



SEMINAR & LECTURE, 10-14 DEC, UNSA, SARAJEVO

**Erasmus +**

**STEPS**

**Cooperation for innovation and the exchange of good practices  
Capacity Building in the Field of Higher Education**

**Report for 1<sup>st</sup> year, Partner 4**



Co-funded by the  
Erasmus+ Programme  
of the European Union

Project number: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

## Reporting 1<sup>st</sup> year

- Beneficiary data
- Project results
- Table of achieved/planned results
- Financial statement
- Visibility
- Equipment

## Beneficiary Data

Role	PIC	Name	Country
Co— Beneficiary/Partner	952566773	Univrsum College (UC)	Kosovo

## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package (WP): <b>PREPARATION</b> Reference number: <b>1</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Organizations contacted (over 30)</li><li>• Questionnaires delivered, acquired and processed (over 30)</li><li>• Interviews of key stakeholders (10)</li><li>• Visits and round tables for stakeholders (15)</li><li>• Stakeholders convinced to engage with project activities (21)</li></ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

### UNBI Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
D 1.1	Assessment and analysis report on stakeholders' needs	07.08.2019	31.08.2019	Kosovo	UC conducted surveys with stakeholders. More precisely, 30 companies were surveyed. There were 7 interviews with key stakeholders and also 15 round tables for stakeholders.	<ul style="list-style-type: none"> <li>• 30 surveys were completed.</li> <li>• 7 interviews were organized.</li> <li>• 15 round tables and visit to stakeholders were organized.</li> <li>• 21 of the stakeholders agreed to participate further and become involved within the program</li> </ul>
D 1.2	Survey of STEPS relevant programmes	27.08.2019	30.09.2019	Kosovo	Together with UPHZ, we analyzed the relevant MA/Msc. programs in relevant fields offered in Kosovo. The process was conducted primarily through desk research.	<ul style="list-style-type: none"> <li>• Relevant MSc programs were analyzed</li> <li>• Defined the role of the MSc programs in development and promotion of social and entrepreneurial skills of graduates</li> <li>• Undergraduate level programs were also analyzed in order to see the potential market for the Msc. in Sustainable Food Processing System.</li> </ul>
D 1.4	Report on the mechanisms for continuous stakeholders input	07.08.2019	31.08.2019	BIH (UNBI)	During the Interviews, UC also visited the facilities of some stakeholders to see whether they could be used for internship and practical work.	<ul style="list-style-type: none"> <li>• Communication channels have been developed</li> <li>• 21 of the stakeholders have agreed to participate in a variety of capacities (i.e. guest lecturer, internship, case study, etc.)</li> </ul>



## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>DEVELOPMENT</b> Reference number: <b>2</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Faculty members joining the study visit for Training</li><li>• STEPS structure and courses</li><li>• Selection of faculty staff and organization in working groups report</li></ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

### UNBI Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
D 2.1	STEPS structure and courses	10.09.2019	25.11.2019	Kosovo	Univer College participated in designing and developing the structure of courses for the program. Our staff has developed a list of courses that fit with market needs.	<ul style="list-style-type: none"> <li>• A list of courses for core (mandatory and elective)</li> </ul>
D 2.2	Selection of faculty staff and organisation of working group	20.10.2019	25.11.2019	Kosovo	UC has organized a meeting with the rectorate and also the faculty that will be involved in teaching.	<ul style="list-style-type: none"> <li>• A list of professors along with their credentials.</li> </ul>
D 2.3	Organization of study visit	04.06.19	08.06.2019	Romania USAMVB	3 of UC staff partook in the training organized by USAMVB,	<ul style="list-style-type: none"> <li>• Exchange of insights and experiences, knowledge transfer</li> <li>• Identified of basic STEPS program structure</li> <li>• Identified a method to link scientific topics under a unified STEPS Master Program</li> </ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>DEVELOPMENT</b> Reference number: <b>3</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Scientific staff present in seminars and lectures</li><li>• Level and quality of collaboration and synergies developed between consortium partners</li><li>• Scientific articles prepared/published</li></ul>



## TABLE OF ACHIEVED / PLANNED RESULTS

### UNBI Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
3.1	Assessment of training needs	20.07.2019	05.09.2019	Kosovo	Univers College organized a meeting with its faculty to assess the need of for training that would serve as an added value towards the improvement towards the learning and teaching process.	<ul style="list-style-type: none"> <li>5 training themes were proposed, however, 2 of them were proposed to the WP leader.</li> </ul>
3.2	Organisation of seminars and lectures	10.09.2019	14.09.2019	(UHZ) Peja	Universum college staff participated in training.	<ul style="list-style-type: none"> <li>One of the academic staff presented on well integrated course development.</li> </ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>DEVELOPMENT</b> Reference number: <b>5</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Development of teaching/learning environment</li><li>• Development of research labs</li><li>• Development of experiments/ simulations and training material</li></ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

### UNBI Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
5.1	List of Equipment	20.03.2019	19.09.2019	Kosovo	Universum College conducted an analysis about the equipment needs.	<ul style="list-style-type: none"> <li>The final version of equipment was decided and approved by the consortium as well.</li> </ul>
5.2	Acquiring the equipment	16.09.2019	30.11.2019	Kosovo	Universum College has successfully completed the tendering process for the management lab. We advertised the tender in 2 LOTs, where LOT 1 referred to management lab (i.e. computers, software, etc.), while LOT 2 concerns the technical lab. Even after advertising for the 2nd time, no company in Kosovo or the region submitted an offer.	<ul style="list-style-type: none"> <li>A company has been selected.</li> <li>A contract with this company has been signed.</li> <li>All the equipment from LOT 1 have been delivered, installed and are in use.</li> </ul>

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Title and reference number of the work	Work package: <b>DEVELOPMENT</b> Reference number: <b>7</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"> <li>• <i>Development of STEPS programme plan</i></li> <li>• STEPS programme delivery</li> </ul>
<b>Contribution</b>	This WP has not officially started.

## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>QUALITY PLAN</b> Reference number: <b>8</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Quality Plan</li><li>• Internal evaluation reports</li><li>• External evaluation reports</li></ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

### Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
8.1	Quality Plan	01.03.2019	05.06.2019	Greece Read Lab	Universum College reviewed the quality plan developed by Read Lab and provided its comments.	The final quality report is produced.
8.1	Internal Review	15.01.2019	30.11.2019	BIH (UNBI)	After each meeting, UC representatives who participated in trainings or management meetings provided feedback as a means to improve the quality of the project.	7 reviews were filled by UC

## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>DISSEMINATION</b> Reference number: <b>9</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"> <li>Development of Dissemination/Exploitation strategy</li> <li>Web site development</li> <li>Development of social media profiles and dissemination material</li> <li>Organization of workshops</li> <li>Organization of laboratory demonstrations</li> <li>Career office development/enhancement</li> <li>Dissemination/exploitation reports</li> </ul>
Activities	<p>Promote STEPS project within the international week          Organize an Open day with students to present the aims of STEPS          Online Portals  <a href="https://gazetabolic.com/filloi-java-nderkombetare-me-30-universitete-nga-evropa-per-here-te-pare-ne-kosove/?fbclid=IwAR2v9uC1MhIDpdCV1iVvv1H22v9N5MYKr6ZQD7GO-juWDLsv2KALEhirbVo">https://gazetabolic.com/filloi-java-nderkombetare-me-30-universitete-nga-evropa-per-here-te-pare-ne-kosove/?fbclid=IwAR2v9uC1MhIDpdCV1iVvv1H22v9N5MYKr6ZQD7GO-juWDLsv2KALEhirbVo</a>          International Week  <a href="https://www.youtube.com/watch?v=dNjFx3A4AAg&amp;fbclid=IwAR2r_QT8q9dHDZfLFr8QzcQT3UudWbbefB4CycoYzVX67-UslvyjTmQ-Qpl">https://www.youtube.com/watch?v=dNjFx3A4AAg&amp;fbclid=IwAR2r_QT8q9dHDZfLFr8QzcQT3UudWbbefB4CycoYzVX67-UslvyjTmQ-Qpl</a>          Uran Rraci Live on National Television  <a href="https://www.youtube.com/watch?v=IF8c2g3GAZc">https://www.youtube.com/watch?v=IF8c2g3GAZc</a></p>



## TABLE OF ACHIEVED / PLANNED RESULTS

Activities	<p>Gazeta Blic: <a href="https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/">https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</a></p> <p>KultPlus <a href="https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/">https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</a></p> <p>universumwebsite <a href="https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/">https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</a></p>
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## TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work	Work package: <b>MANAGEMENT</b> Reference number: <b>10</b>
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none"><li>• Management plan report</li><li>• Internal communication platform</li><li>• Annual progress reports</li><li>• Project meetings</li></ul>

## TABLE OF ACHIEVED / PLANNED RESULTS

### Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
10.1	Establishment of management team and working groups	15.01.2019	15.02.2019	Kosovo	Universum College provided the key staff who will be responsible each WP.	The management for the project was established.
10.2	Internal Communication Platform	20.03.2019	ONGOING	Virtual	Universum College shares documents via the platform	The platform is active.

## TABLE OF ACHIEVED / PLANNED RESULTS

### Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of achievement
10.3	Coordination and managements (Annual progress reports)	15.03.2019	Ongoing	Universum	After each meeting or progression, UC inform the coordinators and WP leaders about the achievements. More specifically, we submit the necessary information to justify the costs.	Semi-annual report.

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

## Level of budget

Budget Category	Budget as per project plan (1 <sup>st</sup> instalment)	Budget used so far (30.11.2019)	Comments
Staff Cost	9468.00	9215.37	Staff cost was used for the staff involved in completing the tasks foreseen by the project.
Travel Cost	720.00	1420.00	Universum College has participated in 3 different consortium meetings/trainings thus far. The total cost refers to travel cost incurred by UC in Tirana (Kick-Off Meeting), Bucharest (MM) and Peja (MM).
Cost of Stay	6240.00	4920.00	Universum College has participated in 3 different consortium meetings/trainings thus far. The total cost refers to travel cost incurred by UC in Tirana (Kick-Off Meeting), Bucharest (MM) and Peja (MM).
Equipment	46000.00	36678.00	Universum College has successfully completed the tendering process for the management lab. We advertised the tender in 2 LOTs, where LOT 1 referred to management lab (i.e. computers, software, etc.), while LOT 2 concerns the technical lab. Even after advertising for the 2nd time, no company in Kosovo or the region submitted an offer.
Subcontracting	5500.00	0.00	

# DISCUSSION, QUESTIONS AND ANSWERS COVERING ALL AREAS OF PROJECT WORK

