



Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina / HURBE I 598503

Quality Plan

Work Package 5

Quality Assurance, monitoring service and Sustainability

Lead organization: P1: Sapienza University of Rome, Italy

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List of Abbreviations

HURBE	Healthy URBAin Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina Erasmus + KA2 CBHE project 598503-EPP-1-2018-1-IT-EPPKA2-CBHE-JP 2018-2480/001/003
EACEA	EU Education, Audiovisual and Culture Executive Agency
HEIs	Higher Education Institutions
PC	Partner country
KA	Key Action
EIE	Independent External Evaluator
SSC	Scientific Steering Committee
LFM	Logical Framework Matrix
WP	Work Package
QP	Quality Plan
QST	Quality and Sustainability Team
PO	EU Project Officer

Executive Summary

The Quality Plan aims to ensure that all project activities are carried out with the highest possible standards and that the project objectives are reached efficiently. This will involve the evaluation of project progress, which requires the precise definition of indicators, monitoring procedures and adapted tools by the Steering and Scientific Committee (SSC) at the beginning of the project. Therefore, throughout the project lifetime, the members will be aware of defined standards that should be met for each task they carry out and the achievement methods of those standards within the allocated time.

The quality of activities is dependent on the contribution of all partners; they will be responsible for ensuring the quality of the project. It is necessary to respect the project indicators and the quality measures that follow to the logical framework matrix and to the project timeline. This plan involves necessary indicators, procedures and tools for each Work Package (WP), such as questionnaires, reports, assessments and evaluation criteria.

Each WP Leader will be responsible for implementing activities accordingly and will be evaluated by a representative of the SSC and the Quality and Sustainability Team (QST). The Quality Plan is elaborated by UNIROMA1 and confirmed the supervision of QST. A detailed monitoring system is defined for supporting the project management team in the decision-making, allowing eventual readdressing of activities and resources. The quality plan is elaborated to guarantee quality on different levels of the project. It is composed of a general framework introduction, structure, guidelines, tools and processes that work on different scales from the single activity to the task, work package (WP) and the whole project.

Introduction

This document presents the Quality Plan (QP) for Erasmus + KA2 CBHE project 598503-EPP-1-2018-1-IT-EPPKA2-CBHE-JP "Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina" (HURBE). It is developed in the scope of the WP5 (Quality Plan) of the Project in compliance with the project description and all applicable rules & guidelines.

Quality control is an integral part of the project and aims to ensure that objectives are met in the most effective way. This QP defines the general approach to quality control, internal and external evaluation, and the procedures to be followed by the partners for effective communication as well as production and documentation of the HURBE Project deliverables. The document outlines the strategy for how the quality control mechanisms will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

The Quality Plan contains a set of scheduled activities and defines the objectives, roles and responsibilities. It includes established indicators, methodology and procedures for evaluation of project activities and results. For each task, it determines the responsible partner(s), timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.

This QP has to be shared with all project partners. It is compulsory that each team member of the project reads it, to guarantee the a standard of quality for all the tasks and activities carried out in the project. The annexes are integrant part of the QP.

Project Aims and Objectives

The project aims to improve quality of education in the organizations of Bosnia and Herzegovina by focusing on curriculum development, modernization of Higher Education Institutions (HEIs) and strengthening the relationship between HEIs and the urban and health environment. Therefore, the general aims and objectives of HURBE are:

- Strengthen credit transfer and the status of degree programmes to support accessibility and internationalisation in Architecture and Civil Engineering Faculties.
- Modernisation of curriculum by developing new and innovative courses and methodologies in the Subject area Architecture and Construction.
- Integrate innovative learning, teaching tools and ICT-based practices.

This will be through the following specific objectives:

- Analysis and introduction of credit transfer in Architecture and Civil Engineering Faculties in Bosnia Herzegovina.
- Integrate innovative educational approaches by focusing on decisive content in the disciplinary sectors of Architecture, Construction, Urban Planning, Landscape Architecture, Technology of Architecture and Civil Engineering.
- Develop new courses in the field of Healthy Urban Environment and upgrade HEIs facilities (laboratories) to enhance relevance with labour market and society.
- Increase cooperation and exchange between academic staff, students and policy makers in Bosnia Herzegovina and Europe.

The specific needs and problems in the Partner Country organisations will be changed through the following ways:

- Compare content for the different Architecture and Civil Engineering teaching methods will have a direct impact on the internationalisation and modernisation of higher education in BiH.
- Install permanent laboratories of HURBE that support the implementation of innovative practices for the teaching methods and the development of new services - for HEIs and other institutions - in the Partner Country (PC). This creates a sustainable funding resource by offering services to external clients even after the project lifetime.
- Development and testing of courses, learning materials and tools in the field of HURBE will have a substantial impact on the capacities of Bosnian HEIs.
- Organising joint initiatives and the share of good practices will foster the cooperation among the HEIs of Partner Country and integration with Associated Partners.
- Development of new and innovative forms of learning and provide education programmes will improve the competences and skills in HEIs of the Partner Country.
- Organisation of staff training will focus on upgrading the general skills of academic and administrative staff in the Partner Country.

- Increase the specific competences of the teachers, students and trainers from the Partner Country in the Healthy Urban Environment topic through an intercultural approach of knowledge sharing.

Project Quality Structure

The project quality is governed by internal and external quality control.

The internal quality control is managed by the project consortium. The first level of quality assurance should be guaranteed by the project members performing the groups of activities to deliver project tasks and work packages. Each work package is managed by an institution “WP Leader”, which is supported by other institutions for each task. Every task, then, will be managed by a “Task Manager” who follows and/or supports the WP Leader and facilitates the coordination with the task participants.

A Quality and Sustainability Team (QST), composed by a member from each Partner HEI, is identified to represent a parallel quality assurance process that supervises the level of deliverables, outputs, and outcomes. The team, is responsible of the standards and indicators of quality to support the Scientific Steering Committee (SSC), composed of the two leaders of each Project HEI, in the quality control. The QST confirms the conformity of a given task with qualitative and quantitative indicators and recommends corrective measures, if necessary, with respect to the project’s Logical Framework Matrix (LFM) as a point of reference. The Project Coordinator is responsible for coordinating the internal project processes and the external one in respect to all the Erasmus+ regulations and EACEA’s guidelines.

The quality assurance activities will be based on two different types of data:

- qualitative data (i.e., respect of the defined deadlines and control of indicators)
- quantitative data (i.e. reports and deliverables like results of questionnaires and interviews).

Data will be gathered among all the direct beneficiaries of HURBE, including the Associated Partners, and among the indirect beneficiaries, as students, trainers, non-academic personnel, and stakeholders.

