



## **Strengthening of Internationalization in B&H Higher Education**

### **Dissemination and sustainability plan during the project lifetime**

<b>Work package</b>	<b>Title</b>
7	Dissemination and exploitation
<b>Activity</b>	<b>Title</b>
7.1	Development of dissemination and sustainability plan during project lifetime

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## Executive summary

This delivery outlines the dissemination plan to be adopted by the Erasmus+ Project STINT as a guideline for organising and implementing the dissemination activities as provided in the description of the project workpackage WP7. Its objective is to underline the activities designed to raise the awareness of specific or general audience to the results and impact of the STINT project as an EU funded project. The document covers the written and visual identity of the project, offers an overview of the tools designed to develop sound dissemination activities and outlines the dissemination assessment. The Dissemination plan is elaborated in conformity with the STINT project provisions and taking into consideration the Communication and Visibility Manual for European Union External Actions elaborated by the European Commission.

## Project Presentation

### Short background on the Project Consortium Board

The STINT project is composed of 16 partners representing 3 EU member states (Belgium, United Kingdom and Portugal). The STINT project consortium board is led by the KU Leuven from Belgium that has relevant skills in internationalization of higher education and great experience in implementing similar projects. KU Leuven with the other EU partners Instituto Politecnico do Porto and Buckinghamshire New University will ensure the knowledge sharing and transfer of best European practices, contributing to the consolidation of BH universities and their capacities in dealing with internationalization and recognition mechanisms.

Bosnia and Herzegovina is represented in the project by 8 universities: University of Banja Luka, University of Bihac, Dzemal Bijedic University of Mostar, University of East Sarajevo, University of Mostar, University of Sarajevo, University of Tuzla and University of Zenica that are the main beneficiaries of the project implementation, 2 relevant ministries: Federal Ministry of Education and Science and Ministry of Education and Culture of Republika Srpska and 3 state agencies: Centre for Information and Recognition of Qualification in Higher Education, Agency for Development of Higher Education and Quality Assurance in B&H and Higher Education Accreditation Agency of Republika Srpska.

Table 1. The list of the STINT Project consortium partners

Partner number	Acronym	Institution	Country	Role
P1	KU	KU Leuven	Belgium	Coordinator
P2	IPP	Instituto Politecnico do Porto	Portugal	Partner
P3	BUCKS	Buckinghamshire New University	United Kingdom	Partner
P4	UBL	University of Banja Luka	Bosnia and Herzegovina	Partner
P5	UNBI	University of Bihac	Bosnia and Herzegovina	Partner
P6	UNMO	Dzemal Bijedic University of Mostar	Bosnia and Herzegovina	Partner
P7	UES	University of East Sarajevo	Bosnia and Herzegovina	Partner
P8	SVEMO	University of Mostar	Bosnia and Herzegovina	Partner
P9	UNSA	University of Sarajevo	Bosnia and Herzegovina	Partner
P10	UNTZ	University of Tuzla	Bosnia and Herzegovina	Partner
P11	UNZE	University of Zenica	Bosnia and Herzegovina	Partner

		Zenica	Herzegovina	
P12	CIP	Centre for Inf. and Recognition of Qualifications in HE	Bosnia and Herzegovina	Partner
P13	HEA	Agency for Development of HE and QA B&H	Bosnia and Herzegovina	Partner
P14	RS HEAA	HE Accreditation Agency of Republika Srpska	Bosnia and Herzegovina	Partner
P15	FMON	Federal Ministry of Education and Science	Bosnia and Herzegovina	Partner
P16	MPKRS	Ministry of Education and Culture of Republika Srpska	Bosnia and Herzegovina	Partner

## Work packages

- WP1. Evaluation of current internationalization and recognition mechanisms
- WP2. Development internationalization strategy and recognition model
- WP3. Capacity building
- WP4. Pilot activities of internationalization
- WP5. Criteria for assessing of internationalization of B&H universities
- WP6. Quality plan and monitoring
- WP7. Dissemination and exploitation
- WP8. Management of project activities

