



**EUROPEAN COMMISSION**

**Directorate-General Education and Culture**

**Tempus application form  
Joint European Project 2005**

*Science Teacher Education Revision and Upgrading*

*JEP - 40053 - 2005)*

## SUBMISSION PROCEDURE

**Please read the following explanations and instructions concerning the submission of the proposal carefully.**

- Only applications using the correct form will be accepted and processed.
- Before completing the form, please read the relevant sections in the Guide for Applicants, which can be obtained from the Tempus website at the following address: <http://europa.eu.int/tempus>.
- In the “get involved” section of the website (Actions ≥ Get involved ≥ Application forms) applicants will find the “Frequently Asked Questions” for grant applicants, which is a helpful tool providing relevant answers to the questions arising during the preparation of an application.
- For a better understanding of the administrative approaches used once a project has been selected, applicants are also advised to consult the “manage your project” section of the website (Actions ≥ Manage your project), where the contractual documents and “Frequently Asked Questions” for grant holders can be found.
- The application must be word-processed, using a computer. Hand written applications will not be accepted.
- **Applications must be sent by e-mail, while all signed original supporting and administrative documents must be sent by registered mail in one package (documents sent separately will not be accepted) at a later deadline.** Applications sent by post or fax and supporting and administrative documents sent by e-mail (as PDF documents) or fax will not be accepted.
- The deadline for submission by e-mail is 15<sup>th</sup> December 2005, 23:59 Central European Time. Applicants are strongly advised not to leave the submission of their applications until the last possible moment. Applicants should consider that problems arising can only be dealt with during office hours and that technical support will be guaranteed until 16:00 (Central European time) on 15 December 2005. Applicants are therefore strongly advised to submit applications in a timely manner.
- Sections of the application that are not available electronically such as endorsement letters and CVs of external experts do not need to be sent by e-mail.
- The e-mail-based applications must be sent to:

**[JEP2005@etf.eu.int](mailto:JEP2005@etf.eu.int)**

- Following the submission of the application by e-mail, applicants will receive an electronic acknowledgement of receipt by 19<sup>th</sup> of December 2005 at the latest, indicating the registration number assigned to the application. This acknowledgement will be sent to the e-mail address from which the application has been submitted.

- The registration number must be indicated in the cover letter accompanying the supporting and administrative documents to be dispatched by post and used in all future correspondence about the project.
- Applicants should not staple the original supporting and administrative documents and should ensure that the reference numbers indicated on the endorsement letters are in accordance with the ones used in section II.
- The deadline for submission of the original supporting and administrative documents is 5<sup>th</sup> January 2006 (date as per post mark). **Only those supporting and administrative documents accompanied by a cover letter referring to a valid registration number will be accepted.** Please note, that applicants will not receive an acknowledgement of receipt for their original supporting documents. However, applicants will be contacted in case these documents should not have reached the ETF by the 01<sup>st</sup> of March 2006.
- The signed original supporting and administrative documents and two copies thereof must be sent in the same envelope, using registered mail to:

**EUROPEAN TRAINING FOUNDATION  
TEMPUS DEPARTMENT – SELECTION TEAM  
JEP APPLICATION DEADLINE OF 15/12/05  
VIALE SETTIMIO SEVERO, 65  
10133 TORINO  
ITALY**

- The original supporting and administrative documents and copies dispatched by post must contain the signed declaration, all the endorsement letters and curricula vitae in case of proposed individual experts as well as the signed legal entity and financial identification forms.
- Applicants should be aware that only postal or courier registration slips indicating the project registration number will be accepted as proof of dispatch.
- Applicants should be aware that upon completion of the selection procedure **all** communication concerning this application (such as information on the decision, the provision of feedback to unsuccessful applicants, etc.) will **solely** take place with the person indicated in this application as “grant applicant” (reference number 1 in section II).

## THE APPLICATION FORM

This application form contains features that allow the automatic transfer of information into the database used for the selection and narrows down the possibility of applicants' possible mistakes.

Applicants will find below some explanations on the structure of the form as well as some hints on how to fill it in. Should you nevertheless encounter any problems, do not hesitate to contact the Tempus Department of the European Training Foundation for prompt support, at the following e-mail address: [Tempus\\_IT\\_Team@etf.eu.int](mailto:Tempus_IT_Team@etf.eu.int)

### How to complete the form:

The structure of the following sections of this form is protected.

- Section I, Declaration
- Section II, Basic Data of the Project, List of Consortium Members
- Section IV, Summary of the Project
- Section V, Funding requirements
- Section VI, Administrative Documents: Legal entities, Financial identification

Applicants are allowed to fill in only the specific fields, which are **highlighted in grey** while the rest of the form is not editable. There are **free-text fields**, where any text can be inputted (ex: <<Example text field>>), and **selection fields**, where you will have to select from a list of predefined values (ex. <<Please select a value>>). As a general rule, in order to type into a field or to select a tick box, click on it with your mouse. You can also easily move from one field to the next using TAB or arrow keys.

In case the requested information is to be provided in the form of a list, you can start a new line after each individual entry by clicking on the “enter” key, within the same field, as in a normal “word” document.

Please note that some fields are automatically filled-in based on your input in other fields. For instance, you will only have to input the project title once on the cover page, and it will be displayed in all other sections of the application requesting this information. In general, you should always fill in the first field, requesting the information, which will then be copied into subsequent sections. We therefore recommend that you fill in the form starting from the cover page.

In order to ease the navigation in the application form, we recommend using the Document Map feature (from MS Word menu, “View” → “Document Map”)

Beside these general hints please take the following issues regarding the different sections of the form into account:

### - Section II, List of consortium members:

The form includes a limited number of “boxes” for participating consortium members and individual experts. Should you plan to involve more consortium members and/or individual experts, please insert their data in the field called: “*Contact details for further consortium members*” and “*Contact details for further individual experts*” including the same information as for the protected “boxes”.

### - Section V, Funding requirements:

The Summary table n°8 (“*Summary of project funding requirements*”) will be automatically filled in with the total costs of each heading in the relevant tables n° 1-6.

Furthermore, within table n°8, the percentage of co-financing of the project will be verified automatically, once the amount to be co-financed is inserted in the proper field in table n°7.

## SECTION I: DECLARATION

*To be completed by the Grant Applicant*

The following should be signed by the grant applicant *and* by the legal representative of the grant applicant's institution. *Please note that the Applicant Higher Education Institution must be based in the European Union.*

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;
2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
3. We have the professional competencies and qualifications required to complete the proposed project;
4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. We have not been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;
8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

**We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the consortium members.**

**We, the undersigned, have taken note that if found guilty of false declarations will receive financial penalties in proportion to the value of the grants in question.**

<b>Title of the project:</b>	<i>Science Teacher Education Revision and Upgrading</i>		
<b>Ref. Nr. 0 - Legal Representative of the Applicant Higher Education Institution:</b>  First name and surname: Prof. Mátyás Sipiczki (Zoltán Pozsonyi)  Place: Debrecen Date: 15. 12. 2005.  Position: Head of School of Independent Faculties  Signature:	<b>Official stamp or seal of the Applicant Higher Education Institution:</b>		
<b>Ref. Nr. 1 - Grant Applicant:</b>  First name and surname: Prof. Károly Micskeii  Signature:			
Place: Debrecen	Date: 15. 12. 2005	<b>Application Number:</b> (Registration number obtained after submission)	

## SECTION I: ENDORSEMENT LETTERS

- All **consortium members** (except the Grant Applicant's Higher Education Institution) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the other supporting and administrative documents by the deadline.

Applicants should follow the model below.

### MODEL ENDORSEMENT LETTER

#### OFFICIAL HEADED PAPER OF THE CONSORTIUM MEMBER

OBJECTIVE: ENDORSEMENT OF THE TEMPUS PROJECT: (FULL TITLE OF THE PROJECT)

CONTENT: *Give details of the application, confirming the support of the consortium member for the project. Specify the role of the consortium member in the project and give details on the contact person.*

*For a partner country consortium member indicate how the project fits into the development strategy of the consortium member in the context of the reform of the higher education system.*

*Please insert a confirmation sentence stating that the consortium member has read the whole application, including the financial details, and is aware of the specific role it will have in the project.*

SIGNATURE of the person legally authorised to represent the consortium member

POSITION of the person legally authorised to represent the consortium member

DATE: please remember that the date must be subsequent to the previous Joint European Project application deadline.

OFFICIAL STAMP or SEAL of the consortium member

- For each proposed **individual expert**, a summary CV (maximum of 2 pages) must be included. The CV has to make explicit reference to the expertise to be provided in the framework of the given Joint European Project proposal.

## SECTION II: BASIC DATA ON THE PROJECT

- **Title of the project:**

*Science Teacher Education Revision and Upgrading*

- **Acronym of the project:**

STERU

- **Specific Objectives of the project:**

- Development of curricula for education of teachers of science and mathematics compatible with EU standards and mutual harmonization of curricula within consortium members in Serbia
- To update libraries, provide laboratories and classrooms with new equipment
- Better quality of studies and shorter average duration of studies

- **Partner country/ies involved:** (Please tick  the relevant box/es)

CARDS		
<input type="checkbox"/>	MK – former Yugoslav Republic of Macedonia	<input checked="" type="checkbox"/> – CS - Serbia and Montenegro <input type="checkbox"/> – 1244 - Kosovo
<input type="checkbox"/>	AL – Albania	
<input type="checkbox"/>	BA – Bosnia and Herzegovina	
<input type="checkbox"/>	HR – Croatia	

Takis			
<input type="checkbox"/>	BY – Belarus	<input type="checkbox"/>	TJ – Tajikistan
<input type="checkbox"/>	KZ – Kazakhstan	<input type="checkbox"/>	TM – Turkmenistan
<input type="checkbox"/>	KG – Kyrgyzstan	<input type="checkbox"/>	UA – Ukraine
<input type="checkbox"/>	MD – Moldova	<input type="checkbox"/>	UZ – Uzbekistan
<input type="checkbox"/>	RU – Russian Federation		

MEDA			
<input type="checkbox"/>	DZ – Algeria	<input type="checkbox"/>	MA – Morocco
<input type="checkbox"/>	EG – Egypt	<input type="checkbox"/>	PS – Palestinian Authority
<input type="checkbox"/>	IL – Israel (on a self-financing basis only)	<input type="checkbox"/>	SY – Syria
<input type="checkbox"/>	JO – Jordan	<input type="checkbox"/>	TN – Tunisia
<input type="checkbox"/>	LB – Lebanon		

Has the grant applicant institution (Ref. No.:0) previously acted as a grant holder / contractor for a European Commission grant / contract? (Please select from the button below.)

**No**

If yes, please provide the registration number of the most recent grant agreement / contract:

Please specify with which Directorate General of the European Commission the project had been carried out:

- **Subject area code:** *(Please refer to the Guide for Applicants Glossary of Codes and to Priorities for the partner countries in order to find out about the code for the relevant subject area, in line with the priorities for the partner country/ies involved). Please insert ONE code only*

<<400>>

The proposal had already been submitted in a previous call:  **No**

If yes, please provide the registration number:

- 1.
- 2.
- 3.

- **Individual Mobility Grants related to this proposal:** *(Please list any Tempus Individual Mobility Grant funded in the last 12 months in which any of the consortium members has been involved)*

IMG – 2022-2004		IMG - H3003-2004		IMG –
IMG -		IMG -		IMG -
IMG –		IMG –		IMG -

- **Reference number of previous Tempus projects in which consortium members have been involved** (if any):

JEP – 16156-2001		JEP - 17017-2002		JEP –
JEP – 16160-2001		JEP – 18035-2003		JEP –
JEP - 16081 2001		JEP - 19099-2004		JEP -

- **Language of application and of future correspondence:** *(Please select from the list below)*

**English(E)**

- **Type and duration of the project:** *(Please select from the lists below)*

**Curriculum Development (CD)**

**3 years (3)**

## SECTION II: LIST OF CONSORTIUM MEMBERS

- **Consortium members involved in the project:** (Please include data on all consortium members involved in the project. Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used.)

