

TEMPLATE FOR PILOT ACTIVITY

Name of the pilot activity	Development and adoption of the Rulebook for organisation of international summer schools
Description of activity	<p>Main aim of this pilot activity is development and adoption of Rulebook for organisation of international summer schools at the University of Mostar. The outcome of this activity is adopted Rulebook for organisation of international summer schools that would be obligatory for all stakeholders at University of Mostar. Rulebook for international summer schools should define the internal organisation and communication at University of Mostar, rights and responsibilities of specific departments and faculties regarding organisation, administrative issues, financial issues, quality assurance, procurement issues and reporting and control.</p> <p>This pilot activity contains several particular activities, such as: defining of aims, SWOT analysis of current situations regarding organisation of international summer schools, preparation of draft, discussion of draft, final preparation of the Rulebook, adoption of Rulebook, dissemination and public availability of Rulebook, evaluation and feedback information.</p>

The responsible department/ unit	
Organization unit/ service/ sector	(Central) International Relation Office of University of Mostar – responsible for preparation of draft, organization of analysis, discussion and final disclosure of adopted Rulebook

* 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 below first row.

The responsible person	
Name and surname	Prof. Sanja Bijakšić, PhD
Title	Full professor
Position	Vice-Rector for International Relations
E-mail	Sanja.bijaksic@sum.ba
Phone	n/p

* 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 below the first person.

Specific activities and timetable			
No.	Name of specific activities of this pilot activity	Duration (months)	Deadline
1.	Defining of aims	0,50	31.12.2017.
2.	SWOT analysis of current situations regarding organisation of international summer schools	0,50	31.12.2017.
3.	Preparation of draft	1,00	31.01.2018.
4.	Discussion of draft	0,50	15.03.2018.
5.	Final preparation of the Rulebook	0,50	End of

			March 2018.
6.	Adoption of Rulebook	0,50	April 2018
7.	Dissemination and public availability of Rulebook	0,50	May 2018.
Other description/ comments (if necessary):			

* 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.	Students (both domestic and foreign)
2.	IRO's
3.	Other stakeholders
Other description/ comments (if necessary):	

* 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.	Arising the efficiency in organisation and implementation of international summer schools	n/a	IRO strategy
2.	Clarification of the procedure in realisation of international summer schools	n/a	IRO strategy
3.	Arising the number realised international summer schools	Number of Int' summer school	IRO strategy
Other description/ comments (if necessary):			

* 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>	
Other description/ comments (if necessary):		

* 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.	PCs and other related IT equipment	n/a	n/a
2.			
Other description/comments (if necessary):			

* 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.	Internal resources (salaries etc)	n/a
2.		
Total:		
Other description/comments (if necessary):		

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

Funding		
No.	Source of Financing	Required amount
1.	Internal funding	n/a
2.		
Total:		
Other description/ comments (if necessary):		

* 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
Description of threats (organizational, human resources, financial, institutional, professional capabilities, possible conflicts of interest and other ones): Certain delays in set up time framework for realization of Rulebook could be anticipate.
Strategic responses on each identified risk: Clearly define roles and obligations of all stakeholders in the process of rulebook development, with concrete tasks and set up time framework.
Other description/comments (if necessary):

Quality Control
Plan of periodical evaluation/ assessment: Since the Rulebook is obligatory document of University, quality control is ensured from several levels: starting with QA office, department and committee for legal affairs and Senate, as final step.
Measuring progress (methodology, progress indicators, etc.): Please mention indicators of progress that can be used in evaluation.

Other description/comments (if necessary):

Acceptance by the INSTITUTIONAL PROJECT COORDINATOR OF THE STINT PROJECT

Name: prof. Sanja Bijakšić, PhD

Function: Vice-International Relation

Signature:



Seal/ Stamp of the Un



Signed in: Mostar

on 18/03/2018

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