## Dissemination objectives

The general objective of the dissemination plan is governed by the need to support the project sustainability and shall be focused on the following:

- Multiply the project outcomes, spreading the information about the project to groups of people or institutions not directly involved in the project in order to share the results, best practices, lessons learned and possibly contribute to the solution of similar issues in a broader institutional, regional and national context;
- Gaining support from political decision - makers as to facilitate the necessary political support and generate potential positive decision concerning project's sustainability;
- Gaining acceptance and interest from the direct users/ target groups for the delivered services after the project end and/or to potentially support the project's sustainability.

In addition to the present Dissemination Plan, the Project dissemination activities will be guided by major reference documents:

- The Grant Agreement for an action with multiple beneficiaries no. 2015-3286/001 - 001 for the STINT;
- Guidelines for the Use of the Grant;
- Quality Management Plan (WP8).

## Dissemination strategy

The dissemination strategy is part of the overall project implementation plan. The dissemination strategy explains how the visibility of the project outputs and outcomes could be maximized, and how the project outcomes are shared with stakeholders, relevant institutions, organizations, and individuals. Thus, the approach for dissemination is addressed to fulfil the project expectations and to ensure its post-implementation sustainability.

- The dissemination strategy defines the main action lines to be followed for designing and implementing an efficient dissemination plan. These actions include: Design of STINT Project brand (logo, colour scheme, style sheet, etc.);
- Production and distribution of promotion materials (flyers, posters, brochures, etc.);
- Organisation and participation in relevant events (workshops, exhibitions, meetings, etc.);
- Exploitation of media resources (newspapers, TV, web portals etc.);
- Ensure communication and involvement of all project partners in dissemination activities;
- Establish synergies with other relevant projects to extent the scope of dissemination results;
- Monitor the implementation of the dissemination plan, assess the dissemination activities results and adjust the Dissemination Plan as needed.

In addition to this dissemination strategy outlines, the dissemination plan shall consider the sustainability strategy outlining what dissemination activities could contribute to the sustainability, exploitation and spreading of project results.

The dissemination plan shall be based on a stakeholder analysis. A stakeholder is anyone who has a vested interest in the project or will be affected by its outcomes. A stakeholder analysis is an exercise in which stakeholders are identified, listed, and assessed in term of their interest in the project and importance for the its success, dissemination and sustainability.

## Dissemination methodology

In order for the Project to efficiently communicate with the project beneficiaries, interested stakeholders and general public, a defined dissemination methodology shall be followed. Thus, all dissemination should have a purpose, and support or inform on the project developments. The STINT dissemination methodology shall be sustained by the following key points:

- Raise awareness – let others know what is doing;
- Inform – educate the beneficiaries and the community;
- Engage – get input/ feedback from the project partners and the community;
- Promote – ‘sell’ the project outputs and results;
- Make sustainable – ensure that the effects will be sustained after the project implementation.

To ensure understanding and assimilation of disseminated information, the language issue shall be considered. Dissemination activities should use language that is non-technical and understandable for the target audience. Stakeholders need to know what has been achieved and why it is important. The same messages can be used for dissemination to different audiences, but the language should be adapted for each audience.



## Dissemination action plan

All dissemination actions in the projects should be properly planned and focused on the achievements and impact of the action. In order to maximise the impact of communication efforts:

- Activities need to be timely;
- Information used must be accurate;
- Activities should be co-ordinated closely with all project partners;
- The right audience(s) should be targeted;
- Messages should be designed as to answer the interests of the target audience(s);
- Activities should be appropriate in terms of resources spent and expected impact.

The timeframe for dissemination activities implementation is reflected in Table 2. WP7 Time Framework Matrix. The WP7 Activity Plan and the partners' responsibilities are presented in Table 3, respectively. The table is also highlighting the nature of the deliverables and success indicators. For quality assessment of the dissemination activities the Quality Management Plan should be considered.