<b>Reference number: 0 – <u>Legal representative of the applicant higher education institution</u></b> (same person as listed in the declaration under Ref. nr. 0)						
Title:	<b>Mr.(M)</b>					
First name:	Mátyás	Surname:	Sipiczki			
Function at organisation:	Head of School of Independent Faculties					
Name of the organisation:	University of Debrecen					
Type of organisation:	<b>University (U)</b>					
Legal Status:	<b>Public Sector(PS)</b>					
Faculty:						
Department:						
Country*:	HU	Postal code:	HU-4032			
Town:	Debrecen	CEDEX	9			
Address:	Egyetem tér 1.					
Phone:	Country code:	36	City Code:	52	Phone Nr.:	512-966
Fax:	Country code:	36	City Code:	52	Fax. Nr.:	512-965
E-mail:	tekelnök@detek.unideb.hu					

<b>Reference number: 1 – <u>Grant applicant</u></b> (same person as listed in the declaration under Ref. nr. 1)						
Title:	<b>Mr.(M)</b>					
First name:	Károly	Surname:	Micskei			
Function at organisation:	President of the SOCRATES-ERASMUS Committee at Faculty of Science					
Name of the organisation:	University of Debrecen					
Type of organisation:	<b>University (U)</b>					
Legal Status:	<b>Public Sector(PS)</b>					
Faculty:	Faculty of Science					
Department:	Department of Inorganic and Analytical Chemistry					
Country*:	HU	Postal code:	HU-4010			
Town:	Debrecen	CEDEX	9			
Address:	Egyetem tér 1.					
Phone:	Country code:	36	City Code:	30	Phone Nr.:	4752480
Fax:	Country code:	36	City Code:	52	Fax. Nr.:	489667
E-mail:	kmicskei@delfin.unideb.hu					

\* Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

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<b>Reference number: 2 – Grant co-ordinator</b>						
<i>(fill in only if different from above, otherwise, please leave this section blank)</i>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Srećko	<i>Surname:</i>	Trifunović			
<i>Function at organisation:</i>	Dean and professor					
<i>Name of the organisation:</i>	University of Kragujevac					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Faculty of Science in Kragujevac					
<i>Department:</i>	Chemistry					
<i>Country*:</i>	CS	<i>Postal code:</i>	34000			
<i>Town:</i>	Kragujevac	<i>CEDEX</i>				
<i>Address:</i>	Radoja Domanovića 12					
<i>Phone:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)34	<i>Phone Nr.:</i>	335-039
<i>Fax:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)34	<i>Fax. Nr.:</i>	335-040
<i>E-mail:</i>	pmfkrag@kg.ac.yu					

<b>Reference number: 3 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Pekka	<i>Surname:</i>	Koskela			
<i>Function at organisation:</i>	Vice dean and professor					
<i>Name of the organisation:</i>	University of Jyvaskyla					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Mathematics and Science					
<i>Department:</i>	Mathematics and Statistics					
<i>Country*:</i>	FI	<i>Postal code:</i>	FIN-40014			
<i>Town:</i>	Jyvaskyla	<i>CEDEX</i>				
<i>Address:</i>	Mattilanniemi, Building D					
<i>Phone:</i>	<i>Country code:</i>	358	<i>City Code:</i>	14	<i>Phone Nr.:</i>	2602706
<i>Fax:</i>	<i>Country code:</i>	358	<i>City Code:</i>	14	<i>Fax. Nr.:</i>	2602701
<i>E-mail:</i>	pkoskela@maths.jyu.fi					

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 4 – Contact person of consortium member					
<i>Title:</i>	<b>Mrs.(F)</b>				
<i>First name:</i>	Desanka	<i>Surname:</i>	Radunovic		
<i>Function at organisation:</i>	Professor				
<i>Name of the organisation:</i>	University of Belgrade				
<i>Type of organisation:</i>	<b>University (U)</b>				
<i>Faculty:</i>	Faculty of Mathematics				
<i>Department:</i>					
<i>Country*:</i>	CS	<i>Postal code:</i>	11000		
<i>Town:</i>	Belgrade	<i>CEDEX</i>			
<i>Address:</i>	Studentski trg 16				
<i>Phone:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)64	<i>Phone Nr.:</i> 1792147
<i>Fax:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)11	<i>Fax. Nr.:</i> 630151
<i>E-mail:</i>	dradun@matf.bg.ac.yu				

Reference number: 5 – Contact person of consortium member					
<i>Title:</i>	<b>Mrs.(F)</b>				
<i>First name:</i>	Andreja	<i>Surname:</i>	Tepavcevic		
<i>Function at organisation:</i>	Professor				
<i>Name of the organisation:</i>	University of Novi Sad				
<i>Type of organisation:</i>	<b>University (U)</b>				
<i>Faculty:</i>	Faculty of Sciences				
<i>Department:</i>	Mathematics				
<i>Country*:</i>	CS	<i>Postal code:</i>	21000		
<i>Town:</i>	Novi Sad	<i>CEDEX</i>			
<i>Address:</i>	Trg Dositeja Obradovica 3				
<i>Phone:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)21	<i>Phone Nr.:</i> 455630
<i>Fax:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)21	<i>Fax. Nr.:</i> 455662
<i>E-mail:</i>	etepavce@EUnet.yu				

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 6 – Contact person of consortium member					
<i>Title:</i>	<b>Mr.(M)</b>				
<i>First name:</i>	Miroslav	<i>Surname:</i>	Ćirić		
<i>Function at organisation:</i>	Dean and professor				
<i>Name of the organisation:</i>	University of Nis				
<i>Type of organisation:</i>	<b>University (U)</b>				
<i>Faculty:</i>	Faculty of Sciences and Mathematics				
<i>Department:</i>	Mathematics				
<i>Country*:</i>	CS	<i>Postal code:</i>	18000		
<i>Town:</i>	Novi Sad	<i>CEDEX</i>			
<i>Address:</i>	Višegradska 33.				
<i>Phone:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)18	<i>Phone Nr.:</i> 533015
<i>Fax:</i>	<i>Country code:</i>	381	<i>City Code:</i>	(0)18	<i>Fax. Nr.:</i> 533014
<i>E-mail:</i>	mciric@pmf.ni.ac.				

Reference number: 7 – Contact person of consortium member					
<i>Title:</i>	<b>Mrs.(F)</b>				
<i>First name:</i>		<i>Surname:</i>			
<i>Function at organisation:</i>					
<i>Name of the organisation:</i>					
<i>Type of organisation:</i>	<b>University (U)</b>				
<i>Faculty:</i>					
<i>Department:</i>					
<i>Country*:</i>		<i>Postal code:</i>			
<i>Town:</i>		<i>CEDEX</i>			
<i>Address:</i>					
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>
<i>E-mail:</i>					

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 8 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 9 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 10 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 11 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 12 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 13 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 14 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 15 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 16 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax Nr.:	
E-mail:						

Reference number: 17 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax Nr.:	
E-mail:						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Contact Persons of further Consortium Members
<p>Should the number of consortium members exceed 17, please use the following space to add additional members. The following information must be included for each contact person:</p> <p>Title, first and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.</p>

**List of proposed individual experts:**

Please note that individual experts **cannot come from any of the consortium member organisations**, neither as staff nor as students, as in this case they can be involved in the project directly.

<b>Reference: i – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>	Ilona		<i>Surname:</i>	Bárány-Kevei		
<i>Function at organisation:</i>	Head of Department					
<i>Name of the organisation:</i>	University of Szeged					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Faculty of Natural Science					
<i>Department:</i>	Department of Climatology and Landscape Ecology					
<i>Country*:</i>	HU		<i>Postal code:</i>	6722		
<i>Town:</i>	Szeged		<i>CEDEX</i>			
<i>Address:</i>	Egyetem u. 2.					
<i>Phone:</i>	<i>Country code:</i>	36	<i>City Code:</i>	62	<i>Phone Nr.:</i>	544-157
<i>Fax:</i>	<i>Country code:</i>	36	<i>City Code:</i>	62	<i>Fax Nr.:</i>	544-624
<i>E-mail:</i>	keveibar@earth.geo.u-szeged.hu					

<b>Reference: ii – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>			<i>Surname:</i>			
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>			<i>Postal code:</i>			
<i>Town:</i>			<i>CEDEX</i>			
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>Reference: iii – Individual expert (from non-consortium members) proposed for specific tasks in project</b>						
<b>(CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

<b>Reference: iv – Individual expert (from non-consortium members) proposed for specific tasks in project</b>						
<b>(CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

- Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>List of individual experts</b>
Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person: Title, first and surname, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.

## SECTION III: PROJECT PARTICULARS

This application form requires a general understanding of the Logical Framework Matrix approach and some familiarity with the vocabulary associated with it. Applicants who have never used the approach are therefore advised to familiarise themselves with it and to consult one of the numerous handbooks available on the subject on the internet.

### **Please follow the guidelines provided in the Tempus Guide for Applicants, Part IV**

In section III you are required to provide detailed information on your project in the form of **narrative parts** and accompanying **tables**; the information provided should not be repetitive but **complementary**. In the narrative sections you are expected to describe aspects of your project from a strategic and methodological point of view whereas in the tables you are asked to enter into greater detail in relation to aspects such as expected outcomes, activities, inputs and budgetary requirements.

### **III.1 BACKGROUND OF THE PROJECT**

A maximum of four pages A4

#### **III.1a Partner country/ies problem and needs analysis**

In this section you should present the justification behind the project, clearly identifying the specific problems and/or needs on which the proposed project will focus and reasons why these have been selected. Please describe briefly how your project proposal came into being and how it was prepared.

#### **III.1b Presentation of the consortium and external experts**

In this section you should explain why the selected consortium members are best suited to participate in the project and describe their particular expertise in relation to the project objectives.

### **III.2 THE PROJECT**

A maximum of four pages A4

Having already identified the problems and needs in Section III.1a, in this narrative part you should describe the project which must be clearly and directly related to the identified problems. You must clearly indicate the working methodologies and processes to be used. Applicants should remember to include details on academic content.

### **III.3 PROJECT OBJECTIVES, OUTCOMES AND ACTIVITIES (LOGICAL FRAMEWORK MATRIX – LFM)**

Please use the model provided. You are expected to complete an LFM (maximum of 2 pages), which represents a synthesis of the project. Details provided in the table should complement the information previously explained in the project narrative (section III.2).

### **III.4 Work plan**

A one-page work plan for each project year should be completed. Please create additional work plan tables if further space is needed.

### **III.1 BACKGROUND OF THE PROJECT**

A maximum of four pages A4

#### **III.1a Partner country/ies problem and needs analysis:**

Please focus on the needs and constraints (a) in the Partner Country(ies), (b) at the PC higher education institution(s) - if relevant please refer to respective legislation and/or regulations. Your information should be specific to the subject of the proposal.

After difficult period during the 90's, the Balkan countries including Serbia have entered the period of transition and adoption of EU standards that included almost all levels of social activities and organizations. The education in Serbia as a whole also faces that problem and specially the higher education as the main motion force for the whole prosperity of the country. With Bologna declaration signing (2003), our country overtook the responsibility of making higher education studies consistent with EU standards. In September this year, the government of Serbia has brought the new Law for higher education that regulates the studies to be consistent with Bologna declaration and Lisbon convention.

Education of teachers of natural sciences (biology, chemistry, geography, physics, and physical chemistry) and mathematics for primary and secondary schools is an important educational profile of the faculties of science and mathematics on universities in Serbia (Belgrade, Novi Sad, Nis and Kragujevac). Education is performed by highly qualified professional and research staff. The curricula are based on classical disciplines, providing well-founded theoretical knowledge, but there is a lack of applications and practical work in schools. We point out the following problems and facts:

1. Curricula on different faculties differ inherently one from another and the credit transfer system still does not exist at most of the study groups, so that it makes mobility of students among faculties in country and abroad almost impossible.
2. The duration of basic studies is 4 years, but very extensive curricula, classical teaching and examining methods have as a consequence low rate of graduation (duration of studies is between 7 and 8 years).
3. The education is mostly theoretical, ex-cathedra, so there is usually not enough active participation of students during their education. Students gain quite good theoretical knowledge, but they are not prepared enough for future practical work at primary and secondary schools.
4. All faculties of science and mathematics in Serbia have appropriate teaching staff, but the faculties are not well equipped for up to date interactive education.

The faculties of sciences and mathematics in Serbia are aware of the necessity to introduce many changes in the area of their management, organizational structure as well as in the area of the content, extent and form of education provided.

In November 2005, the Union of the Faculties of Science and Mathematics in Serbia decided that the next generation of students in school year 2006 / 2007 would study according to the new Law for higher education and new revised curricula. However, just a few months are too short period for essential reform of the study programs and for choosing the adequate model of studies.

Accordingly, the Union decided that it is necessary to start with:

- Development of curricula for education of teachers of science and mathematics compatible with EU standards and mutual harmonization of curricula within faculties of science and mathematics in Serbia (consortium members);
- Development and implementation of modular study system and ECTS
- Enhancement of the mobility of students and teachers
- Updating of libraries, providing laboratories and classrooms with new equipment.

These are seen as the basic steps to bring the education for teachers of sciences and mathematics on universities in Serbia closer to EU standards.

### **III.1b Presentation of the consortium:**

Please focus on the elements which are essential for the project (particular expertise, relevant previous experience and contacts beneficial to the project). In case of involvement of external experts, please make reference to their specific expertise and contribution to the project.

All Universities consortium members are included in project by their corresponding faculties of science and mathematics.

University of Debrecen, Faculty of Science (UDFS). With history of more than 450 years, the University of Debrecen is the oldest institution of higher education in continuous operation in Hungary. It has 13 faculties, 2 independent institutions, 20 doctoral schools, 26,000 students, out of which 16,000 are full-time students and more than 1700 instructors. Faculty of Science has similar structure, long period of cooperation with faculties of science in Serbia and has passed through similar transition period as Serbia is in now. Faculty of Science in Debrecen is grant applicant for this project proposal.

University of Jyväskylä, Faculty of Mathematics and Science (UJFMS). University of Jyväskylä is one of the largest multidisciplinary universities in Finland with almost 16 000 students, including 660 international students. The university was established as the first Finnish-language teacher training college in the 1860's and teacher training still has an important role for the university. The Faculty of Mathematics and Science was established in 1965. Today it is one of the best faculties in Europe for training of mathematics and science teachers that are the main target study group for this project.

University of Kragujevac, Faculty of Science (UKFS). University of Kragujevac was founded on the 21st of May 1976. Today the University of Kragujevac comprises 11 faculties with the student population of 14 000 and the academic staff of 1000. Faculty of Science in the scope of University in Kragujevac consists of four institutes (Biology and Ecology, Chemistry, Mathematics and Physics). This faculty employs 114 teachers and collaborators and 11 administrative workers that “serve” about 1200 students. Faculty of Science in Kragujevac is project coordinator.

University of Belgrade, Faculty of Biology, Faculty of Chemistry, Faculty of Geography, Faculty of Mathematics, Faculty of Physics, Faculty of Physical Chemistry (UBFsSs). The highest educational institution of Belgrade and Serbia, the Belgrade University has 30 faculties, 8 scientific institutes and a library. Its roots date back to 1808, when the Velika škola (Great School) in Belgrade was founded. Today, around 60,000 students study at the University, within about 150 undergraduate degree programs.

University of Novi Sad, Faculty of Sciences (UNSFS). The University of Novi Sad was founded on 28 June 1960. Today it comprises 13 faculties, about 38,000 students at undergraduate studies, 200 at postgraduate master's and specialist studies, about 2,700 teaching staff and about 1,100 non-teaching staff. Faculty of Sciences at University of Novi Sad consists of five departments: Biology & Ecology, Physics, Geography, Tourism & Hotel Services, Chemistry and Mathematics & Informatics. At each of the departments, there are study directions that provide education for future teachers.

