



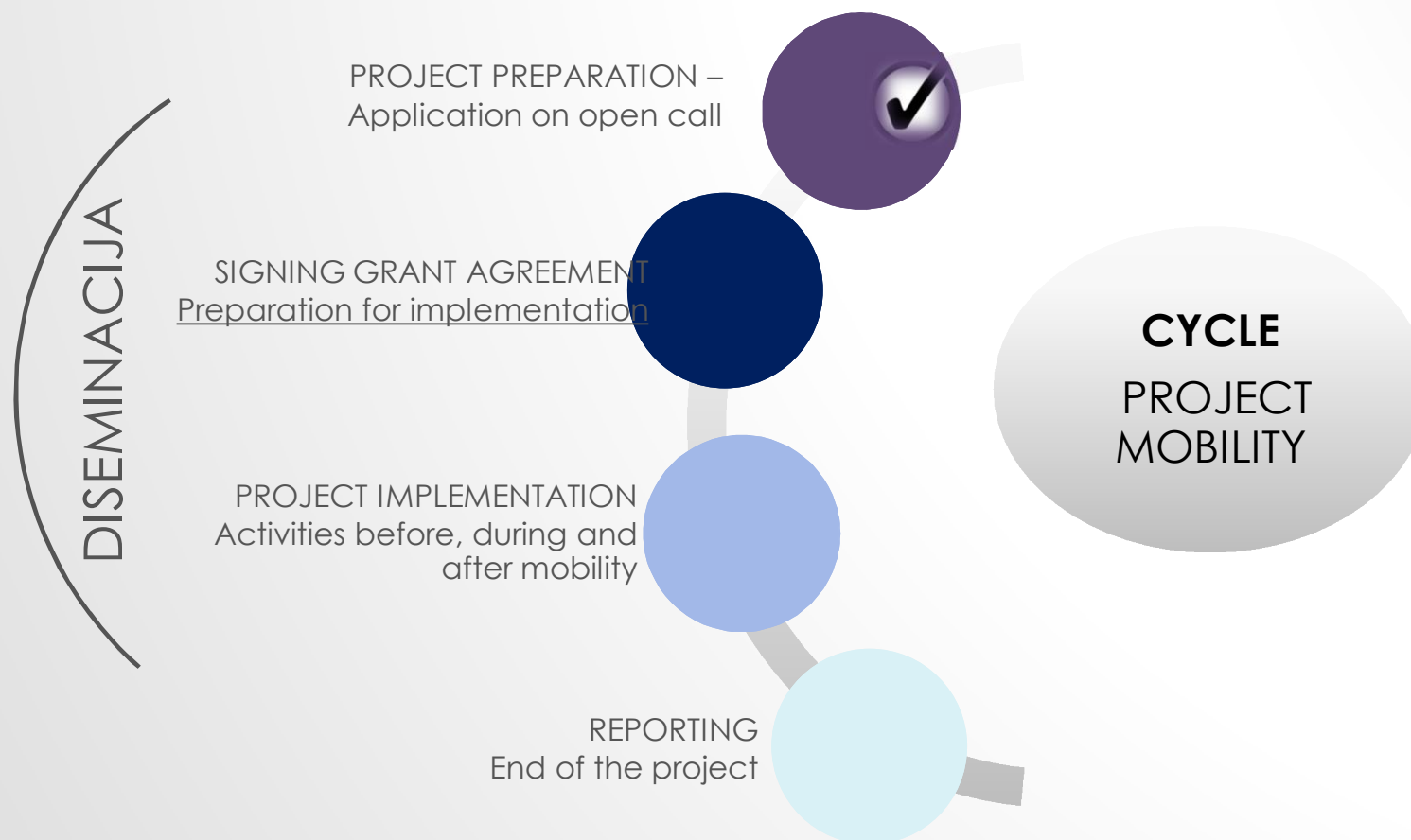
# IMPLEMENTATION PLAN

Project 2018-1-HR01-KA107-047219

**Kick-off meeting with project partner institutions**



# PROJECT CYCLE



# PROJECT IMPLEMENTATION PHASES



Activities

Outcomes

## Before departure

- survey
- Informing
- internal Call
- preparation for departure

## During the stay

- acceptance
- Monitoring/Agreement changes
- Outcomes valuations
- issuing statements and transcripts of records

## After return

- Recognition and recording
- Data delivering

## Management and dissemination

- Project publication
- Informing about possibilities
- Implementation monitoring
- Reporting
- Result and output dissemination

