post-trip reports outlining the secondments activities.
- D 5.6. Month: 32 Pedagogical and technological aspects using Virtual Classrooms Publications in the scientific international journal IJWBC. Theses in VU2016.
- D 5.7. Month: 32 Interim reports.

Work coordination: BGKU (Ukraine)

WP5 Staff exchanges



1. To Beneficiary 5 LU

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU
ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

2. To Beneficiary 2 UT

ER 16 Tomayess Issa, ER17 Theodora Issa from Partner 1 CU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

3. To Partner 4 HSPU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers from Beneficiary 2 UT to Partner 4 HSPU

ER7 Reis from Beneficiary 3 UEx to Partner 4 HSPU

ER12 Capay, ER13 Tomanova, E14 Drlik, E15 Kapusta from Beneficiary 4 UKF

4. To Beneficiary 4 UKF

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

5. To Partner 3 BGKU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers from Beneficiary 2 UT

ER6 Cubo, ER7 Reis from Beneficiary 3 UEx

ER23 Pinto from Beneficiary 5 LU

ER24 Malcik, ER25 Malach from Beneficiary 6 OU

Staff secondments Wp. 5



YEAR		2014	2014 2015 2016												2017								
Project Year		1			2						3	3							4				
Year month number		1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	5 6 7	8 9 10 1	1 12	1 2	3	4	5 6	7 8	9	10 1	1 12	1 2 3	3 4	5	6 7	8 9	10 11 12		
Project month number		1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19	20 21 22 2	3 24 2	25 26	27	28 2	9 30	31 3	2 33	34 3	5 36 3	37 38 3	9 40	41 4	42 43	44 45	46 47 48		
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WP month number							— 2	25 26	3 27	28 2	9 30	31 3:	2 33	34 3	5 36 3	37 38 3	9 40	41 4	42 43	44 45	46 47 48		
Researcher	Org							2	_	HSPU													
Prof. Eugenia Smyrnova-Trybulska	US																						
Prof. Ew a Ogrodzka-Mazur	US																						
dr Anna Gajdzica	US												_										
Prof. Piet Kommers	UT																						
dr Annemijn van Gorp	UT	Wp. 5											_										
Prof. Sixto Cubo	UEX	VVD. J																					
Prof. Antonio dos Reis	UEX																						
Prof.Prudencia Gutiérrez Esteban	UEX	Coord	Coordinator:																				
Prof. Rocío Yuste Tosina	UEX	Coola	IIIai	UI.																			
dr Laura Alonso Díaz	UEX																						
Prof. Juan Arias Masa	UEX	Drof N	Jota	Jia	MA	\ r=0	.	_					_										
dr Martin Cápay	UKF	Prof. N	vala	ılla	IVIC	ЛZE)						_										
dr Julia Tomanová	UKF												_										
dr Martin Drlík	UKF			11	3		- 4						_										
dr Jozef Kapusta	UKF	(BGKI	V. U	ıkra	unte	j l	- 4		\perp				-										
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Prof. Martin Malcik Prof. Josef Malach	OU																						
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Prof. Tatiana Noskova	HSPU												-										
dr Tatyana Pavlova	HSPU												-										
dr Olga V. Yakovleva	HSPU												-										
dr Tomayess Issa	CU																						
dr Theodora Issa	CU																						

WP6 Description of work

Months 33-40

Pilot methodology development

Task 6.1. Will be improved:

- components to build a model of educational disciplines, in particular the content of theoretical material for learning programming pedagogic and ICT disciplines of higher education institutions;
- approach to the development of ICT competences of future teachers, including in e-learning;
- theoretical model of information system development competence of future teachers;
- the concept of departmental (regional) environmental information and education and information in a methodical system of distance education platform, other.
- **Task 6.2.** Summary analysis of *social media, of* their role for extending research network and for the dissemination of the project outcomes.
- **Task 6.3**. Dissemination of the work results in the visited institutions: lectures, seminars or other activities (for ex., ICTE-2016, OU (Czech Republic).
- Task 6.4. Conference Theoretical and Practical Aspects of Distance Learning 2016 (Subtitle: E-learning Methodology Implementation and Evaluation), Workshop Using effective and adequate IT tools for developing teachers' skills, on-line e-round table debate (US, Poland).
- Task 6.5. Meeting in CU, Australia.
- Task 6.6. Meeting and Workshop Formation 21 century skills of future teachers through the use of ICT (UEx, Spain).
- Task 6.7. Workshop Selection IT tools and their using for developing IT competences (HSPU, Russia).