The dissemination plan for any particular dissemination action should seek to maximise synergies with the project dissemination strategy, be in line with the WP6 Activity Plan and supportive to the fulfilment of the overall objective of the project.

## Dissemination tools and channels

### Publications

Publications presenting the project and describing its objectives and results are the most common channel to disseminate project results. Leaflets and other publications with project signs should be used to increase the visibility of the project. The language of the publication should be appropriate for the targeted audience.

### Conferences and workshops

Conferences, workshops, or round tables on project related issues can ensure that the project has a high profile, that the community learns from its achievements, and that the outputs are embedded and taken up. They also offer the advantage that communication can go in both directions: members of the target community can be invited to contribute ideas and brainstorm about ways to make use of the project results. Thinking early in the project about the use of results will maximise the impact of dissemination and the sustainability of its outputs.

### Collaborative events and partner networks

Activities to disseminate the project results within events organised by other partners or projects shall be taken into consideration. The social Networks and partners WebPages are recommended to be used to disseminate the project results and to increase the number of the targeted audience.

### Web portal

A web portal to explain the project aims and objectives and to disseminate information about project activities and results shall be designed. As a dissemination channel, the web portal can include publicity the project has created, journal articles, publications, and presentations at conferences.

The project web portal should also be the main platform for the networking between universities and business and other interested stakeholders. It is important to think of what would interest and engage the people from different backgrounds and find the way to attract visitors, e.g. reports, designs, models, evaluation criteria, guidelines, demos, questionnaires, etc. In order to ensure the web portal visibility, some rules should be followed:

- make the web portal attractive and easy to use, with intuitive navigation;
- keep the web portal up to date;
- submit the web portal to key search engines so it gets lots of traffic;
- ask as many web portals with similar content to link to the project web portal.

### Electronic mail

Electronic mail is a direct, speedy and easy channel for communicating with any audience. Nevertheless, the problem with the e-mails is that if not properly composed and configured the mails will get misidentified as spam.

## Dissemination Activity Assessment and Reporting

The outcomes of the dissemination activities shall be collected by all project partners and submitted to the WP7 Leader for further processing. The dissemination related information is analysed by the WP7 Leader in order to document project dissemination progress. The findings of the assessment exercise shall be used for further improvement of the dissemination materials and activities.

A template for reporting the dissemination actions is provided in Table 4. The first reporting will cover the first 12 months of the project, after which each project partner shall submit information on dissemination activities, quarterly, using the reporting form as provided in Table 4. By the end of each month, the WP7 Leader will collect and compile the information on the dissemination events and will share it among project partners and other interested stockholders. The WP7 Leader will participate, whenever possible, in the dissemination events organised by the project partners.

Table 2. Time framework matrix for dissemination and exploitation work package - WP7

Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
7.1.	Development of dissemination and sustainability plan during project lifetime	4	ox									ox								ox																				
7.2.	Public dissemination through design and maintenance of the project website	105	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7.3.	Dissemination through design and maintenance newsletter	24			x			x			x		x				x			x			x																	
7.4.	Dissemination through design and distribution of promotional materials	8	x	x	x																																			
7.5.	Dissemination through media activities and publication in local newspapers	8	x					x					x						x																					
7.6.	Dissemination conference	1																																						
7.7.	Setting up network between EU and B&H partners	4																																						
7.8.	Development of integrated statement policy about internationalisation for each partner	1																																						
7.9.	Creation of dissemination and sustainability plans after project lifetime	1																																						
7.10.	Internal university workshop dissemination	10																																						