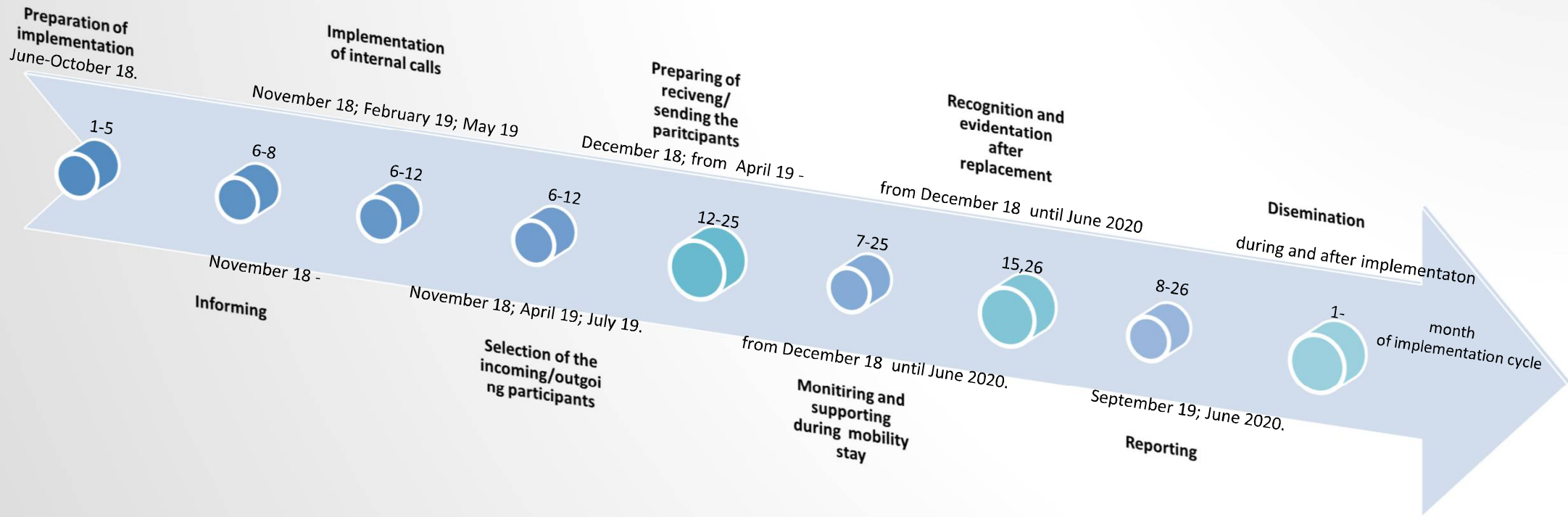
- Opened call
- Participants selected/DECISIONS
- AGREEMENTS concluded

- mobility records
- Transcripts of the record and statements

- ECTS recorded
- Submitted an MT+ report by beneficiary

- PR materials
- Interim/progress reports
- Final report

# PROJECT IMPLEMENTATION TIMELINE



# THE ROLE OF THE PARTNER INSTITUTIONS

- **responsible for implementation of the activities at your own institution.**

Provide the legal act and forms for implementation and human resources that will be involved in the implementation.

Implementation according to Erasmus Charter for Higher Education (ECHE).

Inter-institutional agreement (part D).

[https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The role: sending/receiving HEI

- Host institution to incoming mobility participants (students/staff)
- Home institution to outgoing mobility participants (students/staff).

# NEXT IMPLEMENTATION STEPS:

## I. Preparation of the implementation:

Legal acts, appointment of persons for project implementation, preparing forms and documentation for implementation of activities.

## II. Project activity implementation

### 1. Informing

- Establishing the initiation stage–survey.
- Providing all information to incoming/outgoing students and staff (web publishing– programme, instructions and information).

Identify possibilities offered to students and staff; conditions for participation; selection criterias; implementation procedures / recognition after student's return.

Obligatory disclosure of information packages for incoming students according to the ECTS Guide.

[http://ec.europa.eu/education/ects/users-guide/index\\_en.htm](http://ec.europa.eu/education/ects/users-guide/index_en.htm)

(academic calendar, syllabus, application procedures ...)

### 2. Implementation of the internal Calls for STT: 6.11.2018. – 26.11. 2018.

(Public announcement, commission, criteria, decisions, selection and nominations - transparent).

# NOTES

The basic programme document:

Erasmus+ Programme Guide 2018 (version 2 -15.12.2017.)

Attention:

- **Respect of the Erasmus Charter for Higher Education (support for the participants).**
- **Adherence to nomination deadlines.**
- **Collection and processing of personal data according to Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 (GDPR) and your national regulations.**

**Recommendation: each participant of project activities should allow the collection and processing of personal data for the purpose of implementation of the project with an expressly approved approach.**

# NECESSARY PROJECT TEAM ON PARTNER INSTITUTION:

- **Committee for selection of the participant/mobility recognition.**
- **Project coordinator at the partner institution.**
- **ECTS/academic coordinator** – evaluation / recognition of ECTS credits / outcomes from mobility.

Mentors for incoming student practice.

Course holders, Lecturers / mentors for final assignments.

Internal services support – legal service, students' affairs office, web administrator.



More details:

Staff Week – job shadowing in December!

Thank you for your attention!