WP6 Deliverables



- **D 6.1. Month: 37 Report on the implementation of methodology** (project web-site)
- D 6.2. Month: 33 5 articles published in the ICTE-2016 Conference Proceedings
- **D 6.3.** Month: 38 Discussion papers published in the Scientific International Journal IJCEELL.
- D 6.4. Month: 36 Monograph E-learning Methodology implementation and evaluation.
- D 6.5. Month: 39 Article Selection IT tools and their using for developing IT competences published in the Scientific International Journal IJWBC

Work coordination: OU (Czech Republic)

WP6 Staff exchanges



1. To Beneficiary 6 OU

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

2. To Beneficiary 1 US

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

3. To Partner 1 CU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers, ER5 Gorp from Partner 2 UT

ER7 Reis from Beneficiary 3 UEx

ER12 Capay, ER13 Tomanova, ER14 Drlik, E15 Kapusta from Beneficiary 4 UKF

ER23 Pinto from Beneficiary 5 LU

4. To Beneficiary 3 UEx

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

5. To Partner 4 HSPU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers from Beneficiary 2 UT

ER6 Cubo from Beneficiary 3 UEx

ER23 Pinto from Beneficiary 5 LU

ER24 Malcik, ER25 Malach from Beneficiary 6 OU

Staff secondments Wp. 6



YEAR		2014				2017									
Project Year		1			2			3							
Year month number		1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	5 6 7 8	9 10 11 12	1 2 3 4	5 6 7 8	9	10 11	12 1	1 2 :	3 4	5 6 7	8 9 10 11 12
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WP number		WP2												٧	VP7
WP month number		1 2 3 4 5 6 7 8													44 45 46 47 48
Researcher	Org								οO	SN DS		Nex	HSPU		
Prof. Eugenia Smyrnova-Trybulska	US														
Prof. Ew a Ogrodzka-Mazur	US														
dr Anna Gajdzica	US												Ш		
Prof. Piet Kommers	UT	\	6								Ш				
dr Annemijn van Gorp	UT	VV	0. 6.												
Prof. Sixto Cubo	UEX														
Prof. Antonio dos Reis	UEX	0.	ممما	1001	~ K.						Ш		ш		
Prof.Prudencia Gutiérrez Esteban	UEX	L0		inat	Or:				\sqcup				ш		
Prof. Rocío Yuste Tosina	UEX		0.0						ш		ш		ш		
dr Laura Alonso Díaz	UEX	D.,.		l	C NA	-1	. I.		ш				ш		
Prof. Juan Arias Masa	UEX	Pr($DL_{-}J$	IOSE	ef Ma	allac	วท		\vdash	_	Н		+		
dr Martin Cápay	UKF		J., G) i i i i i	Sil	J11		\vdash				ш		
dr Julia Tomanová	UKF	10		\	. L. E		. J. 12 -	N				+	+		
dr Martin Drlík dr Jozef Kapusta	UKF			.7e	an k	keni	ublic	4				+	+		
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Prof. Natalia Morze Prof. Victor Ognievjuk	BGKU BGKU								\vdash		\vdash		+		
Prof. Iryna Sekret	DSTU												+		
Prof. Oleksandr Sadovoy	DSTU												+		
Prof. Oleksandr Korobochka	DSTU										\vdash		+		
Prof. Paulo Pinto	LU												H		
Prof. Martin Malcik	OU								\vdash				H		
Prof. Josef Malach	OU														
Prof. Tatiana Noskova	HSPU														
dr Tatyana Pavlova	HSPU												\top		
dr Olga V. Yakovleva	HSPU														
dr Tomayess Issa	CU														
dr Theodora Issa	CU														

