



**Strengthening of Internationalization in B&H Higher Education**  
561874-EPP-1-2015-1-BE-EPPKA2-CBHE-SP

**REPORT**

Work package	Title
6.	Project management
Activity	Title
8.3	Financial and administrative management Short coordination visit from coordinator to university of East-Sarajevo

**East-Sarajevo, 4-7 September**

Meeting attended by:

Jelena Gigovic and Nenad Markovic from the University of East-Sarajevo  
Geert De Lepeleer from KU Leuven

4 september 2018

Arrival in Sarajevo at 14.30

15.00- 16.30 : Meeting in rectorate of East-Sarajevo

Coordinator explains purpose of the visit :

- Consequences of the approval of the prolongation request until 30/4/2019.
- Check in which way all outcomes have been achieved so far + check in which way outcomes are publically available on the website, since Erasmus+ projects check now carefully to what degree outcomes have been reached ( payment by unit costs )

5 september 2018

8.00- 16.00: Meeting in the rectorate of East-Sarajevo

General remark : all results are available under publications and under events

Nenad makes sure that all results are availbale under publications ( even if this means double access ) and he inserts the number of the work packages on the website.

Year 1 :

Activity 1 : all outputs are available on the website but

1.4 : the activity has been carried out by HEARS and East-Sarajevo. Nevertheless Mostar declares 21 days. Coordinator will contact partner to check.

Activity 2.2: recognition model has been done by CIP with help of other partners ( max. 10 days ) but Tuzla 25 days ? and Zenica 21 days ? Is this not a mistake : Shift to 2.3: internationalisation strategy ?

Activity 2.3 + 2.4: internationalisation strategy + indicators : all strategies and indicators should be sent to Nenad for webpublishing ( Banja Luka is ok) but also decision of acceptance should be communicated to Nenad. This request will be inserted in the template with the „ to do „ list for universities.

Activity 6.1 : year 1+ year 2 : KU Leuven + Bucks: internal report is missing. KU Leuven takes care of this.

7.3 Dissemination via newsletters : partners will be asked to whom they have sent the newsletters ?

7.5 Press releases : we need more. Request will be inserted in dissemination template.

Where is the videolink of Bihac meeting ?

Year 2

### 3.1 Equipment

Global tender : all info in local language to be sent to Geert+ translation of one lot as model + translation of all relevant info by hand into English on document.

East-Sarajevo : books as learning materials in Faculty of Economics : invoice + proof of payment + inventory to be sent to Geert De Lepeleer

A planned strategic goal : development of English courses in Faculty of Economics Possible KA1 agreement with Porto + explanation why learning books have been purchased.

Equipment template declaration will be set up by coordinator and each partner will be contacted separately by coordinator.

Request has been sent to EACEA to know if toners are eligible and if we have to ask permission for the extra equipment.

Bihac : books will be provided in September

3.2 All rulebooks and guides have to be sent to Nenad to be published on the webpage. Will be included in the follow up template to be completed by all partners.

4.3 Pilot activities : To what degree requirements of mentors are met ? To be included in follow-up template in Porto. Which pilots are not realised yet also have to be mentioned.

7.10 Internal dissemination : to be sent to Nenad for webpublishing: proof of allactivities according to template to be developed by Nenad ( pictures should be added, links, report, participant list) : to be presented on Porto meeting

Dzenan + Jelena Starcevic : report to be written about their activities included in 7.10. Coordinator will contact them.

Year 3 :

Evaluation report Tuzla to be added to the website. By Nenad

All videos published on home page and related to meetings are press releases. To be added to 7.5 and to be included in dissemination report.

5.2 + 5.3 : not possible to develop new criteria for internationalisation due to political situation.

Solution : newly developed criteria in 2016 were influenced by STINT ( see text in yellow by Nenad) + have have been improved by suggestions of STINT in 2018 : more defined internationalisation topics

and how they will be assessed. Criteria exist in English + report with logo about influence of stint . Important from the point of view of sustainability.

Version 2018 : text of HEA : mark in yellow stint adaptations from 2018.

Criteria developed by ECA are inserted in accreditation criteria 2016.

All criteria expanded with guidelines and questions have to be used for accreditation and reaccreditation of HEI and study programmes by HEA. Changes have to be highlighted.

New activity 5.3 : Testing : see prolongation request : to be agreed upon in Porto what criteria will be used per university using expanded guide + questions from guideline. 26/11 ? or 10/12 ?

6.1 : internal quality monitoring : 31/12/2018

6.2 : external visit : split up in two times;

1/ Mostar + Tuzla + Zenica : week 25/2/2019

2/ Sarajevo + Banja Luka + Bihac: week 11/3/2019

Early 2019

7.6 Dissemination conference : target ? Ministeries + private universities ? East-Sarajevo

Conference on April 3th + consortium meeting on April 4 th. In Trnbnje. Flights via Dubrovnik.

7.7 Facebook network + declaration that Geert stays mentor for projects + overview of KA 1 activities / agreements.

7.8 Declaration: when will it be signed ? To check with Dejan. Afterwards upload the document on Publications/ Results.

7.9 Dissemination + sustainability plan : to be developed in Porto : workshop of 1 hour. Geert will develop a frame. To be integrated in one plan. Link with pilot activities is essential for sustainability.

7.10 : 2 extra trainings in BIH : private universities : Nenad will join them.

Adoption from Senat : strategy + rulebooks

What is situation of adoption of law after letter from coordinator ? To be asked to Dzenan

Questions for universities have to be adapted with proofs, links and material evidence.

7.10 Special presentation by all partners about internal dissemination : foto's, links,  
To be completed, material from Zenica meeting.

Presentation of report of this meeting.

Ministries : answer to the letter + What will they do for furthrt dissemination + sustainability ( also agencies