University of Nis, Faculty of Science and Mathematics (UNFSM). In the scope of University of Niš, there are 11 faculties. Over the past 37 years, the University teaching staff has grown to 1,410 and its student body to more than 27,000 including 433 foreign students. Faculty of Science and Mathematics started its independent academic life with full-time teaching staff of 111 and student population of 833, with education of teachers of science as important profile of graduated students.

Individual expert for Geography, PhD Dr. habil., Ilona Bárány-Kevei, head of Department of Climatology and Landscape Ecology on Faculty of Science in Szeged, Hungary. She has very successful and fruitful professional and scientific carrier. The individual expert for geography is necessary as there is no geography department on partner Universities in EU.

### **III.2 THE PROJECT**

A maximum of four pages A4

The project description should correspond to the needs identified and described under III.1a by focussing on the following points: How does your proposal solve/address these needs and constraints? Who is/are the target group/s of your project? Who are the direct/indirect beneficiaries?

The central part of the project is fundamental revision of the curricula for education of teachers of science and mathematics on all universities in Serbia based on two levels study system (undergraduate – B.Sc. and graduate M.Sc.). That way it will affect the complete education of science and mathematics in the country, including the education of teachers and the other education types on these faculties. The revision will have the main aim to make the curricula updated and consistent with EU standards and to harmonize curricula within all faculties of science and mathematics in the country that are also consortium members.

The role of the partner universities in Serbia is to work on planned project activities, implementation of project results and they are among the main beneficiaries of the results achieved by the project.

The main role of partner universities from EU and the individual expert for geography is to provide expert knowledge, experience, help and quality control for the project.

Revision and harmonization of curricula will define general recommendations for new curricula that have to be respected on each faculty. It will have three important phases that will enable gradual and efficient advance of the project.

In the first phase, the Common Foundations for education of teachers of science on all universities based on two level study system (undergraduate - B.Sc. and graduate M.Sc.) will be defined. Consortium members will gather on meetings in Serbia and EU to specify and define the necessary fields for each scientific area. After specification of fields, the subjects within each field and the general competencies of future teachers of science and mathematics will be defined. After that, interactive seminars with the subject of Common Foundations will be held by the appropriate workgroups on each faculty and for each scientific area. Following the seminars, Common Foundations will be officially adopted on each faculty, university and Ministry of Education and Sport, and supported by the official documents. Time for the first phase is 9 months in the first year of the project.

The second phase is design of the modular structure of subjects defined in Common Foundations. Modules will be logical parts within a particular subject that will have the role of subject decomposition on parts that can be treated as units, taught and evaluated separately. In that way, exams can be divided into a few independent logical parts that will be easier to learn and prepare by the students. It will also make easier to measure the workload of students and to evaluate it in the ECTS. The appropriate number of credits will be assigned to each subject. In this phase, seminars will be organized by the workgroups on each faculty. After that, we expect that the modular study system with ECTS would be officially adopted on each faculty and supported by the official documents. Time for the second phase is 8 months in the second half of the first and the first half of the second year of the project, after the first phase is over.

The third phase consists of independent and parallel work of each teacher for his particular subject. Strict respect of common foundations and modular study system with ECTS will provide harmonized curricula and thus harmonized education of teachers of science and mathematics in Serbia. After that, prepared curricula will be discussed on plenary meetings on faculties and finally officially adopted on each member faculty. Time for that part of the third phase is the rest of the second year of the project, after the second phase. Third phase does not end with official recognition and adoption of the new curricula. Last year of the project is devoted to implementation of the new curricula in education.

In order to make the project complete, this revision of curricula should be followed by an adequate support of modern, up to date equipment and software for teaching in classrooms and laboratories. Libraries will be also provided with necessary textbooks, journals and computers for the access to electronic journals. New programmable equipment that will be acquired on this project will enable

designing and developing of the laboratory experiments that can be managed by remote access using internet technology. Purchasing and acquiring of all equipment and software will last through the whole duration of the project.

In the third year of the project, training of the teaching staff, as well students mobilities will be organized. Teachers from universities in Serbia will perform short visits to EU partner universities, in order to: enhance existing contacts, create new contacts and develop future activities in cooperation with the host institutions. Students from Serbia will spend three months on partner universities.

The project is directed primarily towards faculties of science teaching staff while the positive effects and changes will affect the student population within reformed study groups, which are future schoolteachers, as well as the other study groups on faculties of sciences and mathematics. Other important stakeholders are all primary and secondary schools in Serbia that will employ new generations of well-educated and prepared teachers of science and mathematics. The final beneficiary of this project is the whole society.

It is expected that these changes will have positive and stimulating effect on the mobility of students and teachers within the country and EU. As additional support and better legal definition of the student mobility that will be promoted by this project, official documents for the regulation of legal student mobility will be prepared and officially recognized.

All project activities will be carried by the following groups that will be formed at the beginning of the project.

Central Management Team (CMT) will consist of one representative from each partner university in EU - 2 members and one representative from each partner university in Serbia - 4 members, that makes 6 members of CMT.

Local Coordinating Team (LCT) will consist of five members from coordinating university and from three representatives, one from each partner university in Serbia that makes 8 members of LCT.

Six Workgroups (WG) each for one of the sciences - biology, chemistry, geography, mathematics, physics and physical chemistry. Each WG will consist of one representative from each partner university in Serbia, one postgraduate student from Serbia and two representatives from two partner universities in EU. That makes 7 members for WG for biology, chemistry, mathematics and physics. WG for physical chemistry will have two members (one teacher and one student from the Faculty of Physical Chemistry, Belgrade), which will work with WG for chemistry and physics. WG for geography will have three representatives from partner universities in Serbia, as there is no study group for geography on UKFS, 1 student from Serbia and 1 individual expert for geography. That makes five members of WG for geography.

Besides mentioned WG, there are also Local Workgroups (LWG) that differ from WG in the fact that they don't have members from EU partner institutions. LWG have practical importance for activities of WG in Serbia. The members of each LWG will travel together in the country and abroad to EU and will take part in all meetings.

All important project outcomes will be disseminated by the project WEB site, seminars announced and covered by mass media, distribution of printed material and most important by the education of students according to new curricula. As the University of Nis is consortium member of ongoing JEP - 19099-2004, with University of Podgorica as a coordinator, that opportunity will be used for inter project cooperation and exchange of project results, knowledge, experience and for mutual comparison of project dissemination outcomes.

Quality control and monitoring will be performed by CMT and LCT for time dimension of the project, while the quality will be judged by the experts from the EU partner universities and by the individual expert for geography.

Management of the project will be continuous and performed by the CMT and LCT at various levels that will enable more efficient management and control of the project.

The aim of this project is long term and it is supposed to develop conditions for the future successful education of science teachers in accordance with the EU standards and compatible within universities in the country.



**III.3 LOGICAL FRAMEWORK MATRIX – LFM**

<p><b>Wider Objective:</b> <i>What is the overall broader objective, to which the project will contribute?</i></p> <ul style="list-style-type: none"> <li>• Development and implementation of contemporary studies of science and mathematics for teachers on faculties in Serbia, linked and consistent with EU standards, that will influence whole national educational system</li> </ul>	<p><b>Indicators of progress:</b> <i>What are the key indicators related to the wider objective?</i></p> <ul style="list-style-type: none"> <li>• Acceptance of the new model of studies by all faculties of science and mathematics in Serbia</li> </ul>	<p><b>How indicators will be measured:</b> <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> <li>• New faculties statutes with incorporated new model of studies</li> <li>• Periodic official reports on the basis of official documents and students service for universities and Ministry of Education and Sport</li> </ul>	
<p><b>Specific Project Objective/s:</b> <i>What are the specific objective/s, which the project shall achieve?</i></p> <ul style="list-style-type: none"> <li>• Development of curricula for education of teachers of science and mathematics compatible with EU standards and mutual harmonization of curricula within consortium members in Serbia</li> <li>• To update libraries, provide laboratories and classrooms with new equipment</li> <li>• Better quality of studies and shorter average duration of studies</li> </ul>	<p><b>Indicators of progress:</b> <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objective/s are achieved?</i></p> <ul style="list-style-type: none"> <li>• Adoption and implementation of new curricula</li> <li>• New teaching materials and text books for libraries</li> <li>• Purchased new teaching equipment for laboratories and classrooms</li> <li>• Number of enrolled students in the first year of studies</li> <li>• Better success of students on exams</li> <li>• Shorter average duration of studies</li> </ul>	<p><b>How indicators will be measured:</b> <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <ul style="list-style-type: none"> <li>• Officially adopted curricula by faculty and University councils</li> <li>• Library inventory</li> <li>• Invoices for purchased equipment in accounting office</li> <li>• Official faculty documents from students service with statistics of students and exams</li> <li>• Questionnaires and interviews for students, teaching staff on faculties and other stakeholders</li> </ul>	<p><b>Assumptions &amp; risks:</b> <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <ul style="list-style-type: none"> <li>• Political and economic stability in the region</li> <li>• Cooperation with partner institutions</li> <li>• Necessary institutional support of universities and Ministry of Education and Sport</li> <li>• Enough young people interested in studying in Natural Sciences and Mathematics</li> </ul>
<p><b>Outputs (tangible) and Outcomes (intangible):</b> <i>Please provide the list of concrete outputs/outcomes leading to the specific objective/s, using bullet points, considering the following questions for their definition: What are the envisaged quantifiable and non-quantifiable effects and benefits of the project? What improvements and changes will be produced by the project?</i></p> <ol style="list-style-type: none"> <li>1. New Common Foundations for education of teachers of science and mathematics compatible with EU standards</li> <li>2. New modular study system with ECTS</li> <li>3. New revised curricula</li> <li>4. Updating of libraries, classrooms and laboratories</li> <li>5. Preconditions for mobility of students</li> </ol>	<p><b>Indicators of progress:</b> <i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i></p> <ul style="list-style-type: none"> <li>• Common Foundations are agreed upon and adopted by all consortium members</li> <li>• Defined new modular study system with ECTS and adopted by all consortium members</li> <li>• Adopted new curricula on each faculty in Serbia</li> <li>• New teaching materials, text books and journals in library</li> <li>• New equipment installed in laboratories and ready for use</li> <li>• Number of students input / output</li> <li>• Project data available on WEB</li> </ul>	<p><b>How indicators will be measured:</b> <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> <li>• Faculty and University official documents of adopted Common Foundations, modular studies and new curricula</li> <li>• Official reports and observations from EU partners of project development</li> <li>• Library statistics of borrowed books</li> <li>• New lectures and laboratory exercises using new equipment</li> <li>• Comparison of new and old student mobility</li> <li>• Registered number of visits on project web site</li> </ul>	<p><b>Assumptions &amp; risks:</b> <i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i></p> <ul style="list-style-type: none"> <li>• Institutional support from the involved universities and Ministry of Education and Sport</li> <li>• Support of university authorities concerning ECTS</li> <li>• Enough staff from partner universities interested in creation of the new curricula</li> <li>• Enough space for the new equipment</li> <li>• Enough students have interest to study abroad</li> <li>• Enough students speak foreign language</li> </ul>

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<p>and teaching staff 6. Dissemination and sustainability 7. Quality control and monitoring 8. Management of the project</p>	<p>site</p>		<ul style="list-style-type: none"> <li>• Curricula approved by universities authorities and by Ministry of Education and Sport</li> <li>• Enough stakeholders interested in the project results</li> <li>• Properly functioning of internet connections</li> <li>• Students mobility</li> <li>• Well organized communication and cooperation among all consortium partners</li> </ul>
<p><b>Activities:</b> <i>What are the key activities to be carried out and in what sequence in order to produce the expected results?</i></p> <ul style="list-style-type: none"> <li>• 1.1 Definition of Common Foundations that specify competencies for science teachers in each science</li> <li>• 1.2 Workshops "Common Foundations" for teaching staff on each faculty in Serbia</li> <li>• 1.3 Official adoption of Common Foundations on faculties and universities and by the Ministry of Education and Sport</li> <li>• 2.1 Modular design of subjects, based on adopted Common Foundations and incorporation of ECTS</li> <li>• 2.2 Workshops "Modular Study System with ECTS"</li> <li>• 2.3 Official adoption of designed modular study system with ECTS on faculties and universities</li> <li>• 3.1 Creation of new curricula based on Common Foundations and modular study system with ECTS on each faculty</li> <li>• 3.2 Plenary considerations of prepared curricula on each faculty</li> <li>• 3.3 Official adoption and implementation of new curricula with Diploma</li> </ul>	<p><b>Inputs:</b> <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i></p> <ul style="list-style-type: none"> <li>• 2 EU-EU mobilities</li> <li>• 14 EU-Serbia mobilities</li> <li>• 95 Serbia-EU mobilities</li> <li>• 272 Serbia-Serbia mobilities</li> <li>• Expert literature (books and periodicals)</li> <li>• Software</li> <li>• 42 PC computers</li> <li>• 42 Laser printer A4</li> <li>• 9 Copy machines</li> <li>• Web server</li> <li>• 20 Data acquisition systems</li> <li>• 20 Video beam projectors</li> <li>• 20 Laptops</li> <li>• Equipment for seminar (workshop) room</li> <li>• Furniture for classrooms</li> <li>• Printing and publishing costs</li> <li>• Academic support</li> <li>• Administrative support</li> <li>• Overheads</li> </ul>		<p><b>Assumptions, risks and pre-conditions:</b> <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i></p> <ul style="list-style-type: none"> <li>• Teachers at all faculties are willing to accept new teaching methods</li> <li>• Teachers know how to use new equipment</li> </ul>