WP7 Description of work

Months 41-48

Dissemination of project results

- **Task 7.1:** Detailing the nature of national and international conceptions outlined above on the important purposes of the higher education sector and the relationship between the institution/sector and wider policy in Poland, Netherlands, Spain, Slovak Republic, Czech Republic, Portugal, Australia, Ukraine and Russia.
- **Task 7.2:** Mapping the similarities and differences in the changing educational and social missions of universities in area of ICT, e-learning, intercultural competences in Poland, Netherlands, Spain, Czech Republic, Slovak Republic, Portugal with those of Australia, Ukraine, Russia and share knowledge on the social, law, cultural, technology and economic conditions giving rise to this.
- **Task 7.3:** Conclusions of the comparative research and teaching approaches that help or hinder full-time, part-time and postgraduate student success in their studies, including the way in which different categories of knowledge are used to achieve successful learning outcomes.
- Task 7.4: Conference *Innovation in Higher Education* and Seminar (**DSTU**, **Ukraine**).
- Task 7.4: Workshops: Formation of three levels of ICT competence of teachers, administrators, scientists by creating open educational e-environment and personal learning environment for student (BGKU, Ukraine).
- Task 7.5: ICTE-2017 (OU, Czech Republic).
- Task 7.6: Conference Theoretical and Practical Aspects of Distance Learning 2017 (Subtitle: Effective developing Teachers' skills in area ICT and e-learning) and Workshop (US, Poland).
- **Task 7.7:** Final conclusion, **e-round table debate** and videoconference for all participants.

WP7 Deliverables



- D 7.1 Month: 42 Innovation in Higher Education 2017 Conference Proceedings
- D 7.2 <u>Month: 45</u> Collection of thesis *Formation of three levels of ICT competence of teachers,* administrators, scientists by creating open educational e-environment and personal learning environment for student.
- D 7.3 Month: 45 ICTE-2017 Conference Proceedings
- D 7.4 Month: 48 Monograph Effective developing Teachers' skills in area ICT and e-learning. Working Paper on the effects of implementation of the project results
- D 7.5. Month: 46 Monograph Dissemination of experience innovation modern university in the knowledge society.
- **D 7.6** Month: 47 Jointly-written article for a leading journal or chapter for edited volume arising from the Project: to provide evidence-informed advice for university leadership and professional programmes.
- **D 7.7** Month: 48 Jointly-written article for a leading journal or chapter for edited volume on teaching approaches that help/hinder student success in postgraduate studies: developing a tool kit on Quality Teaching in Higher Education with attention to promoting participation, retention and success by target equity groups. Good practice will be described.
- **D 7.8 Month: 48** Report reviewing the scientific results of the 6 work packages, practical arrangements and actions for joint projects and further long term collaboration.

Work coordination: US (Poland)

WP7 Staff exchanges



1. To Partner 3 DSTU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER5 Gorp from Beneficiary 2 UT

ER6 Cubo, ER7 Reis, ER8 Esteban, ER9 Tosina, ER10 Díaz, ER11 Masa from Beneficiary 3 UEx

ER12 Capay, ER13 Tomanova, E14 Drlik, E15 Kapusta from Beneficiary 4 UKF

2. To Partner 2 BGKU

ER1 Smyrnova-Trybulska, ER2 Ogrodzka-Mazur, ER3 Gajdzica from Beneficiary 1 US

ER4 Kommers from Beneficiary 2 UT

ER7 Reis from Beneficiary 3 UEx

3. To Beneficiary 6 OU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

4. To Beneficiary 1 US

ER18 Morze, ER19 Ogneviuk from Partner 2 BGKU

ER20 Sekret, ER21 Sadovoy, ER22 Korobochka from Partner 3 DSTU

ER26 Noskova, ER27 Pavlova, ER28 Yakovleva from Partner 4 HSPU

Staff secondments Wp. 7

2014



2017

BGKU OU US

2016

YEAR	
Project Year	
Year month number	
Project month number	
WP number	
WP month number	
Researcher	Org
Prof. Eugenia Smyrnova-Trybulska	US
Prof. Ew a Ogrodzka-Mazur	US
dr Anna Gajdzica	US
Prof. Piet Kommers	UT
dr Annemijn van Gorp	UT
Prof. Sixto Cubo	UEX
Prof. Antonio dos Reis	UEX
Prof.Prudencia Gutiérrez Esteban	UEX
Prof. Rocío Yuste Tosina	UEX
dr Laura Alonso Díaz	UEX
Prof. Juan Arias Masa	UEX
dr Martin Cápay	UKF
dr Julia Tomanová	UKF
dr Martin Drlík	UKF
dr Jozef Kapusta	UKF
Prof. Natalia Morze Prof. Victor Ognievjuk	BGKU
	BGKU
Prof. Iryna Sekret Prof. Oleksandr Sadovoy	DSTU
Prof. Oleksandr Sadovoy	DSTU
Prof. Oleksandr Korobochka	DSTU
Prof. Paulo Pinto	LU
Prof. Martin Malcik	OU
Prof. Josef Malach	OU
Prof. Tatiana Noskova	HSPU
dr Tatyana Pavlova	HSPU
dr Olga V. Yakovleva	HSPU
dr Tomayess Issa	CU
dr Theodora Issa	CU