Table 3. WP7 activity plan and partners' responsibilities

Project activity	Type or nature of the deliverable	Responsibilities of the WP7 leader	Responsibilities of the involved partners	Responsible partners	Success Indicators
7.1. Development of dissemination and sustainability plan during project lifetime	Report Service/ product	WP leader will have coordinating role in the realization of this activity.	Contribution to the creation of dissemination and sustainability plan.	All BH partners	Number of activities in dissemination plan Number of activities in sustainability plan
7.2. Public dissemination through design and maintenance of the project website	Report Service/ product	WP leader will provide development, production, maintenance and update of the project web site through subcontracting.	Contribution to the regular update of the project web site as well as the project web sites of their institution.	All BH partners	Number of web site visits Number of posted documents
7.3. Dissemination through design and maintenance newsletter	Report Service/ product	WP leader will be responsible for development, constant maintenance, publication of the newsletter.	Other partners will send their articles for publishing in the newsletter.	All project partners	Number of published newsletters
7.4. Dissemination through design and distribution of promotional materials	Report Service/ product	WP7 leader will be responsible for the appointment of the organization for subcontract.	BH partners will be receivers of the promotional material.	All BH partners	Number of copies of different type of promotional material
7.5. Dissemination through media activities and publication in local newspapers	Report Service/ product	WP7 leader will be responsible for organizing and coordinating publishing news about the project in newspapers and TV.	All partners will have role of informing academic and wider community about activities of this project.	All project partners	Number of media where the project information will be published
7.6. Dissemination conference	Event Report	WP7 leader will be organizer of this	Participation and presentations of	All project partners	Number of participants at conference

		conference.	realized activities of the project.		Number of displayed presentations
7.7. Setting up network between EU and B&H partners	Report Service/ product	WP7 leader will initiate establishing of the network between all partners with the aim of future dissemination and sustainability.	Participation in initiation.	All project partners	Number of partners in the network
7.8. Development of integrated statement policy about internationalisation for each partner	Report Service/ product	WP7 leader will initiate creation of rulebook about internationalisation and recognition mechanisms for BH universities and possible adoption of criteria for internationalisation.	Giving proposals for the best model.	All partners	Number of rulebooks
7.9. Creation of dissemination and sustainability plans after project lifetime	Report Service/ product	WP7 leader will have coordinating role in the realization of this activity.	Contribution to the creation of dissemination and sustainability plan.	All BH partners	Number of activities in dissemination plan Number of activities in sustainability plan
7.10. Internal university workshop dissemination	Training material Report Service/ product	WP7 leader will have coordinating role.	All BH universities will have to organize internal seminars for internal staff and for students about internationalization and recognition mechanisms themes.	All BH partners	Number of trained students Number of trained staff

**Table 4. Dissemination actions template report**

Period of dissemination report: for the 1 <sup>st</sup> project year					
Project activity	Dissemination channel	Target group	Date and location	Responsible partner	Country addressed
1.1. Analysis of current situation about internationalization and recognition mechanism	Institutions' web pages	Academic community	After 7-10 March 2016.	All partners	Bosnia and Herzegovina
	Project's web page	Wider community	After 7-10 March 2016.	WP7 leader	Bosnia and Herzegovina and internationally
	Newspapers (Euroblic, Glas Srpske)	Wider community	9. March 2016.	WP7 leader	Bosnia and Herzegovina
1.2. Creation questionnaire for self-assessment of all B&H partners	Project's web page	Project partners only/ Wider community	After 12 May 2016.	WP7 leader	Bosnia and Herzegovina
1.3. Implementation of self-assessment in B&H	Institutions' web pages	Academic community and students	12 May – 31 October 2016.	All BH partners	Bosnia and Herzegovina
1.4. SWOT analysis for all partners about internationalization and recognition mechanisms	Project's web page	Wider community	1 September – 15 November 2016.	WP7 leader	Bosnia and Herzegovina and internationally
2.1. Workshop for developing recognition model, internationalisation strategy and indicators	TV Una Sana Canton	Academic community	6 September 2016.	WP7 leader/ UNBI	Bosnia and Herzegovina
	Project web page		After 8 September 2016.	WP7 leader	
2.2. Development of B&H recognition model	Project's web page/ Universities' bodies	Academic community	1 December 2016.	All partners/ CIP	Bosnia and Herzegovina
6.1. Internal quality control and monitoring	Project's web page	Wider community	After 15.November 2016.	All partners/ WP7 leader	Bosnia and Herzegovina and internationally
6.2. External quality control and monitoring	Project's web page	Wider community	End of November 2017.	IPP/ WP7 leader	Bosnia and Herzegovina and