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<p>Supplement on each faculty</p> <ul style="list-style-type: none"> <li>• 4.1 Purchasing and acquiring the supplement text books and journals for libraries</li> <li>• 4.2 Purchasing and acquiring the equipment and software for classrooms and laboratories</li> <li>• 5.1 Training of teaching staff and students mobilities</li> <li>• 5.2 Preparation and official adoption of documents for student mobility</li> <li>• 6.1 Designing and implementation of new WEB site with all relevant project information</li> <li>• 6.2 Informing stakeholders about new opportunities of revised studies</li> <li>• 6.3 Designing and implementation of experiments based on programmable equipment for web acces</li> <li>• 7.1. Quality control and monitoring</li> <li>• 8.1. Overall project management and administration</li> <li>• 8.2. Co-ordination meetings of the Central Manangement Team</li> <li>• 8.3. Meetings of the Local Co-ordinating Team</li> </ul>			
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### III.4 WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

#### WORKPLAN for .....1<sup>st</sup>..... project year

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1	New Common Foundations for education of teachers of science and mathematics compatible with EU standards	0								0			
1.1	Definition of Common Foundations that specify competencies for science teachers in each science	xxx	====	xxxx	xxx	xxxx	xx						
1.2	Workshop “Common Foundations”				x								
1.3	Official adoption of Common Foundations on faculties and universities and by the Ministry of Education and Sport							x	x	x			
2	New modular study system with ECTS								0				
2.1	Modular design of subjects, based on adopted Common Foundations and incorporation of ECTS system								xx	xxx	====	xxxx	xxxx
2.2	Workshops “Modular Study System with ECTS”												
2.3	Official adoption of designed modular study system with ECTS on faculties and universities												
3	New revised curricula												
3.1	Creation of new curricula based on Common Foundations and modular study system with ECTS on each faculty												
3.2	Plenary considerations of prepared curricula on each faculty												
3.3	Official adoption and implementation of new curricula with Diploma Supplement on each faculty												
4	Updating of libraries, classrooms and laboratories	0											
4.1	Purchasing and acquiring the supplement text books and journals for libraries		=xxx	xx	xx	x	x	x	x	x			
4.2	Purchasing and acquiring the equipment and software for classrooms and laboratories	xx	=xxx	xx	xx	xx	x	x	x	x			
5.	Preconditions for mobility of students and teaching staff												
5.1	Training of teaching staff and students mobilities												
5.2	Preparation and official adoption of documents for student mobility												
6	Dissemination and sustainability		0										

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6.1	Designing and implementation of new WEB site with all relevant project information		xxxx										
6.2	Informing stakeholders about new opportunities of revised studies							xx	x	x	x	x	x
6.3	Designing and implementation of experiments based on programmable equipment for web acces												
7	Quality control and monitoring	0=x	==xx	==xx	==xx	==xx	==	==xx	==xx	==xx	==xx	==xx	==xx
8	Management of the project	0											
8.1	Overall project management and administration	==xx											
8.2	Co-ordination meetings of the Central Management Team	=								=			
8.3	Meetings of the Local Co-ordinating Team	x		x			x			x		x	

Starting and end date of Outcome: **O**  
 Activity carried out in the EU/Candidate Country: **=**  
 Activity carried out in the Partner Country (ies): **X**

**WORKPLAN for .....2<sup>nd</sup> ..... project year**

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1	New Common Foundations for education of teachers of science and mathematics compatible with EU standards												
1.1	Definition of Common Foundations that specify competencies for science teachers in each science												
1.2	Workshop "Common Foundations"												
1.3	Official adoption of Common Foundations on faculties and universities and by the Ministry of Education and Sport												
2	New modular study system with ECTS			0									
2.1	Modular design of subjects, based on adopted Common Foundations and incorporation of ECTS	xxx	xx										
2.2	Workshops "Modular Study System with ECTS"	x											
2.3	Official adoption of designed modular study system with ECTS on faculties and universities		x	x									
3	New revised curricula			0									
3.1	Creation of new curricula based on Common Foundations and modular study system with ECTS on each faculty			xxx	xx	=xxx	=xxx	=xxx	=xxx	xx	xx		
3.2	Plenary considerations of prepared curricula on each faculty				x					x			
3.3	Official adoption and implementation of new curricula with Diploma Supplement on each faculty										x	x	x
4	Updating of libraries, classrooms and laboratories												
4.1	Purchasing and acquiring the supplement text books and journals for libraries	xxxx	xxxx					xxxx	xxxx				

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4.2	Purchasing and acquiring the equipment and software for classrooms and laboratories	xxxx	xx	x	x	x	x						
5.	Preconditions for mobility of students and teaching staff				0								
5.1	Training of teaching staff and students mobilities												
5.2	Preparation and official adoption of documents for student mobility				xx			=xxx	xx				
6	Dissemination and sustainability												
6.1	Designing and implementation of new WEB site with all relevant project information	xxxx											
6.2	Informing stakeholders about new opportunities of revised studies	x	x	x	xx	xx	xx	xx	x	x	x	x	x
6.3	Designing and implementation of experiments based on programmable equipment for web acces							x	x	x	x	x	x
7	Quality control and monitoring	==xx	==	==xx									
8	Management of the project												
8.1	Overall project management and administration	==xx											
8.2	Co-ordination meetings of the Central Management Team				x								
8.3	Meetings of the Local Co-ordinating Team		x		x				x				

WORKPLAN for .....3<sup>rd</sup> ..... project year

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1	New Common Foundations for education of teachers of science and mathematics compatible with EU standards												
1.1	Definition of Common Foundations that specify competencies for science teachers in each science												
1.2	Workshop “Common Foundations”												
1.3	Official adoption of Common Foundations on faculties and universities and by the Ministry of Education and Sport												
2	New modular study system with ECTS												
2.1	Modular design of subjects, based on adopted Common Foundations and incorporation of ECTS												
2.2	Workshops “Modular Study System with ECTS”												
2.3	Official adoption of designed modular study system with ECTS on faculties and universities												
3	New revised curricula												0
3.1	Creation of new curricula based on Common Foundations and modular study system with ECTS on each faculty												
3.2	Plenary considerations of prepared curricula on each faculty												
3.3	Official adoption and implementation of new curricula with Diploma Supplement on each faculty	xx	xxxx	xxxx	xxxx	xx	xxxx	xxxx	xxxx	xxxx	xx	x	x

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4	Updating of libraries, classrooms and laboratories												<b>0</b>
4.1	Purchasing and acquiring the supplement text books and journals for libraries	=xx	=xx	xxxx	=xx	=x	xx	x	x	x	x	x	x
4.2	Purchasing and acquiring the equipment and software for classrooms and laboratories	=xx	=xx	xx	=xx	=x	x	x	x				
5.	Preconditions for mobility of students and teaching staff												<b>0</b>
5.1	Training of teaching staff and students mobilities						====	====	====	xxxx			
5.2	Preparation and official adoption of documents for student mobility							xx	xx				x
6	Dissemination and sustainability												<b>0</b>
6.1	Designing and implementation of new WEB site with all relevant project information	xxxx											
6.2	Informing stakeholders about new opportunities of revised studies	x	x	x	x	x	xx	xx	xx	xx	xx	x	x
6.3	Designing and implementation of experiments based on programmable equipment for web acces	x	x	x	x	x	x	x	x	x	x	x	x
7	Quality control and monitoring	==xx	=x <b>0</b>										
8	Management of the project												<b>0</b>
8.1	Overall project management and administration	==xx											
8.2	Co-ordination meetings of the Central Management Team									x			
8.3	Meetings of the Local Co-ordinating Team	x					x			x			x

### III.5 OUTCOME & ACTIVITY TABLES

The outcome tables enable you to give precise details on each expected outcome and the related activities. You should also provide details on the resources needed for each outcome. Please create additional tables if further space is needed.

The following types of information will be required:

- Please fill in the same title and reference number for each outcome as provided in the Logical Framework Matrix.
- Please include assumptions and risks for each outcome where relevant.
- Please provide a representative title for each activity together with a sub-reference number, starting and end date.
- An adequate description of each activity; what will be done, when, where and how.
- The consortium member/s or experts who will carry out an activity should be stated, specifying which staff from which of the consortium members will be responsible for and carry out each single activity (e.g.: Senior administrative staff from university A; the rectorate of university B; finance officers from institution C; quality control staff from institution D, etc.). It is not sufficient to merely list some (or all) consortium members.
- For each activity a target group must be clearly identified. A target group is composed of the direct beneficiaries of the activity and could typically include one or more of the following: Academic staff of a given department, university administrative staff, students, trainees participating in a training course. Please quantify your target group and state precisely who they are and where they are located (e.g.: 5 librarians of university A; 20 secondary school teachers, 25 students from the institutions B, C and D; 10 administrators at the Ministry of Education; etc.). This is particularly important for projects in which several Partner Country institutions are involved.
- All the resources (financial, human, material) needed to execute an activity must be described in the “Input” row. The information provided should be specified and itemised. For staff costs please provide information on the kind of staff, where they come from and what the hourly rates are (e.g.: Academic staff from EU institution F x G hours x H Euro). In case of staff and student mobilities, you must indicate the number of people, the direction and duration of each of the mobilities (e.g.: 5 PC staff to EU institution A for B number of weeks). For equipment, you should be as precise as possible on the types of equipment needed for each activity and the number of items (e.g.: 15 computers and 1 network printer).
- For each outcome you should indicate the types of expenditures that will be necessary by filling in the “related costs” table at the end of this section. You should not duplicate expenditure under more than one outcome, as the sum of the total budget required for each outcome should correspond to the totals indicated in Section V, Table 8, ‘Summary of project funding requirements’.
  - ◆ Overheads should be accounted for only once, under the outcomes and activities table for ‘Management of the Project’.

For Dissemination and Sustainability, Quality Control and Monitoring, and Management of the Project, you must also provide a description of the strategy you will adopt.

**OUTCOME/OUTPUT AND ACTIVITY TABLES**

<i>Outcome/output title:</i>	<b><i>New Common Foundations for education of teachers of science and mathematics compatible with EU standards</i></b>		<i>Ref. N°:</i>	<b>1</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	May 2007	
<i>Related Assumptions and risks:</i>	Institutional support from the involved universities and Ministry of Education and Sport			

<i>Activity title:</i>	<b><i>Definition of Common Foundations that specify competencies for science teaching in each science</i></b>		<i>Sub Ref. N°:</i>	<b>1.1</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	February 2007	
<i>Description of the activity:</i>	<p>Within this activity partners from Serbia will visit UDFS for the main purpose of development of Common Foundations. During these visits the colleagues from Serbia organised in LWG together with experts from Debrecen will study the Common Foundations, modular study system and ECTS used at the host University. The colleagues from this University will share with Serbian colleagues their experience and know-how, and they will prepare together strategies for the creation of Common Foundations for education of teachers of science at the universities in Serbia. Before and after these visits, partners from Serbia will perform visits within universities in Serbia for preparation and definition of Common Foundations.</p> <p>Preparation of Common Foundations based on two levels study system (undergraduate – B.Sc. and graduate M.Sc.) will be done during six months (the first project year) by LWG at all universities in Serbia.</p> <p>The expected total extent will be 60 hours per science group.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members from Serbia and UDFS			
<i>Target group/s:</i>	Teachers for Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM			
<i>Inputs:</i>	<p>22 members of LWG from Serbia to Debrecen for 1 week (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Novi Sad and Nis to Kragujevac for 2 days (costs of stay and travel costs)</p> <p>18 members of LWG travelling from Novi Sad, Nis and Kragujevac to Belgrade for 2 days (costs of stay and travel costs)</p> <p>Academic fee</p> <p>Printing and publishing costs</p>			

<i>Activity title:</i>	<b><i>Workshop “Common Foundations”</i></b>		<i>Sub Ref. N°:</i>	<b>1.2</b>
<i>Starting date:</i>	December 2006	<i>End date:</i>	December 2006	
<i>Description of the activity:</i>	<p>A 2-days workshop in Serbia will be organised in Kragujevac. The workshops will be attended by LWG of all consortium members in Serbia, four experts from UDFS and the expert for geography. The aim of the workshop:</p> <ul style="list-style-type: none"> <li>- to observe and discuss the actual situation concerning studies for teachers of sciences and mathematics</li> <li>- to present experience of the UDFS, as well of the expert for geography</li> <li>- to discuss appropriate strategy for creation of Common Foundations</li> </ul>			
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia, the experts from UDFS and the expert for geography			

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<i>Target group/s:</i>	Teachers for Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM
<i>Inputs:</i>	4 experts from Debrecen to Kragujevac for 4 days (costs of stay and travel costs) 1 expert from EU to Kragujevac for 4 days (costs of stay and travel costs) 20 members of LWG from Belgrade, Novi Sad and Nis to Kragujevac for 2 days (costs of stay and travel costs) Academic fee Printing and publishing costs

<i>Activity title:</i>	<i>Official adoption of Common Foundations on faculties and universities and by Ministry of Education and Sport</i>	<i>Sub Ref. N°:</i>	1.3
<i>Starting date:</i>	March 2007	<i>End date:</i>	May 2007
<i>Description of the activity:</i>	The adoption of Common Foundations will require to perform the following main procedures: - Obtaining approvals for new Common Foundations from faculty authorities - Obtaining approvals for new Common Foundations from university authorities - Obtaining approvals for new Common Foundations from Ministry authorities		
<i>The consortium member/s or experts who will carry out the activity:</i>	Four universities and Ministry of Education and Sport in Serbia		
<i>Target group/s:</i>	Faculty, University and Ministry management		
<i>Inputs:</i>			

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	21188
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	37810
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	500
<i>Other Costs</i>	1100
<b>Total Costs</b>	<b>60598</b>

<i>Outcome/output title:</i>	<b><i>New modular study system with ECTS</i></b>	<i>Ref. N°:</i>	<b>2</b>
<i>Starting date:</i>	April 2007	<i>End date:</i>	November 2007