Wp. 7.
Coordinator:
Prof. Eugenia SmyrnovaTrybuska
(US, Poland)

2015

9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Plan of Activities

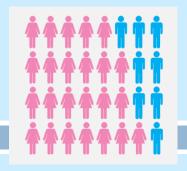
Plan Activities		
May	DIVAI-UKF-SK	2014, 2016
June	Innovation-Conf-DSTU-UA	2014, 2015, 2017
August	Conf-BGKU-UA	2015, 06.2016, 2017
September	ICTE-OU-CZ	2014-2017
October	DLCC-US-PL	2014-2017
November	Meeting-CU-AU	2014, 2015, 2016
March, February	Meeting-UEX-ES	03.2014, 02.2017
January	Meeting-LU-PT	01.2015, 01.2016
March	Meeting-UT-NL	03.2015, 03.2016
April	Meeting-HSPU-RU	2014-2017

IRSES funding scheme



Administrative and financial issues

Performance obligations



Researcher: a professional selected and <u>appointed</u> by his/her *home* organisation <u>amongst the staff</u> to benefit from the staff exchange under the *project*.

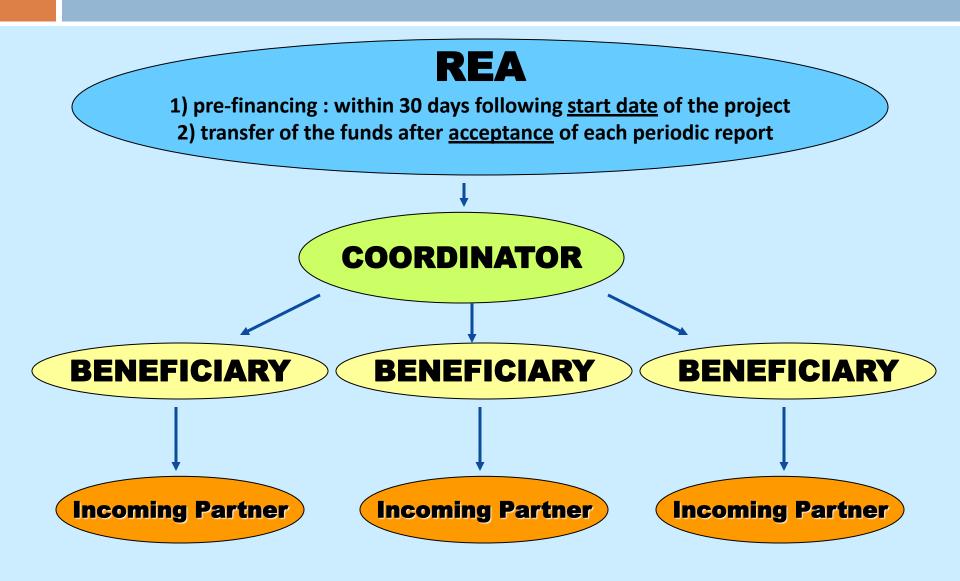
Staff member: a researcher active at his/her beneficiary home organisation. There must be a **contractual relationship** between the home organisation and the staff member that would normally consist of an **employment contract**. Other forms of contractual relationships (e.g. stipends – for PHD students) are also acceptable.

Salary of the *researcher* must be paid during the *secondment*;

Minimum secondment period: 1 month.

Total of the secondment period: 12 months per researcher.

Distribution of the EC contribution



Financial rules



The EU funding is administered by the beneficiaries

according to the provisions of the GA and the PA.

The beneficiaries remain responsible towards the EU

for the management of the funds and **should be able to prove**

that the secondments took place in case of an audit.

EC funding: flat rate



Monthly contribution (flat rate):

€ 1.900 standard

(EU Russia, Ukraine)

€ 2.100 long distance

(EU — Australia)

! No funding for exchanges

EU - EU nor TC - TC

EC funding: how to calculate?