Quality and Sustainability Team: structure

P1 UNIROMA1	1 member
P2 UACEG	1 member
P3 AFZG	1 member
P4 UNMO	1 member
P5 UNSA	2 members (coordinator)
P6 UNZE	1 member

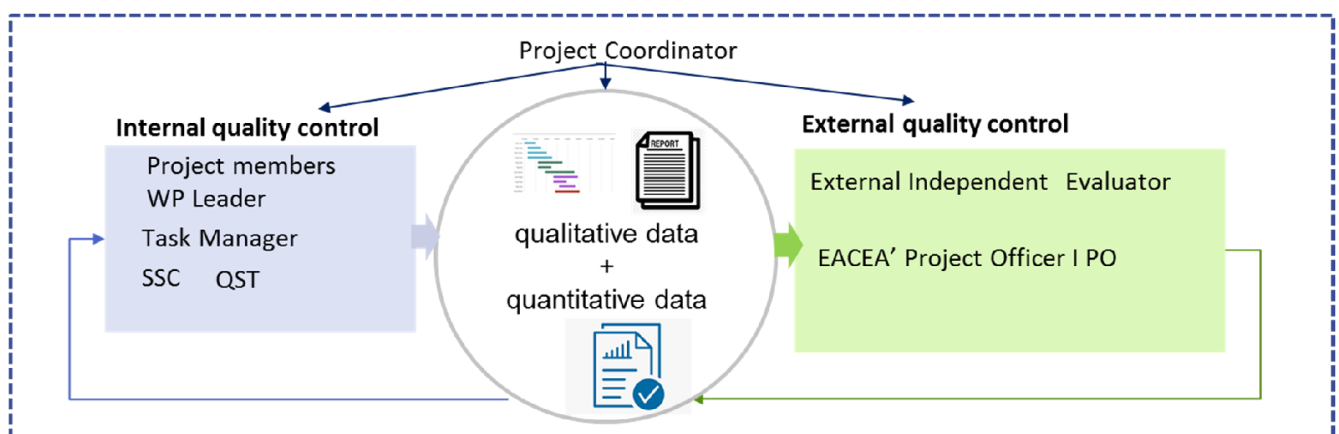
Scientific Steering Committee: structure

P1 UNIROMA1	1 Main coordinator+ 1 member
P2 UACEG	1 Lead local coordinator + 1 member
P3 AFZG	1 Lead local coordinator+ 1 member
P4 UNMO	1 Lead local coordinator+ 1 member
P5 UNSA	1 Lead local coordinator+ 1 member
P6 UNZE	1 Lead local coordinator+ 1 member

The external quality control is performed by:

- **External evaluation** of the entire project will be conducted by the External Independent Evaluator (EIE) – subcontracted - in order to provide mid-term evaluation and final evaluation. These external evaluation processes will involve all the project partners and their results will be elaborated in EIE reports that provide full assessment of the project activities and tasks. The EIE will organize meetings with all partners to collect data necessary for their evaluation process, and for the elaboration of relative reports. They will review most important HURBE project outputs and outcomes, relying on the deliverables like the reports, charts, or any document to monitor their level of quality. The EIE will guarantee consistent availability for one-to-one meetings with the Project Coordinator to monitor the progress of the project and its results. They will support the quality evaluation of the activities and the final deliverables produced.
- The EU Project Officer (PO) assigned to the project by the National Erasmus+, Offices EACEA, according to EACEA schedule of projects' monitoring process, will represent a reference point for the EU monitoring of the whole project and its implementation. EACEA through a monitoring process that should allow both the Agency and the coordinators to follow-up the project performance and results. Smooth cooperation between the Agency and the beneficiary organisations is crucial. To this end, the Agency ensures a constant follow up on the projects. The Agency's monitoring may be performed through face to face meeting or remotely and can be performed in different ways. The indications provided by the PO must be respected and followed as an integral part of the quality assurance process of the project. The desk monitoring is done at the Agency by the assigned Project Officers on the basis of the information available during all the life cycle of the project (mainly on the basis of interim and final reports). The Agency may use external expertise to analyse and assess these reports. Project officers are available to provide information, answer queries and give guidance. Monitoring visits can take place at any time during the lifetime of the project to verify the status of the project's implementation and the preparation of its outputs to obtain a clear picture of how well the project is being managed, to see how well partners are cooperating; and to provide the project with support and guidance.

Project Quality Structure



The external and internal monitoring provides the assessment of different aspects of project implementation, such as efficiency (the WPs are done on time, in line with what is within the project proposal), effectiveness (the project-specific objectives are achieved and the deliverables are produced), impact (at the level of faculty, university, external organization, stakeholders, etc.) and sustainability (after the project's lifetime some activities have to continue, so as for the process of valorisation of the project's deliverables as HURBE courses, MOOCs, laboratories).



Quality assurance guidelines for Plan elaboration

- Simple, light, and user-friendly Quality Assurance monitoring
- Integrated it in the project workplan and timeline.
- Assignment a quality coordinator or team to oversee.
- Indicators that all partners can understand.
- Use of means that are simple.
- External evaluation / evaluator can be useful.
- Reference the quality assurance unit in project institutions for inspiration.
- Paying attention to using feedback, not just collecting it.
- It is largely about self-reflection.
- Quality is not just about delivering the deliverables.
- Participants should be serious about it – it can support them.
- It is necessary not to leave it behind.

Quality Plan Tools

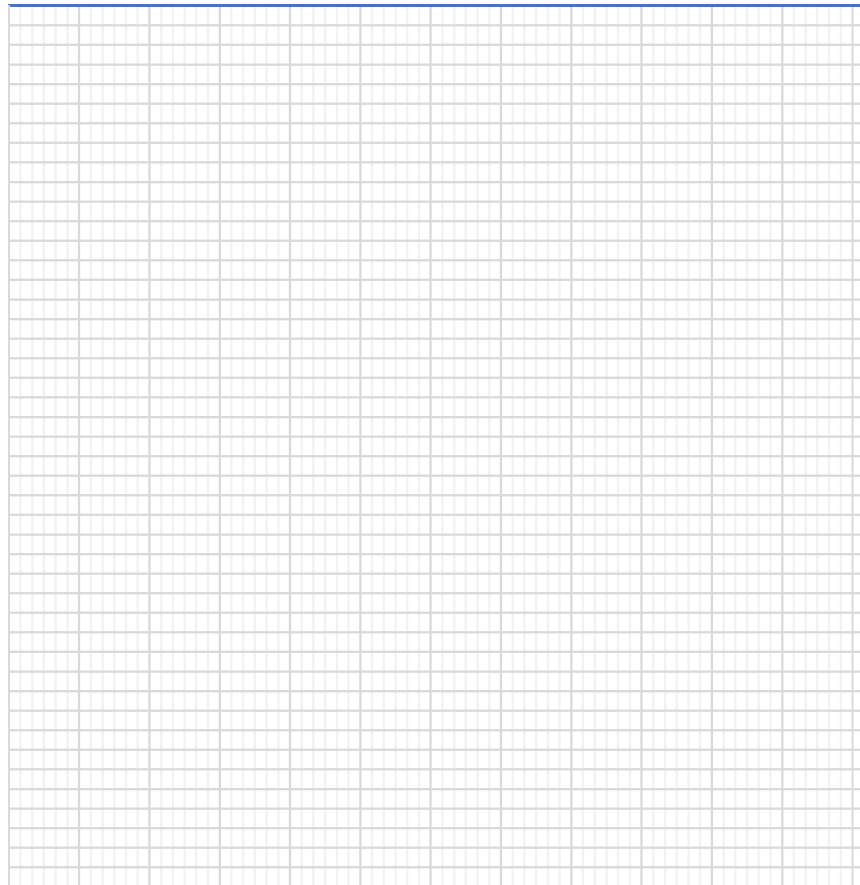
The main quality plan tools are:

- Logical framework
- Task reports
- Work package reports
- Evaluation questionnaires
- QST feedback
- Project Meetings (T7.4)
- External Independent Evaluator Reports