					internationally
6.3. Evaluation form for QC of all meetings and activities	Project's web page	Wider community	After each meeting	WP7 leader	Bosnia and Herzegovina and internationally
7.1. Development of dissemination and sustainability plan during project lifetime	Project's web page	Wider community	Before 24-27. January 2016. / revision at the end of 1 <sup>st</sup> project year	WP7 leader	Bosnia and Herzegovina and internationally
7.2. Public dissemination through design and maintenance of the project website	Project's web page	Wider community	Continuous from the very beginning	WP7 leader	Bosnia and Herzegovina and internationally
7.3. Dissemination through design and maintenance newsletter	Project's web page	Wider community	4 times in 1 <sup>st</sup> project year	WP7 leader/ all partners	Bosnia and Herzegovina and internationally
7.5. Dissemination through media activities and publication in local newspapers	Newspapers, TV, Web news, project's web page	Wider community	Always	All partners	Bosnia and Herzegovina and internationally
8.1. Kick off meeting	Web news (vijesti.ba)	Wider community	27. Januar 2016.	HEA	Bosnia and Herzegovina



Table 5. Dissemination and exploitation plan at the project start

Project activity	Type of activity	Dissemination activity (tools)	Target group	Responsible partners
1.1 Analysis of current situation about internationalisation and recognition mechanisms	Event Report Teaching material	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff B&H academic community	All partners
1.2 Creation questionnaire for self-assessment of all B&H partners	Report Service/ product	Web page of the project Project newsletter Scientific paper published at some conference	Management Teaching staff Administrative staff	All partners
1.3 Implementation of self-assessment in B&H	Report	Web page of the project Project newsletter Web pages of the partners Scientific paper published at some conference Press releases	Management Teaching staff Administrative staff (offices for international relations) Student parliaments Agencies Ministries	B&H partners
1.4 SWOT analysis for all partners about internationalisation and recognition mechanisms	Report Service/ product Training material	Web page of the project Project newsletter Web pages of the partners Scientific paper published at some conference Press releases	Higher education institutions Ministries Agencies	EU partners
2.1 Workshop for developing recognition model, internationalisation strategy and indicators	Training material Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Managements	All partners
2.2 Development of B&H recognition model	Report Service/ product	Web page of the project Web pages of the partners	Teaching staff Administrative staff	B&H partners

		Project newsletter	Students Managements Social community	
2.3 Development of internationalisation strategy at all partner universities	Report Service/ product	Web page of the project Web pages of the partners Project newsletter Scientific paper published at some conference	Teaching staff Administrative staff Students Managements Social community	B&H partners
2.4 Development of internationalisation measures/ indicators at all partner universities	Report Service/ product	Web page of the project Web pages of the partners Project newsletter Scientific paper published at some conference	Teaching staff Administrative staff Students	B&H partners
2.5 Comparative analysis of developed key documents	Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases Scientific paper published at some conference	Teaching staff Administrative staff	B&H partners
3.1 Procurement of IT equipment for international and students' offices for B&H universities	Report Service/ product	Web page of the project Web pages of the partners Project newsletter Press releases	International offices Students' parliament offices	B&H partners
3.2 Development rulebook/ guide for university internationalisation	Report Service/ product	Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff Students Social community	B&H partners
3.3 - 3.5 Practical workshop at EU partner	Training material Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students	B&H partners

