

## TEMPLATE FOR PILOT ACTIVITY

<b>Name of the pilot activity</b>	<i>Instruction Manual for Vice-deans/Coordinators for implementation of Erasmus+ mobility</i>
<b>Description of activity</b>	<i>Instruction manual is a documents that explains the proces of international mobility for outgoing and incoming students and staff. Similar document existed before, and with STINT implementation ,we will prepare updated version. Before existance of this documents implementation of mobility was done through „good-practice“ from different EU funded programs (Erasmus Mundus, CEEPUS, ...).</i>

The responsible department/ unit	
<b>Organization unit/ service/ sector</b>	<i>International Relations office University of Sarajevo</i>

\* 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>	<i>Jasna Bošnjović</i>
<b>Title</b>	<i>Dr.</i>
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<b>Name and surname</b>	<i>Adnan Rahimić</i>
<b>Title</b>	<i>Ms.sci.</i>
<b>Position</b>	<i>IRO officer</i>
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\* 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.	<i>Meeting with vice-deans and collecting experiences</i>	<i>1</i>	<i>17/06/2017</i>
2.	<i>Writing an instruction manual</i>	<i>1</i>	<i>01/11/2017</i>
3.	<i>Sending it to the beneficiaries</i>	<i>1</i>	<i>20/11/2017</i>
4.			
<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.	<i>Vice-deans/coordinators for international Relations at UNSA</i>
2.	

3.	<i>... add rows if necessary</i>
<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.	<i>Understanding the implementation of mobility</i>		Strategy
2.	<i>Better application/nomination process</i>		
3.	<i>Transparent publication of calls</i>		
4.	<i>Better filling in the documents (LA, MA, IIA, ...)</i>		
5.			
<b>Other description/ comments (if necessary):</b> <i>Having an instruction manual like Guide for ICM implementation helps in everyday procedure with organizing and publishing the calls, collecting applications, organizing transparent selection and nomination procedure, preparing incoming/outgoing students' and staff's mobility. Central IRO will publish the manual online and send to all relevant vice-deans/coordinators in order to help organizing better incoming/outgoing mobility.</i>			

\* 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.	Staff cost	
2.		
3.	<i>... add rows if necessary</i>	
<b>Total:</b>		
<b>Other description/comments (if necessary):</b> <i>Preparing the Instruction manual will be incorporated as an activity for staff cost in the STINT project.</i>		

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

Funding		
No.	Source of Financing	Required amount
1.		
2.		
3.	<i>... add rows if necessary</i>	
<b>Total:</b>		
<b>Other description/ comments (if necessary):</b> <i>STINT budget for UNSA: staff cost</i>		

\* 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):**

Please mention all kind of risks you can face during the implementation of the pilot activity. Identified risks can be related to defined activities in part 4 (specific activities and timetable).

1. *Changes in the program's structure and regulation*
2. *Application/nomination procedure through online software of the EU partner can be different for UNSA's procedure*
3. *Transparency is not respected*

**Strategic responses on each identified risk:**

Please mention how you plan to reply on defined risk/s described in previous field.

1. *Changes in the programme structure must be respond quickly and update the manual with new/changed actions*
2. *It is important to communicate with EU partner total procedure; especially which documents are needed (NL and LA are crucial as a support from home university during application and must be included in the EU partner's software)*
3. *Transparency is stressed out in the programmes regulations and it is needed to make sure it is respected and everybody has a right to use the mobility, based on their qualitative documents and previous (non)experience with international mobility*

**Other description/comments (if necessary):**

### Quality Control

**Plan of periodical evaluation/ assessment:**

Please mention the way how you plan to do periodical evaluation of the realization of the pilot activity and all specific activities. Please mention who will be engaged in this process (not name and surname, but position or function which will be engaged in the job).

*The instruction manual will be revised every year with or without changes in mobility programmes structure. Also, periodical meetings with the direct subjects of mobility process (students and vice-deans/coordinators) will be asked for feedback in order to improve the process, include new options and actions and deal with possible problems that might occur.*

**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. dr. Aleksandra Nikolić

Function: ' Relations

Signature:



Seal/ Stamp of the University



Signed in: Sarajevo

on 04/09/2017

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