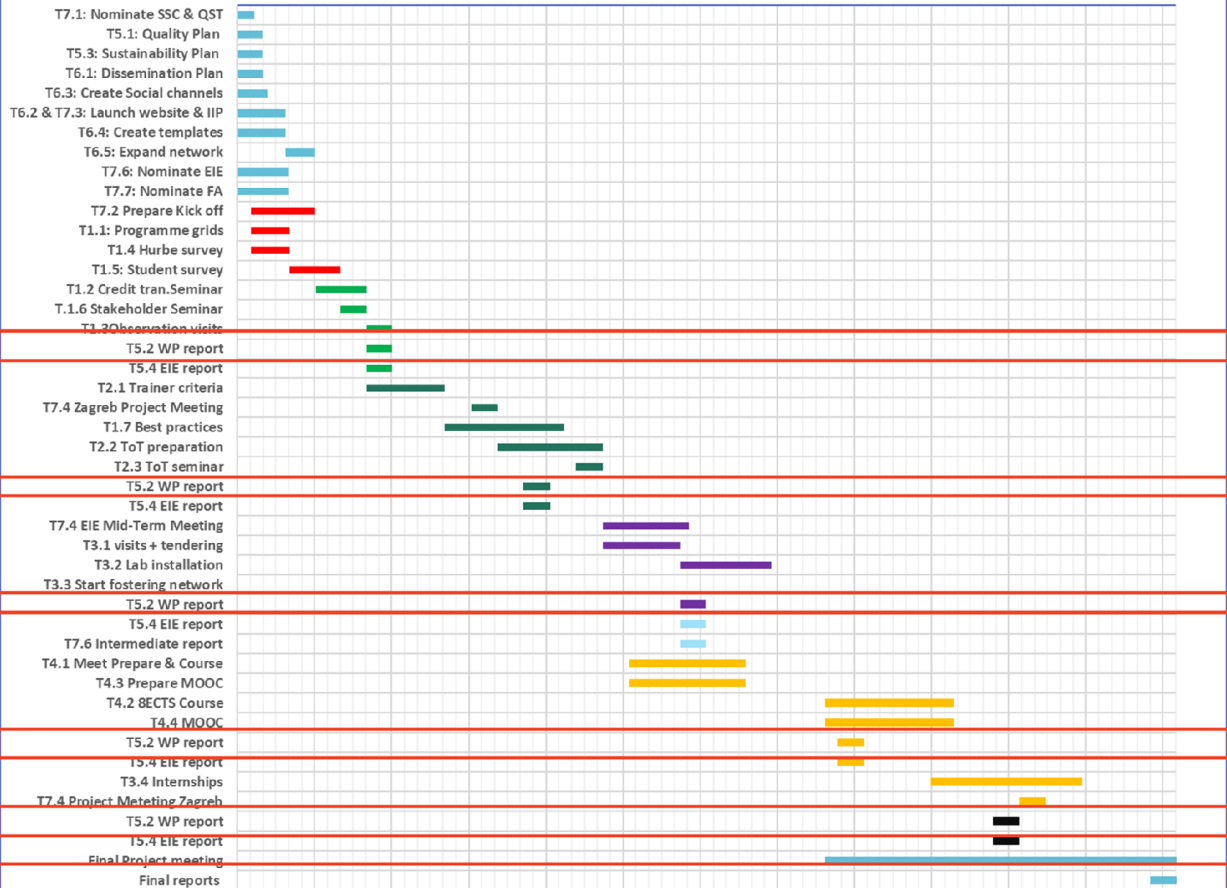
The quality of project tasks and activities should take the task description and the logical framework matrix to measure the indicators of progress of the outputs and outcomes.

15/11/2018 03/02/2019 05/05/2019 08/08/2019 11/11/2019 02/02/2020 05/05/2020 08/08/2020 11/11/2020 02/02/2021 05/05/2021 08/08/2021 11/11/2021

T7.1: Nominate SSC & QST
T5.3: Sustainability Plan
T6.3: Create Social channels
T6.4: Create templates
T7.6: Nominate EIE
T7.2 Prepare Kick off
T1.4 Hurbe survey
T1.2 Credit tran.Seminar
T1.3 Observation visits
T5.4 EIE report
T7.4 Zagreb Project Meeting
T2.2 ToT preparation
T5.2 WP report
T7.4 EIE Mid-Term Meeting
T3.2 Lab installation
T5.2 WP report
T7.6 Intermediate report
T4.3 Prepare MOOC
T4.4 MOOC
T5.4 EIE report
T7.4 Project Meteting Zagreb
T5.4 EIE report
Final reports



15/11/2018 13/02/2019 14/05/2019 12/08/2019 10/11/2019 08/02/2020 08/05/2020 06/08/2020 04/11/2020 02/02/2021 03/05/2021 01/08/2021 30/10/2021



Each work package leader delivers regular reports of the work package's progress according (Annex 1) to the timeline defined in the project schedule and seen the previous figure. During the project operation, the quality plan was re-elaborated, and it was agreed, upon the EIE's recommendation that there should be an intermediate report of the work package's progress and a final work package report.

In addition, at the end of most of the tasks, there are final tasks reports that represent a fundamental tool for the evaluation of the outputs (e.g. Annex 2). They are described in the detailed project description as they are an important measurable indicator to evaluate the capacity and condition of a completed task.

Questionnaires are integrated to evaluate the quality of deliverables and feedback of the project participants like academic staff members, administrative staff members, students and stakeholders for a given task. The questionnaires (e.g. Annex 3a, Annex 3b, Annex 3c) are developed during the project lifetime and they should be taken into consideration to potentially improve similar future activities. Based on the outcome of the questionnaires, corrective measures have to be taken for following events and activities.

Additionally, the "Task Division and Partner roles" (Annex 4) and "Temporal Framework Project Phases" (Annex 5) represent a tool that supports the monitoring processes for a smooth follow up of the planned project phases, indicators, and relevant deliverables.

The QST is a project internal reference point and an important tool for the general project quality. They collaborate with the project members and the SSC. It is composed of 1 member from each partner in the Consortium. This team collaborated with the lead organization of WP5 to elaborate the quality and sustainability plans. They also provide support to the SSC in the overall quality and sustainability management process of the project. It aims to ensure that all project activities are carried out with the highest possible standards and that the project objectives are reached efficiently.

The project meetings are integrated in task 7.4 as a fundamental tool to meet in person and/or virtually and discuss the whole project progress and to define the points of strength that should be used to empower the general objectives. The meetings are necessary to find solutions and overcome potential obstacles and internal or external risks that encounter the project.

Quality Control processes

The QST will periodically evaluate the quality reports of the work packages (Annex 1). They decide the intervention and interval methodology. The QST provide one of four feedbacks:

- Full confirmation and consent of the performance of the work package
- A confirmation with future recommendations for the development of the work packages performance
- A request for corrective measures to adjust the problems a work package is facing
- A request for corrective measure to cope with external risks to the project

The QST will provide their feedback in a report format or through direct communication (email, meeting, etc.) with the project members.

- After a task report is finished it will be validated as defined in the detailed project description (e.g. by SSC and/or QST). The validating structure is considered the second filter – after the

member/s that elaborate the report - to guarantee the quality of the task and its compliance with the defined objectives.

- Project meetings take place based on a time interval - defined in T7.4. Mid-term Project meetings and virtual progress meetings – that is planned to guarantee the continuous follow-up and coherence between the different project work-packages, tasks and activities, and their alliance with the general and specific project objectives. During the project meetings, the members discuss the project schedule, the status of the work packages, delivery dates and make plans until the following project meetings.

- Filling the evaluation questionnaires and evaluating the feedback. The questionnaires responses are anonymous, which guarantees transparency of the responses. The results provide a non-bias assessment of the performance of the event and/or activity. The project structures are responsible of revising the results and evaluating the best tools to integrate them in the whole quality process of the project.