4.1 Selection of pilot activities and selection of mentor for each univeristy	Report Service/ product	Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff Students	B&H partners
4.2 Creation of template for implementation of selected pilot activities	Report Service/ product	Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff Students	B&H partners
4.3 Implementation of pilot activities at partner universities	Report Service/ product	Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff Students	B&H partners
4.4 Visits of mentors	Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students	B&H partners
4.5 Seminar of benchmarking implemented pilot activities	Event Report Service/ product	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff	B&H partners
5.1 Benchmarking different criteria across Europe about assessing of internationalisation and B&H overview	Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff	B&H partners
5.2 Developing of criteria for assessing internationalisation of University and study programs	Report Service/ product	Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students Wider community	All project partners
5.3 Developing guide for assessing quality in internationalisation	Report Service/ product	Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students Wider community	All project partners

6.1 Internal quality control and monitoring	Report Service/ product	Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff	All project partners
6.2 External quality control and monitoring	Event Report	Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students	BH partners
6.3 Evaluation form for quality control of the different meetings and activities	Report Service/ product	Web page of the project Project newsletter	Teaching staff Administrative staff Students	All project partners
7.1. Development of dissemination and sustainability plan during project lifetime	Report Service/ product	Web page of the project Project newsletter	Teaching staff Administrative staff Students Wider community	BH partners
7.2. Public dissemination through design and maintenance of the project website	Report Service/ product	Web page of the project	Teaching staff Administrative staff Students Wider community	WP leader
7.3. Dissemination through design and maintenance newsletter	Report Service/ product	Web page of the project	Teaching staff Administrative staff Students Wider community	WP leader
7.4. Dissemination through design and distribution of promotional materials	Report Service/ product	Web page of the project	Teaching staff Administrative staff Students Wider community	WP leader
7.5. Dissemination through media activities and publication in local newspapers	Report Service/ product	Web page of the project Press releases	Teaching staff Administrative staff Students Wider community	BH partners
7.6. Dissemination conference	Event Report	Workshop Presentations Web page of the project Web pages of the partners Project newsletter	Teaching staff Administrative staff Students	All project partners

		Press releases		
7.7. Setting up network between EU and B&H partners	Report Service/ product	Web page of the project Project newsletter Press releases	Teaching staff Administrative staff Students Wider community	All project partners
7.8. Development of integrated statement policy about internationalisation for each partner	Report Service/ product	Web page of the project Project newsletter	Teaching staff Administrative staff	BH partners
7.9. Creation of dissemination and sustainability plans after project lifetime	Report Service/ product	Web page of the project Project newsletter	Teaching staff Administrative staff Students Wider community	BH partners
7.10. Internal university workshop dissemination	Training material Report Service/ product	Workshop Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff Students	BH partners
8.1 Kick off meeting	Event Report	Meeting Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff	All project partners
8.2 Consortium meetings	Event Report	Meeting Presentations Web page of the project Web pages of the partners Project newsletter Press releases	Teaching staff Administrative staff	All project partners
8.3 Financial and administrative management of all project activities	Report	-	Teaching staff Administrative staff	All project partners
8.4 External financial audit	Report	-	-	Project coordinator

Table 6. List of published scientific publications

Title of the publication	Authors	Title of the periodical	Publisher	Place	Year	Relevant pages
Increasing the quality of education through improvement of internationalization and process of the recognition of qualifications at the Dzermal Bijedic University of Mostar	Maja Kazazić, Alim Abazović, Sanda Jelin- Kajan	Book of abstracts 1st International Conference on education (ISSN 2490-4066)	University Dzermal Bijedic of Mostar	Mostar	2017	48-49
Lokalni ili globalni Univerzitet?Internacionalizacija univerziteta kao alat za povećanje broja studenata i unaprijeđenje naučno-istraživačkog rada	Džalila Muharemagić; Alma Bosnić	Zbornik Sažetaka XI Međunarodne naučne konferencije o proizvodnom inženjerstvu ISSN 2566-3275	Univerzitet u Bihaću	Bihać	2017	111