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<i>Related Assumptions and risks:</i>	Institutional support from the involved universities Support of university authorities concerning ECTS
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<i>Activity title:</i>	<i>Modular design of subjects, based on adopted Common Foundations and incorporation of ECTS</i>	<i>Sub Ref. N°:</i>	<b>2.1</b>
<i>Starting date:</i>	April 2007	<i>End date:</i>	October 2007
<i>Description of the activity:</i>	<p>Within this activity the Serbian partners, members of LWG will visit the UJFMS. During these visits the colleagues from Serbia will study the modular study system and ECTS used at the host University. The colleagues from this University will share with Serbian colleagues their experience and know-how, and they will prepare together strategies for the creation of modular study system with ECTS for education of teachers of science and mathematics on universities in Serbia.</p> <p>LWG will also perform visits within universities in Serbia for preparation and definition of modular study system with ECTS.</p> <p>Modular study system with ECTS will be prepared during seven months (at the end of the first and the beginning of the second project year) by LWG at all universities in Serbia.</p> <p>The expected total extent will be 60 hours per science group.</p>		
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia and UJFMS		
<i>Target group/s:</i>	Teachers of Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM		
<i>Inputs:</i>	<p>22 members of LWG from Serbia to Jyväskylä for 1 week (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Novi Sad and Kragujevac to Nis for 2 days (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Nis and Kragujevac to Novi Sad for 2 days (costs of stay and travel costs)</p> <p>Academic fee</p> <p>Printing and publishing costs</p>		

<i>Activity title:</i>	<i>Workshops “Modular Study System with ECTS”</i>	<i>Sub Ref. N°:</i>	<b>2.2</b>
<i>Starting date:</i>	September 2007	<i>End date:</i>	September 2007
<i>Description of the activity:</i>	<p>A five one-day workshops in Serbia will be organised in Kragujevac (Biology), Belgrade (Physics and Geogrphy), Novi Sad (Mathematics) and Nis (Chemistry) thematically for each science. The workshops will be attended by LWG of all consortium members in Serbia, four experts from UJFMS and the expert for geography. The aim of the workshops:</p> <ul style="list-style-type: none"> <li>- to observe and discuss the actual situation concerning adopted Common Foundations for education of teachers of science and mathematics in Serbia</li> <li>- to present the experience of the UJFMS, as well of the expert for geography</li> <li>- to discuss appropriate strategy for creation of modular study system with ECTS</li> </ul>		
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia, the experts from UJFMS and the expert for geography		
<i>Target group/s:</i>	Teachers for Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM		

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<i>Inputs:</i>	<p>4 experts from Jyväskylä to Serbia for 3 days (costs of stay and travel costs)</p> <p>1 expert from EU to Belgrade for 3 days (costs of stay and travel costs)</p> <p>3 members of LWG travelling from Belgrade, Novi Sad and Nis to Kragujevac for 1 day (costs of stay and travel costs)</p> <p>3 members of LWG travelling from Belgrade, Novi Sad and Kragujevac to Nis for 1 day (costs of stay and travel costs)</p> <p>3 members of LWG travelling from Belgrade, Nis and Kragujevac to Novi Sad for 1 day (costs of stay and travel costs)</p> <p>5 members of LWG travelling from Nis, Kragujevac and Novi Sad to Belgrade for 1 day (costs of stay and travel costs)</p> <p>Academic fee</p> <p>Printing and publishing costs</p>
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<i>Activity title:</i>	<i>Official adoption of designed modular study system with ECTS on faculties and universities in Serbia</i>	<i>Sub Ref. N°:</i>	2.3
<i>Starting date:</i>	October 2007	<i>End date:</i>	November 2007
<i>Description of the activity:</i>	<p>The adoption of Modular subjects with incorporated ECTS will require to perform the following main procedures:</p> <ul style="list-style-type: none"> <li>- Obtaining approvals from faculty authorities</li> <li>- Obtaining approvals from university authorities</li> </ul>		
<i>The consortium member/s or experts who will carry out the activity:</i>	Four universities in Serbia		
<i>Target group/s:</i>	Faculty and University management		
<i>Inputs:</i>			

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	19688
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	42500
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	500
<i>Other Costs</i>	1100
<b>Total Costs</b>	63788

<i>Outcome/output title:</i>	<i>New revised curricula</i>	<i>Ref. N°:</i>	<b>3</b>
<i>Starting date:</i>	November 2007	<i>End date:</i>	August 2009

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<i>Related Assumptions and risks:</i>	Enough staff from partner universities interested in the creation of the new curricula
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<i>Activity title:</i>	<i>Creation of new curricula based on Common Foundations and modular study system with ECTS on each faculty</i>	<i>Sub Ref. N°:</i>	<b>3.1</b>
<i>Starting date:</i>	November 2007	<i>End date:</i>	Jun 2008
<i>Description of the activity:</i>	<p>LWG will coordinate the preparation and creation of new curricula based on Common Foundations, modular study system and incorporated ECTS with all teaching staff on all faculties of sciences and mathematics in Serbia. LWG will also co-operate with the experts from EU partner institutions who will contribute to the development with their expertise. Members of the LWG will have several meetings in Serbia and will perform also several short visits to UDFS and UJFMS in order to study and discuss their EU-colleagues for the relevant topics.</p> <p>New curricula will be prepared during eight months (at the second project year) at all universities in Serbia.</p> <p>The expected total extent will be 60 hours per science group.</p>		
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members		
<i>Target group/s:</i>	Teachers of Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM		
<i>Inputs:</i>	<p>12 members of LWG from Serbia to Debrecen for 4 days (costs of stay and travel costs)</p> <p>10 members of LWG from Serbia to Jyväskylä for 4 days (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Novi Sad and Nis to Kragujevac for 1 day (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Novi Sad and Kragujevac to Nis for 1 day (costs of stay and travel costs)</p> <p>20 members of LWG travelling from Belgrade, Nis and Kragujevac to Novi Sad for 1 day (costs of stay and travel costs)</p> <p>18 members of LWG travelling from Novi Sad, Nis and Kragujevac to Belgrade for 1 day (costs of stay and travel costs)</p> <p>Academic fee</p> <p>Printing and publishing costs</p>		

<i>Activity title:</i>	<i>Plenary considerations of prepared curricula on each faculty</i>	<i>Sub Ref. N°:</i>	3.2
<i>Starting date:</i>	December 2007	<i>End date:</i>	May 2008
<i>Description of the activity:</i>	<p>The one-day seminars in Serbia will be organised by the members of LWG in Kragujevac, Belgrade, Novi Sad and Nis two times. The seminars will be attended by the teaching staff of all consortium members in Serbia and representatives of LWG.</p> <p>The aim of the first seminar:</p> <ul style="list-style-type: none"> <li>- presentation of the new adopted Common Foundations for education of teachers of science and mathematics</li> <li>- presentation of the new adopted modular study system with incorporated ECTS</li> <li>- discussion of the appropriate strategy for creation of the new curricula on the basis of Common Foundations and modular study system with ECTS</li> </ul> <p>The aim of the second seminar:</p> <ul style="list-style-type: none"> <li>- presentation of the new curricula on the basis of Common Foundations and modular study system with ECTS</li> </ul>		

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<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia
<i>Target group/s:</i>	Teachers of Biology, Chemistry, Geography, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM
<i>Inputs:</i>	Printing and publishing costs Administrative support

<i>Activity title:</i>	<i>Official adoption and implementation of new curricula with Diploma Supplement on each faculty</i>	<i>Sub Ref. N°:</i>	3.3
<i>Starting date:</i>	Jun 2008	<i>End date:</i>	August 2009
<i>Description of the activity:</i>	Implementation of the new curricula will require performance of the following main procedures: - Obtaining approvals from faculty authorities at the end of the second project year - Obtaining approvals from university authorities at the end of the second project year - Incorporating the courses into universities' programmes in the third project year - Starting to teach according to the new curricula in the third project year - Diploma Supplement at the end of the third project year		
<i>The consortium member/s or experts who will carry out the activity:</i>	Four universities in Serbia		
<i>Target group/s:</i>	Faculty and university management, students, LWG		
<i>Inputs:</i>			

<b>RELATED COSTS (for the outcome/output described above)</b>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	14588
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	22300
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	3000
<i>Other Costs</i>	1100
<b><i>Total Costs</i></b>	<b>40988</b>

<i>Outcome/output title:</i>	<i>Updating of libraries, classrooms and laboratories</i>	<i>Ref. N°:</i>	<b>4</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009

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<i>Related Assumptions and risks:</i>	Enough space for the new equipment
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<i>Activity title:</i>	<i>Purchasing and acquiring the supplement text books and journals for libraries</i>	<i>Sub Ref. N°:</i>	<b>4.1</b>
<i>Starting date:</i>	October 2006	<i>End date:</i>	August 2009
<i>Description of the activity:</i>	<p>As the access to the latest information in the area of scientific achievement, educational methods, etc. is one of the pre-conditions for the successful development of modern curricula and courses, a strong attention will be paid in the project to updating of the libraries. It is planned to purchase teaching books, scientific books, journals, dictionaries and other relevant literature (for the partners from Serbia), following opinion and expertise by the members from EU.</p> <p>During the first year of the project, text-books will be analyzed, studied, compared with existing ones at partner universities and new titles will be suggested.</p> <p>New teaching material and text-books will be either in preparation or purchased.</p>		
<i>The consortium member/s or experts who will carry out the activity:</i>	Four universities in Serbia		
<i>Target group/s:</i>	Teaching staff and students at UKFS, UBFsSs, UNSFS and UNFSM		
<i>Inputs:</i>	<p>Expert literature (books and periodicals)</p> <p>Access to databases (libraries and electronic libraries outside the consortium)</p>		

<i>Activity title:</i>	<i>Purchasing and acquiring the equipment and software for classrooms and laboraories</i>	<i>Sub Ref. N°:</i>	<b>4.2</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	April 2009
<i>Description of the activity:</i>	<p>In order to come to a comparable level of equipment which is the standard in the EU countries, the project partners from Serbia urgently need:</p> <ul style="list-style-type: none"> <li>• office equipment (computers for development of teaching materials and administration tasks, printers, etc.)</li> <li>• teaching and presentation equipment (computers for seminar rooms where the students have exercises, video projectors for modern teaching, etc.)</li> <li>• office and educational software necessary for the work on computers</li> <li>• various laboratories for different sciences need substantial upgrading that can be achieved by acquiring and installing data acquisition systems (DAS). Those systems are universal, programmable, can be used for all kinds of measurements and experiment control using computers and can be combined with existing equipment. DAS provide new quality expressed in accuracy, speed, management of large quantities of measured data, integration with Information System of the Institutution, WEB access and control of experiments in laboratories.</li> </ul>		
<i>The consortium member/s or experts who will carry out the activity:</i>	UKFS, UBFsSs, UNSFS and UNFSM		
<i>Target group/s:</i>	Lecturers and students at UKFS, UBFsSs, UNSFS and UNFSM		

<i>Inputs:</i>	<ul style="list-style-type: none"> <li>• Expert literature (books and periodicals)</li> <li>• 42 PC computers</li> <li>• 42 Laser printer A4</li> <li>• 9 Copy machines</li> <li>• Web server</li> <li>• 20 Data acquisition systems</li> <li>• 20 Video beam projector</li> <li>• 20 Laptops</li> <li>• Equipment for seminar (workshop) room</li> <li>• Furniture for classrooms</li> </ul>
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<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	
<i>Equipment Costs</i>	152400
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b>Total Costs</b>	<b>152400</b>

<i>Outcome/output title:</i>	<b>Preconditions for mobility of students and teaching staff</b>		<i>Ref. N°:</i>	<b>5</b>
<i>Starting date:</i>	December 2007	<i>End date:</i>	August 2009	
<i>Related Assumptions and risks:</i>	<ul style="list-style-type: none"> <li>• Enough students have interest to study abroad</li> <li>• Enough students speak foreign language</li> </ul>			

<i>Activity title:</i>	<i>Training of teaching staff and students mobilities</i>		<i>Sub Ref. N°:</i>	<b>5.1</b>
<i>Starting date:</i>	February 2009	<i>End date:</i>	May 2009	

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<p><i>Description of the activity:</i></p>	<p>Enhanced mobility of students and teachers will be a consequence of establishing a new study system and cooperation with other universities in the region and EU and an important part of the co-operation activities among the project partners.</p> <p>In the third year of the project, teachers of biology, chemistry, mathematics, physics and physical chemistry from universities in Serbia will perform short visits at the UDFS, in order:</p> <ul style="list-style-type: none"> <li>• to enhance existing contacts, create new contacts and develop future activities in cooperation with the host institutions; the contacts will broaden partnership and facilitate the organisation of student mobility</li> <li>• to get to know other ways of teaching and learning, different university system, personally enriching experiences.</li> </ul> <p>In the third year of the project, universities in Serbia, a project consortium partners, also will perform students mobilities (students of biology, chemistry, mathematics and physics) at the UJFMS.</p> <p>After these visits seminars will be organised attended by the students and teaching staff. The aim of the seminars is:</p> <ul style="list-style-type: none"> <li>• the adoption of new or reconstructed teaching methodologies through the retraining and up-dating of skills for teaching staff at home</li> <li>• supporting the education and (re)training of teachers (esspecially of a younger generation)</li> </ul>
<p><i>The consortium member/s or experts who will carry out the activity:</i></p>	<p>All consortium members</p>
<p><i>Target group/s:</i></p>	<p>Teachers and students of Biology, Chemistry, Mathematics, Physics and Physical Chemistry at UKFS, UBFsSs, UNSFS and UNFSM</p>
<p><i>Inputs:</i></p>	<ul style="list-style-type: none"> <li>• 17 teachers of from Serbia to Debrecen for 1 week (travelling costs and cost of stay)</li> <li>• 4 students mobilities from Serbia to Jyväskylä for 3 months (travelling costs, cost of stay and institutional costs)</li> </ul>

<p><i>Activity title:</i></p>	<p>Preparation and official adoption of documents for student mobility</p>		<p><i>Sub Ref. N°:</i></p>	<p><b>5.2</b></p>
<p><i>Starting date:</i></p>	<p>December 2007</p>	<p><i>End date:</i></p>	<p>Septembar 2009</p>	
<p><i>Description of the activity:</i></p>	<p>The evaluation of the student mobility will be an important input for:</p> <ul style="list-style-type: none"> <li>• updating curricula, courses, teaching methods, etc.</li> <li>• updating the procedure for the mutual recognition of studies abroad.</li> </ul> <p>Preparation and adoption of official documents that define and regulate conditions for student mobility on each faculty will begin in the second project year.</p>			
<p><i>The consortium member/s or experts who will carry out the activity:</i></p>	<p>UKFS, UBFsSs, UNSFS and UNFSM</p>			
<p><i>Target group/s:</i></p>	<p>Teaching staff and students at UKFS, UBFsSs, UNSFS and UNFSM</p>			
<p><i>Inputs:</i></p>				

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	6000
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	36700
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	1050
<b>Total Costs</b>	<b>43750</b>

### III.5.1 DISSEMINATION

A maximum of one page A4

Please describe the dissemination strategy the consortium will follow in order to ensure that positive results will be made available both within and outside the Partner Country institutions during the life of the project.