Document Control

The general project documents' revision and control are the responsibility of the lead organisation UNIROMA1 of the Work Package 5: Quality Assurance, monitoring service and Sustainability. Project partners should collaborate to share all the required documents and update them to guarantee the application of the quality plan indications. The lead organisation – in collaboration with the dissemination team – shall decide whether to publish any documents and/or quality reports based on the detailed project description, the copyrights of the produced material and the objectives of the project.

Disclaimer

This document represents the final quality plan.

Annexes

Annex 1 “Report Template”

Annex 2 “Task report template”

Annex 3a “Meeting Evaluation Questionnaire”

Annex 3b “Meeting Evaluation Questionnaire and round table”

Annex 3c “Students HURBE Awareness Questionnaire”

Annex 4 “Task Division and Partner roles”

Annex 5 “Temporal Framework - Project Phases”



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Quality Report Work Package n.

Dates:

Quality report WP(X)

1st Semester 15 November 2018 – 15 May 2019

Lead Organisation

Type of report	Semesterly WP quality report	15/11/ 2018 15/05/ 2019
Work package type and ref.nr	PREPARATION	1
WP 1 Title	Prestart up.....	
Lead Organisation	P4. Dzemal Bijedic University of Mostar, Bosnia Herzegovina_ UNMO	
Date	1st Semester	
Quality report number	01	
WP Start Date	dd-mm-yyyy	
WP End Date	In progress	

Related assumptions and risks	<p>Refer to the detailed project description (specify the reference page in the detailed project description file) and elaborate which assumptions were found to be true and which risks occurred.</p> <p>Were there any risks for the delivery of the workpackage ?</p> <p>If there were risks, how you encountered them?</p>
Description of WP	Provide a general description of the Work package development in the first semester of the project (preparations and coordination of the workpackage activities in relation to the project as defined in page of the detailed project description file)
Tasks development	<p>E.g.</p> <p>Task 1.1 (Specify title): Concluded when?</p> <p>Task 1.2 (Specify title): In progress</p> <p>Task 1.3 (Specify title): starts on dd/mm/yyyy</p> <p>.....</p>
WP Start Date	(dd-mm-yyyy)
Description tasks	<p>Task 1.1 (Specify title)</p> <p>Activities done</p>
Outputs and Outcomes	<p>Refer to the logical framework and illustrate the actual outputs and outcomes</p> <p>Es. Credit transfer meeting attended number of.. etc.</p>
Indicators of progress	<p>Refer to the logical framework and illustrate</p> <p>E.g.</p>
How were indicators of progress measured?	<p>Refer to the logical framework and illustrate</p> <p>E.g.</p>
Comments
Corrective measures



Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina / HURBE

Quality Report

Task n.

Dates:

Work Package and Outcome ref.nr	1.1.	
Title	Lorem ipsum Lorem ipsum	
Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input type="checkbox"/> Report <input type="checkbox"/> Service/Product
Description	Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum	
Starte/End date		
Languages		
Target groups reached	<input type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input type="checkbox"/> Administrative staff <input type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Other	
	<i>If you selected 'Other', please identify these target groups. (Max. 250 characters)</i>	
Dissemination level reached	<input type="checkbox"/> Department / Faculty <input type="checkbox"/> Institution	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International
Deliverable/Results/ Outcomes reached		
Quality Indicators		
Was the communication between partners effective enough?	Yes No Maybe	
Were the goals of the task all met? If not, please specify which goals were not met	Strongly disagree Disagree Neutral Agree Strongly agree Other...	
Was the time sufficient?	Strongly disagree Disagree Neutral Agree Strongly agree Other...	
What is the overall rating of the task outcome quality? (5 maximum)	1 2 3 4 5	
Comments/ Feedback	



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Evaluation Questionnaire

Task n.

Dates:

Evaluation Questionnaire |

Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina / HURBE



Event:

Date:

Location:

1. Indicate your institution

Mark only one oval.

UACEG

AF ZG

UNMO

UNSA

UNZE

2. Was the information provided prior to the meeting sufficient and adequate (Agenda, goals, logistics, etc.)?

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

3. Was the communication prior the meeting effective enough?

Mark only one oval.

Yes

No

Maybe

4. Were the meeting's goals clear?

Mark only one oval.

Yes

No

Maybe

5. Were you able to accomplish the tasks you were supposed to deliver prior to the meeting?

Mark only one oval.

Yes

No

Other:

6. Were the goals of the meeting were all met? If not, please specify which goals were not met

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Other:

7. Did the meeting provide sufficient time for introductions (or re-introductions) and sharing of the background of the partners?

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Other:

8. Are you satisfied with your level of contribution to the discussions and the decision making?

Mark only one oval.

Yes

No

Other:

9. What is your overall rating of the meeting? (5 maximum)

Mark only one oval.

1 2 3 4 5

10. Do you have any comments or feedback that can be taken in consideration for future HURBE events?



Workshop 1: strengths and weaknesses of the main internal dimensions of the HURBE project and the lessons learned (how and what partner would do better in a future similar project):

- procedural difficulties
- internal relationships (communication, distribution of work and responsibilities between partners, decision-making process)
- involvement / interest in internal University staff issues (management - rector, deputy, Faculty Deans, other teachers, administrative staff)
- involvement / interest in students' themes
- involvement / interest in stakeholders' issues

Modality: Flipchart on shared file



DIMENSION	STRENGTHS	WEAKNESSES	LESSONS LEARNED
procedural			
internal relationships (communication, distribution of work and responsibilities between partners, decision-making process)			
involvement / interest in internal University staff issues (management - rector, deputy, Faculty Deans, other teachers, administrative staff)			
involvement / interest in students' themes			
involvement / interest in stakeholders' issues			
..... ON A SHARED FILES			

Workshop 2: probing **external dimensions** - i.e. out of the boundaries of the project design

- what were the unexpected effects, in other words, what were the positive mechanisms that were triggered thanks to the project, or results that were not foreseen by the project design and which were therefore a surprise?
- what were the most significant changes that the project has activated?
- what are the main elements of future sustainability (have you learned to write and / or manage projects? have you achieved institutionalization and financial sustainability of the HURBE courses and how? have you created lasting relationships with public or private external actors? are the laboratories economically sustainable and how?)

Modality: world café/round table



What were the unexpected effects, in other words, what were the positive mechanisms that were triggered thanks to the project, or results that were not foreseen by the project design and which were therefore a surprise?

Did have you achieved
institutionalization and
financial sustainability of
the HURBE courses and
how?

Did have you created
lasting relationships
with public or private
external actors?

Are the HURBE
laboratories
economically
sustainable and
how?



shorturl.at/jlmoO

P4 UNMO - Students Awareness

Brief description: The Health Urban Environment (HURBE) is ERASMUS+ program developed by six high educational institutions in the field of Architecture and Civil Engineering. HURBE actualizes strategies of urban regeneration in order to improve the built environment, promote physical activities and the use of urban public space. It also aims at encouraging healthy behaviour, preventing diseases and promoting healthier living. The aims of the Consortium is to create a wide educational offer that prepares experts who act directly on city transformation.

Why this survey & the aim: The survey investigates how the students preferably attending the 2 last years of university education (2nd -3rd years of Bachelor or Master's students) perceive the topic of Healthy Urban Environment, and it evaluates the experience of the courses they attended. Ideally 20% of students questioned will have had educational experience outside their University.

Instructions: How to select the poll answers. Choose only one answer where no maximum number of answers is offered.

*Required

Part A - General information

1. 1- At which university do you study? *

Mark only one oval.