## Sustainability plan

Table 7. Sustainability plan at the project start

Project activity	Sustainability actions (steps)	Responsible partners	Needed support	Funding
1.1 Analysis of current situation about internationalisation and recognition mechanisms	Gained information and presentations published at the project web page and at BH partners' web page. Inform responsible body at home institution.	BH partners	Management of the project partners	Project
1.2 Creation questionnaire for self-assessment of all B&H partners	Created questionnaire has to be basis for future surveys on this and similar topic. B&H doesn't have conducted surveys on these themes (internationalization and recognition mechanisms).	BH partners	Management of the project partners	Project
1.3 Implementation of self-assessment in B&H	Analysis has to be presented to all BH academic bodies, state/ entity managements, rectors' conference BH and RS. This survey has to be recognizable around BH. This survey has to serve as measure for improvement of the current state. Entities and state has to keep in mind principles defined in Mobility strategy 2020 and creation of entities' strategies and other documents with aim of improvement internationalization and recognition mechanisms.	BH partners	Management of the project partners and other important state/ entity bodies	Project
1.4 SWOT analysis for all	SWOT analysis have to basis for all BH	BH partners	-	Project

partners about internationalisation and recognition mechanisms	partners in the creation of appropriate strategies and other relevant documents. SWOT analysis has to be real tool for state/ entities in the direction of improving current state.			
2.1 Workshop for developing recognition model, internationalisation strategy and indicators	Skilled and real professionals have to educate BH partners in accordance with real case studies.	BH partners	-	Project
2.2 Development of recognition model	This recognition model have to be adopted by all BH public universities as well as by other project partners. This model have to be practically tested in order to be adopted on satisfactory level.		All relevant authorities, ministries, agencies Rectors' conference BH and RS Management of BH universities	Project
2.3 Development of internationalisation strategy at all partner universities	Created strategies have to be accepted by all project partners, in accordance with strategic orientation of all universities and have to be implemented. On that way, the sustainability will be ensured.	BH partners	Management of all BH universities	Project
2.4 Development of internationalisation measures/ indicators at all partner universities	These indicators have to be constituent part of developed strategies. It will be important that these indicators be measurable in order to be followed for the certain period of time.	BH partners	Management of all BH universities	Project
2.5 Comparative analysis of developed key documents	This benchmarking exercise will be good basis for the future comparative analysis. This activity is sustainable because it will identify current state: is everything in accordance with the project proposal and realization of activities?	BH partners	-	Project
3.1 Procurement of IT equipment for international and students' offices for	Equipment will be registered in the inventory of each university, and it will serve for teaching, administrative staff as	BH partners	-	Project



B&H universities	well as for students.			
3.2 Development rulebook/ guide for university internationalization	This guide will be support to teaching, administrative staff and students as well as all interested parties outside of the university for internationalisation issues.	BH partners	Management of all BH universities	Project
3.3 - 3.5 Practical workshop at EU partner	Gained knowledge will be sustainable because knowledge will be exploited during internal workshop at each BH university later on.	BH partners	-	Project
4.1 Selection of pilot activities and selection of mentor for each university	This activity will serve for the future better work of international offices at universities. The role of mentor will be crucial.	BH partners	Management of all BH universities EU partners	Project
4.2 Creation of template for implementation of selected pilot activities	This template will be proposed for using in regular work of international relations offices.	BH partners	Management of all BH universities EU partners	Project
4.3 Implementation of pilot activities at partner universities	This activity will integrate internationalization into University. Also, activities of International relations offices will be extended and strengthen with EU support.	BH partners	Management of all BH universities EU partners	Project
4.4 Visits of mentors	Visits of mentors to each BH university will higher up current level of knowledge and regular activities with practical explanation and support for innovative work.	BH partners	Management of all BH universities EU partners	Project
4.5 Seminar of benchmarking implemented pilot activities	During this seminar all gained experiences by all universities will be shared and adopted the best practices per certain parameters that have to be taken as good practice.	BH partners	Management of all BH universities EU partners	Project
5.1 Benchmarking different criteria across Europe about assessing of internationalization and	Research of existence different criteria for accreditation of internationalisation will something new in BH, so this benchmarking different criteria can	BH partners	Management of all BH universities	Project