How to calculate the IRSES costs?

Monthly flat rate x number of the person-months

PRO-RATA calculation

In case if secondments are not for full months (from 1st to last day of the month), the amount to be declared should be calculated pro-rata:

For inst. for secondment from 20 February – 19 Mars 2012:

10/29 + 19/31 = 0.3448 + 0.6129 = 0.96

Documents neccesary for controlling by REA/audit

- Raporting on the end of secondments to the hosting institution
- Boarding passes, tickets, e-tickets of trip
- Hotels bill (optionaly)

Secondment realisation report

IRNet

International research network for study and development of new tools and methods for advanced pedagogical science in the field of ICT instruments, e-learning and intercultural competences

SECONDMENT REALIZATION REPORT

First Name and Surname of the researcher:
Title:
Date of Birth:
Home organization: (Acronym): Country:
Host organization: (Acronym): Country:
Secondment details
1. Secondment period:
Start date of the secondment End date of the secondment

Secondment realisation report c.d.

2. Description of work:

Work package number:
Work package title:
Description of work:
Task number:
Task number:
Task number:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

#### Secondment realisation report c.d.

#### 3. Secondment confirmation:

I undersigned, confirm that the	has realized the above
mentioned tasks in the	Country in
the period fromto	

Date and signature

Stamp of the Organization

## Implementation rules



All international/FP7 project must be implemented in conformity with:



- Grant agreement
- Partnership agreement

- National legal rules
- Internal organization rules

## Reporting to the EC



#### Scientific mid-term review report

- 1. Covering period from 1/01/2014 to 31/12/2014
- 2. Covering period from 1/01/2016 to 31/12/2016

#### Scientific periodic report

+ financial statement Form C

Covering period from 1/01/2014 to 31/12/2015

Scientific periodic report

+ financial statement Form C

Covering period from 1/01/2016 to 31/12/2017

+ Final scientific report

# How to report?



# ! The financial reporting (forms C) will be done only by beneficiaries

depending on the number of <u>outgoing</u> secondments to a third country organisation and the number of <u>incoming</u> secondments from an eligible third country organisation.

The amounts corresponding to the secondments will be included in the **form C of each beneficiary**.

The amount declared in the **form C of each beneficiary** will contain also the amount of **4%** for **management costs** 

# How to report?



When reporting to the REA, the beneficiaries should not provide evidence of <u>actual</u> costs (e.g. for travel).

and not required to demonstrate how and to which extent the EU contribution has been effectively spent.

#### Reporting will be limited to:

showing the accomplished results according to the GA
e.g. number of exchanges
(please keep travel tickets, secondments reports, etc.)

Proof of the costs must only be kept available by the beneficiaries as a normal accounting procedure complying with the institutional or the national accounting system.

# Project legal basis



# **Grant Agreement No: PIRSES-GA-2013-612536**

- 1. GA Core part
- 2. Annex I "Description of work"
- 3. Annex II "General conditions"
- 4. Annex II "Specific provisions MC IRSES"

and other annexes

**Partnership Agreement** 

# Plan of activities: Best practices

- Elaboration of a plan the research trip:
  - Aims, tasks, methods and research tools, outcomes, deliverables for each researcher, meetings with other project participants and powers of the department, faculty, university ....
  - Insurance and visa (if required)
- Preparation and organising of hosting:
  - Accommodation (3-4 proposals of hotels about different standards, academicus, private flats, etc.)
  - Boards (Restaurants, cafe-bar, canteen, private prepare meals, addresses of shops, supermarkets, etc.)
  - □ Transport (plane (more prefer), train, other).
  - Etc.

Next Meeting on-line on 10th December 2013 about 9.30 a.m. CET

## Important questions:

- Financial sources (in euros) for guests (researchers from UA, RU) will be passed to their in beginning research trip in hosting institutions;
- 2. Each beneficiaries should be elaboration own way of solution concerning transmission Financial sources (from project budget) to guests..
- 3. Please plan a business, research trip (date and length 1 month) according to the Gantt Chart. Every minimal change requires the approval of Project Officer, and shall be notified one month before the stay.
- If the first periodic plan of the project will not made, consortium will not receive the second financial tranche (transfer of the funds after acceptance of each periodic report)







# Thank you very much for cooperation!







1/01/2014...