The first step for dissemination of the project is preparation of the web site, where the wider audience can be informed about the project activities and project results. Web site should contain all relevant data of the project and will be kept updated through the whole duration of the project with all important activities, results and current state of the project. Regular updating of the web site will be centralized and within responsibilities of LCT that manages and coordinates WG and is in contact with CMT.

Project Web site will be also used for the promotion of the new kind of teaching. Existing and new developed experiments with acquired data acquisition systems that can be accessed by remote user from the web will be installed. Those experiments based on programmable equipment will improve the distance learning in the field of sciences, where experiments and laboratory work are necessary part of teaching.

Dissemination will also be directed to University of Podgorica as member of project consortium of ongoing Tempus project JEP-19099-2004. Visits to University of Podgorica will be timed after study visits to EU partners.

Very important aspect of the project is the distribution of project results towards various beneficiaries like students, primary and secondary schools, Ministry of Education and Sport, wider community. New marketing presentations will be organized for promoting the faculties of science in the regions that they cover. Important project results will be published and distributed in the printed form and announced by the mass media, seminars and lectures at schools, seminars and lectures for students, popular lectures for the wider audience. Project results will also be distributed abroad to universities and institutions that cooperate with consortium members.

<i>Outcome/output title:</i>	<b>DISSEMINATION</b>		<i>Ref. N°:</i>	<b>6</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Related Assumptions and risks:</i>	Curricula approved by universities authorities and by Ministry of Education and Sport Enough stakeholders interested for the project results Properly functioning of internet connections			

<i>Activity title:</i>	<i>Designing and implementation of the new WEB site with all relevant project information</i>		<i>Sub Ref. N°:</i>	<b>6.1</b>
<i>Starting date:</i>	October 2006	<i>End date:</i>	August 2009	
<i>Description of the activity:</i>	A web site will be created and permanently updated. The web-site will include all informations about the consortium members, project activities, curricula, ECTS, workshops and a possibility for discussion groups.			
<i>The consortium member/s or experts who will carry out the activity:</i>	UKFS			
<i>Target group/s:</i>	All consortium members Teaching staff at the universities and schools in Serbia, Students of sciences and mathematics, Pupils from the secondary schools interested in those disciplines			
<i>Inputs:</i>	Administrative to maintain of web–site Web server preparing and updating (activity 4.2.)			

<i>Activity title:</i>	<i>Informing and introducing of relevant stakeholders with new opportunities of revised studies</i>		<i>Sub Ref. N°:</i>	<b>6.2</b>
<i>Starting date:</i>	March 2007	<i>End date:</i>	August 2009	
<i>Description of the activity:</i>	This activity includes the informing of all interested stakeholders about the opportunities of revised studies in Serbia. These activities will be performed in the following ways: - by seminars and lectures in the regional secondary schools, - by printed materials (booklets for future student or text books), - by mass media  The preparation of materials for printing and publishing is planned from the moment of adoption of Common Foundations to the end of the project period. Approximately 40 seminars and lectures will be prepared for regional secondary schools, according to some finished project activities and important moments for decisions of future students what to study. Also important project results will be announced by mass media for the wider audience. Project results will also be distributed abroad to universities and institutions that cooperate with consortium members. At the end of the project, all the activities, results and experiences gained during the project will be gathered and published in the form of the text book that will be officially presented at the conference announced and covered by mass media.  This activity also includes inter-project communication with the University of Podgorica as the member of project consortium of ongoing Tempus project JEP-19099-2004. Visits to University of Podgorica are timed after study visits to EU partners.			
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia			

<i>Target group/s:</i>	Students Secondary schools in the region Ministry of Education and Sport Wider community
<i>Inputs:</i>	Administrative fee The costs of regional travels Printing and publishing (including mass media) costs

<i>Activity title:</i>	<i>Designing and implementation of experiments based on programmable equipment for web acces</i>	<i>Sub Ref. N°:</i>	<b>6.3</b>
<i>Starting date:</i>	March 2008	<i>End date:</i>	August 2009
<i>Description of the activity:</i>	This activity includes the designing and implementation of experiments based on programmable equipment- acquired data acquisition systems, for web access. Such experiments can be easily and conveniently controlled and performed from any computer connected to the Internet, and used as support for classical teaching in classroom or elearning. It gives new opportunities for observing experiments at any time and place outside the laboratory		
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium partners in Serbia		
<i>Target group/s:</i>	Teaching staff Students		
<i>Inputs:</i>	PC computers (activity 4.2.) Data acquisition systems (activity 4.2.)		

<b><i>COSTS RELATED TO DISSEMINATION</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	4720
<i>Cost of Stay and Travel Costs</i>	2000
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	1000
<i>Other Costs</i>	1600
<b><i>Total Costs</i></b>	<b>9320</b>

### III.5.2 SUSTAINABILITY

A maximum of half page A4

In this section applicants should refer to activities that will be organised during the project life time and that will lead to the

sustainability of project results after the Tempus financing has ended. Factors that contribute to the sustainability of project results such as the accreditation of the new courses and/or curricula; involvement of the private sector and/or other stakeholders for future development and planning; future oriented partnerships between universities, guarantee of future financial resources, preparation and/or setting-up of a business plan for the newly established unit/centre, etc;

Please describe the long-term perspective for project results, making particular reference to various aspects such as:

- Financial sustainability (how will activities be financed after the Tempus funding has ended?).
- Institutional sustainability (will structures be established and remain in place so as to allow activities to continue?).
- Sustainability at the policy level where applicable (what will be the structural impact of the project – e.g. will it lead to improved methods, procedures, legislation?)
- The proposed project is prepared with the best knowledge of the new Law for higher education that is incorporated in the project proposal. New studies for the teachers of science based on proposed new curricula, improved and updated classrooms, laboratories and libraries, will be the direct implementation of the new Law and EU standards. As the education of teachers of science on consortium members faculties in Serbia is very important and necessary for the whole society, we expect the financial support by the corresponding ministry in the future also, as it was in the past.

New generations of students will be educated according to the new developed curricula and in better conditions for studying. The work on further improvement of the studies covered by this project and all other also is necessary in the new conditions of increased students and teachers mobility that will also increase competition for better studies among universities in the country and abroad.

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<i>Outcome/output title:</i>	<b>SUSTAINABILITY</b>		<i>Ref. N°:</i>	<b>6</b>
<i>Starting date:</i>	March 2007	<i>End date:</i>	August 2009	
<i>Related Assumptions and risks:</i>	Curricula approved by Universities authorities and by Ministry of Education and Sport Students mobility			

<i>Activity title:</i>	<i>Activities in accordance with the results of 1.3; 2.3; 3.3;4.1; 4.2; 5.2; 6.1; 6.2 and 6.3 activities</i>		<i>Sub Ref. N°:</i>	<b>6</b>
<i>Starting date:</i>	September 2006	<i>End date :</i>	August 2009	
<i>Description of the activity:</i>	All officially adopted documents which result from the project directly contribute and guarantee that the project results will be implemented and used for long time after the project is over. Experience gathered in the last year of the project in implementation of new curricula will be very important for future educational work, as it will influence further revision and accomodation of new curricula according to experience gathered in practical educational process. In that way, new curricula developed by the project will continue to improve in order to meet the new demands of successful education. Therefore we have high expectations that the financing from the Ministry of Education and Sport will be continued in future.			
<i>The consortium member/s or experts who will carry out the activity:</i>	All consortium members in Serbia			
<i>Target group/s:</i>	Universities in Serbia Teaching staff Students Other stakeholders			
<i>Inputs:</i>				

<b><i>COSTS RELATED TO SUSTAINABILITY</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	
<i>Cost of Stay and Travel Costs</i>	
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b><i>Total Costs</i></b>	

### **III.5.3 QUALITY CONTROL AND MONITORING**

A maximum of half page A4

Please use this section to describe your overall internal and external quality control and monitoring strategies/methods by providing information on the following issues: How will the timely achievement of the planned outcomes be demonstrated/measured in an objective and quantifiable way? Which are the adjustment mechanisms foreseen in case the quality differs from the one expected or the outcomes will not be achieved on time? Please describe the concrete evaluation measures and the identified responsible actors. Typical actions could include for example peer reviews, evaluations and external accreditation or inter-Tempus project coaching.

Quality control and monitoring of project activities and results will be performed continuously throughout the whole duration of the project and evaluated at several levels.

Time dimension of the project activities will be monitored and controlled by the CMT and LCT. CMT will control and have insight into overall project activities, the fulfillment of the main project phases as stated in the work plan. LCT will have insight and control into more detailed activities performed by the LWG.

The main strategy for preventing the time lag in project activities is the early discovery of causes and taking immediate actions in the form of consultations and meetings. The achieved quality of the stated project outcomes (Common Foundations and modular study system with ECTS) will be checked by the experts from the EU partner universities. The outcomes will be compared with existing EU counterparts, based on the EU standards, and taking into account the specific conditions and the needs of faculties in Serbia. Early discovery of the lower quality will be achieved by experts review at least once before the final outcome is ready. In the case of discovered lower quality, problem will be solved by consultations and meetings of all relevant subjects within consortium members. Experts review of the final outcome with positive result, is necessary precondition for legal adoption or implementation of the corresponding outcome.

For geography, the individual project expert will follow the activities and quality of results of this WG.

<i>Outcome/output title:</i>	<b>QUALITY CONTROL AND MONITORING</b>		<i>Ref. N°:</i>	<b>7</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Related Assumptions and risks:</i>	Well organized communication and cooperation among all consortium partners			

<i>Activity title:</i>	<i>Quality control</i>			
<i>Ref. No. of outcome/s to be assessed:</i>	1,2,3,4,5,6:			
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Indicators of progress:</i>	<ul style="list-style-type: none"> <li>- Common Foundations are agreed upon and adopted by all consortium members.</li> <li>- Defined new modular study system with ECTS and adopted by all consortium members</li> <li>- Adopted new curricula on each faculty in Serbia</li> <li>- Engagement and cooperation with individuals and institutions</li> <li>- Project data available on WEB site and in printed form (text books, booklets)</li> </ul>			
<i>How the indicators will be assessed:</i>	<ul style="list-style-type: none"> <li>- Faculty and University official documents on adopted Common Foundations, modular studies and new curricula</li> <li>- Official reports and observations from EU partners on project development</li> <li>- New lectures and laboratory exercises performed on new equipment</li> </ul>			
<i>Consortium member/s or experts who will carry out the assessment:</i>	The experts from EU partner universities			
<i>Inputs:</i>	Academic fee			

<i>Activity title:</i>	<i>Monitoring</i>			
<i>Ref. No. of outcome/s to be assessed:</i>	<b>1,2,3,4,5,6,</b>			
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Indicators of progress:</i>	<ul style="list-style-type: none"> <li>- Common Foundations are agreed upon and adopted by all consortium members.</li> <li>- Defined new modular study system with ECTS and adopted by all consortium members</li> <li>- Adopted new curricula on each faculty in Serbia</li> <li>- New teaching materials, text books and journals in library</li> <li>- New equipment installed in laboratories and ready for use</li> <li>- Engagement and cooperation with individuals and institutions</li> <li>- Project data available on WEB site and in a different-way-printed form (text books, informantor)</li> </ul>			
<i>How the indicators will be assessed:</i>	<ul style="list-style-type: none"> <li>- Faculty and University official documents on adopted Common Foundations, modular studies and new curricula</li> <li>- Official reports and observations from EU partners on project development</li> <li>- Library statistics on borrowed books</li> <li>- New lectures and laboratory exercises performed on new equipment</li> <li>- Comparison of new and old student mobility</li> <li>- Registered number of visits on project web site</li> </ul>			
<i>Consortium member/s or experts who will carry out the assessment:</i>	<ul style="list-style-type: none"> <li>- CMT</li> <li>- LCT</li> </ul>			

<i>Inputs:</i>	Administrative fee
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<i>Activity title:</i>			
<i>Ref. No. of outcome/s to be assessed:</i>			
<i>Starting date:</i>		<i>End date:</i>	
<i>Indicators of progress:</i>			
<i>How the indicators will be assessed:</i>			
<i>Consortium member/s or experts who will carry out the assessment:</i>			
<i>Inputs:</i>			

<b><i>COSTS RELATED TO QUALITY CONTROL AND MONITORING</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	40500
<i>Cost of Stay and Travel Costs</i>	
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b><i>Total Costs</i></b>	<b>40500</b>

### III.5.4 MANAGEMENT OF THE PROJECT

A maximum of one page A4

Please describe the **role and responsibility** within the project of **each** consortium member (from the Partner Country(ies) as well as from the EU) and of individual experts (where appropriate).

Applicants should include an estimation of the tasks that will have to be performed in each project year in order to guarantee effective and efficient project management. This section should also make reference to human resource hours for tasks related to project management.

In addition, you should explain how the overall project management will be implemented making specific reference to the management structure in the Partner Country/ies, how decisions will be taken (reference should be made to decision-making mechanisms/bodies and their roles in case of divergent opinions) and how the consortium proposes to ensure permanent and effective communication and reporting.

