KA171 PROJECT MANAGEMENT AND IMPLEMENTATION ROLES AND TASKS DIVISION

VEVU Project Coordinator HEI -project applicant
 VEVU Erasmus Coordinator - Role: Primary contact at VEVU and overall project coordination.

Tasks:
Coordination of project activities.
Publish all internal calls for official mobility participants
Management and support for partner HEIs.
Instruction and guidance for project monitoring and evaluation.
Uploading documents, drafts, forms and reports to shared Google Drive monitoring files.
Providing links and records of realization based on agreed indicators.
Communication with Partner HEI project assistants and mobility participants.
  - ECTS coordinators /*Incoming traineeship student supervisors* -at each VEVU academic department

Tasks: *Approve mobility plans / consultations on recognition of ECTS credits / contents of mobility/ traineeship programs / lecture topics / training.* Member of selection committee and support services liaison.
Publishes internal calls for the implementation of outgoing and incoming mobilities within project activities.
VEVU responsible for project documentation as applicant, administration and correspondence with AMPEU.

Partner HEI
  - Project Assistant (Primer partner HEI Project KA171 Contact) Role: Determined by each partner HEI, responsible for project management, reporting, and evaluation.
Tasks:
Official communication with VEVU Project Coordinator.
Share the announced internal call by host HEI and selects the mobility participant for Nominations by partner sending HEI.
Responsible for the security and sharing of documents from a shared drive.
Administration, document exchange, monitoring, reporting, and evaluation of project activities at the partner HEI.
Coordination with internal staff for implementing incoming mobility.
ECTS/academic coordinators, home supervisors, mentors, and selection committee liaison.
Communication with incoming and outgoing mobility participants.

  - Academic coordinators at Host HEIs Role: In charge of official communication between incoming mobility participants and host HEIs.

Tasks:
Communication with incoming mobility participants.
Communication between mobility participants and sending HEI for outgoing/incoming mobility.
Informing and communicating with internal relevant staff at own HEI.
Member of selection committee and support services liaison.
Partner HEI – responsible for all documentation of selection procedures, participant documentation attached at internal call, and relevance for fewer opportunity status prove.

COMMUNICATION

Official Written Communication: Email (official institutional email address, if applicable).
Original documents or letters provided upon request of each HEI.
Participant Support Communication:
Info packages and course catalogues published on HEI web pages.
Informal communication through Viber and WhatsApp.
Partner HEI Communication:
Online Meetings and Document Exchange:
MS Teams for online monitoring and support meetings.
Google Drive and Google Forms for document exchange.
Communication principles for end users.

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Each HEI involved in KA171 project has both sending and receiving role.

Sending HEI Roles Responsibilities:
Adhering to Erasmus+ program guide and ICM Handbook (KA171) rules. Updated for 2024/25
Preservation of all documentation related to internal tenders/calls and participant selection.
Emphasis on supporting documentation for top-up Erasmus+ grant support for participants with fewer opportunities to minimize translation costs.
Recognition feedback after mobility provide to VEVU

Receiving HEI Roles:
Adhering to Erasmus+ program guide and ICM Handbook (KA171) rules. Updated for 2024/25
Preservation of all documentation related to mobility stay. Provide support for incoming student arrival preparation /visa/accommodation/arrival administration.
Attendance certificate/statements, Transcript of the records for SMS/LA-during and after
Ensure the integration of incoming participants, as well as facilitate their involvement in the community.