- ☐ UNMO
- ☐ UNSA
- ☐ UNZE
- ☐ UNIROMA1
- ☐ UACEG
- ☐ AF ZG

2. 2- What do you study? *

Mark only one oval.

- ☐ Architecture
- ☐ Civil Engineering

3. 3- Study year *

Mark only one oval.

☐ 2nd year

☐ 3rd year

☐ 4th year

☐ 5th year

4. 4- Gender *

Mark only one oval.

☐ Male

☐ Female

☐ Prefer not to say

5. 5- Do you live in the same city where you are studying? *

Mark only one oval.

☐ Yes

☐ No

6. 6- Did you have some educational experience abroad during university course (internship, study, exchange, etc.)? *

Mark only one oval.

☐ Yes

☐ No

Part B - General Knowledge about Healthy Urban Environment

7. 7- Have you ever heard about Zagreb declaration? *

Mark only one oval.

☐ Yes

☐ No

8. 7a- If yes, where?

Mark only one oval.

☐ Internet

☐ Newspapers

☐ University

☐ Conference

☐ Other: _____

9. 8- Have you ever heard about Sustainable Development Goals? *

Mark only one oval.

☐ Yes

☐ No

10. 8a- If yes, where?

Mark only one oval.

☐ Internet

☐ Newspapers

☐ University

☐ Conference

☐ Other: _____

11. 9- Who is responsible for your health? (choose only 3) *

Tick all that apply.

- ☐ Medical professionals
- ☐ Neighbours
- ☐ Family
- ☐ Myself
- ☐ Public authorities
- ☐ Urban environment
- ☐ I don't know

Other: ☐ _____

12. 10- How does environment affect your health? *

Mark only one oval.

- ☐ Positive
- ☐ Negative
- ☐ Both
- ☐ None
- ☐ I don't know

13. 11- Do you think that your future profession is already linked to health urban environment issues? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ I don't know

14. 12- Is building design important to (your) health?

Mark only one oval.

	0	1	2	3	4	5	6	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly

15. 13- What are the elements with an impact on health? (choose only 3) *

Tick all that apply.

- ☐ Materials
- ☐ Colours
- ☐ Light
- ☐ Orientation
- ☐ Ventilation
- ☐ Greenery
- ☐ Organisation of space interior
- ☐ Insulation
- ☐ I don't know

Other: ☐ _____

16. 14- Do you think that CO2 is air pollutant? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ I don't know

17. 15- Which sector is contributing the most to the pollution? *

Mark only one oval.

- ☐ Building process
- ☐ Transport
- ☐ Food industry
- ☐ Energy production
- ☐ I don't know

18. 16- What is for you "Healthy Urban Environment"? *

Mark only one oval.

- ☐ Sufficient number of health facilities in an urban area.
- ☐ Built environment (including buildings) that does not have negative impact on human health
- ☐ Proper communal infrastructure
- ☐ Waste management
- ☐ I don't know
- ☐ Other: _____

19. 17- To which area do you think "Healthy Urban Environment" belongs? *

Mark only one oval.

- ☐ Health care
- ☐ Planning & design
- ☐ Economy
- ☐ Politics
- ☐ Engineering
- ☐ Architecture
- ☐ All together
- ☐ I don't know

20. 18- Do you think that 'Healthy Urban Environment' is the topic important for your future profession? *

Mark only one oval.

- ☐ Yes
☐ No
☐ I don't know

21. 19- What type of experts could contribute to a healthy urban environment?
(Choose only 2) *

Tick all that apply.

- ☐ Medical
☐ Architects & engineers
☐ Social workers
☐ All
☐ I don't know
☐ Odabir 6

Other: ☐ _____

22. 20- What knowledge and skills would architects/civil engineers need to achieve a healthy urban environment? (Choose only 2) *

Tick all that apply.

- ☐ Technical Architecture
☐ Urban Planning
☐ Social
☐ Anthropological
☐ Medical
☐ I don't know

Other: ☐ _____

23. 21- How and when should be provided the knowledge on HURBE? (choose only 2) *

Tick all that apply.

- ☐ School
- ☐ University
- ☐ Lifelong learning
- ☐ Personal responsibility
- ☐ Internet
- ☐ I don't know

24. 22- In what way would you like to learn about HURBE? (Choose only 3) *

Tick all that apply.

- ☐ More new and recent literature
- ☐ On-line materials and courses
- ☐ Laboratories
- ☐ Practice
- ☐ Exchange of students and teachers
- ☐ I don't know

25. 23- Do you think your future work is linked with ethic principles? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ I don't know

26. 24- How well are you informed during your studies on the impact of buildings processes on human health?

Mark only one oval.

	0	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly

27. 25- If you could choose, would you like to attend a course on the Healthy Urban environment at your Faculty? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ I don't know

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**Healthy URBan Environment: Developing Higher Education in
Architecture and Construction in Bosnia and Herzegovina /
HURBE**

Task Division and Partner roles

Index:

- Introduction
- Work Packages Lead Organisations
- Task Division per partner

Introduction

This is a document prepared by HURBE Project Coordinator UNIROMA1 to introduce the project tasks and roles of each partner in the Erasmus+ KA2 project: HURBE_ Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina / HURBE. The document divides each Task of the Workpackages into subtasks assigned to each partner

This file represents a document to assist each partner to understand their specific role and specific tasks within the project's Workpackages. Partners are required to refer to the 'detailed project description' file for full task description (roles, subtasks, numbers, dates, etc.). This document is considered a primary draft in the first project phases, it is subject to modification and development during the project lifetime.

Work packages Lead Organizations

Lead partner (P1 – Pn, see section III.2) is responsible for the delivery of the work package and also all other partner organisations involved in the work package.

Work package	Lead Organization
WP1. Startup: needs on degree programmes and credit transfer	P3: University of Zagreb, Faculty of Architecture
WP2. Training of Trainers on Healthy Urban Environment	P5: University of Sarajevo
WP3. Permanent laboratories	P3: University of Zagreb, Faculty of Architecture
WP4. Educational modules on Healthy Urban Environment	P2: University of Architecture, Civil Engineering and Geodesy, Bulgaria
WP5. Quality Assurance, monitoring service and Sustainability	P1: Sapienza University of Rome
WP6. Dissemination and exploitation	P4: Dzemal Bijedic University of Mostar
WP7. Management of project activities	P1: Sapienza University of Rome

WP# = Work Package number

P# = Partner number

SSC = Steering & Scientific Committee

QST = Quality & Sustainability Team

Tasks division per partner

WP1 | Lead Partner: P3

T. 1.1: Prepare Grid: programmes & accreditation system

- First draft by SSC
 - Confirmation by QST, FMON & CIP
 - Fill grid & elaborate report: P4, P5 and P6 (total 60 surveys)
 - Final report confirmation by SSC
 - Publish on the website and social network P4
- Year 1

T. 1.2: Training on credit transfer and programmes management

- Local seminar organized by UNSA
- The content of seminar by UNIROMA1, AF ZG and UACEG
- Criteria for participant selection by SSC
- 5 prof and 1 admin member from each partner university (UNSA, UNMO, UNZE) will attend the seminar.
- 2 prof and 1 staff member from Programme countries (UNIROMA1, AF ZG, UACEG) will attend the seminar.
- UNSA manages the seminar's documents on the Internal Intranet Platform (IIP).

