

## TEMPLATE FOR PILOT ACTIVITY

<b>Name of the pilot activity</b>	<b>University ECTS Coordinator (coordination) – to define role and responsibilities</b>
<b>Description of activity</b>	ECTS coordinator is recognized and mentioned in several university's rulebooks. Most of the provision just stipulate that certain information should be share with ECTS coordinator or that ECTS coordinator should be inform or ask about certain issues. None of the provision, clearly define what is the main task and responsibility of this university body. By adopting Rulebook on mobility, where mobility of student is heavily rely on the opinion of ECTS coordinator at faculty but also university level, it is necessary to define role and concrete responsibility of university coordinator.

The responsible department/ unit	
<b>Organization unit/ service/ sector</b>	University QA Office

\* 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>	Luciana Boban
<b>Title</b>	Assistant professor
<b>Position</b>	Head of University's QA Office at
<b>E-mail</b>	<a href="mailto:luclanaboban@gmail.com">luclanaboban@gmail.com</a>
<b>Phone</b>	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 bellow the first person.

Specific activities and timetable			
No.	Name of specific activities of this pilot activity	Duration (months)	Deadline
1.	Oral consultation among interested parties (QA Office, Rector's assistant for legal affairs and students, IRO)	2	End of 1 /2018
2.	Making of draft of ECTS coordinator provisions	2	End 3/2018
3.	Making decision about the form of document defining role and responsibilities of ECTS coordinator	1	End 4/2018
4.	Discussion within dean's committee (non-formal body)	1	15/5/2018
5.	Adoption by Senate or others (depending on chosen form of document)	1	End 5/2018
<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.	Students
2.	QA office
3.	Teaching and administrative staff.
<b>Other description/ comments (if necessary):</b>	

\* 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.	Clear and define procedures and roles of ECTS coordinator		Rulebook for study (or other relevant document)
2.	Enhance mobility due to define role of ECTS coordinator		Rulebook for mobility
3.	Better structured new study program proposals.		Rulebook on evaluation and opening of new study programs
4.	Enhance recognition procedures		Rulebook on mobility
<b>Other description/ comments (if necessary):</b>			

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

Estimated Expenses		
No.	Type of Costs	Required amount of financial resources until the realization of the pilot activity
1.		
2.		
3.	<i>... add rows if necessary</i>	
<b>Total:</b>		
<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.	Internal funds	ccc.
2.		
3.	<i>... add rows if necessary</i>	
<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></p> <p>Main threat of proposed activity is related to financial and human resource matters. New ECTS coordinator can be seen as completely new function born by new employee, or it can be seen as additional responsibility to existing employee, whether it is QA Officer or someone else. In both cases, regular funding for paycheck or bonuses should be provide.</p> <p>Additional risk can be seen in non-realization of proposed provisions if the role and importance</p>

of ECTS coordinator is not recognized as relevant.
<b>Strategic responses on each identified risk:</b> To plan cost of ECTS coordinator (paycheck, bonuses) in front, on yearly bases. Continuous check-ups by QA office Strong promotion of role and responsibilities of this body
<b>Other description/comments (if necessary):</b>

Quality Control
<b>Plan of periodical evaluation/ assessment:</b> Within regular yearly evaluation of QA processes.
<b>Measuring progress (methodology, progress indicators, etc.):</b> Reports done by ECTS coordinator
<b>Other description/comments (if necessary):</b>

Acceptance by the INSTITUTIONAL PROJECT COORDINATOR OF THE STINT PROJECT	
Name: prof. Sanja Bijakšić, PhD	
Function: Vice-International Relations	
Signature: .....	
Signed in: Mostar,	
	 <p>Seal/ Stamp of the l</p> <p>on 18/03/2018</p>

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