The Management structure of the project consists of the two teams: CMT and LCT. CMT will discuss all aspects of activities, monitoring and evaluating the progress of the project, making decisions about the purchase of all equipment for the project and coordinate the work of LCT, WG and individual expert. The role of CMT will be particularly important in solving any kind of problem, if some difficulties arise in planned project activities. In such cases, the CMT will find the best solution. Four meetings of CMT members are planned during project lifetime.

The role of LCT will be to coordinate activities, including dissemination, between universities in Serbia, to coordinate and harmonize activities of LWG.

The four partner universities in Serbia will provide necessary conditions to enable normal activities according to the project.

The Coordinator institution, UKFS will initiate and monitor project activities, permanently communicate with the all partners in the country and especially with Contractor.

The Contractor, UDFS will monitor all project activities and decide whether these are in accordance with the plan. Also, Contractor will be in permanent communication with Coordinator, making decisions about the use of grant, purchase and quality of the obtained results.

The UJFMS will provide assistance and information necessary for the project activities together with the Contractor, perform monitoring of the quality of the activities and results.

<i>Outcome/output title:</i>	<b>MANAGEMENT OF THE PROJECT</b>		<i>Ref. N°:</i>	<b>8</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Related Assumptions and risks:</i>	Well organized continuous communication among all consortium members			

<i>Activity title:</i>	<i>Overall project management and administration</i>		<i>Sub Ref. N°:</i>	<b>8.1</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Description of the activity:</i>	Continuous organizing and coordinating during project life time of LCT, WG, evaluation, preparation of reports, accounting and other project activities.			
<i>The consortium member/s or experts who will carry out the activity:</i>	CMT			
<i>Target group/s:</i>	LCT WG			
<i>Inputs:</i>	Administrative fee			

<i>Activity title:</i>	<i>Coordination meetings of Central Management Team</i>		<i>Sub Ref. N°:</i>	<b>8.2</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	May 2009	
<i>Description of the activity:</i>	Meetings and contacts of the CMT members in order to discuss all aspects of ongoing project activities, to monitor and evaluate the progress of the project, to suggest eventual corrective measures, to coordinate the work of the LCT and WG. The meetings are organized four times during the project lifetime - in Debrecen, Jyväskylä and twice in Kragujevac. Meetings of CMT are timed in accordance with dates of important project activities.			
<i>The consortium member/s or experts who will carry out the activity:</i>	CMT			
<i>Target group/s:</i>	LCT WG			
<i>Inputs:</i>	Administrative fee 2 flows from EU to EU for 3 days (travelling costs and costs of stay) 8 flows from Serbia to EU for 3 days (travelling costs and costs of stay) 4 flows from EU to Kragujevac for 3 days (travelling costs and costs of stay) 6 flows from Serbia to Kragujevac for 1 day (travelling costs and costs of stay)			

<i>Activity title:</i>	<i>Meetings of the Local Co-ordinating Team</i>		<i>Sub Ref. N°:</i>	<b>8.3</b>
<i>Starting date:</i>	September 2006	<i>End date:</i>	August 2009	
<i>Description of the activity:</i>	<p>Meetings of the LCT members are aimed to:</p> <ul style="list-style-type: none"> <li>- coordinate the project activities between the partners in Serbia,</li> <li>- organize the meetings and work of WG,</li> <li>- coordinate the dissemination activities,</li> <li>- organize the purchase of equipment and necessary material for project</li> <li>- organize the travel of WG members in the region and EU</li> <li>- organize the workshops and seminars</li> </ul> <p>12 meetings of the LCT are planned during the project lifetime, all in Kragujevac., and timed with respect to dates of important project activities.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	LCT			
<i>Target group/s:</i>	WG			
<i>Inputs:</i>	<p>Administrative fee 36 flows from partner universities in Serbia to Kragujevac for 1 day (travelling costs and costs of stay)</p>			

<b><i>COSTS RELATED TO THE MANAGEMENT OF THE PROJECT</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	42100
<i>Cost of Stay and Travel Costs</i>	12200
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	400
<i>Overheads</i>	
<b><i>Total Costs</i></b>	<b>54700</b>

## SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided in English, French or German and may be included in future Tempus publications. This summary should be a snapshot and should include the main features of your project. Please make sure that the information you provide in this section is consistent with the Logical Framework Matrix.

<p><b>Outputs and Outcomes:</b> (as in LFM)</p>	<ol style="list-style-type: none"> <li>1. New Common Foundations for education of teachers of science and mathematics compatible with EU standards</li> <li>2. New modular study system with ECTS</li> <li>3. New revised curricula</li> <li>4. Updating libraries, classrooms and laboratories</li> <li>5. Preconditions for mobility of students and teaching staff</li> <li>6. Dissemination and sustainability</li> <li>7. Quality control and monitoring</li> <li>8. Management of the project</li> </ol>
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<p><b>Summary of the Main Features of the Project:</b></p>
<p>The central part of the project is a fundamental revision of the curricula for education of teachers of science and mathematics on all universities in Serbia. That way it will affect the complete education of science and mathematics in the country, in all primary and secondary schools. The revision will have the main aim to make the curricula updated and consistent with EU standards and also to harmonize curricula within all faculties of science and mathematics in the country (UKFS, UBFsSs, UNSFS, UNFSM). Members from the EU (UDFS, UJFMS and the individual expert for geography) will have very important role for guidance, transfer of knowledge and experience, control of the overall project development, quality control and assurance, support and help for all important steps during the project. Revision and harmonization of curricula will follow the main path and idea for creation of European higher education space in the sense that it will define general recommendations for new curricula that have to be respected on each faculty. It will have three important phases that will enable gradual and efficient advance of the project.</p> <p>In the first phase, Common Foundations on the basis of two level study system (undergraduate - B.Sc. and graduate M.Sc.) will be defined. After specification of fields, subjects within each field will be specified. In that way, the general competencies of future teachers of science and mathematics will be defined. Common Foundations will be officially adopted on each faculty, university and responsible Ministry, and supported by official documents.</p> <p>The second phase is design of modular structure of subjects defined in Common Foundations. Modules will be logical parts within a particular subject that will have the role of subject decomposition on parts that can be treated as units taught and evaluated separately. It will also make easier to measure the work load of students and to evaluate it in the ECTS. Modular study system with ECTS would be officially adopted on each faculty and university, and supported by official documents.</p> <p>The third phase consists of independent and parallel work of each teacher for his particular subject. Strict respect of Comon Foundations and modular study system with ECTS will provide harmonized curricula and thus harmonized education of teachers of science and mathematics in Serbia. After that, prepared curricula will be discussed on plenary meetings on faculties, and finally officially adopted on each member faculty. Last year of the project is devoted to implementation of new curricula in education.</p> <p>In order to make the project complete, this revision of curricula should be followed by an adequate support of modern, up to date equipment and software for teaching in classrooms and laboratories.</p> <p>In the third year of the project, training of the teaching staff and students mobilities will be organised. The project is directed primary towards faculties of science teaching staff while the positive effects and</p>

changes will affect the student population within reformed study groups which are future school teachers. Other important stakeholders are all primary and secondary schools in Serbia. The final beneficiary of this project is the whole society.

**Quantitative data concerning the training of target groups involved in your project**

**Number of teaching staff trained or retrained**                      **39**

**Number of trainers trained**

**Number of trainees trained**

**Number of administrative staff trained or retrained**

<b>Please tick the relevant boxes indicating which of these elements are covered by your project:</b>	
Bologna Process	Yes
Adoption of a system of easily readable and comparable degrees	Yes
Diploma supplement	Yes
Adoption of a system based on two main cycles, undergraduate (bachelor) and post-graduate (Master or doctorate)	Yes
Establishment of a system of ECTS to promote student mobility	Yes
Promotion of European co-operation in Quality Assurance	No
Promotion of the necessary <i>European dimensions</i> in higher education	Yes
<i>Lifelong learning</i> as an essential element of the European Higher Education area	No
Promoting the attractiveness of the European Higher Education Area	Yes
Other credit systems	No
Modular structure of curriculum	Yes
Quality Assurance	No
e-Learning	Yes
University/Enterprise co-operation	No
Links to the labour market in degree programmes	Yes
Links with other EU education programmes	Yes
Set up of project website	Yes
Qualification frameworks	Yes
<b>Teacher training</b>	
Language	No
IT skills	Yes
Social and intercultural skills	Yes
<b>Links with VET in</b>	
Adult training	Yes
Non-formal and informal education	Yes
Active citizenship	No
Occupational guidance and counselling	No

## SECTION V: FUNDING REQUIREMENTS

In tables 1 to 6 you are asked to provide estimates of the Tempus grant you would require to carry out your project (95% of the project costs). Please complete the tables you will find below, assigning costs to the headings Staff costs, Travel costs and costs of stay for staff and students, Equipment costs, Printing & Publishing costs, Other Costs and Overheads.

In Table 7 you are asked to provide a detailed estimation on the amount to be co-financed by the consortium members, which should at least equal 5% of the eligible project costs.

Finally, table 8 presents the summary of the previous tables and will be aggregated automatically from the data you provided. Please note that below the summary table messages will appear, informing you about the compliance with the ceilings outlined in the Guide for Applicants.

Applicants should note that tables 1-6 only refer to the **Tempus grant** and not the overall **project costs**.

Applicants should also note that the **Tempus grant** consists of the operational costs (tables 1-5) and of overhead costs (table 6), which can be allocated up to a flat rate of 7% of the operational costs; whereas the **project costs** consist of the total amount needed for the implementation and realisation of the project and is composed of the Tempus grant plus the co-financing (tables 1-7).

A Tempus grant may co-finance **up to 95%** of the eligible costs of a project. The maximum grant for any project may not exceed:

- **€500,000 for a project lasting, in principle, 3 years;**
- **€300,000 for a project lasting, in principle, 2 years..**

These are **maximum** amounts and any budget plan should demonstrate its consistency with the details of the project description. All amounts must be expressed in Euro (€).

The following ceilings should be applied:

- Staff costs: maximum 30% of the Tempus grant;
- Equipment: maximum 30% of the Tempus grant;
- Overheads / Indirect costs: maximum 7% of the operational costs covered by the Tempus grant.

Applicants should be aware that the non-compliance with the indicated budget ceilings may lead to a lower assessment grade or even the failure of the proposal.

**Please do not use any decimals and do not use “thousand separators”. The figure “one thousand” should be indicated with consecutive digits: 1000 and NOT 1,000 or 1.000 or 1 000 or 1000,00**

**Table 1: Staff costs**

**the maximum allowed for staff costs is 30% of the Tempus grant**

The table below refers to the costs for both the academic and administrative personnel involved in the project.

Please note that local rates must be used. For further details on eligible staff costs please refer to the *Guide for Applicants*.

STAFF COSTS (please specify what type of activity will be covered and provide a <b>quantification</b> in hours for the human resources needed for these activities)*	Amount required in €
<b><i>EU Academic Staff</i></b>	
1. 4 EU experts x 5 days (40 hours) x 300 € (experts work with LWG; UDFS; activity 1.1)	1. 6000
2. 5 EU experts x 2 days (16 hours) x 300 € (workshops; UDFS, the expert for geography; activity 1.2)	2. 3000
3. 4 EU experts x 5 days (40 hours) x 300 € (experts work with LWG; UJFMS; activity 2.1)	3. 6000
4. 5 EU experts x 1 day (8 hours) x 300 € (workshops; UJFMS, the expert for geography; activity 2.2)	4. 1500
5. 4 EU experts x 2 days (16 hours) x 300 € (experts work with LWG; UDFS, UJFMS; activity 3.1)	5. 2400
6. 4 EU experts x 5 days (40 hours) x 300 € (experts work with teachers; UDFS; activity 5.1)	6. 6000
7. 2 x 9 EU experts x 3 days (24 hours) x 300 € (review of Common Foundations and modular study system with ECTS made by LWG; UDFS, UJFMS, the expert for geography; outcome 7)	7. 16200
<b><i>Partner Country Academic Staff</i></b>	
1. 26 members of LWG x 0.375 month (60 hours per group) x 1250 € (UKFS, UBFsSs, UNSFS, UNFSM; activity 1.1)	1. 12188
2. 26 members of LWG x 0.375 month (60 hours per group) x 1250 € (UKFS, UBFsSs, UNSFS, UNFSM; activity 2.1)	2. 12188
<b><i>EU Administrative Staff</i></b>	
1. 81 days (648 hours) x 300 € (project monitoring by EU experts; UDFS, UJFMS, the individual expert for geography; outcome 7)	1. 24300
2. 2 EU managers of CMT x 4 days (32 hours) x 450 € (UDFS, UJFMS; outcome 8)	2. 3600
3. 1 contractor manager x 36 days (288 hours) x 450 € (UDFS; outcome 8)	3. 16200
4. 2 administrative persons x 36 days (288 hours) x 100 € (UDFS, UJFMS; outcome 8)	4. 7200
<b><i>Partner Country Administrative Staff</i></b>	
1. Administrative support to seminars organisation (UKFS, UBFsSs, UNSFS, UNFSM; outcome 6)	1. 4000
2. Administrative to maintain web site 36 days (288 hours) x 20 € (UKFS; outcome 6)	2. 720
3. 4 managers of CMT x 4 days (32 hours) x 62.5 €/day (UKFS, UBFsSs, UNSFS, UNFSM; outcome 8)	3. 1000
4. 8 members of LCT x 12 days (96 hours) x 62.5 €/day (UKFS, UBFsSs, UNSFS, UNFSM; outcome 8)	4. 6000
5. 1 coordinator manager x 72 days (576 hours) x 62.5 €/day (UKFS; outcome 8)	5. 4500
6. Administrative persons x 180 days (1440 hours) x 20 € (UKFS, UBFsSs, UNSFS, UNFSM; outcome 8)	6. 3600

<b>TOTAL STAFF COSTS:</b>	136596
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*\* (Please provide specific calculations, e.g.: Lecturers of Partner Country Universities A and B x X number of hours x Y Euro per hour equals Z, etc.*

**Table 2: Costs of Stay, Travel Costs, Institutional costs**

For maximum costs of stay, please refer to the Guide for Applicants, Part IV pages 15 to 19. The consortium should additionally calculate estimated travel costs and should request the total for both costs of stay and travel.