B&H overview	contribute the establishing of new criteria for accreditation of internationalisation in BH.			
5.2 Developing of criteria for assessing internationalization of University and study programs	Existence of these criteria will be something new in BH, and Agencies have to adopts these criteria and to offer to all higher education institutions in BH accreditation of internationalisation.	BH partners	Management of all BH universities Ministries Agencies	Project
5.3 Developing guide for assessing quality in internationalization	This activity is related to previous activity with the aim of closer explanation how to undertake this type of accreditation for BH universities.	BH partners	Management of all BH universities Ministries Agencies	Project
6.1 Internal quality control and monitoring	All project partners are, with signing of mandate letters, took obligation of realization of the project activities. This activity will push all partners on realization of project activities because its role is in evaluation of current achievement.	BH partners	Management of all BH universities Ministries Agencies	Project
6.2 External quality control and monitoring	As previous activity this activity has similar role in keeping sustainability of all project activities during the project lifetime.	BH partners	Management of all BH universities Ministries Agencies	Project
6.3 Evaluation form for quality control of the different meetings and activities	This evaluation form has for its aim improving all events and activities with comments and suggestions of all project partners.	BH partners	Project partners	Project
7.1. Development of dissemination and sustainability plan during project lifetime	This activity will help to view all necessary ativities needed for good dissemination and sustainabilit actions.	BH partners	Management of all BH universities	Project
7.2. Public dissemination through design and maintenance of the project website	Web site will definitely sustain all project activities during the project lifetime, and maybe after the project lifetime in cases of possible new internationalisation project	WP leader	-	Project

	or optionally.			
7.3. Dissemination through design and maintenance newsletter	Newsletter will sustain all deliverables on the way that this marketing tool will have all deliverables in one place – newsletter that will be public available to all interested parties.	WP leader	-	Project
7.4. Dissemination through design and distribution of promotional materials	Distribution of promotional materials will raise awareness about existence of this project among wider community and community within all project partners.	WP leader	-	Project
7.5. Dissemination through media activities and publication in local newspapers	Publication in media will also raise awareness among wider community via printed and video media.	BH partners	-	Project
7.6. Dissemination conference	This conference will show the improved level of functioning of BH universities as well as ministries and agencies.	All project partners	-	Project
7.7. Setting up network between EU and B&H partners	This network will definitely sustain the project after its lifetime on the way that all project partners will continue with their cooperation on different topics.	All project partners	Management of all BH universities	Project
7.8. Development of integrated statement policy about internationalization for each partner	This policy has to be public available by side of all partners. This policy is something like Quality Policy. It has to promote strategic goals planned in the internationalisation strategies.	BH universities	Management of all BH universities	Project
7.9. Creation of dissemination and sustainability plans after project lifetime	Each BH partner will create these plans for the period after the project lifetime that would contribute to sustainability of the project after its end.	BH partners	Management of all BH universities	Project
7.10. Internal university workshop dissemination	This activity will help in dissemination of the project activities as well as in sustainability knowledge that have to be transferred to participants: teaching, administrative staff, students.	BH partners	Management of all BH universities	Project

8.1 Kick off meeting	This meeting will establish basis for the functioning of the project during the project lifetime.	All project partners	All project partners	Project
8.2 Consortium meetings	These meetings will be crucial meetings for decision making, solving very important issues for the project and managing of the project in generally.	All project partners	All project partners	Project
8.3 Financial and administrative management of all project activities	This fluent and transparent activity has to be in accordance with grant agreement and guidelines for the grant management. It is of the crucial significance for the project.	All project partners	All project partners	Project
8.4 External financial audit	This activity is obligation of the project coordinator.	Project coordinator	-	Project

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