T. 1.3: Observation visits: management of Faculties of Architecture and Civil engineering and their Degrees in the framework of internationalization management

- Selection criteria of profs defined by SSC.
- UNIROMA1 organises observation visit for UNSA
- UACEG organises observation visit for UNZE
- AF ZG organises observation visit for UNMO
- UNSA, UNZE, UNMO elaborate reports
- QST will support elaborate a final report of their visit
- Report discussed during the SSC's first meeting in September 2020

T. 1.4: Healthy Urban Environment evaluation in the university courses

- UNMO elaborate the first draft of the grid questionnaire.
- UNSA, UNZE and UNMO have to fill it
- UNZE in collaboration with AF ZG will elaborate the final report.
- The report will be validated by SSC.
- UNZE in collaboration with AF ZG share report on IIP.
- Publish on the website and social network P4

T. 1.5: Healthy Urban Environment: the students' awareness

- UNIROMA1 and UNSA prepare a survey
- UNSA, UNZE and UNMO will carry out the questionnaire (50 students from each university).
- UNIROMA1 and UNSA will elaborate the final report.
- All documents will be shared on the Internal Intranet Platform (IIP).

- The report will be validated by SSC
- Publish on the website and social network P4

T. 1.6: Healthy Urban Environment: the stakeholders' opinion

- UNSA, UNZE and UNMO select 30 stakeholders/local experts, 10 each (contact before the start date of Gantt).
- AF ZG and UNZE build up a questionnaire
- Questionnaire validated by SSC
- A work session is prepared by UNSA.
- 1 member of each HEI (UNIROMA1, AF ZG, UACEG, UNSA, UNZE, UNMO) participates in the work session.
- The results elaboration by UNSA, UNZE and UNMO
- AF ZG, UACEG support results elaboration
- Validation by SSC of the final report
- Publish on the website and social network P4

T. 1.7: Healthy Urban Environment documents and best practices

- AF ZG and UNZE set up a guideline.
- UNSA, UNMO & UNZE collect documents
- UNIROMA, AF ZG & UACEG collect documents
- Documents will be revised by the SSC.
- UNSA, UNMO & UNZE on IIP.

WP2 | Lead Partner: P5

T. 2.1: Identification of needs in trainers' competences

- UACEG and AF ZG set up a guideline to prepare a survey.
- UNSA will prepare a survey.
- UNSA, UNMO, UNZE fill the survey
- UNSA will produce a report and discuss it with the consortium
- The survey and report validated by the SSC to confirm the selection of the candidates (future trainers) from UNSA, UNZE, UNMO

T. 2.2: Preparation of seminars for trainers

- UNIROMA1 and AF ZG will set up the first draft of the index for seminars and define teaching methodology.
- The proposed index - and methodology- will be validated by SSC.
- UNIROMA1 and AF ZG share documents on IIP.
- UNIROMA1, AF ZG and UACEG with the other partners elaborate the seminar content.
- AF ZG Prepare feedback survey
- UNSA will prepare logistic aspects of the seminar

T. 2.3: Providing a seminar for trainers

- UNSA will provide the necessary conditions to perform the activities and tasks defined by UNIROMA1, AF ZG and UACEG in (T.2.2).
- UNIROMA1, UACEG and AF ZG perform the seminar activities.

- UNSA, UNMO, UNZE candidates (future trainers) attend the seminar (between 01-10-2019 and 14-03-2020)
- UNSA, UNMO, UNZE candidates (future trainers) attend the seminar fill the feedback survey
- UNSA will record the seminar and produce a video and share on IIP
- SSC validation
- Publish on the website and social network P4

WP3 | Lead Partner: P3

T. 3.1: Preparation of permanent laboratories

- UNIROMA1 organizes a visit to its laboratories (5 days).
- 2 profs, 1 technical staff and 1 PhD student from each UNSA, UNMO and UNZE visit UNIROMA1
- SSC creates a plan to install laboratories
- UNIROMA1, AF ZG and UACEG set the guidelines for the management of the laboratories
- Consortium discusses guidelines through Skype
- SSC Validates guidelines
- UNSA, UNZE and UNMO will identify the necessary spaces inside their universities.
- UNSA, UNZE and UNMO will identify the staff involved in the laboratories
- UNSA, UNZE and UNMO will start the tender procedure
- QST and SSC have to approve all activities

T 3.2: Installation of permanent laboratories

- UNSA, UNZE and UNMO will install the equipment in the identified laboratory spaces
- UNIROMA1, AF ZG and UACEG will coordinate with UNSA, UNZE and UNMO
- QST and SSC have to approve all activities

T 3.3: Foster the HURBE Network with other laboratories

- UNSA, UNZE and UNMO laboratories sign agreements with UNIROMA1, AF ZG and UACEG
- UNIMED and EAAE will support network creation following the Dissemination Plan
- Further agreements will be launched and discussed in the final meeting in WP7.

T 3.4: Internship for students

- The Consortium will identify the selection criteria for the internship
- UNSA, UNZE and UNMO will select 10 students for the internship
- UNSA, UNZE and UNMO will define internship rules and provide internships

WP4 | Lead Partner: P2

T. 4.1: Preparation of 8 ECTS elective course on Healthy Urban Environment

- The consortium will select the objectives and content
- Stakeholders will indicate professional requirements
- Associated partners will suggest some content
- UNIROMA1 and UACEG will draft the guidelines for setting up the course
- UNIROMA1 and AF ZG will develop the first part of the course
- UNSA, UNZE, UNMO will develop the second part of the course

- 2 Profs from each UNIROMA1, AF ZG, UACEG and 3 Profs from each UNSA and UNZE will go to UNMO for 5 days to organize the course & MOOC details.

T. 4.2: Teaching of the 8 ECTS course

- UNSA, UNZE and UNMO select students and trained professors teach the course
- Subcontracting records the introductory modules for the MOOC
- 2 profs from UNIROMA1 will do 2 supervision visits at UNSA and UNMO & write 2 reports
- 2 profs from AF ZG will do 2 supervision visits at UNMO and UNZE & write 2 reports
- 2 profs from UACEG will do 2 supervision visits at UNZE and UNSA & write 2 reports.

T. 4.3: Syllabus of 1 ECTS MOOC on Healthy Urban Environment

- UNSA, UNZE and UNMO will elaborate the syllabus for the 1 ECTS MOOC
- UNSA, UNMO and UNZE, with the support of SSC, will elaborate the videos from the recordings of the 8 ECTS course (T.4.2).

T. 4.4: Share 1 ECTS MOOC course on Healthy Urban Environment on HURBE Platform

- UNIROMA1 uploads of the 1 ECTS MOOC on the Website and social network
- UNIROMA1, AF ZG, UNMO, UNSA, UNZE and UNMO provide 30 students each
- UNIROMA1 manages the subtitling in English and Bosnian language

T. 4.5: 8 ECTS Course's accreditation

- UNSA, UNZE and UNMO will ask for the accreditation of the course, according to their regulations
- The SSC will support the procedure

WP5 | Lead Partner: P1

T. 5.1: Draw up Quality Plan

- UNIROMA1 elaborates the Quality Plan
- Collaboration with the QST and the approval of SSC
- SSC and QST will receive & follow-up reports (every 6 months) & final report from WP leaders

T. 5.2: Periodic quality evaluation of results of Work Packages

- SSC and QST will receive & follow-up reports (every 6 months) & final report from WP leaders

T. 5.3: Sustainability plan

- UNIROMA1 elaborates the Sustainability plan
- Collaboration with the QST and the approval of SSC

T. 5.4: Monitoring and evaluation system of training

- External Independent Evaluator (with UNIROMA1) will elaborate a Monitoring System,
- SSC approval
- will be approved by the SSC members
- External Independent Evaluator prepares 6-month reports and submits to the UNIROMA1 & SSC

