

## TEMPLATE FOR PILOT ACTIVITY

<b>Name of the pilot activity</b>	ONLINE Platform for tracking mobility
<b>Description of activity</b>	In order to track all activities and documents related to mobility of students, teacher and staff, International Relation Office proposed making of Online platform (module) within official University page where the application for mobility should start. Within this activity only the first draft of platform will be realized. The platform will, in first stage, only cover clearly institutionalized motilities such as ERASMUS + and CEPUS mobility schemes. Intention is that platform could be easily upgraded for further needs.

### The responsible department/ unit

<b>Organization unit/ service/ sector</b>	Platform is proposed by IRO, but the responsibility for making it is in the competence of University Center for Information Technology.
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\* please describe which department/ unit is engaged as leader in the realization of the pilot activity you mentioned in the first part. If this activity is shared among more departments/ units please mention all departments/ units through adding additional rows bellow first row.

### The responsible person

<b>Name and surname</b>	Tomislav Volarić,
<b>Title</b>	Assistant professor
<b>Position</b>	Head of Center for Information Technology at University of Mostar
<b>E-mail</b>	<a href="mailto:Tomislav.volavic@pfmoz.sum.ba">Tomislav.volavic@pfmoz.sum.ba</a>
<b>Phone</b>	n/a

\* please mention the most responsible person for the realization of this pilot activity. If this activity is equally distributed among more persons please mention more persons adding the same rows bellow the first person.

### Specific activities and timetable

No.	Name of specific activities of this pilot activity	Duration (months)	Deadline
1.	Making of preliminary draft of platform structure	3	End of 1 /2018
2.	Selection of platform modules	2	End 3/2018
3.			
<b>Other description/ comments (if necessary):</b>			

\* Pilot activity is consisted of one or more specific activities that should be undertaken if you want to realize pilot activity in whole. Please list all of them here in this part.

### Beneficiaries of the Activity

No.	Name/ Type of Beneficiary
1.	International Relation Office
2.	Students
3.	Teaching and administrative staff.
<b>Other description/ comments (if necessary):</b>	
Online platform for mobility is good practices that is already recognized at many European universities. It will make application to mobility scheme easier for all categories of beneficiaries. When it comes to IRO it will enable it to collect data easier and to track mobility numbers and trend more regular. It will solve the problem recognized during previous process of self-evaluation.	

\* Beneficiaries of the pilot activity could be students, staff, academic community, and other specific groups.

Expected results			
No.	Name/ Type of results	Measure (if applicable)	Reference to Document (Strategy, Mission, Plan, etc.)
1.	Update data on realized mobility (number)		Strategy for Internalization
2.	Forming of preferential list of possible future mobility candidate (document)		
3.	Forming of mobility documents date base		
<b>Other description/ comments (if necessary):</b>			

\* please mention all results that can arise from the realization of pilot activity

Non-Institutional Cooperation (if applicable)		
No.	Name of the organization/ experts outside	Type of cooperation/ engagement
1.		
2.		
3.	<i>... add rows if necessary</i>	
<b>Other description/ comments (if necessary):</b>		

\* in this part please mention organizations or experts outside of the university which help and support will be needed in the realization of the pilot activity. You don't need to put exact name of person, just position/ title in the case of engagement of experts. If you don't need this kind of cooperation please delete this part.

Required Equipment (if applicable)			
No.	Type of Equipment	Quantity	Detailed Specification
1.	Tools for programing Online platform	1	Laravel – open source php web framework
2.	Laptop or PC	1	-
3.	<i>... add rows if necessary</i>		
<b>Other description/comments (if necessary):</b>			

\* if you need any kind of equipment necessary for the realization of the pilot activity please mention it. If you don't need anything please delete this part.

Estimated Expenses		
No.	Type of Costs	Required amount of financial resources until the realization of the pilot activity
1.	Cost of purchasing program tools	1500 KM ( 750 EUR)
2.	Cost for purchasing PC/Laptop	700 -1500 (cc 350 -750 EUR)
3.	<i>... add rows if necessary</i>	
<b>Total:</b>		3 000 KM ( cc 1500 EUR)
<b>Other description/comments (if necessary):</b>		




\* you can mention different kind of costs here: travel, staff, subcontracting etc.

Funding		
No.	Source of Financing	Required amount
1.	University funds	Yearly amount for maintenance
2.		
3.	... add rows if necessary	
<b>Total:</b>		
<b>Other description/ comments (if necessary):</b>		

\* Please mention sources of funding for estimated expenses described in the previous part and put required amount that can be provided from those sources.

Identification of Possible Threats/ Risk Analysis
<p><b>Description of threats (organizational, human resources, financial, institutional, professional capabilities, possible conflicts of interest and other ones):</b>            Main risk in realization of activity is related to set up time – framework. Certain delays in complete realization of the activity can be expected due to joint work of IRO and Center for IT.            - Risk that platform wouldn't be recognized as useful mean by its beneficiaries</p>
<p><b>Strategic responses on each identified risk:</b>            Continuous check-ups and meetings related to work done, could secure that platform is realized within set up deadline.            Strong promotion of new university service and its advantages.</p>
<p><b>Other description/comments (if necessary):</b></p>

Quality Control
<p><b>Plan of periodical evaluation/ assessment:</b>            Within regular yearly evaluation of QA processes, follow ups of platform work will be done by QA officer.            Center for IT will control functioning of platform.</p>
<p><b>Measuring progress (methodology, progress indicators, etc.):</b>            Progress will be measured by data that will be realize through platform (number of mobility, number of application and etc.)</p>
<p><b>Other description/comments (if necessary):</b></p>

Acceptance by the INSTITUTIONAL PROJECT COORDINATOR OF THE STINT PROJECT
<p>Name: prof. Sanja Biliakšić, PhD</p>
<p>Function: Vice- International Relations</p>
<p>Signature: .....  .....</p>
<p>Seal/ Stamp of the Uni  STINT</p>

Signed in: Mostar

on 18/03/2018.

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