*Please indicate in this table which mobilities are planned throughout the whole project duration*

**Staff/trainees**

Direction		Number of flows*	Total costs of stay + Travel costs (€)
From	To		
Partner Country	EU/Candidate Country	91	97700
EU/Candidate Country**	Partner Country	14	10750
EU	EU	2	1700
Partner Country	Partner Country		
Within a Partner Country		272	25360
<b>Total:</b>			135510

*Students (only in the framework of Curriculum Development and University Management projects)*

Direction		Number of flows*	Total costs of stay + Travel costs + Institutional costs*** (€)
From	To		
Partner Country	EU	4	18000
EU	Partner Country		
Partner Country	Partner Country		
Within a Partner Country			
<b>Total:</b>			18000

**Institutional costs**

Flows to EU institutions:	A maximum of € 500 per student for a study period of 3 to 5 months A maximum of € 1000 per student for a study period of 6 to 12 months
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Flows to Partner Country institutions:	A maximum of € 200 per student for a study period of 3 to 5 months A maximum of € 400 per student for a study period of 6 to 12 months
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\* Please note that one flow=one journey. In the case of group travel, each person should be considered as an individual flow (5 staff travelling to the same project meeting = 5 flows). Should an individual carry out several visits, each visit should be considered as 1 flow (Prof X participating in 3 coordination meetings abroad = 3 flows).

\*\* In this direction Tempus funds may only be used for mobilities of EU consortium members and/or EU individual experts or of individual experts from Candidate Countries travelling to Partner Countries.

\*\*\* Institutional costs are eligible for “student study periods” abroad only.

**Table 3: Equipment costs**

**the maximum allowed for equipment costs is 30% of the Tempus grant**

Here you should detail and quantify items of equipment needed for the activities, listed clearly by the partner country university/ies at which each item will be installed.

You should ensure that these details correspond to those given in the Outcome Tables. Please remember that only partner country universities may benefit from equipment funding.

LIST OF EQUIPMENT	Beneficiary university/ies	Amount required in €
1. Expert literature (books and periodicals) and softwars	1. UKFS, UBFsSs, UNSFS, UNFSM	1. 25000 €
2. 42 PC computers	2. UKFS, UBFsSs, UNSFS, UNFSM	2. 21000 €
3. 42 Laser printer A4	3. UKFS, UBFsSs, UNSFS, UNFSM	3. 8400 €
4. 9 Copy machines	4. UKFS, UBFsSs, UNSFS, UNFSM	4. 27000 €
5. Web server	5. UKFS	5. 2000 €
6. 20 Data aquisition systems	6. UKFS, UBFsSs, UNSFS, UNFSM	6. 6000 €
7. 20 Video beam projectors	7. UKFS, UBFsSs, UNSFS, UNFSM	7. 20000 €
8. 20 Laptops	8. UKFS, UBFsSs, UNSFS, UNFSM	8. 20000 €
9. Equipment for seminar (workshop) room	9. UKFS	9. 10000 €
	<b>TOTAL EQUIPMENT COSTS</b>	139400

**Table 4: Printing and Publishing costs**

Please estimate the amount you would require to cover printing and publishing costs and give details on the type of material.

TYPE OF PUBLICATION AND N° OF COPIES (indicative)	Amount required in €
1. Material (approx. 100 copies) and workshops proceedings (approx. 100 copies) for outcome 1.	1. 500
2. Material (approx. 100 copies) and workshops proceedings (approx. 100 copies) for outcome 2.	2. 500
3. Material (approx. 200 copies) and workshops proceedings (approx. 200 copies) for outcome 3.	3. 1000
4. Teaching material (books, approx. 100 copies) for outcome 3.	4. 2000
5. Material for dissemination (approx. 500 copies) for outcome 6.	5. 1000
<b>TOTAL PRINTING AND PUBLISHING COSTS</b>	<b>5000</b>

**Table 5: Other costs**

Here you should anticipate any other eligible expenses, which might arise during your project, giving reasons for each item. Expenses listed here must be fully detailed and justified.

EXPENSES (please specify)	REASON (please specify)	Amount required in €
1. Visa	95 CS/EU traveling	1. 4750
2. Inter-tempus coaching	travels, dissemination (outcome 6)	2. 1600
3. Bank transfer	bank transfer, ino payment	3. 3000
<b>TOTAL OTHER COSTS</b>		9350

**Table 6: Overheads**

**the maximum allowed for overheads is 7 % of the operational costs covered by the Tempus grant**

Please indicate the amount needed to cover overheads.

OVERHEADS (please specify)	Amount required in €
1. General photocopyng, phone, postage, fax	1. 30900
<b>TOTAL OVERHEADS</b>	30900

**Table 7: Summary of project co-financing requirements**

Applicants should specify through which resources (their own, from other EU Institutions or EU Member States, other organisations) they intend to co-finance the project, on which basis the co-financing has been calculated and what the amount to be co-financed is likely to cover. As the co-financing is an additional heading, expenses that have been declared in any of the previous financial tables covering the Tempus grant (tables 1-6) cannot be declared under co-financing again.

Source of CO-FINANCING*	Justification**	Item***	Amount (in €)
1. UKFS	1. Preparation of curricula	1. staff costs	1. 2813
2. UBFsSs	(outcome 3) = 6 members of	2. staff costs	2. 3750
3. UNSFS	LWG x 0.375 month (60	3. staff costs	3. 2813
4. UNFSM	hours) x 1250 €	4. staff costs	4. 2813
5. UKFS	2. Preparation of curricula	5. equipment	5. 4500
6. UBFsSs	(outcome 3) = 8 members of	6. equipment	6. 3500
7. UNSFS	LWG x 0.375 month (60	7. equipment	7. 2500
8. UNFSM	hours) x 1250 €	8. equipment	8. 2500
	3. Preparation of curricula		
	(outcome 3) = 6 members of		
	LWG x 0.375 month (60		
	hours) x 1250 €		
	4. Preparation of curricula		
	(outcome 3) = 6 members of		
	LWG x 0.375 month (60		
	hours) x 1250 €		
	5. Furniture for classrooms		
	6. Furniture for classrooms		
	7. Furniture for classrooms		
	8. Furniture for classrooms		
	<b>TOTAL CO-FINANCED</b>		25189

\*(E.g.: EU grant, governmental subvention, organisation/institution's own resources)

\*\* (E.g.: Preparation of training materials= 2 days x 7,5 hours x 3 persons x €25

\*\*\* (E.g: Equipment, staff costs, publications))

**Table 8: Summary of project funding requirements**

The estimated amounts given for each heading should correspond to the totals in the tables which detail the budget breakdown for each category of expenditure and must be expressed in Euro (€).

<b>PROJECT COSTS</b>	<b>TOTAL</b>
A.1 Staff Costs	€ 136596
A.2 Travel costs, costs of stay and inst. costs	€ 153510
A.3 Equipment	€ 139400
A.4 Printing & publishing	€ 5000
A.5 Other costs	€ 9350
<b>SUBTOTAL (A.1 – A.5)</b>	<b>€443856</b>
A.6 Overheads (up to a flat rate of 7% of the subtotal A.1 – A.5)	€ 30900
<b>A: Total Tempus grant (A.1 – A.6):</b>	<b>€474756</b>
<b>B: Amount to be co-financed by the consortium (constituting of a minimum of 5% of the eligible project costs)</b>	€ 25189
<b>GRAND TOTAL (A+B):</b>	<b>€499945</b>

- Staff Costs ceiling of 30% of total Tempus grant is respected
- Equipment Costs ceiling of 30% of total Tempus grant is respected
- Overheads ceiling of 7% of total operational costs covered by Tempus grant is respected
- Total Costs requested from the Tempus programme are within the limits
- Co-financing amount respects the 5% minimum of total project cost (A+B)

I have verified the amounts reported in the summary table above (Table 8 - Summary of project funding requirements) and checked that these comply with the Tempus ceilings and thresholds specified in the Guide for Applicants and restated at the beginning of Section V – Funding Requirements.

<input checked="" type="checkbox"/>	<i>If, by any reason, the summarising table above does not correspond to the amounts you have inputted in the previous financial tables, the table can be re-calculated by ticking in turns the checkboxes on the left</i>
<input checked="" type="checkbox"/>	

**Table 9: Breakdown of the Tempus grant**

In the table below applicants are asked to provide an overview of the indicative breakdown of the Tempus grant amongst the consortium members.

<b>Name of the institution</b>	<b>Amount in €</b>
<b>UDFS</b>	<b>63950</b>
<b>UJFMS</b>	<b>38750</b>
<b>The individual expert for geography</b>	<b>7150</b>
<b>UKFS</b>	<b>109031</b>
<b>UBFsSs</b>	<b>97416</b>
<b>UNSEFS</b>	<b>79229</b>
<b>UNFSM</b>	<b>79229</b>
<b>Total Tempus Grant (A)</b>	<b>€474756</b>

## SECTION VI: ADMINISTRATIVE DOCUMENTS

On the following pages you will find two different forms to be filled out concerning the legal status of the applicant – the so-called "Legal Entities" forms:

- (1) a form for "Public Entities"
- (2) a form for "Private Companies"

Please note that:

"Public Entities" are organisations and institutions whose founding act is based on public law (such as resolution, law, decree or decision etc.),

whereas;

"Private Companies" are not only companies but also organisations and institutions whose founding act is based on private law (such as registration, agreement, contract, declaration of association etc.).

If you are a public organisation or institution please fill in the form "Public Entity".

If you are a private organisation or institution please fill in the form "Private Company" even if you are not a company.

## LEGAL ENTITIES

### **PUBLIC ENTITIES**

<i>(Please select from the buttons below or fill in the related fields.)</i>	
TYPE OF COMPANY University	
NGO (Non Governmental Organisation) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
NAME(S) University of Debrecen (School of Independent Faculties)	
ABBREVIATION UD	
OFFICIAL ADDRESS Egyetem tér 1.	
POSTAL CODE 4032	P.O. BOX
CITY Debrecen	
COUNTRY Hungary	
VAT NUMBER HU 15329750	
PLACE OF REGISTRATION Budapest	
DATE OF REGISTRATION 01 / 01 / 2000.	
REGISTRATION NUMBER 8.815/3/2001.	
PHONE 36 52 512-966	FAX 512-965
E-MAIL tekelnok@detek.unideb.hu	
CONTACT PERSON Prof. Károly Micskei	
<b>THIS “LEGAL ENTITY” FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH:</b>	
<ul style="list-style-type: none"> <li>• A copy of the resolution, law, decree or decision establishing the entity in question;</li> <li>• Or, failing that, any other official document attesting the establishment of the entity.</li> </ul>	
DATE 15. 12. 2005.	<i>STAMP</i>
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE Prof. Mátyás Sipiczki Head of School of Independent Faculties	
SIGNATURE	



**FINANCIAL IDENTIFICATION**

<i>(To be filled in by the Grant Applicant)</i>	
<b>ACCOUNT HOLDER</b>	
NAME University of Debrecen	
ADDRESS Egyetem tér 1.	
TOWN / CITY Debrecen	POSTCODE 4032
CONTACT PERSON Dr. Márta Kovács	
TELEPHONE 36 52 512 770	
E-MAIL kmarta@gf.unideb.hu	
VAT NUMBER HU 15329750	
<b>BANK</b>	
BANK NAME Magyar Államkincstár	
BRANCH ADDRESS Hatvan u. 15.	
TOWN / CITY Debrecen	POSTCODE H-4026
BANK/BRANCH CODE	
ACCOUNT NUMBER 10034002-00282871-00000000	
SWIFT HUHB	
IBAN HU13 10034002-00282871-00000000	
REMARKS:	
BANK STAMP + SIGNATURE of BANK REPRESENTATIVE:	DATE + SIGNATURE of ACCOUNT HOLDER: (Obligatory)

**SECTION VII: CHECKLIST**

Before submitting your application by e-mail, please make sure that it is complete and tick the boxes accordingly:

1. The <u>Declaration</u> (Section I) is completed	<input checked="" type="checkbox"/>
2. The <u>Legal Entities Form</u> (Section VI) is filled in	<input checked="" type="checkbox"/>
3. The <u>Financial Identification Form</u> (Section VI) is filled in	<input checked="" type="checkbox"/>
4. The <u>Basic data</u> (Section II) on the project is provided	<input checked="" type="checkbox"/>
5. All the <u>consortium members</u> (Section II) are listed and contact persons are indicated	<input checked="" type="checkbox"/>
6. The <u>description</u> of the project covering all questions (Section III) is provided	<input checked="" type="checkbox"/>
7. The <u>project summary sheet</u> (Section IV) is complete	<input checked="" type="checkbox"/>
8. The tables regarding <u>funding requirements</u> (Section V) are complete	<input checked="" type="checkbox"/>

Before submitting the original supporting and administrative documents after receipt of your project registration number, please make sure that they are complete and tick the boxes accordingly:

1. The cover letter indicating the registration number is enclosed.	<input type="checkbox"/>
2. The <u>Declaration</u> (Section I) is signed and stamped or sealed	<input type="checkbox"/>
3. The <u>Legal Entities Form</u> (Section VI) is signed and stamped	<input type="checkbox"/>
4. The <u>Financial Identification Form</u> (Section VI) is signed and stamped	<input type="checkbox"/>
5. The <u>endorsement letters</u> are signed and submitted together with the application (Section I)	<input type="checkbox"/>
6. The <u>curriculum vitae</u> of the participating expert(s) is/are enclosed.	<input type="checkbox"/>