WP6 | Lead Partner: P4

T. 6.1: Preparation of the Dissemination and Exploitation Plan

- UNMO develop and update the Dissemination and Exploitation Plan
- SSC and associated partners advise the best methodology

T. 6.2: Create and update the project HURBE website and logo

- UNMO supports AF ZG to sub-contract the Creation of the HURBE website
- UNMO manages the updating of the website

T. 6.3: Creation and update of YouTube, Facebook, Instagram and LinkedIn

- UNMO will launch the accounts
- UNMO manages the updating of the accounts
- SSC validates videos before uploading them

T. 6.4: Prepare promotional material and publications

- UNMO prepares the templates for promotional materials and publications
- UNMO elaborates promotional materials
- UNIROMA1, AF ZG, UNMO, UNSA and UNZE support UNMO for material elaboration
- UNIROMA1, AF ZG, UNMO, UNSA, UNZE and UNMO hand out promotional material in events

T. 6.5: Diffusion of invitations to join the HURBE Network (T. 3.3)

- UNMO prepares invitations
- UNIROMA1, AF ZG, UNMO, UNSA, UNZE and UNMO send invitations to national and international stakeholders

WP7 | Lead Partner: P1

T. 7.1: Set up and work of Management Structure

- UNIROMA1 defines a plan and follows the nomination of the management structure

T. 7.2: Kick-Off meeting

- UNIROMA1 organizes the Kick-off meeting
- 3 members of AF ZG, UACEG, UNSA, UNZE and UNMO participate in Kick off-meeting

T. 7.3: Implementation of an Internal Intranet Platform for Project Management

- UNIROMA1 supports AF ZG to sub-contract the Creation of IIP

T. 7.4: Mid-term Project meetings and Virtual Progress meetings

- 3 members of each UNIROMA1, UACEG, UNSA, UNZE and UNMO go to AF ZG in Zagreb, in October 2019
- UNIROMA1, UACEG, UNSA, UNZE, UNMO and AF ZG meet virtually in January 2020
- 3 members of each UNIROMA1, AF ZG, UNSA, UNZE and UNMO go to UACEG in Sofia, in April 2020
- UNIROMA1, UACEG, UNSA, UNZE, UNMO and AF ZG meet virtually in October 2020
- 3 members of each UNIROMA1, UACEG, UNSA, UNZE and UNMO go to AF ZG in Zagreb, in June 2021.

T. 7.5: Final Project meeting

- UNSA with the support of UNIROMA1 and AF ZG will organize the Conference
- UNIROMA1, AF ZG, UACEG, UNSA, UNZE and UNMO send invitations and promote
- UNMO will be responsible for a multimedia corner and dissemination
- SSC and associated partners select contributions
- 4-6 profs of each UNIROMA1, AF ZG, UACEG, UNZE and UNMO go to UNSA
- An evaluation report will be elaborated by the final meeting



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Temporal Framework

Project Phases

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- Methodology
- Project Phases
 - Phase 01: Project Structures
 - Phase 02: Surveys & Questionnaires
 - Phase 03: Visits
 - Phase 04: ToT Seminars
 - Phase 05: Laboratories
 - Phase 06: Courses Preparations
 - Phase 07: 8ECTS & MOOC
 - Phase 08: Project conclusion

Introduction

This is a document prepared by HURBE Project Coordinator UNIROMA1 to introduce and synthesize the Erasmus+ KA2 project: HURBE_ Healthy URBan Environment: Developing Higher Education in Architecture and Construction in Bosnia and Herzegovina / HURBE. HURBE project to the partners. It represents the first document intended to assist partners and provide them with a general overview of the detailed project description. It includes a presentation of the project's general aims and objectives and presents an overview of the developed methodology.

The project is explained through 8 phases, with indicative deadline dates. These time phases are simplified to facilitate the comprehension of the detailed project description file. The phases include the titles of significant project tasks; the reader is required to refer to the detailed project description document for the full description, dates and roles per each task. This document is considered a primary draft in the first project phases, it is subject to modification and development during the project lifetime.

Project aims & Objectives

The project aims to improve the quality of education in the organizations of Bosnia and Herzegovina by focusing on curriculum development, modernization of HEIs and strengthening the relationship between HEIs and the urban and health environment. Therefore, the concrete aims and objectives of HURBE are:

1. Strengthen credit transfer and the status of degree programmes to support accessibility and internationalisation in Architecture and Civil Engineering Faculties.
2. Modernisation of the curriculum by developing new and innovative courses and methodologies in the Subject area Architecture and Construction.
3. Integrate innovative learning, teaching tools and ICT-based practices.

This will be through the following **objectives**:

1. Analysis and introduction of credit transfer in Architecture and Civil Engineering Faculties in Bosnia Herzegovina.
2. Integrate innovative educational approaches by focusing on decisive content in the disciplinary sectors of Architecture, Construction, Urban Planning, Landscape Architecture, Technology of Architecture and Civil Engineering.
3. Develop new courses in the field of Healthy Urban Environment and upgrade HEIs facilities (laboratories) to enhance relevance with labour market and society.
4. Increase cooperation and exchange between academic staff, students and policymakers in Bosnia Herzegovina and Europe.

The current situation in Bosnian HEIs situation will be improved through the following ways:

1. Compare contents for the different Architecture and Civil Engineering teaching methods will have a direct impact on the internationalisation and modernisation of higher education in BiH.
2. Install permanent laboratories of HURBE that support the implementation of innovative practices for the teaching methods and the development of new services - for HEIs and other institutions - in the Partner Country. This creates a sustainable funding resource by offering services to external clients even after the project lifetime.

3. Development and testing of courses, learning materials and tools in the field of HURBE will have a substantial impact on the capacities of Bosnian HEIs.
4. Organising joint initiatives and the share of good practices will foster the cooperation among the HEIs of Partner Country and integration with Associated Partners.
5. Development of new and innovative forms of learning and provide education programmes will improve the competencies and skills in HEIs of the Partner Country.
6. The organisation of staff training will focus on upgrading the general skills of academic and administrative staff in the Partner Country.
7. Increase the specific competencies of the teachers, students and trainers from the Partner Country in the Healthy Urban Environment topic through an intercultural approach of knowledge sharing.

The following activities are proposed:

1. Activities for academic curricula comparison and elaborate comparative charts of contents for the different Architecture and Civil engineering teaching methods.
2. Seminars for academic curricula comparison, credit transfer and degree programmes.
3. Seminars for trainers on the topic of Healthy Urban Environment.
4. Educational MOOC (Massive Open Online Course) module and an elective course - with class attendance dedicated to the topic Healthy Urban Environment
5. Internships in the installed laboratories of HURBE for the development of new services to stakeholders and society.
6. Dynamic website and social network (Facebook, LinkedIn...etc.) that are constantly updated to disseminate the project methodology and results.
7. Share the project results in open source mode: spread the educational MOOC module, good practices and the results of the classroom course on the online platform of HURBE.
8. 'International Conference HURBE' to share best practices, projects and experiences on the Healthy Urban Environment and disseminate the results of the project on an international level.

Methodology

The activities will follow an innovative and feasible methodology to reach the objectives through collaborative working aspects described as follows:

The project will start by a Consortium that will ensure that the project activities meet Bosnian needs (WP1) and then the management procedures will be clearly defined (WP7). WP1 will analyse the current curricula status and credit transfer in the HEIs of the Partner Country, comparing the curricula in BiH HEIs. A grid for the curricula analysis (credits system, marks...etc.) will be created and the Consortium will validate the results in a seminar. The curricula analysis will also observe how the topic is in current teaching programs and evaluate the students' perception. There will be a report to define stakeholders and local experts' opinion of interest to create collaborations and assist Bosnian HEIs in opening themselves to the labour market.

The second step is the Training of Trainers on Healthy urban Environment (WP2). It aims to increase the competences of local trainers (professors, assistants, PhD students) on Healthy Urban Environment topic through an interdisciplinary approach. Partners collect and share information and documents.

Starting from the needs analysis, a seminar for trainers will be organized on Healthy Urban Environment. The trainers will be selected according to the criteria decided by the Consortium. Academic staff members and PhD students will be trained and a report on trainers' needs will be produced.

SSC members work to install 3 permanent laboratories dedicated to Healthy Urban Environment (WP3); those labs develop researches and projects for universities and external clients, and they host students for internships. Bosnian HEIs will identify human and technical resources. At least 30 students/HEI will be trained through internships in the installed laboratories. 1 meeting/visit will be organized and 1 management manual for laboratories will be produced. After the project lifetime, the laboratories will continue to provide services and guarantee a sustainable fund for the institution.

Educational modules on Healthy Urban Environment will be created according to the European Quality Standard for HEIs. WP4 will present a 1ECTS MOOC module that will present the topic of Healthy Urban Environment to students. The 8 ECTS course, will be elective, provided with students' classroom attendance and accredited according to National and European regulations. Students will be selected according to criteria decided by the Consortium and respecting equal gender opportunity.

180 students will be trained through the 1ECTS module; 150 students will be trained on the presence, 2 modules delivered and accredited. The milestones are the course guidelines definition, didactic materials, online publishing of the 1ECTS module and delivery of the 8ECTS course.

WP5 establishes quality and monitors procedures in HEIs in BiH. A Quality Plan will be elaborated and a monitoring system will be defined to support the decision process, allowing possible activities' and resources' readdressing. A Sustainability Plan will define criteria for assuring HURBE courses' continuation, facing institutional, organizational and financial feasibility, social and economic aspects of HURBE. A final sustainability report will verify the coherence of HURBE results and outcomes with sustainability criteria. 6 six-month monitoring reports, 1 Quality Manual, 1 Sustainability Plan and 1 Monitoring system will be created.

Phase title

Main task

Secondary note

Transversal tasks

(T#: Project task)

Project Phases

Phase 01 (Structures): 14/11/2018 - 14/12/2018

- UNIROMA1
 - defines a plan and follows the nomination of the management structure
 - Every HEI defines 2 persons to become part of the (SSC)
 - Every HEI defines 1 person to become part of the (QST)
 The SSC and QST will be nominated by the Project Coordinator (UNIROMA1) on 5/12/2018 and it will continue to work, and they will be confirmed in the Kick off meeting. (T7.1)
 - elaborates the Quality Plan and Sustainability Plan in collaboration with the QST and the approval of the SSC. (14/12/2018). (T5.1)(T5.3)
 - Nominates EIE and Financial Auditor within the Kick-off meeting (T7.6)(T7.7)

-
- UNMO :
 - Develop a Dissemination & Exploitation Plan (15/12/2018) (T6.1)
 - Create Social Network channels (20/12/2018) (T6.3)
 - Launch the website & IIP within (10/01/2019) (T6.2)(T7.3)
 - Create promotional material and templates (10/01/2019) (T6.4)
 - Start sending invitations to expand the network (T6.5)

Phase 02 (Questionnaires) 1/12/2018 - 15/03/2019

- UNIROMA1 starts preparing for the Kick-Off meeting (start preparing on 1/12/2018) and delivers it on (10/02/2019) (T7.2)
- SSC prepares a Grid: programmes & accreditation system and then it's filled by P4, P5 & P6 (15/02/2019) (T1.1)
- UNMO elaborates a grid questionnaire for HURBE evaluation in P4, P5 & P6 (14/01/2019) (T1.4.)
- UNIROMA1 and UNSA prepare a survey for the students in P4, P5 & P6 (15/03/2019) (T1.5)

Phase 03 (Visits) 15/03/2019 - 15/05/2019

- UNIROMA1, AF ZG and UACEG prepare content for a seminar at UNSA (15/04/2019) (T1.2)
- UNSA Seminar for stakeholders (15/06/2019) or with the previous (15/04/2019) (T1.6)
- Observation visits to Programme country HEIs (15/05/2019) (T1.3)
- Work package leader reports (QST prepare template) +EIE report (15/05/2019) (T5.2)(T5.4)

Phase 04 (ToT Seminar) 15/05/2019 - 15/01/2020

- UACEG, AF ZG & UNSA Selection criteria and selection of trainers (15/07/2019) (T2.1)
- Project meeting in Zagreb (10/09/2019) (T7.4)
- Programme and Partner HEIs collect documents and best practices (between 15/07/2019 and 01/12/2019) (T1.7)

Milestone: Delivery WP1: 1/12/2019

- UNIROMA1, AF ZG and UACEG prepare content for ToT seminar (15/01/2020 or earlier) (T2.2)

Includes choosing the MOOC subcontractor

- UNIROMA1, UACEG and AF ZG perform the seminar in UNSA (15/01/2020) (T2.3) [Start recording the MOOC](#)

Milestone: Delivery WP2: 15/01/2020

- Work package leader reports (QST prepare template) +EIE report (15/11/2019) (T5.2)(T5.4)

Phase 05 (Laboratories) 15/01/2020 - 30/07/2020

- Prepare for a Mid-term meeting on (15/01/2020) and execute it in Sofia (25/04/2020) (T7.4)
- Partner country HEIs will travel to UNIROMA1 to see the labs (15/02/2020) (T3.1)
- Partner country HEIs will start preparing, choosing and tendering (within 15-05-2020) (T3.1)
- P4, P5, P6 will install labs within their universities within (30/07/2020) (T3.2)
- Start fostering HURBE network and signing contracts (T3.3)
- Intermediate Report (T7.6) + Work package leader reports (QST prepare template) +EIE report (15/05/2020) (T5.2)(T5.4)

Phase 06 (Prep. Course & MOOC) 15/01/2020 - 30/07/2020

- All HEI profs will meet in UNMO for 5 days to discuss course (& MOOC) materials on (15/02/2020) and preparation of 8 ECTS course & MOOC ends on (30/06/2020) (T4.1) (T4.3)

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Phase 07 (Course | MOOC | Internship) 01/10/2020 - 28/07/2021

- The course starts on (01/10/2020) and P1,P2,P3 go to P4,P5,P6 for 2 supervision visits during the course (within 28/02/2021) (T4.2) (T4.5 accreditation) + [Recording the MOOC](#)
- MOOC starts on (01/10/2020) and ends (within 28/02/2021) (T4.4)(T4.5 accreditation)
- Lab students internships on (01/02/2021) and ends (within 28/07/2021) (T3.4) (T4.5 accreditation) **Milestone: Delivery WP3 & WP4: 28/07/2021**
- Work package leader reports (QST prepare template) +EIE report (15/11/2020) (15/05/2021) (T5.2)(T5.4)
- Project meeting in Zagreb (15/06/2021) (T7.4)

Phase 08 (Final Meeting and Conclusion)

- Final project conference and meeting preparation starts on (01/10/2020) and the meeting on
- Final reports by EIE +Financial Auditor+ WP leaders (T7.6) (T7.7) (T5.2)(T5.4)